No Approver 2 is required for a Position Create or Position Copy ISR.

Name your position so that it makes sense to you and is easy to identify the positions later in PROSE.

Pay Scale section should be left blank.

Home Cost Center - Not an Internal Order number (IO). IO would be indicated in the cost distribution.

If you are unsure if your position will be ARRA Funded, select No. This can be changed later if needed with a Position Maintain ISR.

You can request up to 20 copies/creates on this ISR.