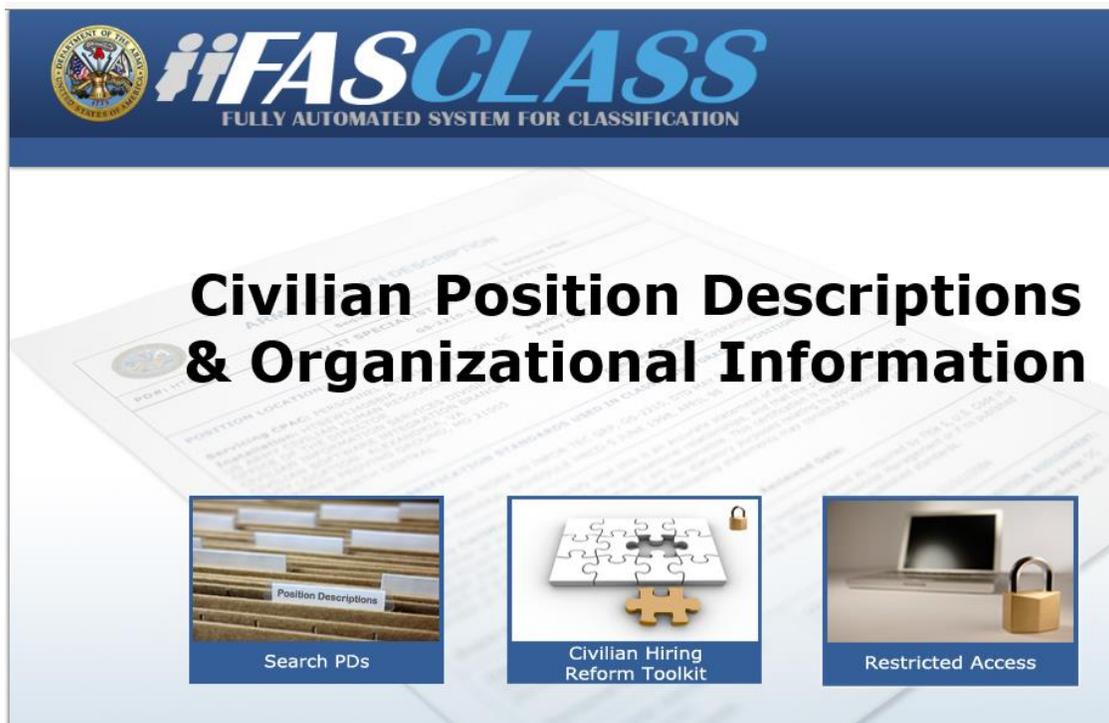# Accessing Position Descriptions using FASCLASS
(No login required)

Position Descriptions that were previously accessible through DoDEA-PIA are now available in Army's FASCLASS database. Any new DoDEA PD classified July 9, 2018, or later is only available in FASCLASS

Step #1:

Website: https://acpol2.army.mil/fasclass/inbox/

Step# 2:

Click "Search PDs" which will take you to the following screen:

Step #3:

If you already know the PD# for which you are looking for, please put the # in the block marked "PD#" and hit "Search". To view the PD itself, please click the blue highlighted PD#, in this case "D1102362" as shown in the 2nd screen shot below.

Results Search by Position Data

Sorted by: **Job Number**   Records Found: **1**

JOBNUM	TITLE	PAY PLAN	LN PP	SERIES	GRADE	LN GRD	REGION
D1102362	HUMAN RESOURCES SPEC (CLASSIFICATION AND COMPENSATION)	GS		0201	14		DoDEA

You are viewing records 1 through 1

Searching FASCLASS using CCPO ID, Series, Grade or Key Words

If you don't know the PD# but perhaps you know the series and grade, you may put that information in the appropriate boxes under "Search by Position Data". It is important to note that because our PDs are now within FASCLASS, you must designate "DoDEA" in the "Region" box when searching by series and grade or you will get every PD for that series/grade in the FASCLASS system regardless of agency. The screen sequence will appear as follows:

Results Search by Position Data

Sorted by: Job Number   Records Found: **12**

JOBNUM	TITLE	PAY PLAN	LN PP	SERIES	GRADE	LN GRD	REGION
D1102027	HUMAN RESOURCES SPEC (CLASSIFICATION & COMPENSATION)	GS		0201	12		DoDEA
D1102100	HUMAN RESOURCE SPEC (RECRUITMENT & PLACEMENT)	GS		0201	12		DoDEA
D1102116	HUMAN RESOURCES SPECIALIST (RECRUITMENT)	GS		0201	12		DoDEA
D1102121	HUMAN RESOURCES SPEC (HUMAN RESOURCE DEVELOPMENT)	GS		0201	12		DoDEA
D1102134	LEAD HUMAN RESOURCES SPEC (RECRUITMENT AND PLACEMENT)	GS		0201	12		DoDEA
D1102155	HUMAN RESOURCES SPEC	GS		0201	12		DoDEA
D1102179	LEAD HUMAN RESOURCES SPECIALIST	GS		0201	12		DoDEA
D1102188	HUMAN RESOURCES SPEC (HUMAN RESOURCE DEVELOPMENT)	GS		0201	12		DoDEA
D1102220	HUMAN RESOURCES SPEC (COMPENSATION & EMPLOYEE BENEFITS)	GS		0201	12		DoDEA
D2102353	HUMAN RESOURCES SPECIALIST	GS		0201	12		DoDEA
D3102353	HUMAN RESOURCES SPECIALIST	GS		0201	12		DoDEA
D4102353	HUMAN RESOURCES SPECIALIST	GS		0201	12		DoDEA

You are viewing records 1 through 12

Using CCPO ID: D1 for headquarters; D2 for Europe; D3 for Pacific; D4 for DDESS; D5 for MC&FP (Pentagon); D6 for Force Education & Training (Pentagon); or D7 for Manpower & Reserve Affairs (Pentagon). By inputting an area identifier (e.g. D1) in the "CCPO ID" box and indicating "DoDEA" in the "Region" box, clicking "Search", you will get every PD in the CCPO ID area you indicated.

Using Series: By using the 4 digit series (e.g, 0201, 0301, 1102, etc) identifier and "DoDEA" in the "Region" box, clicking "Search", you will get every PD for that series.

Using Grade: By using the 2 digit grade (e.g. 09, 12, etc) and "DoDEA" in the "Region" box, clicking "Search", you will get every PD for that grade regardless of series.

Using "Position Duties": By using key words and "DoDEA" in the "Region" box, clicking "Search", you will get a listing of all DoDEA PDs with those key words in them.

These identifier's can be used together as well as independently.

For any questions with the FASCLASS DoDEA PD library, please contact me via email at Dixie.Cansler@hq.dodea.edu or by phone at 571-372-0816.