

## Introduction to FASCLASS – The PD Database

Tired of floundering to find a position description to complete an SF52? This can be a task you simply don't have time to do. Read this short guide to learn how to quickly locate your documents. FASCLASS is an online database designed to store most approved position descriptions. For the National Guard, this is the only approved database for dual status and title 5 descriptions.

FASCLASS is internet based and can be accessed from any computer. Click on the link to see the program. [https://acpol2.army.mil/fasclass/search\\_fs/search\\_fasclass.asp](https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp)  
You will be routed to the Search by Position Data page.

FASCLASS NAF Workforce Planning Tool CPOL  
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### Search by Position Data

To search for a position description, fill in all applicable fields then click the Search button.  
Click the icon, to bring up a list of valid values.

CCPO ID:  PD#:

Position Title:

Pay Plan:  Series:  Grade:

[General Schedule Classification Standards](#) [Federal Wage System Classification Standards](#)  
[Qualification Standards](#) [Qualification Standards](#)

Region:

Servicing CPAC:

Position Duties:

Exact Match  Wild Card  
AND  
  Exact Match  Wild Card  
AND  
  Exact Match  Wild Card  
AND  
  Exact Match  Wild Card  
AND  
  Exact Match  Wild Card

Position Evaluation:

Sorted By:

Your search can be widened or narrowed based on the fields you query. CCPO ID is always going to be NG. The PD# field can be filled in if you know the PD you need. If you are just searching, you can populate with a "D" for dual status or a "T" for title 5. Or just leave it blank to pull up positions relevant to both types. The position title is sometimes obstinate. At times it will bring up only PDs with the exact title and other times it will bring up PDs with a key word from the title. If you do not know the exact title, it may be better to utilize the Wild Card for position duties. Your PDs can be furthered filtered by GS vs WG, Series and Grade. The Wild Card works great if you wish to find a PD related to a specific

topic, say, “DEERS” or “Public Affairs”. Lastly, at the bottom you can choose how to sort your responses. For instance, if you want to find all PDs related to telecommunication, you could fill in the CCPO ID with “NG”, a Wild Card of “Telecommunication” and then sort by grade. This results in a list of 174 records sorted with all GS07s grouped, then GS09s etc.

It is important to realize PDs are written specifically for a directorate or level of work. Don’t assume because you found a PD it can be utilized in your organization. You must open each PD and scroll down to Position Duties to understand where the PD can be used.

When it is time to complete an SF52 for a position vice someone, the easiest way to determine what PD you need to fill is to look at the last person’s SF52 or SF50. The PD title and number will be listed in block 7 and/or 15.

Here is a quick unit guide to help you determine correct Army position descriptions when completing a request for fill.

	Brigade		Battalion		Company	
Administrative Officer (AO)	GS12	D2051	GS11	D1174		
Administrative Officer (AO)			GS09	D1175		
Human Resources Specialist	GS09	D2054	GS09	D1176		
HR Assistant	GS06	D2056	GS06	D1190	GS06	D1100
Log Management Specialist	GS09	D2059	GS09	D1176		
Log Management Specialist			GS09	D1177		
Supply Tech	GS06	D2062	GS06	D1186	GS06	D1098
Supply Tech (w/ PB Section)	GS06	D2063	GS06	D1187		
Training Tech	GS11	D2065	GS09	D1180		
Training Tech	GS09	D2066	GS08	D1181		
Training Tech	GS07	D2067	GS06	D1182	GS06	D1096
Computer Operator	GS06	D2074				
Legal Assistant (OA)	GS06	D2076	GS06	D1192		
Readiness NCO					GS08	D1093
Readiness NCO (Detachment)					GS07	D1095

This guide and FASCLASS link can be found on our Classification webpage.

In addition to finding the correct PD, the PD must be compatible with the military MOS position. The link to the compatibility chart is also located on our webpage.