How to find a Position Description in FASCLASS

- FASCLASS (Fully Automated System for Classification)

- Type in URL
- https://acpol2.army.mil/ako/fasclass/search_fs/search_fasclass.asp

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:

LN Title:

Pay Plan: Series: Grade:

General Schedule
Classification Standards
Qualification Standards

Federal Wage System
Classification Standards
Qualification Standards

LN Pay Plan: LN Grade:

Citation:

Career Program: Region:

Servicing CPAC:

Position Duties:

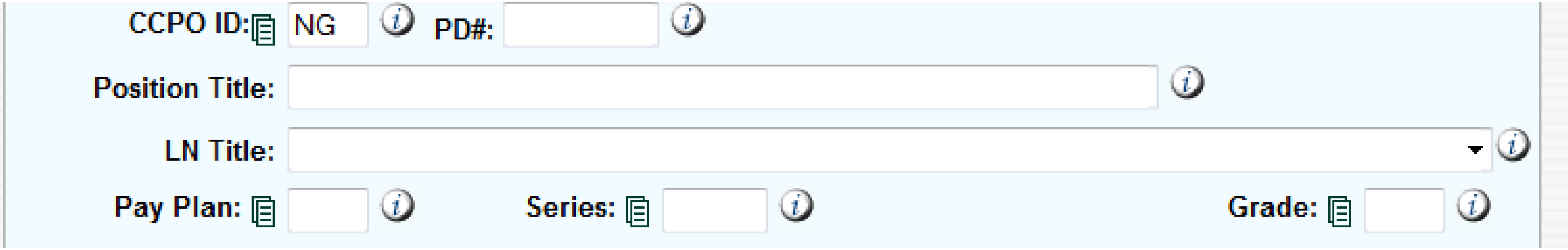
Exact Match Wild Card
AND
Exact Match Wild Card
AND
Exact Match Wild Card
AND
Exact Match Wild Card
AND
Exact Match Wild Card

Position Evaluation:

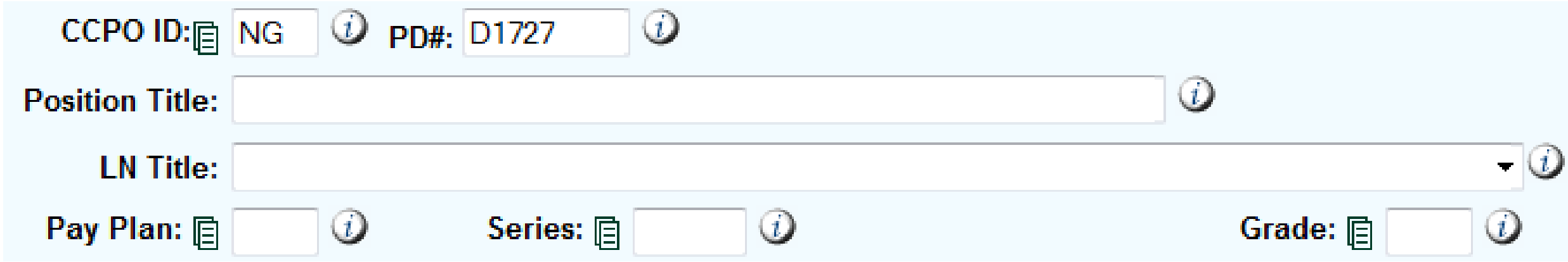
Sorted By:

Search Reset

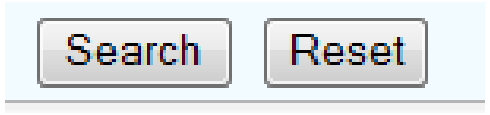
- CCPO ID : Always enter “NG” otherwise you may pull PD’s from other services such as Department of the Army, Navy, etc.



- If you know the PD number you want to search for, simply enter the number in the PD# field.

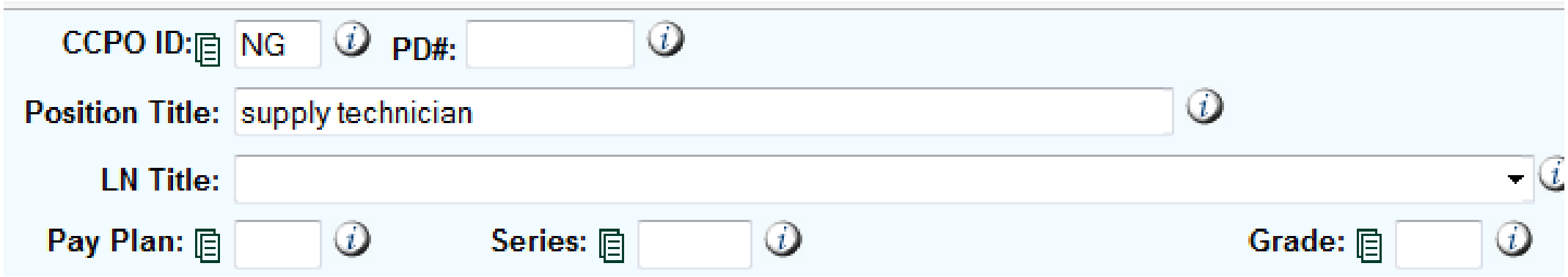


- Click on the search button at bottom of page.

