An active line of communication between you and the HR Specialist is required.

USE AN EXISTING ePDS PD

You can use a published PD from your Center or from another Center to create a new PD. ePDS will copy all of the information from the active PD to a new draft PD.

On the CREATE PD main menu tab:

- Select **Use an existing ePDS Position Description** and click **Continue**.
- ePDS takes you to the REPORTS main menu tab, to the Active PDs page, where you can select a PD.
- Click **View PD** next to the PD Number for the PD you want to use.
- Select **Copy & Start New PD** and click **Continue**.
- ePDS will open the existing PD in edit mode and assign it a new draft PD number.
- You are now able to edit the new draft PD, starting at Step 1. Occupation and continuing through the **5 easy steps**.

CREATE A STATEMENT OF DIFFERENCE PD

You can create a Statement of Difference (SOD) PD to summarize the key differences between an active PD and a lower-grade position for the same NCC and Position Type. The SOD PD is assigned a different PD Number.

On the CREATE PD main menu tab:

- Select **Create a Statement of Difference Position Description** and click **Continue**.
- ePDS takes you to the REPORTS main menu tab, to the Active PDs page, where you can select a PD.
- Click **View PD** next to the PD Number for the PD you want to use.
- Select **Create Statement of Diff.**
- ePDS provides you with three paragraphs. Select one of the options for Paragraph 2. Enter any additional text in Paragraph 3. Click **Create SOD PD**.
- The SOD PD must now be electronically signed by the Supervisor and Classifier before it can be published.

FOR MORE INFORMATION

Online Assistance

Various help options are available within ePDS.

- Help Buttons – available for every data field throughout the 5 easy steps, are identified by
- References – links for NASA and OPM reference documents
- FAQs – list of frequently asked questions and answers.
- Help – additional resources, such as training materials, job aids, quick reference guides

HCIE *Workforce Services* Portal

Additional ePDS information is available on the HCIE *Workforce Services* portal.

- ePDS Community
- Supervisors & Leaders main page
- HC Policies & Programs main page
- My Organization main page

ePDS Help Desk Process

You should contact your ePDS Center Admin for support. The ePDS Center Admin is the single Point of Contact (POC) for ePDS end users to report any issues or problems that they cannot resolve themselves. To find out who your ePDS Center Admins are go to the HELP main menu tab within ePDS.

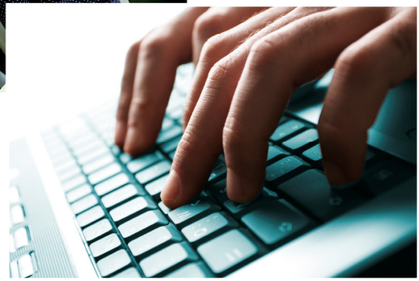
National Aeronautics and Space Administration

ePDS

Electronic Position Description System (ePDS)

Quick Reference Guide for Supervisors

The *electronic Position Description System (ePDS)* is a NASA-developed, Web-based application that assists users in the creation, maintenance, and storage of NASA position descriptions (PDs). ePDS will enable comprehensive and accurate documentation of position requirements and duties, which can help ensure that candidates recruited possess the skills necessary to support the Agency's mission.



TIP: **Use your Agency User ID (AUID) and NAMS Password to login to ePDS. These are the same credentials you use for the HCIE Workforce Services Portal.**

ePDS OVERVIEW

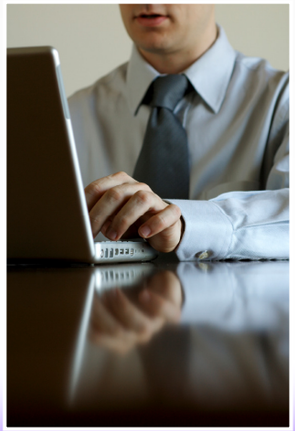
WHY IS ePDS BEING IMPLEMENTED?

ePDS will replace NASA's existing system, Position Description Manager (PDM). This provided NASA with the opportunity to:

- Develop a NASA-customized application, with functionality and terminology designed specifically around Agency requirements and the needs of the human resources and supervisory communities.
- Further streamline and modernize human capital systems to more effectively support Agency missions and to provide improved services to stakeholders and customers.

