

How to Complete

Form OF-8

Or

Core Document

Cover Sheet

Completion of an OF-8 or a Core Document Cover Sheet

The OF-8 or a Core Document Cover Sheet is used as a cover sheet for the official position description. There are certain items on the OF-8 or a Core Document Cover Sheet that must be completed by the requesting official prior to submission of a RPA to the Human Resources Service Center Southeast (HRSC SE). The HRSC SE will complete the remaining items.

The requesting official must complete the following items:

- **REASON FOR SUBMISSION** - Indicate reason for submission and explanation if necessary.
 - 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 for submission
- **SERVICE** - Indicate Headquarters or Field Service
- **EMPLOYING OFFICE LOCATION** - Enter the geographic location of the employing office.
- **DUTY STATION** - Indicate the geographic duty station of the position.
- **ENTER THE UNOFFICIAL/RECOMMENDED TITLE, PAY PLAN, OCCUPATIONAL SERIES AND GRADE.**

- **DEPARTMENT, AGENCY, OR ESTABLISHMENT/ORGANIZATION INFORMATION** - Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
- **SUPERVISORY CERTIFICATION** - This form should be certified by the immediate supervisor of the position. Your activity may also have a higher-level supervisor or manager certify the statement.

NOTE: The OF-8 or the Core Document Cover Sheet must indicate the following:

1. Bargaining Unit Status (BUS) Code identified
2. Org Code identified
3. Target Grade identified
4. Supervisory/non-supervisory identified
5. Position Status identified
6. FLSA, if MTP

If the position is covered under DAWIA, please include the following:

1. Acquisition Career Level Required
2. Acquisition Contractor Job Site
3. Acquisition Critical Position Identifier
4. Acquisition Job Specialty 1
5. Acquisition Job Specialty 2
6. Acquisition Position Career Category
7. Acquisition Program Indicator
8. Acquisition Special Assignment

Indicate whether position is key-emergency-essential (refer to reserve military screening guidance for further information).