

Human Resources Service Center-Northeast (HRSC-NE)

Modern Bulletin #6

Topic: Position Titles in MODERN

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This bulletin is issued to provide information concerning the manner in which the HRSC-NE will build position titles in MODERN.

Position titles were previously created in Legacy based on the Official Position Title documented on the Position Description cover sheet (OF-8) and with a character length of no more than 34. Under the MODERN program, the character length has been extended to 40. We have listed below the abbreviation list that the HRSC will use when creating Position Titles in Modern. For consistency, the HRSC will build positions always using the abbreviation list regardless of the length of the title, (i.e. OA instead of Office Automation). The titles will be built with all capital letters and must follow the same format to allow the correct positions to be queried and placed in an RPA.

At some point in the near future a mass change will occur to all Position Titles to conform to this titling method. No SF-50's will be generated to make this change. The abbreviated title will be provided to employees when a subsequent action is processed.

TITLE ABBREVIATIONS

ACTIVITIES	ACT
ADMINISTRATION	ADMIN
ADMINISTRATIVE	ADMIN
ADMINISTRATOR	ADMIN
ADVOCACY	ADV
ADVOCATE	ADVO
AIR CONDITIONING	AIR COND
AIRCRAFT	ACFT
ANALYST	ANLST
AND	&
APPRENTICE	APPR
ASSISTANCE	ASSIST
ASSISTANT	ASST
ASSOCIATE	ASSOC
ASSURANCE	ASSUR
ATTENDANT	ATTD
AUTOMOTIVE	AUTO
AVIATION	AVIA
BIOLOGICAL	BIO
BOWLING	BOWL
CENTER	CTR
CHIEF OF STAFF	COS
CIVILIAN EMPLOYEE ASSISTANCE PROGRAM	CEAP

CLASSIFICATION	CLASS
CLERK	CLK
COMMERCIAL AIR SERVICE	CAS
COMMUNICATION(S)	COMM
COMPOSITE(S)	CMPSIT
COMPUTER	COMP
CONGRESSIONAL	CONGRESS
CONSTRUCTION	CONST
CONTROL(S)	CTRL
CONTROLLER	CTRLR
COORDINATOR	COORD
COUNSELOR	CNSLR
CURRICULUM	CURR
CUSTOMER	CUST
DATA TRANSCRIBING	DT
DATABASE	DB
DEPARTMENT	DEPT
DEVELOPMENT(AL)	DEV
DIAGNOSTIC ROETGENOLOGY	(D/R) - Parenthetical Only
DIAGNOSTIC ULTRASONOGRAPHY	(D/U) - Parenthetical Only
DIRECTOR	DIR - Only when necessary
DISSEMINATION	DISSEM
DISTRIBUTION	DISTR
DIVISION	DIV
ELECTRIC AND ELECTRICAL	ELEC
ELECTRONICS AND ELECTRONIC	ELEX
ENFORCEMENT	ENFORCE
ENVIRONMENTAL	ENVIRON
EQUIPMENT	EQUIP or EQ in extreme circumstances
EXAMINER	EXAM
EXCEPTIONAL	EXCEPTL
EXECUTIVE	EXEC
FABRICATOR	FAB
FAMILY MEMBER	FAM MEM
FAMILY MEMBER EMPLOYMENT	FME
FLEET	FLT
FLUID	FLU
FREEDOM OF INFORMATION ACT	FOIA
GENERAL	GEN
HANDLING not HANDLER	HNDL
HAZARDOUS	HAZ
HEALTH	HLTH
HEAVY	HVY
HELPER	HLPR
HOUSEHOLD GOODS	HHG
IDENTIFIER	ID
INDUSTRIAL	IND

INFORMATION	INFO
INSPECTOR	INSP
INSTRUCTION	INSTRUCT
INSTRUCTIONAL	INSTRUCT
INSTRUCTOR	INSTRUCT
INTELLIGENCE	INTELL
INTERDISCIPLINARY	INTERDIS
INTERNATIONAL	INTERNTL
LABORATORY	LAB
LEADER	LDR
LOSS & DAMAGE	L & D
MACHINE/MACHINERY	MACH
MAINTENANCE	MAINT
MAMMOGRAPHY	MAMM
MANAGEMENT	MGMT
MANAGER	MGR
MATERIAL(S)	MATL
MATERIALS & PROCESSES	(MATLS/PROC) - Parenthetical only
MATTERS	MATRS
MEASUREMENT	MEASURE
MECHANIC AND MECHANICAL	MECH
MECHANICAL PARTS	MECH PTS
MEMBER	MEM
MISSILE(S)	MISS
MODELING	MODEL
MOTOR VEHICLE OPERATOR	MVO
NATIONAL	NTL
NUCLEAR	NUC
OCCUPATIONAL	OCCUP
OFFICE	OFF
OFFICE AUTOMATION	OA
OFFICER	OFFR
OPERATIONAL	OPERA
OPERATIONS	OPS
OPERATOR	OPER
ORDNANCE	ORD
PARTS	PTS
PASSENGER	PASS
PERSONAL PROPERTY	(PERS PROP) - Parenthetical Only
PERSONNEL	PERS
PLANNER	PLAN
PLANNER & ESTIMATOR	P & E
PREADMISSION(S)	PRE-AD
PRESENTATIONS	PRESENT
PREVENTION	PREVENT
PROCESSOR	PROC
PRODUCTION	PROD

PROFESSOR	PROF
PROGRAM(S)	PROG
PROGRAMMER	PROG
PROGRAMMING	PROG
PUBLICATIONS	PUBS
QUALITY	QUAL
RECREATION(AL)	REC
RECRUITMENT	RECRUIT
REFERENCE	REF
REFERRAL	REFRL
RELIEF	RLF
REPAIRER	RPR
REPRESENTATIVE	REP
REQUIREMENT(S)	REQ
RESOURCE(S)	RES
RIVER	RIV
ROENTGENOLOGY	ROENT
SCIENTIFIC	SCI
SERVICE(S)	SVC
SHEET METAL MECHANIC	(SMM) - Parenthetical only
SHIP(S)	SHIP
SHIPBUILDING	SHIPBLDG
SIMULATION	SIM
SPECIALIST	SPEC
STAFFING	STAFF
STENOGRAPHY	STENO
STRATEGIC	STRAT
STRUCTURAL	STRUC
STUDENT	STU
SUPERINTENDENT	SUPNDT
SUPERVISOR/SUPERVISORY	SUPV
SURGERY	SURG
SYSTEM(S)	SYS
TECHNICIAN NOT TECHNICAL	TECH
TECHNOLOGIST	TECHN
TELECOMMUNICATION(S)	TELCOM
TEMPORARY	TEMP
TERMINAL	(TERM) - Parenthetical Only
TRAINEE	TRNE
TRAINING	TRNG
TRANSITION ASSISTANCE MANAGEMENT PROGRAM ASSISTANT (OA)	TAMP ASST (OA)
TRANSITION ASSISTANCE MANAGEMENT PROGRAM/CAREER RESOURCES CENTER PROGRAM MANAGER	TAMP/CRMC PROG MGR
TRANSPORTATION	TRANS
TREATMENT	TREAT
TROUBLESHOOTING	TROUBLE

TYPING	(TYP) - Parenthetical Only
ULTRASOUND	ULTRA
ULTRASOUND/RADIOGRAPHY	(U/R) - Parenthetical Only
UTILITY(IES)	UTIL
UTILIZATION	UTILIZ
VIBRATION	VIBRA
WORKER	WKR

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