*[Letterhead]*

*[Date]*

Memorandum

To: Jennifer A. Ackerman

 Director, Office of Human Capital

Through: *[Bureau HR Director]*

Through: *[Servicing HR Office]*

From: *[Supervisor/Management Official]*

Subject: Request to Waive the Use of a Department of the Interior Standard Position Description

The *[Office, Division,] [Bureau]* requests a waiver for the use of the DOI Standard Position Description, *[SPD #, Title, Series, Grade]*. This position *[is or is not]*currently incumbered *[incumbents name if applicable]*.

This request is based upon *[provide the significant duties that will occupy 25% or more of the incumbent’s time, which are not addressed in the SPD. List the duties and time percentages spent on each duty]*.

The classification point of contact is

Attachments: *[All must be included]*

Draft Position Description and cover sheet with all signatures and dates

Organizational chart