

Request to Fill Communications Related Position Outside of the Office of Communications and Publishing

Position Information	
PD #, Title, Series, Grade	
Reporting to PD#, Title, Series, Grade	
Incumbent's Name (if applicable)	
Name of Organization	
Location	
Justification for Waiver	
<p>Please provide the significant duties (occupying 20% or more of the incumbent's time) that directly involve communicating science to partners or the general public. (Note approval of such a request is not required for positions releasing written or graphic materials requiring prior approval by the Bureau Approving Officer)</p>	
Supervisor's Signature/Date:	
Human Resource Officer's Signature/Date:	
OCAP Review and Approval – Signature/Date	
<p>Office of Communications and Publishing has reviewed this position and it is approved or not approved to be filled in the proposed location.</p>	
<p>Approved Request Must Be Forwarded to the Associate Director for Communications and Publishing (or designee) for Final Approval and maintained with the PD of record</p>	

Note: Request must be accompanied by classified PD(s) and a current, approved organizational chart.