

How to complete an OF-8

An OF-8 is used to update a position or establish a new position. The form requires signatures from the immediate, next higher level supervisor and HR Specialist (Classification).

1. Agency Position No.:

If a New Position – Assigned by HR.

2. Reason for Submission – Identify the Purpose:

“Re-description” means the duties and/or responsibilities of an existing position are being changed.

“New” means the position has not previously existed on the organizational chart.

“Re-established” means the position previously existed, but had been abolished.

“Other” covers such things as change in title or occupational series without a change in duties or responsibilities; identify remarks for Temporary appointment limitation (such as not-to-exceed 1039 hours, One year, or Term position); Establish career ladder position with multiple grades such as GS-4/5/6. Abolish position list title, series, grade & PD number.

3. Service:

All positions are considered to be at the Field.

4. Employing Office Location:

Identify by Region specific location for city and state.

5. Duty Station:

Identify where the position is to be located.

6. OPM Certification No.:

Used by Headquarters.

7. Fair Labor Standards Act:

HR assigns.

8. Financial Statements Required:

HR assigns.

9. **Subject to Identical Action (IA):**
Yes, if more positions are to utilize the same PD.
No, if the PD will be established for a single position.
10. **Position Status:** Competitive
Type: "See Item 24"
11. **Position is:**
Supervisory; Managerial; Neither applies to non-professional, leader positions, etc.
12. **Sensitivity:** HR assigns.
13. **Competitive Level Code:** HR assigns.
14. **Agency Use:** BUS Code, HR assigns.
15. **(e.) Recommended by Supervisor or Initiating Office:**
Proposed title, series and grade.
15. **(d.) First Level Review:**
HR Specialist (Classification) reviews duties and assigns title, series and grade determination.
16. **Organizational Title of Position:**
Insert the functional title such as Branch Chief, etc.
17. **Name of Employee:**
Optional
18. **Department, Agency, or Establishment:**
Department of the Interior
- a. First Subdivision: Bureau of Indian Affairs
 - b. Region
 - c. Branch of
 - d. Section—if any.

19. **Employee Review:** If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

20. **Supervisory Certification:**

- a. The immediate supervisor's signature and date.
- b. Higher-Level Supervisor: Next level supervisor's signature and date.

21. **Classification Review:** Human Resources Specialist (Classification)

22. **List of OPM Classification Standards** used to determine title, series and grade of a position. HR lists standards – HR completes.

23. **Position Review:**

HR reviews duties or makes amendments.

24. **Remarks:**

Type the following statement related to No. 10:

*Positions in the Bureau of Indian Affairs are in the competitive service unless occupied by an incumbent appointed under Schedule A 213.3112(a)(7). In such cases the position is in the excepted service during the tenure of the excepted employee.

Type the following statement if applicable: Position is subject to Drug Testing.

Type the following statement if applicable: Position is subject to Furlough.

For questions, contact your servicing HR Specialist (Classification):

Director: Ronda Cook, (405) 247-1660

Raymond Addison, (405) 247-1533

Barbara Barr, (405) 247-1617

Thomas Blackstar III, (405) 247-1595

Monica Johanntoberns, (405) 247-1615

Morgan Thompson, (405) 247-1523

Susie Tom, (505) 563-5194

Elijah Williams (405) 247-1669

Charles Yeahquo, (405) 247-1581

Assigned Area of Responsibility:

Nation-Wide

Eastern, Great Plains, Southern Plains

Northwest

Central Office Headquarters

Rocky Mountain

Southwest, Navajo, Central Office West

Alaska, Western

Eastern Oklahoma, Midwest, Pacific