



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Memorandum

To: Bureau Human Capital Officers
Bureau Human Resources Directors

From: Jennifer Ackerman
Director, Office of Human Capital
Deputy Chief Human Capital Officer

Subject: Standardized Position Description Cover Page

During FY19 and FY20, the Department's Office of Human Capital (OHC) collaborated with Bureau/Office senior classification subject matter experts to create a new DOI standardized position description (PD) cover page. This new form (HC-08) contains pre-populated dropdown menus for pay plans, grades, cybersecurity codes, etc. The use of this HC-08 will assist initiatives to strategically address human capital management efficiencies related to data integrity, position description numbers and position management across DOI. Additionally, the new form meets 508 compliance requirements.

The HC-08 will replace the U.S. Office of Personnel Management's optional form 8 (OF-8) and any bureau/office level optional PD cover page currently being used. We request your assistance in ensuring the immediate use of the new HC-08 within your servicing personnel offices. Bureaus are to distribute this memorandum and attachments to their field areas as soon as possible, with specific internal Bureau instructions, as necessary.

Data Integrity

The new HC-08 coincides with recent system updates in Federal Personnel and Payroll System (FPPS) wherein the default entry was removed and replaced with a hard stop at both the Special Population Code and Special Program ID fields. Moving forward, all DOI FPPS users will make a manual entry in both fields from the applicable codes in the FPPS user guide before they can move away from the fields.

NOTE: Some positions will have multiple applicable codes (e.g. special retirement, etc.).

Fire Organizations

The Special Program ID field contains a new code/desc entry: FO/'FIRE - OTHER' to support better management and quicker reporting functionality of fire positions. If a position is located in a fire organization, the user will check the "yes" in box 6/row 4, and then enter FO/'FIRE - OTHER' in FPPS.

Any DOI employee or employee representative seeking further information concerning this memorandum can contact their respective servicing HR Office. Bureau Headquarters HR staff can contact Renae Lockwood in the Office of Human Capital at Renae_Lockwood@ios.doi.gov

Attachments