Instructions for Completing Optional Form OF-8 Cover Sheet for Position Descriptions at NIH

This document is intended to assist both Administrative Officers and HR Specialists in properly completing the cover sheet (OF-8) for any type of position description. Each number listed below corresponds with the block number on the OF-8.

The Requesting Office completes the following Block Numbers:  2, 3, 4, 5, 8 (if applicable), 9, 12, 15e, 16, 17, 18, 19, 20. Detailed instructions follow.

The CSD HR Specialist will complete the following Block Numbers:  1, 6 (if applicable), 7, 10, 11, 13, 15d, 21, 22, 23 (if applicable), 24. Detailed instructions follow.

1. **Agency Position No:** Position Descriptions may be assigned a Control Number in Block 1 by the CSD Branch. *(Note: To be completed by the CSD Branch. However, if the Requesting Office knows the specific position number, this may be completed prior to submitting the request to CSD.)*

2. **Reason for Submission:** In this block the reason for completing a new OF-8 needs to be identified. Based on the brief descriptors of each option (below), select the appropriate reason for submission. Whenever a position number is being changed, cite the old position number with the explanation: “In lieu of PD#__________.” *(Note: To be completed by the Requesting Office)*

   - "Redescription" means the duties and/or responsibilities of an existing position are being changed. Document the reason for the Redescription under "Explanation".
   - "New" means the position has not previously existed.
   - "Reestablishment" means the previously abolished position is re-activated.
   - "Other" covers such things as change in title, occupational series, or supervisor without a change in duties or responsibilities.

**NOTE:** In the case where "Other" has been checked, the "Explanation" section should be used to document the specific reason, as well as any position(s) replaced by the new position number, title, pay plan, occupational code, and grade.

3. **Service:** In this block there are two (2) selections from which to choose. A selection is made and block checked depending upon which definition applies to the position that is being established. *(Note: To be completed by the Requesting Office)*

   - Headquarters: This block would be filled in as Headquarters for any position that is established/classified in the Office of the Director (OD) at the NIH level.
   - Field: Any position that is established/classified at the IC level.

4. **Employing Office Location:** Enter geographic location by city and state. For example, the employing office location is: Bethesda, MD. *(Note: To be completed by the Requesting Office)*

5. **Duty Station:** Enter geographical location if different from that of #4 for those locations designated by the NIH as official posts of duty (for example, Washington, DC; Rockville, MD;
Baltimore, MD; Frederick, MD; Durham, NC; Hamilton, MT; or Phoenix, AZ. (Note: To be completed by the Requesting Office)

6. OPM Certification Number: The OPM Certification Number has two (2) purposes: 1) In the event an OPM appeal affects the classification of a position, this would be completed by OPM; or 2) An NIH appeal decision that changes the appealed position of record. (Note: Normally this block will be blank.)

7. Fair Labor Standards Act - Exempt or Nonexempt: Select one block to indicate whether the incumbent is exempt or non-exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). This information is documented in the CSD FLSA Checklist which is signed and attached to the position description by the classifier. FLSA determination is also documented in the Evaluation Statement. Changes to previously determined FLSA coverage decisions are documented by an addendum to the original Evaluation Statement. (Note: To be completed by the CSD Branch)

8. Financial Statement Required: (Note: To be completed by the Requesting Office)

Please refer to the following links for more information: http://ethics.od.nih.gov/topics/450-info.htm, http://ethics.od.nih.gov/topics/forms278.htm. You may also contact the Ethics Office at the I/C to determine whether the position requires a financial statement. Executive Personnel Financial Disclosure - This block is selected for any SES position.

Employment and Financial Interest - Choose this block for senior level positions and positions at or below GS-15 in which the nature of duties require that the incumbent be reviewed for potential conflict of interest issues. Examples of positions include contracting; procurement; administration of grants and licenses; regulating/auditing non-Federal entities; other activities having a substantial economic effect on Federal entities; or, law enforcement.

None – Leave blank if the position does not require financial disclosure.

9. Subject to IA (Identical Additional) Action: This block consists of two (2) sections:

Yes: Some positions may support more than one full-time equivalent (FTE) allocation performing the same work. When this is the case, it means that identical additional positions are permitted and would serve on the same Position Description; therefore yes would be checked.

No: If there is not enough work to support more than one FTE, no would be the appropriate block to mark due to the existing workload. “No” would also be checked if IA is inappropriate for the position.

NOTE: I/Cs should show the number of such positions authorized by annotating the number next to the “Yes” block. (Note: To be completed by the Requesting Office)

10. Position Status: Indicates whether the position is Competitive, Excepted, SES (General) or SES (Career Reserve [CR]). (Note: To be completed by the CSD Branch)

Fill in the appropriate block based on the following definitions:
**Competitive** - Covers positions that are in the “classified (competitive) civil service,” i.e., all civilian positions in the executive branch (unless specifically excepted by statute or OPM). This is the position status that will typically be filled in for most positions.

