NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

POSITION AND HIRING INFORMATION

1. POSITION NUMBER	2. POSITION TITLE	3. OCCUPATIONAL CODE
	Histopathology Technician	0646

4. ORGANIZATIONAL TITLE	5. CAREER GROUP	6. PAY SCHEDULE	7. PAY BAND	8. TARGET PAY BAND	9. OPM FUNCTIONAL CODE
	Medical	YI	01	02	NA

10. DRUG TEST	11. BUS CODE	12. FAIR LABOR STANDARDS ACT	13. SUPERVISORY STATUS
[X] YES [ ] NO		[ ] N [ ] E	8

14. KEY/EMERGENCY ESSENTIAL	15. MOBILIZATION INDICATOR	16. ENVIRONMENTAL/HAZARD DIFFERENTIAL	17. CERTIFICATION REQUIRED
			[ ] YES [X] NO

18. POSITIVE EDUCATION REQUIREMENTS	19. LANGUAGE REQUIRED	20. LANGUAGE IDENTIFIER
[ ] YES [X] NO	[ ] YES [X] NO	

21. FINANCIAL STATEMENTS REQUIRED	22. POSITION SENSITIVITY	23. PAY POOL IDENTIFIER	24. LAUTENBERG/SMITH AMENDMENT
[ ] YES [X] NO			[ ] YES [X] NO

25. DUTIES

Serves in an entry level position as a staff histopathology technician who practices in a medical treatment facility or clinic. Carries out assignments and duties designed to help the health care staff by providing routine diagnostic and therapeutic medical care and service under general supervision. Histopathology involves preparing thin sections of tissue specimens including fixing, cleaning, infiltrating, embedding, sectioning,staining and mounting. Performs or participates in the following duties:

-Prepares simple to moderately complex slides of tissues for light microscopic study
-Fixes, dehydrates, embeds, sections, stains and mounts standard specimens
-Prepares and uses special stains which do not require microscopic differentiation
-Embeds and cuts a variety of tissues including brain, bone, eye and unusually small or delicate specimens

[NOTE: Since the employee is being prepared for a full-performance position at the YI-2 level, the incumbent will perform assignments, complete training and rotational duties appropriate to prepare the employee to be successful at that level of independence and complexity]

26. POSITION'S ORGANIZATION

27. POSITION OCCUPIED	28.a. DUTY STATION *(City - County - State or Overseas Location)*
	b. GEOGRAPHICAL LOCATION CODE

29. CORE COMPETENCIES

Substantive histopathology-related knowledge
Assessing and understanding patient/client needs
Communicating with diverse group of patients/clients
Willing to perform repetitive, routine tasks
Working effectively as a member of a health care delivery team
Using appropriate information technology
Judgment and decision making

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30. COMPONENT INFORMATION

a. STANDARD OCCUPATION CODE (SOC)	b. NATIONAL GUARD BUREAU	c. AIR/ARMY RESERVE TECHNICIAN
0646	☐ DUAL STATUS ☐ NON-DUAL STATUS	☐ YES ☐ NO

d. AF SPEC CODE/ MIL OCCUPATIONAL SPEC	e. ROLE	f. SPECIALTY	g. SCOPE AND IMPACT

h. ORGANIZATIONAL ENVIRONMENT	i. CAREER FIELD/ COMMUNITY	j. RESERVED FOR COMPONENT USE	**31. PPP OPTION CODE**
Medical Facility or Clinic	Medical		

32. SKILLS INFORMATION

-Basic skills to perform a variety of repetitive and manual tasks.
-Basic ability to operate, troubleshoot and perform simple maintenance on cytopreparatory equipment
-Basic ability to apply appropriate techniques for preparing cell block preparations
-Basic ability to utilize menu based laboratory information management software
-Basic skills to enter technical specimen data using a numeric keypad and standard computer
-Some knowledge of chemistry and anatomy
-Working skill in handling different kinds of tissue
-Demonstrated skills and knowledge to progress to the next performance level.

33. CONDITIONS OF APPOINTMENT

-High school graduation or equivalent.
-Previous experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation may be required OR
-Any type of work that demonstrates the applicant's ability to perform the work of the position.

