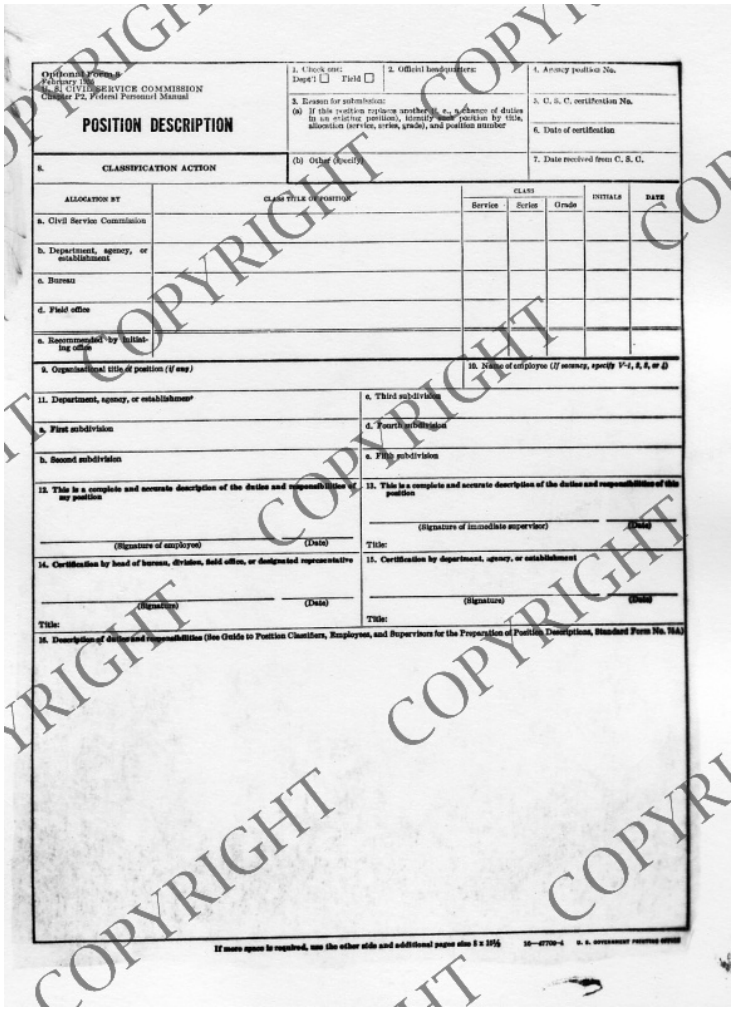
Government forms



Optional Form 8
February 1958
U. S. CIVIL SERVICE COMMISSION
Chapter P2, Federal Personnel Manual

POSITION DESCRIPTION

1. Check one: Dept'l ☐ Field ☐
2. Official headquarters:
4. Agency position No.
3. Reason for submission:
(a) If this position replaces another (i. e., a change of duties in an existing position), identify that position by title, allocation (service, series, grade), and position number
5. C. S. C. certification No.
6. Date of certification
(b) Other (Specify)
7. Date received from C. S. C.
8. CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS: Service	Series	Grade	INITIALS	DATE
a. Civil Service Commission						
b. Department, agency, or establishment						
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position (If any)
10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)
11. Department, agency, or establishment
a. First subdivision
b. Second subdivision
c. Third subdivision
d. Fourth subdivision
e. Fifth subdivision
12. This is a complete and accurate description of the duties and responsibilities of my position
(Signature of employee) (Date)
13. This is a complete and accurate description of the duties and responsibilities of this position
(Signature of immediate supervisor) (Date)
Title:
14. Certification by head of bureau, division, field office, or designated representative
(Signature) (Date)
Title:
15. Certification by department, agency, or establishment
(Signature) (Date)
Title:
16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 16A)
If more space is required, use the other side and additional pages size 8 x 10½
16—47700-4 U. S. GOVERNMENT PRINTING OFFICE

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4x5 inches (10x13 cm) Black & White

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Description
Government forms for Bill Jewell, General Services Administration.

Date(s)
May 7, 1958