**Excepted** - Covers positions outside the competitive civil service as used in existing statutes and Executive orders. The excepted service includes all civilian positions in the executive branch that are specifically excepted from the requirements of the Civil Service Act. Cite hiring authority in number 24 Remarks.

**SES (General)** - Covers general positions in the Senior Executive Service; may be filled by a career, noncareer, or limited appointee.

**SES (Career Reserved)** - Covers Career Reserved positions; may be filled only by a career appointee. This block is typically indicated for NIH SES positions.

11. **Position is**: There are three options – Supervisory, Managerial, or Neither. The CSD HR Specialist will check the type of position in Block 11. The HR Specialist will put the OPM supervisory code in parentheses in the block. USOPM defines six (6) options. They are referred to by their codes: 2, 4, 5, 6, 7, and 8. Codes 2, 4, and 8 are the most commonly used codes.

**Supervisory – Code 2**

Position must meet the minimum criteria for coverage under the General Schedule Supervisory Guide (GSSG) or the Federal Wage System Job Grading Standard for Supervisors. Work is accomplished through the direction of other people. Under GSSG, the supervisory responsibilities must constitute a major duty occupying at least 25% of the position’s time, and meet at least the lowest level of Factor 3. Supervisory responsibilities must include assigning and reviewing work; assuring that production and accuracy requirements are met; approving leave and recommending performance standards and ratings. Under FWS for Supervisors, the supervisory work 1) is paramount in knowledge and experience of trades, crafts, and laboring work, and 2) is regular and recurring in sufficient amount to warrant evaluation to this Standard. Choose “Supervisor” and document code 2 in the block.

**Supervisory – Code 4**

Position has delegated authority as first-level supervisor, but spends less than 25% of the time on supervisory responsibilities. Therefore, the position does not meet the minimum criteria for coverage under the General Schedule Supervisory Guide. Choose “Supervisor” and document code 4 in the block.

**Managerial – Code 5**

Position meets the labor management definition of management official as defined in 5 U.S.C. 7103(a)(11), but does not meet the General Schedule Supervisory Guide definition of supervisor/manager or the definition of supervisor in 5 U.S.C. 7103(a)(10). Management Official refers to an individual who is in a position in which the duties and responsibilities require or authorize the individual to formulate, determine, or influence the policies of the agency. The position is not required to serve a managerial probation period. Choose “Managerial” and document code 5 in the block. This code is used very infrequently at NIH.

**Neither – Code 6, 7, or 8**
If the position serves as an official Team Leader over one-grade interval work or wage system employees and is graded by the appropriate General Schedule Leader Grade Evaluation Guide or Federal Wage System Leader guide – choose Neither and document code 6 in the block.

If the position serves as an official Team Leader over two-grade interval work and is graded by the General Schedule Leader Grade Evaluation Guide – choose Neither and document code 7 in the block.

If the position does not meet the preceding coverage definitions of supervisor, manager, or team leader, choose “Neither” and document code 8 in the block.

12. Sensitivity – (Note: To be completed by the Requesting Office) A background check is completed on all government employees. The type of position that is occupied determines the level and intensity of the background check. Refer to [http://www.ors.od.nih.gov/ser/dpsac/bgchecks/Pages/security.aspx](http://www.ors.od.nih.gov/ser/dpsac/bgchecks/Pages/security.aspx) for more information about sensitivity levels.

Level 1 – Non-sensitive
Level 2 – (Confidential or Secret access level)
Level 3 – (Top Secret access level)
Level 4 – (Special Compartmented Information)
Level 5 – (Moderate Risk level)
Level 6 – (High Risk level)

13. Competitive Level Code (CLC) - This field contains the agency-specific Occupational Specialty Code (OSC). The OSC defines the specialized knowledge, skills, abilities and selective factors that are needed in the position to carry out the agency’s mission. The OSC is a key component of the Competitive Level Code. The assignment of the CLC is important since it is used in placement and reduction-in-force actions. In order to determine the appropriate OSC to assign, refer to the OSC reference spreadsheet maintained by the Classification Unit. (Note: To be completed by CSD Branch; this block is not mandatory.)

14. Agency Use - This block is used for any additional coding. NIH may designate items to be documented in this block as necessary.

15. Classified/Graded by; Official Title of Position; Pay Plan; Occupational Code; Grade; Initials; and Date - This chart provides information pertaining to:

- **Classified by** - The various organizational levels at which a position could be established and classified (listed below is an explanation of each level);
- **Official title of the position** - The title that is assigned to the position based on how the position is officially classified.
- **Pay plan** in which the position belongs - For example: ES, GS, or WG.