34. OTHER REQUIREMENTS

a. DOD RESERVED	b. DOD RESERVED	c. DOD RESERVED	d. DOD RESERVED	e. COMPONENT USE

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE	b. TITLE	c. DATE *(YYYY/MM/DD)*

36. CLASSIFICATION APPROVED BY

a. SIGNATURE	b. TITLE	c. DATE *(YYYY/MM/DD)*
Ann M. Garrett	Department of Navy Principal Classifier	2009/12/09

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

CONTINUATION SHEET

-The position is designated as a drug testing designated position (TDP)
-May be required to perform regular schedule of emergency department call, work weekends, shifts, holidays, watch duties, extended work hours based on patient workload or unplanned emergencies.
-Position may be designated as essential during inclement weather conditions or other emergency conditions.
-Must obtain a Hepatitis B immunization unless medically contraindicated or exempted by documented religious preference.
-Health care providers involved in direct patient care must be immunized and/or tested in accordance with current CDC and BUMED policies.

Guidance for Completing National Security Personnel System Position Description
DD Form 2918, July 2006

* Blocks have a finite number of text lines. Where additional text lines are required, National Security Personnel System (NSPS) Position Description Continuation Sheet may be used

Block #	Guidance
#1 – Position Number	Self explanatory.
#2 – Position Title	DoD NSPS Prescribed Title (NSPS SC1920.AP4)
#3 – Occupational Code	DoD NSPS Prescribed Code (NSPS SC1920.AP4)
#4 – Organizational Title	Informal title of position. NSPS PDs may have an organizational title assigned locally
#5 – Career Group	DoD NSPS Prescribed Title (NSPS SC1920.AP1)
#6 – Pay Schedule	DoD NSPS Prescribed Code (NSPS SC1920.AP2)
#7 – Pay Band	DoD NSPS Prescribed Code (NSPS SC1920.AP5)
#8 – Target Pay Band	Self explanatory.
#9 – OPM Functional Code	If applicable, assign Functional Designation for Engineers and Scientists (NSPS SC1920, AP 5, Part V)
#10 – Drug Test	Self explanatory.
#11 – BUS Code	Self explanatory. If 8888 is assigned , PD must include rationale.
#12 – FLSA	Self explanatory. If exempt is assigned, citation of 5 CFR 551 exemption criteria must be included. (NSPS SC1920.9)
#13 – Supervisory Status	Assign appropriate supervisory status code
#14 – Key/Emergency Essential	Indicate if position is Key or Emergency Essential (DoD Directive 1404.10, April 10, 1992)
#15 – Mobilization Indicator	Self explanatory.
#16 – Environmental/ Hazard Differential	Self explanatory. (NSPS SC1930.AP5)
#17 – Certification Required	Select one. If “YES” identify the certification required. (e.g., DAWIA level)
#18 – Positive Education Requirements	Select one. If “YES” identify the educational requirement. (e.g., Bachelor’s Degree)
#19 – Language Required	Check one. If “YES” complete Block #20.
#20 – Language Identifier	Indicate language identifier code and clear text (e.g., FRA = French)
#21 – Financial Statement Required	Select one.
#22 – Position Sensitivity	Self explanatory.
#23 – Pay Pool Indicator	Self explanatory.
#24 – Lautenberg/Smith Amendment	Select one.

Guidance for Completing DD Form 2918, July 2006 (Continued)	
#25 – Duties *	The PD information must be sufficient to classify the position, e.g., career group, pay schedule, pay band, occupation code, title, supervisory status, FLSA status, qualifications. (NSPS SC1920.4.8) Additional information may be added to NSPS Continuation Sheet.
#26 – Position's Organization	The organizational location of the position. (e.g., component, installation, department, division, branch, section)
#27 – Position Occupied	Enter either: "1 = Competitive Service" "2 = Excepted Service" See 5, §212.101, for information on the competitive service; 5 CFR, §213.101, for the excepted service.
#28a – Duty Station	Self explanatory.
#28b – Geographic Location Code	Self explanatory.
#29 – Core * Competencies	KSAs and behaviors identified as important to the position and used for career and personal development. Additional information may be added to NSPS Continuation Sheet.
#30 – Component Information	Component specified
#31 – PPP Option Code	Indicate applicable three digit code and clear text
#32 – Skills * Information	KSAs developed from job analysis which the employee needs to execute the duties of the position. Also includes credentials, licenses, etc. Additional information may be added to NSPS Continuation Sheet.
#33 – Conditions * of Appointment	Unique or special requirements of the position, such as security clearance, travel requirements, driver's license. Additional information may be added to NSPS Continuation Sheet.
#34 Other requirements	Self explanatory.
#35 – Authorized Management Official	See NSPS SC1920.4.7
#35a – Signature	Self explanatory.
#35b – Title	Self explanatory.
#35c - Date	Self explanatory.
#36 – Classification Approved by	See NSPS SC1920.4.7
#36a – Signature	Self explanatory.
#36b – Title	Self explanatory.
#36c - Date	Self explanatory.