**TASK LIST**

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| **CLASSIFICATION & POSITION INFORMATION** | | | | | | |
| 1. Contract  MLC  IHA | 2. Job Definition Number | 3. Job Definition Title | | | 4. Pay Plan  BWT- | 5. Grade |
| 3a. Duty Title | | |
| 6. Organization | | | | 7. Organization Structure Code | 8. Office Symbol | |
| 9. Manpower PCN | | | | | 10. OPM Series | |
| 11. Duties and Responsibilities  **The primary purpose of the position:**  **Task 1 ( %):**    **Task 2 ( %):**  **Task 3 ( %):**  **Task 4 ( %):** Performs other related or incidental duties as assigned. | | | | | | |
| 12. Licenses and Certificates | | | | | | |
| 13. Classification Notes (for CPO use only) | | | | | | |
| I certify that this is an accurate statement of the major duties and responsibilities of this position. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment. | | | | | | |
| 14. Supervisor’s Signature | | | 14a. Title and Phone Number | | 14b. Date | |
| 15. Classifier’s Signature | | | 15a. Title | | 15b. Date | |

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