



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, March 26, 2009

MEMORANDUM FOR: Human Resources Directors

FROM: Angela Bailey, Deputy Associate Director, Center for Talent & Capacity Policy

Subject: Final Job Family Standard for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800

The U. S. Office of Personnel Management (OPM) is releasing the final Job Family Standard (JFS) for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, for implementation. Application of this updated standard should assist agencies in attracting and retaining a more effective workforce by providing current occupational information for classification and recruitment purposes.

The final JFS provides information on series definitions, titling instructions, and grading criteria for nonsupervisory administrative positions in the Inspection, Investigation, Enforcement, and Compliance Group, 1800,

except for positions covered by the Air Safety Investigating Series, 1815; the Aviation Safety Series, 1825; and the Customs Entry and Liquidating Series, 1894. The final JFS also:

- provides coverage for 12 occupational series;
- establishes 3 new series;
- cancels 8 series;
- cancels 2 functional guides; and
- renames the occupational group and 5 series.

OPM requires agencies to apply new or updated standards to covered positions within 12 months of the date of issuance.

If you have any questions regarding the final JFS for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, please contact your agency Human Capital Officer.

[Attachment](#)