

PLEASE PREPARE THREE COPIES FOR OFFICE OF PERSONNEL AND ONE FOR YOUR BUREAU

(See other side for instructions)

1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station.

ITEMS 2, 3, AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	Total		

5. FUNCTIONAL TITLE

6. Pertinent program information (e.g., size of hospital; geographic limits of water pollution control project; type of hospital; primary function and size of Branch, Section, Unit; etc.)

7. *Brief statement of most important duties, including significant supervisory responsibilities and work relationships (please do not exceed this space).*

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)	11. Incumbent's category	12. Incumbent's rank Perm Temp
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13. Serial number 	14. Incumbent's profession	15. (Check one) <input type="checkbox"/> Regular <input type="checkbox"/> Reserve
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16. Certification or concurrence of superior officer	Signature	Title (Position)	Date
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INSTRUCTIONS FOR COMPLETING PHS-4392-1

Item 1.--Self-explanatory.

Items 2, 3, and 4.--Please let these items remain blank.

Item 5.--Please enter the title by which the position (incumbent) is generally known around the installation.

Item 6.--Describe the setting in which the incumbent works. For instance, if the Officer is MOC of a hospital, is its capacity 50 beds or 500 beds? Is it a GM&S or a specialty hospital? Is the incumbent an engineer in a small water pollution control project, or is he a staff engineer in a headquarters branch? What is the primary function of the Branch or Section incumbent works in? Is it a nationwide, regional, or local function?

Item 7.--Describe the major duties that are performed in order of importance. For your assistance, it can be said that most positions involve no more than five major duties, and that each major duty can be described with one or two sentences. The supervision that the incumbent gives to other persons, if it is a major duty, should be described in this item. Include numbers supervised and kind of supervision given (e.g., directly to subordinates, through subordinate supervisors, constant observation of work, cursory review of completed work, etc.). Also include the nature and purpose of work relationships (e.g., with persons in own unit to exchange information, with officials outside the Federal Government to interpret and seek support for plans and policies).

Item 8.--First state by whom (his billet, not his name) the Officer is supervised. Then tell how he is directed. Be sure to include such items as degree and type of direction from the onset, through to completion of work (e.g., is direction received from direct personal contact, from established policy, precedents, guides, methods, etc.?). For instance, if he is an engineer are his computations checked for accuracy, are his professional engineering judgments reviewed, or is his work only reviewed for compliance with policy? There must be situations that lie between these examples. Do not use such terms as "under immediate supervision," "under general supervision," etc.

Item 9.--To be completed by a superior Officer in the organization. Please include both education and years of experience required. Be sure to list minimum qualifications (which will not necessarily coincide with present incumbent's qualifications). Advanced degrees, board certification, etc., should be listed only if an essential requirement of the position.

Items 10, 11, and 12.--Self-explanatory.

Item 13.--Self-explanatory.

Item 14.--List your profession or specialization (i.e., medical record librarian, psychologist, entomologist). Your category (Item 11) may be Sanitarian but your profession may be Chemist.

Item 15.--Self-explanatory.

Item 16.--The superior Officer will complete this item. Both incumbent and superior Officer should agree with the contents of the billet before it is certified.