

# Request Position Description

## **Request PD Process:**

*Note - Supervisor will only be allowed to request PD for their employee(s)*

- 1) Navigate to <https://gogoodfellow.com/civilian-personnel-office/> and select the "Submit Service Ticket" link.
- 2) Complete the Service Ticket form and ensure that in the "Reason for Request" drop down menu you select "Request PD".
- 3) In the "Request Description" area, provide the name of the employee that you are requesting a PD for.
- 4) When the ticket has been reviewed and coordinated, your ticket status will be updated to "In-progress" or "Complete" (pending workload).
- 5) The CPO rep servicing your ticket will email a copy of the PD to the you and your ticket status will be marked "Complete".