**TASK LIST**

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| **CLASSIFICATION & POSITION INFORMATION** |
| 1. Contract[ ]  MLC [ ]  IHA | 2. Job Definition Number | 3. Job Definition Title  | 4. Pay PlanBWT- | 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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