

Sample CDSO Language

For a Position Classification Amendment, [Form DI-625](#):

Project Leaders may use the following language on a Position Classification Amendment (Form DI-625) to describe the CDSO's duties if they want to add them to the employee's position description:

Collateral Duty Safety Officer (CDSO): Incumbent serves as the CDSO for the assigned organization within the U.S. Fish and Wildlife Service (Service), working directly under the Project Leader when performing CDSO duties. Performs CDSO duties no more than 25 percent of the duty time, with the typical amount of duty time being 10 percent. Performs as a CDSO in accordance with Service Manual chapter 240 FW 2, Collateral Duty Safety Officer, specifically by fulfilling the role of the CDSO (section 2.5), completing required training (section 2.8), and performing CDSO duties (section 2.9). The Project Leader will provide performance feedback to the incumbent as it relates to the CDSO role and responsibilities.

To add a CDSO-related critical element to an Employee Performance Appraisal Plan (EPAP): Project Leaders may use the following language to add CDSO duties to an employee's EPAP:

Critical Element 1: Collateral Duty Safety Officer. Serves as the point of contact and assists and advises duty station management in the development and implementation of an effective safety and occupational health program.

Performance Standards:

Outstanding: In addition to the attached benchmark standards, the following measurable criteria apply:

The employee has demonstrated mastery of safety-related technical skills and has a thorough understanding of how the Collateral Duty Safety Officer position impacts the completion of duty station program objectives. The employee exerts a major positive influence on safe practices and the entire safety culture of the duty station.

The employee always keeps management informed as to the status and progress of the duty station safety and occupational health program and anticipates issues to mitigate or eliminate them before they occur. The employee expertly carries out the duties of the Collateral Duty Safety Officer as described in 240 FW 2.

Exceeding Expectations: In addition to the attached benchmark standards, the following measurable criteria apply:

The employee shows a comprehensive understanding of the Collateral Duty Safety Officer position, the objectives of the position, and procedures for meeting the objectives. Effective planning by the employee improves adherence to safety management practices, operating procedures, task assignments, and program activities.

The employee always keeps management clearly informed as to the status and progress of the duty station safety and occupational health program. The employee skillfully carries out the duties of the Collateral Duty Safety Officer as described in 240 FW 2.

Fully Successful: In addition to the attached benchmark standards, the following measurable criteria apply:

The employee shows an understanding of the Collateral Duty Safety Officer position, the objectives of the position, and procedures for meeting the objectives. Proper planning by the employee increases safety awareness among management and staff about the overall safety and health program.

The employee informs management as to the status and progress of the duty station safety and occupational health program. The employee adequately carries out the duties of the Collateral Duty Safety Officer as described in 240 FW 2.