Cybersecurity Data Standard Code Determination Checklist

Instructions: Mandatory cybersecurity coding is required for all positions. Positions that do not have any cybersecurity duties will be coded "000". Up to 3 codes may be entered for each position. The list of cybersecurity categories and specialty areas can be accessed at: https://dw.opm.gov/datastandards/referenceData/2273/current?index=C

1. **POSITION INFORMATION**

Position Information		Type of position (check appropriate):	
Title/Series/Grade		Standardized (USGS or DOI Standard PD)	☐
PD #		Encumbered (Currently occupied – not standard)	☐
Sub Bureau Code		Funded (vacant but plans to recruit for)	☐
Organizational Code		Vacant (vacant – may or may not be filled)	☐

If several employees are assigned to the same PD/PD#, only one checklist is required. Refer to standard PD web page for standard PDs

2. **WORK ROLES**: Work roles/Functional Area of Position (check all that apply based on the duties of the position)

☐ Information technology ☐ Cybersecurity ☐ Cyber-related ☐ None (code 000)

3. **CYBERSECURITY DATA CODES**: List the most important job function code first. If multiple substantial covered job functions exist in a position, assign up to three cybersecurity data codes per position.

First data code 000

Second data code 000

Third data code 000

4. **SIGNATURE/CERTIFICATION**

This position has been reviewed and coding verified:

Manager/Designee signature

OEI/Designee signature

The code(s) have been annotated on the position description and/or OF-8 and entered into FPPS

HR Signature

Annual review	HR	SUP	OEI	HR	SUP	OEI	HR	SUP	OEI
Initials									
Date certified									