- **Occupational code** - This is a subdivision of the occupation group or job family in which the position is appropriately assigned when classifying the position. For example, the Microbiology Series, GS-403, is the occupation code within the Job Family Standard for Professional Occupations in the Natural and Life Sciences, GS-400.

Scientific and engineering positions have a functional classification code that is used by the National Science Foundation and others to study the composition of the workforce. The list of all covered occupations and codes is located in Appendix 2 of the Introduction to the Position.
Classification Standards. For positions at NIH, the two-digit functional classification code should be in parentheses immediately following the occupational code. There are three codes that are generally used at the NIH: a) positions covered by the Research Grade Evaluation Guide is Research (11); and b) positions covered by the Research Grants Grade Evaluation Guide is Research Contract and Grant Administration code (12); and, c) Clinical Practice, Counseling, and Ancillary Medical Services which is (81). The HR Specialist will fill in the functional classification code.

- **Grade** level of the position. Enter to the two-character numeric grade or level of the position.

- **Initials** of the person who classifies the position.

- **Date** on which the position is classified. Enter the date the classifier signs the OF-8 in the format mm/dd/yy.

Lines 15 a. - 15 e. This chart reflects at what level the position is established and classified.


15 b. Department, Agency or Establishment. This line is for any positions classified and established at the HHS or NIH level. (Example: SES positions)

15 c. Second Level Review - This line is for any positions classified and established at Client Services Division level; normally these positions are classified by the Classification Unit.

15 d. First Level Review - Completed by classifier at the Client Services Division Branch level with delegated authority. The classifier completes the Official Title of the Position; Pay Plan; Occupational Code; Grade; Functional Code (if appropriate); Initials; and Dates. This indicates the position is established and the date it is established.

15 e. Recommended by Supervisor or Initiating Office - Completed by the supervisor who certifies the accuracy of the position description. This is the title, pay plan, occupational code, and grade that he/she recommends. (Note: to be completed by the Requesting Office.)

16. Enter the organizational, functional, or working title if it differs from the official title. (Note: to be completed by the Requesting Office.)

17. Enter the name of the incumbent. If there is no incumbent, enter "vacant." (Note: to be completed by the Requesting Office.)

18. This chart provides for the various levels of where the position fits within the organizational structure, beginning with the highest level (department, agency, or establishment) down to the lowest level in the system to which the position reports. (Note: to be completed by the Requesting Office.)

Positions within the NIH would be:

Line 18. HHS
18a. NIH
18b. IC
18c. Next organizational level below IC.
18d. Next organizational level below that identified in 18c.
18e. Next organizational level below that identified in 18d.

19. **Employee Review** - If the position is encumbered, have the incumbent read the attached description of duties and responsibilities. *The employee’s signature and review is optional.*

20. **Supervisory Certification** - In block (a) the name and title of the immediate supervisor is typed and s/he signs and dates in the block below (a). By signing, the supervisor certifies that the position description is an accurate statement of the major duties and responsibilities. In block (b) the higher level supervisor may sign certifying the statement of duties is accurate. Completion of block (b) is optional.

21. **Classification/Job Grading Certification** - This block is where the name and title of the individual who has delegated classification authority is typed and s/he signs and dates certifying that the position has been classified in compliance with standards published by USOPM (or if no published standards applied directly, consistently with the most applicable published standards).

22. **Position Classification Standards Used in Classifying/Grading Position** - In this section, include the title and date of each Position Classification Standard (PCS) and/or Evaluation Guide referenced or used in determining the title, series, and grade of the position. *(Note: To be completed by CSD Branch or the Classification Unit)*

23. **Position Review** - This chart is completed by the supervisor of record, the employee, and the classifier when any official review is done of an existing position, e.g., when the position is reestablished or when the position is being reevaluated because of the 5-year rule (and there are no changes to the position). If the position continues to be accurately described, the supervisor recertifies by initialing and dating the original OF-8. The classifier initials and dates his/her concurrence that the established title, pay plan, series, and grade established in item 15 remain accurate.

Clarifications and/or pen-and-ink notations may be appended at this time. Minor changes may be made to the position description in pen and ink in the body of the PD with the supervisor initialing and dating those changes. If the supervisor has initialled pen and ink changes to the body of the PD, those changes should also be initialed and dated by the classifier, indicating that they have no impact on the classification of the position. Major changes should result in creating an entirely new PD.

24. **Remarks** - This section is used by the NIH for additional coding or documentation requirements or for any appropriate remarks, and it will *be completed by the CSD Branch or Classification Unit*. At a minimum, Block 24 will be used for the following purposes:

- **Documenting the full performance level**
- **Documenting the bargaining unit status (BUS) code**
- **Documenting “incumbency only” positions. For more information, refer to the Incumbency Only Classification SOP folder on the U Drive**

25. **Description of Major Duties and Responsibilities** - This is the position description that is attached to the OF-8.