

**ACQDEMO POSITION REQUIREMENTS DOCUMENT (PRD)  
INSTRUCTIONS FOR COMPLETING THE PRD TEMPLATE  
(Reference: AcqDemo Operating Guide and DoDI 5000.66)**

**Part A. Position and Organizational Information**

1. Enter position number used by the Participating Organization for control purposes.
2. Hard coded for subject career path.
3. Select appropriate broadband level from drop down menu.
4. Enter position title, pay plan, series, and broadband level.
5. Select reason for submission of PRD.
6. Enter employee name or position title.
7. Enter the name and location of position's organization.
8. Enter duty station.
9. Briefly describe the purpose of the position.
10. Check the circle which indicates whether the position is an Acquisition Workforce (AWF) position. Refer to DoDI 5000.66 for definitions.
- 10a. Select the appropriate Functional Area for the AWF position from one of the authorized 8 listed on the drop down menu. Refer to DoDI 5000.66, 5.1.a for definitions.
- 10b. Select the appropriate Acquisition Category required for the AWF position. Based on the selection of the Functional area in 10a., only the categories appropriate will be available in the drop down menu. Refer to DoDI 5000.66, 5.1.a for definitions.
11. Indicate whether the non-AWF position directly supports acquisition workforce
- positions 51% or more of its work time by checking one of the circles. If this is an AWF position select N/A
12. Check one circle to indicate if the position has (or has not) multiple broadband levels for growth potential (Career Ladder).
13. Select from the drop down menu the highest career path broadband level associated with the position.
14. Check the circle that indicates the position's supervisory status. Supervisory/managerial duties must comprise 25% of the position's time and meet the definition provided by the OPM General Schedule Supervisory Guide or Leader Grade Evaluation Guide.
15. Check one box that indicates whether the position is in the competitive service or excepted service.
- 15a. Check one box to indicate whether the position is permanent or time limited.
16. Select one category from the drop down menu to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes.
17. Check box if statement is required. See FPM Chapter 735, Subchapter 4, for information on the Employment and Financial Interests Statement.
18. Indicate whether the position will be designated as emergency essential pursuant to 10 U.S.C. 1580 with assigned duties and

responsibilities that must be accomplished following the evacuation of non-essential personnel (including dependents) during a declared emergency or outbreak of war by checking the appropriate response—yes or no.

19. From the drop down menu select the position's code that represents the function in which the individual is "primarily engaged." Refer to the OPM *Guide to Data Standards* for additional information.

20. Refer to Department of Health & Human Services *2010 Guidance for Selection of Testing Designated Positions (TDPs)*, dtd April 5, 2010 for selecting and/or reviewing positions designated for random testing under the Federal Drug-Free Workplace Program established pursuant to Executive Order No. 164.

21. Select one of the special codes for the employee's bargaining unit status from drop down menu or select next option and type in BUS Code in block provided. The names and codes for bargaining units can be found on the OPM Federal Labor Management Information System (FLIS) website:  
<https://apps.opm.gov/flis/start.aspx>

22. Indicate whether the position is an interdisciplinary position involving duties and responsibilities closely related to more than one professional occupation. For example, the position may have duties related to mathematics, operations research analyses, and computer science.

23. Indicate the date an employee will start work in the position or the date the position is authorized.

24. Indicate the date the authorization for the position will terminate or the not to exceed date.

25. From the drop down menu, select the appropriate code for the employee's mobilization indicator.

26. Enter the pay pool ID in which the employee is a member. The Pay Pool Administrator for the employee's organization as well as the supervisor should have this ID.

27. Select the employee's work schedule from the drop down menu.

28. Check the circle that indicates if the supervisory/team leader position meets one or more of the following criteria:

- a. Organizational level and scope, difficulty, and value of position warrants additional compensation;
- b. Supervisory and/or team leader positions are extremely difficult to fill; or
- c. Salary inequities may exist between the supervisor's or team leader's and non-supervisory/non-team leader subordinates' basic pay.

29. Check whether the employee is proficient in a foreign language the SECDEF has determined to be necessary for national security interests as described in 5 CFR 9901.364, and if they are not receiving Foreign Language Proficiency Pay as provided in 10 U.S.C. 1596 AND 10 U.S.C. 1596a.

30. Identify the language(s) in which the employee is proficient that SECDEF has determined to be necessary for national security interests.

31. Indicate whether the employee's position entails hazardous duty. Hazardous duty is duty performed under circumstances in which an accident could result in serious injury or death. Duty involving a physical hardship is duty that may not in itself be hazardous, but causes extreme physical discomfort or distress and is

not adequately alleviated by protective or mechanical devices.

### **Part B. Major Duties**

1. Enter position number used by the Participating Organization for control purposes. (Should auto populate, if not enter)
2. Provide a brief description of the major duties and responsibilities of the position. Major duties are those that represent the primary reason for the position's existence, and which govern the qualification requirements. Typically, they occupy most of the employee's time. Minor duties generally occupy a small portion of time, are not the primary purpose for which the position was established, and do not determine qualification requirements.
3. Provide a brief description minor duties and/or a list of other requirements that could result in qualification criteria. Minor duties generally occupy a small portion of time, are not the primary purpose for which the position was established, and typically do not determine qualification requirements. However, they can sometimes have a major influence on series and broadband level determinations and the qualifications required, and must be considered when classifying the position. Other requirements may include a specific license (driver's license); extensive travel; mobility agreement; overtime work; duty aboard ships or aircraft; hazardous duty; proficiency in a foreign language; drug testing position; security clearance; etc.

### **Part C. Knowledge, Skills, Abilities, and Competencies – NH Career Path**

1. Check the boxes for the knowledge, skills, abilities, and competencies needed for successful performance in the position.

2. Provide a brief description of other qualification requirements such as a particular foreign language.

### **Part D. Evaluation Statement- NH Career Path**

1. Enter position number used by the Participating Organization for control purposes. (Should auto populate, if not enter)
2. Enter employee name. (Should auto populate, if not enter)
3. Enter the name and location of position's organization.
4. Provide the citations, references, and/or classification standards used in the classification of the position. For example, OPM Classification Standard for the 1102, Contracting Series.
5. Provide a brief synopsis of events leading to the classification of the position at this time.
6. Enter the final position title, pay plan, and series determinations following the classification review.
7. Select the final broadband level as determined by the classification review.
8. Classification Official to provide a brief summary of findings from the classification review.
9. Check the box that indicates the Fair Labor Standards Act (FLSA) determination for the position.
10. Enter name and title of the classification official.