

## CLASSIFICATION PROCEDURES

**1. GENERAL.** All Requests for Personnel Action (RPAs) submitted must be reviewed to ensure they are properly completed (to including event coding IAW [HR ADVISORY 2010-01](#)), have the correct Nature of Action (NOA) family, and all required documentation is attached in the requested format as directed below. We expect to be making regular updates to our procedures as we refine them to better answer your questions and concerns; and as we streamline and simplify our processes. **You are responsible for checking the [AFMA Central Classification Website](#) for current requirements prior to submitting an RPA.**

**NOTE: RPAs will be returned without action (RWOA) if properly completed documentation is not provided.**

- a. Prior to submitting an RPA validate that the appropriate Bargaining Unit Status (BUS) code is provided in Section F of the RPA Checklist.
- b. Ensure all data in each document matches and that the position build is complete and correct. Mismatched and missing data only delays your RPA or position build while we attempt to validate your intention.
- c. If an RPA has been at the local base or Civilian Personnel Section (CPS) for 50 or more accumulated days prior to receipt at AFMA Classification , the RPA will be RWOA . A new RPA must be submitted by the requester for further action (See [HR ADVISORY 2010-37](#)).
- d. RPAs being *recreated* due to the HR Advisory 2010-37 listed above **ARE NOT** returned to AFMA. Populate the sequence number from the aged RPA in Part B item 15 of the new RPA and provide the position description document number from Part D of the aged RPA. Also be sure to put a comment in Part D of the new RPA that the RPA is being recreated due to aged RPA being cancelled. **No action is required by AFMA.** Forward the RPA directly to your AFPC servicing team, not to AFMA Classification.
- e. Recruit/Fill RPAs without any position maintenance required are also submitted directly to your AFPC servicing team.
- f. New requests for Non-RPA workload (mass realignments, hierarchy, position maintenance, etc) will be sent via email to [AFMA/MAH Non-RPA Actions](#). Use the [MASS REALIGNMENT SPREADSHEET](#) for mass realignments. **DO NOT send new email requests for non-RPA actions directly to your servicing team members!**
- g. Inquiries and workflow. Classification Division is undergoing a tremendous growth in workload prompting many process and procedural changes. *Workload is normally worked on a first-in, first-out priority.* However, many things can drive that to change, sometimes on a daily basis. Contractor-to-Civilian workload, Joint Basing, and unit realignments are all examples of actions that are time sensitive priorities that utilize a

lot of our most experienced personnel and slow everything else down. Requests for status via email or phone calls interrupt workflow and consume valuable resources and time. Until further notice, all mission essential requests for status will be directed to the [AFMA/MAH Task Force Team](#) email box. Due to resource constraints, please limit inquiries to those that are **mission essential**. We are not able to provide individual replies to requests for status of individual RPAs or other individual classification actions (Skills Coding, Hierarchy, appeal, reclama, etc). Please visit the [RPA Tracker](#) on the AFPC website to see the status and location of your RPA. Inquiries via phone will not be answered.

**2. Standard Core Personnel Document.** If an SCPD that appropriately describes the position is available in the [SCPD Library](#) for a fill/establish position it must be used. If choosing **NOT** to use it, the RPA must include the proposed Core Personnel Document (CPD) in MS Office Word format as described in paragraph 3(a)(1) below **AND** an approved waiver from the MAJCOM/A1 or equivalent. The waiver must include the following:

- Career Field
- SCPD #
- Classification/Title
- Servicing Classifier
- Justification
- Decision
- Approved by Name and MAJCOM (or equivalent) and date

Waiver attachment file name: ***WAIVER\_MPCN.DOC*** (where MPCN is the UMD position number or OVH if for an overhire position).

a. Waiver exception: A waiver is NOT required for minor changes to the wording of the SCPD as long as the change does not impact any of the areas below. If changing any of the following SCPD areas you must attach the proposed Core Personnel Document (CPD) in MS Office Word format as described in paragraph 3(a)(1).

#### **SCPD AREAS REQUIRING NEW CPD IF CHANGED**

- Title
- Pay plan
- Series
- Grade
- Skills Codes
- Primary Purpose of the position
- KSAs

b. If during classification we determine that an appropriate SCPD is more applicable to the work situation, we will notify management to use the SCPD or submit the waiver and CPD as described in paragraph 3(a)(1).

**3. RPA Routing.** RPAs will be forwarded to the servicing classification team inbox. [AFMA/MAH INBOX DIRECTORY](#). Files will be attached separately and follow the naming conventions below (See **Attachment 1** for complete list).

a. New positions (Establish/Fill) and Position Review (NOTE: There is currently a moratorium on Position Reviews). Table 30 and DFAS must be updated IAW [HR ADVISORY 2009-70](#) prior to submitting the RPA to AFMA. Ensure the following required documents are attached to the RPA:

(1) Core Personnel Document or Standard Core Personnel Document (CPD/SCPD). The SCPD/CPD must be in MS Office Word format. File name: **SCPD\_DOCNUM.DOC** (where DOCNUM is the DM5 document number of the CPD/SCPD). If it is a new CPD not yet in DM5, use file name: **CPD\_NEWMPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).