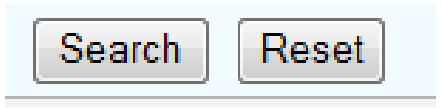


- The PD will be listed on the next screen, click on the link and the PD will open.

- If you do not know the PD number, but you know the PD title, enter the PD title in to the corresponding block.



- Click on the search button at bottom of page.



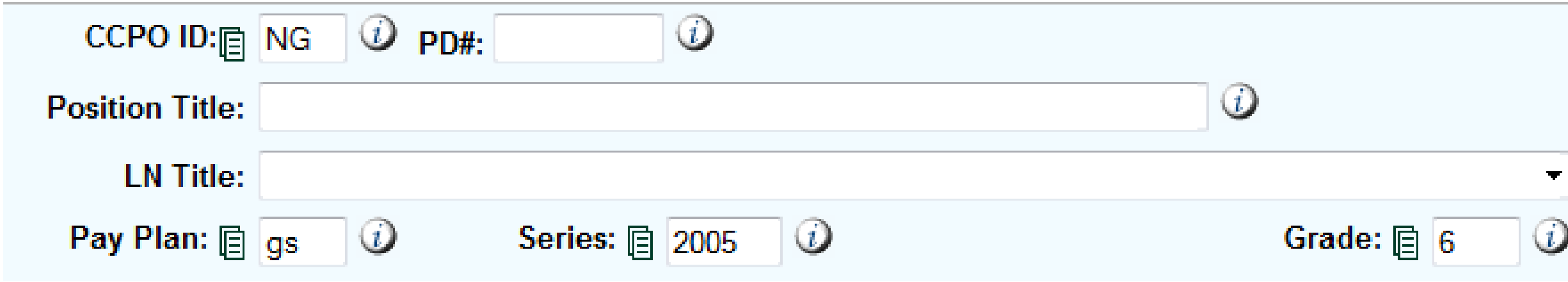
- Search will find all National Guard PD's with "Supply Technician" for the title. You will have to click through and read every PD to determine which one is correct. This search found 64 PD's.

Sorted by: **Job Number** Records Found: **64**

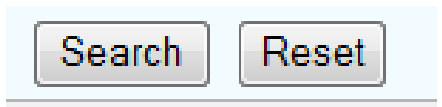
JOBNUM	TITLE	PAY PLAN	LN PP	SERIES	GRADE	LN GRD	REGION	STATUS	CLASSIFIED DATE
NGD0561000	SUPPLY TECHNICIAN	GS		2005	06		National Guard	Verified	5/9/1994
NGD0848000	SUPPLY TECHNICIAN	GS		2005	05		National Guard	Verified	5/9/1994
NGD0849000	SUPPLY TECHNICIAN	GS		2005	07		National Guard	Verified	11/10/2010
NGD0864000	SUPPLY TECHNICIAN	GS		2005	06		National Guard	Verified	4/25/1996
NGD0885000	SUPPLY TECHNICIAN	GS		2005	07		National Guard	Verified	4/1/1998

- For some PD's the person entering the PD into FASCLASS abbreviated the title, if this happened, the PD will not be pulled up. In this case it would be better to search on Pay Plan, Series and Grade of the position.

- Search on Pay Plan: GS, Series: 2005, and Grade:6



- Click on the search button at bottom of page.



- Search will find all National Guard PD's fitting that Pay Plan/Series/Grade. You will have to click through and read every PD to determine which one is correct. This search found only 15 PD's.

Sorted by: **Job Number** Records Found: **15**

JOBNUM	TITLE	PAY PLAN	LN PP	SERIES	GRADE	LN GRD	REGION	STATUS	CLASSIFIED DATE
NGD0561000	SUPPLY TECHNICIAN	GS		2005	06		National Guard	Verified	5/9/1994
NGD0864000	SUPPLY TECHNICIAN	GS		2005	06		National Guard	Verified	4/25/1996
NGD0909000	SUPPLY TECHNICIAN	GS		2005	06		National Guard	Verified	1/27/2014
NGD0916000	SUPPLY TECHNICIAN	GS		2005	06		National Guard	Verified	3/2/2000

- Now you know how to use FASCLASS.
- If you look for a PD in FASCLASS, but cannot find it, please contact the state classification section for assistance.