

(See the Service Manual Chapter 225 FW 1 for more information about amending position descriptions and link to Form DI 625, Position Classification Amendment.)

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS		2. NAME OF INCUMBENT				
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION; <input type="checkbox"/> AS HEREBY AMENDED						
11a. _____		d. _____				
b. _____		e. _____				
c. _____						
4. CSC TITLE AND BUREAU POSITION NO.				SCHEDULE	SERIES	GRADE
<input type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE, <input type="checkbox"/> POS. NO., <input type="checkbox"/> SCHEDULE, <input type="checkbox"/> SERIES, <input type="checkbox"/> GRADE						

CERTIFICATIONS

<p>5. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</p> <p>_____ (Signature of IMMEDIATE Supervisor)</p> <p>Title _____ Date _____</p>	<p>6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p>_____ (Signature of Official Exercising Classification Authority)</p> <p style="text-align: right;">_____ (Date)</p> <p>TITLE _____</p>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER. GPO 16-78978-1

Collateral Duties as a Collateral Duty Safety Officer:
Incumbent must devote a minimum of 10 percent of his or her time as a Collateral Duty Safety Officer (CDSO) for the U.S. Fish and Wildlife Service. If the duty station's safety and occupational health program requires more than 10 percent of the CDSO's time to achieve compliance, the Project Leader may authorize the CDSO additional necessary duty time for that purpose. At the direction of the Project Leader, the incumbent must attend training and perform duties as required in Fish and Wildlife Service Manual chapter 240 FW 2, Collateral Duty Safety Officer.

DISTRIBUTION:

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