

|   |                                |
|---|--------------------------------|
| <b>FUNCTIONAL STATEMENT COVER SHEET</b> | 1. Functional Statement Number |
|---|--------------------------------|

|            |                              |             |  |
|------------|------------------------------|-------------|--|
| 2. Service | 3. Cybersecurity Designation | 4. BUS Code | 5. Financial Statements Required<br>Executive Personnel Financial Disclosure<br>Employment and Financial Interests |
|------------|------------------------------|-------------|--|

|         |                 |                           |
|---------|-----------------|---------------------------|
| 6. VISN | 7. Duty Station | 8. Full Performance Level |
|---------|-----------------|---------------------------|

|  |  |                            |                |
|--|--|----------------------------|----------------|
| 9. Position Status<br>Excepted<br>SES (Gen.)      SES (CR) | 10. Fair Labor Standards Act (FLSA)<br>Exempt      Nonexempt | 11. Competitive Level Code | 12. Job Family |
|--|--|----------------------------|----------------|

|   |                        |                       |  |                |
|---|------------------------|-----------------------|--|----------------|
| 13. Position Sensitivity and Risk<br>Non-Sensitive      Critical Sensitive<br>Non-Critical Sensitive      Special Sensitive | 14. Security Clearance | 15. Supervisory Level | 16. Position is:<br>Supervisory<br>Managerial<br>Neither | 17. Agency Use |
|---|------------------------|-----------------------|--|----------------|

|  |                            |          |                   |       |                 |          |      |
|--|----------------------------|----------|-------------------|-------|-----------------|----------|------|
| 18. Reviewed by                            | Official Title of Position | Pay Plan | Occupational Code | Grade | Functional Code | Initials | Date |
| a. First Level Review                      |                            |          |                   |       |                 |          |      |
| b. Recommended by<br>Supervisor or Manager |                            |          |                   |       |                 |          |      |

|   |  |
|---|--|
| 19. Organizational Title of Position (if different from official title) | 20. Designated Hybrid<br>Yes      No   |
|   | This position has been identified as a designated hybrid per VA Handbook 5007/60, Part V, Ch 3 |

|   |                       |
|---|-----------------------|
| 21. Department, Agency or Establishment | c. Third Subdivision  |
| a. First Subdivision                    | d. Fourth Subdivision |
| b. Second Subdivision                   | e. Fifth Subdivision  |

|   |                       |
|---|-----------------------|
| 22. Employee Review- This is an accurate description of the major duties and responsibilities of my position. | Signature of Employee |
|---|-----------------------|

23. Supervisory Certification:

*I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that 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 statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

*If this position has been approved locally as a designated hybrid per VA Handbook 5007/60, Part V, Ch 3, the supervisor will provide documentation to Human Resources with the official request and the FLSA code will be updated to reflect this information.*

|   |  |
|---|--|
| a. Typed Name and Title of Immediate Supervisor | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature                                       | Signature  |
| Date  | Date   |

24. Classification Certification:

*I certify that this functional statement has been reviewed for quality and conformance with the established VA Qualification Standard.*

*This cover sheet is used for Functional Statements to ensure accuracy of position data. The HR Specialist (Staffing) along with the SME will review the positions occupation specific qualification standards to determine the appropriate grade assignment level during the staffing process.*

|   |  |
|---|--|
| a. Typed Name and Title of Official Taking Action | 25. OPM Standard and/or VA Qualification Standard Used for the Position Review   |
| Signature   | <b>Information for Employees:</b> OPM and V A Qualification standards and information on their application, are available in the personnel office. Information on application of the standards and complaints on exemption from FLSA, is available from the personnel office, the agency, or the U.S Office of Personnel Management. |
| Date  |  |

|                        |          |      |          |      |          |      |          |      |
|------------------------|----------|------|----------|------|----------|------|----------|------|
| 26. Position Review    | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
| a. Employee (Optional) |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |

27. Remarks

## Instructions for Completing Functional Statement Cover Sheet

October 2021

1. Functional Statement Number:
  - Enter position number used by the agency for control purposes.
2. Service Line
  - Enter the field station service line name
3. Cybersecurity Designation
  - [Cyber Security Codes \(HR Smart Bulletin\)](#)
4. BUS Code
  - BUS code is the responsibility of the Employee and Labor Relations team (ER/LR). The CCU will work in collaboration with the local ER/LR to clarify difficult cases.
5. [Financial Statement Required](#)
  - Check box if statement is required. This is typically identified by the Service Line manager in coordination with the Staffing process.
6. VISN
  - Enter VISN
7. Duty station
  - Enter geographical location if different from that of #4.
8. Full Performance Level
  - The full performance level of the position as stated in the qualification standard.
9. Position status (choose one)
  - Excepted
  - SES (Gen)
  - SES (CR)
10. Fair labor standards act (FLSA)
  - Check one to show whether the incumbent is exempt or non-exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
11. Competitive Level Code
  - Enter competitive level code for use in reduction-in-force actions.
12. Job Family
  - A job family is a broad grouping of trades, craft, and labor occupations related in one or more ways such as: similarity of functions performed, transferability of knowledge and skills from one occupation to another, or similarity of materials or equipment worked on. A list of job families is available at [www.opm.gov](http://www.opm.gov) Handbook of Occupational Groups and Families.
13. Position Sensitivity and Risk

- Check one to show whether the position is non-sensitive, non-critical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
14. Security Clearance
- Annotate Security Level upon review of [Suitability Matrix](#).
15. Supervisory Level
- Use [Supervisory Level](#)
16. Position is
- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
  - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
17. Agency use
- Agencies may use this block for any additional coding requirement
18. Reviewed by
- Final Title/PP/Series/Grade/Functional Code; Initial/Date from HR Specialist. [Functional Codes](#)
  - Recommended Title/PP/Series/Grade/Functional Code; Initial/Date Supervisor
  - Functional Code:
19. Organizational Title of Position
- Enter the organizational, functional, or working title if it differs from the official title.
20. Designated hybrid
- Designated Hybrid per VA Handbook 5007/60, Part V, Ch 3. Supervisors/Managers in coordination with the Compensation Team are responsible for providing this information prior to classification review. Unless information is provided in support of Designated Hybrid the classifier will default to 'no' and provide the proper/related FSLA determination.
21. Department, Agency, or Establishment
- Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
22. Employee Review
- Employee certification of duties in functional statement
23. Supervisory Certification
- This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
24. Classification certification
- Typed Name and Title of Official Taking Action

25. OPM standard and/or VA Qualification Standard Used for the Position Review

- Enter the position classification/job grading standard(s)/qualification standard used and the date of issuance

26. Position Review

- Supervisors are required to review functional statements every two years. Classifier review is to determine if changes are needed based on updated qualification standards or changes to blocks 1-29.

27. Remarks

- This section may be used by the agency for additional coding requirements or for any appropriate remarks.