# COMPLETING AN OF-8

*Completed by HRO
**Completed by HRSC-NW

**Block 1, Agency Position Number

Insert a position description number. See S:\Code50\Code53\PD_Information\PD#Logs

*Block 2, Reason for Submission;

"Redescription" means the duties and/or responsibilities of an existing position are being changed.
"New" means the position has not previously existed.
"Reestablishment" means the position previously existed, but had been cancelled.
"Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
The "Explanation" section should be used to show the reason if "Other" is checked as well as any positions(s) replaced by position number, title, pay plan, occupational code, and grade.

*Block 3, Service (Headquarters/Field)

*Block 4, Employing Office Location (Can be name of activity)

Enter geographical location by city and state (or if position is in a foreign country, by city and country). *Needed for correct locality pay in position build.*

*Block 5, Duty Station (Can be office location, e.g., GEOLOC)

Enter if different from that of #4

**Block 6, Leave Blank

**Block 7, Fair Labor Standards Act

Check one to show whether the incumbent is exempt or nonexempt from the provisions of the **Fair Labor Standards Act**.

*Block 8, Financial Statements Required (if applicable)

**Executive Personnel Financial Disclosure**

If this block is checked "Executive Personnel Financial Disclosure" then the incumbent will be required to complete an SF-278, 'Public Financial Disclosure Report.' These are usually required of Senior Executive Service personnel and others in equivalent pay grades.

**Employment and Financial Interest**

If this block is checked "Employment and Financial Interests" then the incumbent will be required to complete an SF-450 form, 'Confidential Financial Disclosure'. If this block is checked it will usually be for GS-15 and below for those who may have a significant economic impact outside the government. (e.g., contracting or procurement; administering or monitoring grants or licenses; or regulating or auditing any non-Federal entity).

Because the DD-1787 was cancelled 3/29/96, do not use that option when building the PD in MODERN.

*Block 9, Subject to IA Action

IA is Identical Additional. When a position is identical in its major duties and responsibilities to another position in the same activity (or to a standard position), it is not separately described but instead is identified here as identical to the other position.

*Block 10, Position Status

Check one. **5 CFR 212** includes information on the competitive service and **5 CFR 213** includes information on the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102 (d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.

*Block 11, Supervisory Status (**GS** or **FWS**)

Check one. A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance.

A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

*Block 12,Sensitivity

Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes.

**Block 13, Competitive Level Code

Enter a competitive level code for use in reduction-in-force actions. See 5 CFR 351 and S:\Code50\Code53\Comp Levels.

Block 14, Agency Use

Keyport only – enter organization code

**Block 15, Classification, etc.

Enter classification/job grading action on line 15 d. For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the "**Introduction to the Position Classification Standards**", Section III. H., "Titling Positions" for GS positions. For FWS positions see "**Introduction to the Federal Wage System Job Grading System**", Section III-Codes and Titles.

For "Pay Plan" code see the "**Introduction to the Position Classification Standards**", Section IV, Determining Coverage by the General Schedule or the Federal Wage System.

For "Occupational Code," see the applicable standard; or where no standard has been published, see the "**Handbook of Occupational Groups and Families"** .

Classifier's enter initials and date evaluation was completed in last two columns.

*Block 16, Organizational Title of Position (not required)

Enter the organizational, functional, or working title if it differs from the official title

*Block 17, Name of Employee (not required)

Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*Block 18 (a-e), Position Organization Address

Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

*Block 20 (a & b), Supervisory Certifications

This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

**Block 21, Classification/Job Grading Certification

This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

**Block 22, Position Classification Standards Used in Classifying/Grading Position

Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

Block 23, Position Review (not required)

Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent re-certifications of the statements in items #20 and #21 respectively.

Block 24, Remarks

This section is used by the agency for additional coding requirements or for any appropriate remarks. Remarks required/desired by HRSC-NW include:

Full Performance Level

**BUS Code**– The Bargaining Unit Status Code may consist of a special code assigned by the Federal Labor Relations Authority or one of the following codes: 6666- Bargaining unit status is in transition because of a mass transfer; 7777- Eligible but not in a bargaining unit; 8888-ineligible for inclusion in a bargaining unit. NOTE: For supervisory nurse positions reference Chapter 71, Title 5 of USC, Subsection 7103. Nurses must spend preponderance of their time on supervisory functions to be excluded from a bargaining unit.

****Supervisory Level**-The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position.

***Option Code**(s)-Option codes are used for PPP registration to more specifically define qualifications and in PPP requisitioning to clarify job requirements. See the Priority Placement Program (PPP) Operations Manual, Chapter 10.

****UIC** -Universal Identification Code: This information helps the Classification Assistant to scan and file the Position Description in the appropriate file.

**Functional Code-For all positions in scientific and engineering occupations, enter the two-digit functional classification code. The codes are listed and discussed in the "**Introduction to the Position Classification Standards, Appendix 2**."

Other Remarks, if applicable:

*__DAWIA Level and Program__

*TDP designation (EO 12564 & PL100-71 applies)-Testing Designated Positions. Used when position requires a Top Secret clearance or when the position involves operation of motor vehciles or works in the medical field. See also OCPMINST 12792.3A

*Child Care Service Position-Used when a position involves working directly with children (**Crime Control Act of 1990** applies).

**Special Retirement** (Law Enforcement, Air Traffic Controllers & Firefighters). See 5 CFR 831 Part I and 5 CFR 842 Part H.

Classification based on impact of the incumbent

Designation of Temporary or Term Position

**Interdisciplinary Position** (list all series)

Subject to the requirements of the blood borne pathogen medical surveillance program in accordance with **NAVHOSPBREMINST** 5100.3B dtd 28 SEP 2002 (Hepatitis B). Used if the position is a nurse or a position that may come in contact with blood.

***Statement of Differences for Career Ladder positions**