

## POSITION DESCRIPTION AMENDMENT

This form is to be used for minor updating of Position Descriptions and will not be used where significant changes in duties occur such as classification factors or supervisory relationships. This amendment will be attached to the Position Description.

FOR POSITION NUMBER:

ORGANIZATIONAL LOCATION (Give complete organizational breakdown):

THE FOLLOWING OFFICIAL CHANGES HAVE BEEN MADE TO THIS POSITION DESCRIPTION AS A RESULT OF:

- Annual Position Review       Change in NASA Class Code       Change in Classification Standard  
 Position Description Certification       Other (Explain): \_\_\_\_\_

### OFFICIAL POSITION CERTIFICATION

*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.*

TYPED NAME OF IMMEDIATE SUPERVISOR:

SIGNATURE:

DATE:

### OFFICIAL CLASSIFICATION CERTIFICATION

TYPED NAME OF CLASSIFICATION OFFICER:

SIGNATURE:

DATE:

DISTRIBUTION:

- SUPERVISOR       EMPLOYEE       201 FILE       MASTER FILE       ORGANIZATIONAL FILE       NASA