

<b>NONAPPROPRIATED FUND (NAF) CIVILIAN POSITION DESCRIPTION</b>		1. NUMBER OF IA'S (See 10)	2. POSITION NUMBER			
3. ORGANIZATION LOCATION		4. POSITION TITLE				
		5. CLASSIFICATION	6. CLASSIFIED BY		7. DATE	
8. DUTIES AND RESPONSIBILITIES(Indicate time percentages, where required.) (Questions concerning the classification of your position should be asked of your supervisor. You may see, upon request, classification standards and guides used in classifying your job. Your appeal rights, and procedures, are explained in the Federal Personnel Manual Supplement 532-2, Subchapter S7, and AFR 40-7, chapter7.).						
9. FLSA OVERTIME		10. EMPLOYMENT CATEGORIES OF IA'S				
<input type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		REGULAR	TEMPORARY		INTERMITTENT	
11. 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.		FT	FT		FT	
		PT	PT		PT	
SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR		12. REAUDIT CERTIFICATION(Initials)				
		DATE				
		SUPERVISOR				
		CLASSIFIER				

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).