



# HRA Checkpoint



## Position Description Cover Sheet – D.C. Optional Form 8 (Revised)

### HR Checkpoint No. 2020-02

#### D.C. Optional Form 8

**Effective:**

**April 10, 2020**

**From:**

Ventris C. Gibson, Director

**Expiration:**

Until superseded

### Overview

This HRA checkpoint provides a revised “D.C. Optional Form 8.” Discontinue using any previous versions of the D.C. Optional Form 8 issued prior to the date of this checkpoint.

### I. Revisions to D.C Optional Form 8

The *D.C. Optional Form 8* has been revised with updated instructional language and minor formatting revisions throughout the document. A copy of the revised *D.C. Optional Form 8* is attached to this Checkpoint and can be found under the forms link on the D.C. Department of Human Resource (DCHR) intranet site at [dchr.in.dc.gov](http://dchr.in.dc.gov).

### II. Dissemination of Revised D.C. Optional Form 8

the updated version of the form is being disseminated using this HRA checkpoint because District government agencies outside of DCHR also use the *D.C. Optional Form 8*.

### III. Rescission

This HRA Checkpoint rescinds DCOP Administrative Order No. AO-04-07, *Revised D.C. Optional Form 8 - Position Description Cover Sheet and Instruction*, dated July 7, 2004.

### IV. Effective Date

This Checkpoint is effective immediately.

Ventris C. Gibson, Director

Attachment: D.C. Official Optional Form 8