**Item 2 from link to ­How to Write a PD**

**Drafting a Factor Evaluation System Format PD**

The Factor Evaluation System (FES) format covers a large majority of the positions in

MCIPAC. The FES is the format used for most non-supervisory GS positions grades 1 through 15 – and can be used to describe the requirements for any non-supervisory position. It is a point-based system with nine factors. An FES-format position description has three or four parts– an introduction, description of the major duties of the position, and addresses each of the following nine factors.

I. **Introduction** – Identify the Command, Directorate, Office, Division, etc., the position’s duty location; the position title; and the purpose of the position.

II. **Major Duties Responsibilities** – Describe the duties that occupy most of the employee’s time and are the primary reason for the position’s existence.

III. **Factors** – Address the following nine factors.

Factor 1. Knowledge Required by the Position

* Kind or nature of knowledge and skills needed
* How the knowledge and skills are used in doing the work

Factor 2. Supervisory Controls

* How the work is assigned
* Employee's responsibility for carrying out the work
* How the work is reviewed

Factor 3. Guidelines

* Nature of guidelines for performing the work
* Judgment needed to apply the guidelines or develop new guidelines

Factor 4. Complexity

* Nature of the assignment
* Difficulty in identifying what needs to be done
* Difficulty and originality involved in performing the work

Factor 5. Scope and Effect

* Purpose of the work
* Impact of the work product or service

Factor 6. Personal Contacts

* People and conditions/setting under which contacts are made

Factor 7. Purpose of Contacts

* Reasons for contacts in Factor 6

Factor 8. Physical Demands

* Nature, frequency, and intensity of physical activity

Factor 9. Work Environment

* Risk and discomforts caused by physical surroundings and the safety precautions necessary to avoid accidents or discomfort.

IV. **Other Signification Information –** information in this section would include conditions of employment, such as clearance, Emergency-Essential status, requirement to obtain a Status of Forces Agreement driver’s license, and similar requirements. It may not be necessary for all position descriptions.