WHAT ARE THE BENEFITS OF ePDS?

- Improve development and consistency of PDs
- Eliminate duplication through integration with other NASA systems
- Improve efficiency of the Agency classification process
- Improve availability of classification and position information
- Provide accurate and timely data to NASA's stakeholders and customers
- Create PDs easily and quickly
- Provide a capability that facilitates integrated and timely personnel actions



ACCESSING ePDS

HOW DO I LOGIN TO ePDS?

1. Login to ePDS at https://epds.nasa.gov.
2. Click **Login** on the left menu.
3. Enter your **Agency User ID (AUID)** and **NAMS Password** and click **Login**. If you don't know your AUID or NAMS Password, instructions and links are provided on the login page.
4. After you login**,** you will receive an informational screen. Click **Accept** to acknowledge your agreement with the disclaimer.

Note: After three unsuccessful login attempts, your ePDS account will be locked. Contact your ePDS Center Administrator to unlock your ePDS account. To find out who your ePDS Center Admins are, go to the HELP main menu tab within ePDS.

HOW DO I NAVIGATE WITHIN ePDS?

Main menu tabs for ePDS functions and reports are located across the top of the screen. The most common main menu tab is CREATE PD, where you can:

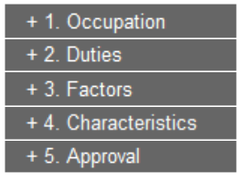
- Start a new PD
- Resume working on and editing a draft PD
- Use an existing, published ePDS PD to create a new one
- Create a Statement of Difference PD

CREATE PDs IN 5 EASY STEPS

You may need to create a PD to establish a new position, or if there is a significant change in the major duties, responsibilities, and/or supervisory relationships of position.

On the CREATE PD main menu tab:

- Select **Start a new Position Description** and click **Continue**.
- From here, follow the **5 easy steps**.



1. **Occupation** – Identify the NASA Class Code (NCC), grade, position type, and position title.
2. **Duties** – Write an introductory statement for the position and list the major duties, which should equal 100%. Include any other duties and collateral duties for the position.

   TIP: *When writing an introductory statement, it should include where the position is located organizationally, the mission and function of the organization, the primary purpose of the position, and the position's functional title.*

   TIP: *A duty statement should identify what tasks are performed and why, and how tasks are accomplished. When writing a duty statement, use active verbs, be clear and concise, and include specialist requirements.*
3. **Factors** – Select the factor format to evaluate the position and determine the grade level. If using the Factor Evaluation System (FES), ensure that at least one position unique knowledge is added.
4. **Characteristics** – Identify the characteristics for the position, including the position sensitivity and if its a testing designation position.
5. **Approval** – Identify the position location information, such as duty station, organization, and bargaining unit. Complete the supervisor certification by electronically signing the PD.

Note: To **review and edit a draft PD**, just follow the **5 easy steps** through the PD, making changes as appropriate.

SIGN AND CERTIFY THE PD

There are three main roles involved in the approval process – **Supervisor, Evaluator, and Classifier**. As the Supervisor, you are responsible for reviewing the PD and electronically signing the PD to certify that it is an accurate statement of major duties and responsibilities of the position and its organizational relationships.

- You can only sign for organizations for which you have access.
- You should not sign until Specific Duties are entered and add up to 100%.
- You should not sign until the Position Location information is completed.

RESUME WORKING ON A PD

You may need to resume working on a draft PD:

- To review a PD and make any edits before completing the Supervisor Certification.
- To work on a PD that someone else started.
- To work on a PD you started previously.

On the CREATE PD main menu tab:

- Select **Resume working on a draft Position Description** and click **Continue**.
- ePDS takes you to the REPORTS main menu tab, to the Draft PDs page, where you can select a PD.
- You will only be able to view and edit PDs that you have access to (e.g., you may only have access to PDs in your immediate organization, branch, or division.
- Click the edit icon E next to the DRAFT ID for the PD you want to edit.
- Be careful not to click the delete icon X.
- You are now able to edit the draft PD, starting at Step 1. Occupation and continuing through the **5 easy steps**.

TIP: **Save your PD frequently as you work within ePDS.**