

Government forms

Official Form 8
 FORMS OF THE CIVIL SERVICE COMMISSION
 Chapter 53, Federal Personnel Manual

1. Check one:
 Dep't Field

2. Classification quarters:

3. Reason for substitution:
 (a) If this position replaces another (i.e., a change of duties for an existing position, identify such position by title, allocation (series, grade, title), and position number.
 (b) Other (specify):

4. Army position No.

5. U. S. C. certificate No.

6. Date of certification

7. Date received from C. S. C.

POSITION DESCRIPTION

CLASSIFICATION ACTION

ALLOCATION BY

a. Civil Service Commission	CLASS TITLE OF POSITION	CLASS			
		Service	Series	Grade	Special
b. Department, agency, or establishment					
c. Bureau					
d. Field office					
e. Recommended by holding office					

8. Organizational title of position (if any)

9. Name of employee (if known, specify U. S. C. No.)

10. Department, agency, or establishment

11. First subdivision

12. Second subdivision

13. This is a complete and accurate description of the duties and responsibilities of the position

(Signature of employee) (Date)

14. Certification by head of bureau, division, field office, or designated representative

(Signature) (Date)

15. This is a complete and accurate description of the duties and responsibilities of the position

(Signature of immediate supervisor) (Date)

16. Certification by department, agency, or establishment

(Signature) (Date)

17. Description of duties and responsibilities (See Article to Position Classification, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 114)

If more space is required, use the other side and additional paper also 5 x 11 1/2 10-6700-4 U. S. GOVERNMENT PRINTING OFFICE

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