(2) Coversheet. Signed by supervisor (electronic signatures cannot be accepted at this time). File name: **COVER\_MPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).

(3) [Position Review Memo](#) (not required for C2C). Must be properly completed to include signature and have the required documents (Org Chart, PDs, etc) attached to the RPA (not to the memo). File name: **PRMEMO\_MPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).

(4) Comprehensive Organizational Charts. These must represent the final and approved organizational structure (org chart must match UMD data) and include: PAS, Title, Pay Plan, Series, Grade, MPCN, and AFSC for civilians (including NAF employees) and Title, AFSC, MPCN, and rank of military. Hand written and proposed organizational charts are not acceptable.

(a) Organizational structure must comply with **AFI 38-101, Air Force Organization**.

(b) If the UMD does not match the org chart, an ACR must be submitted for the updates and the approved ACN included in the package. If an ACN is not included in the package, the RPA will be RWOA.

(c) See [SAMPLE ORG CHART](#) and UMD instructions. File name: **ORGCHART\_MPCN.DOC** (where MPCN is the UMD position number). File name: **ACN\_MPCN.XXX** (where MPCN is the UMD position number or OVH if for an overhire position and XXX is any appropriate file format).

(5) Supervisory Position. If establishing a supervisory position, include position descriptions (PD or DM5 PD #) for all subordinate NAF and civilian positions and job description for subordinate military positions. File name: **PD\_MPCNSUB#.XXX** (where MPCN is the UMD position number or OVH if for an overhire position and

SUB# is subordinate 1, 2, etc and XXX is any appropriate file format). File name: **JD\_MPCNSUB#.XXX** (where MPCN is the UMD position number and SUB# is subordinate 1, 2, etc and XXX is any appropriate file format).

(6) RPA checklist. The [RPA CHECKLIST](#) must be fully completed with all appropriate entries, and coincide with UMD requirements if applicable. File name: **CHECKLIST\_MPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).

(7) Identical Additional (IA) positions. When creating an RPA that will have IA positions associated with it, submit one RPA and include the IA information (number of IAs, MPCN, position data, org data if different, etc) in PART D of the original RPA. **To prevent unnecessary rework, do not create RPAs for the IAs until notified that the original position has been classified (doc # in DM5).**

(a) Once you have been notified, you may create and forward the RPAs for the IA positions. You must annotate the original RPA number, DM5 document number of the original classified position or CPD #, and all associated IA RPA numbers in PART D of each additional IA RPA.

(b) IA RPAs only require the completed RPA checklist. Please do not attach any other documents.

b. Routine RPAs (already established positions). The following are routine actions that are submitted to AFMA Classification:

- Reassignment
- Realignment (Individual)
- Promotion
- Promotion NTE
- Summer Hire/Seasonal NTE
- Change in work schedule
- Recruit/Fill (if position build maintenance required)
- Detail (to an already classified PD)
- Change in lower grade
- Extensions
- Change in Data Element
- Conversions

Submit an RPA with the following attached documents and information. Follow the established file naming conventions for all attachments.

(1) RPA checklist. Checklist **must** be fully completed with all appropriate entries. [RPA CHECKLIST](#)

(2) SCPD/CPD. Ensure the front of RPA is populated with the sequence number and Part D is populated with the document number for the appropriate SCPD/CPD. All

SCPDs/CPDs for routine actions must be profiled into DM5 prior to submitting the RPA or attached to the RPA using RPA file attachment naming convention.

(3) Effective Date. Complete if action has an effective date.

c. Single Realignment. Realignment RPA required.

d. Detail Actions. An RPA is required to ensure employee receives credit for work performed outside of their current job description. Details can only be to a previously established (classified) position.

#### **4. MEDICAL NSPS POSITIONS** (exempt from NSPS transition).

a. Reassignments can be done using the same (current) position description (SCPD/CPD/NSPS PD/NSPS SPD). Performance objectives must be changed accordingly. In this situation classification has nothing to review and the reassignment RPA can be sent directly to the appropriate staffing team.

b. If there are major changes to the position, then a review will be required which may affect the classification and/or skills codes of the position. Ensure all necessary documentation is attached to RPA for review as stated above in paragraph 3. **(NOTE: There is currently a moratorium on Position Reviews).**

**5. POSITION CONTROL:** Local offices will continue to maintain position control. However, only AFMA Classification has authority to build or update sequence numbers. Any positions that require maintenance need to be submitted via email to the [AFMA/MAH Non-RPA Actions](#) inbox unless an RPA is more appropriate.

**6. HIERARCHY:** Current policy is to continue to link GS employees to the hierarchy. Therefore, we will continue to do the hierarchy for the small bases that we service (typically less than 500 serviced civilian population). Hierarchy will be updated locally for large bases (typically 500+ serviced civilian population). We will also link new positions to the supervisor's sequence number for RPAs that have the supervisor sequence number or military supervisor information annotated on the checklist.

## ATTACHMENT 1

### RPA Attachment Naming Conventions:

<b>Filename</b>	<b>Where...</b>
<i>ACN_MPCN.XXX</i>	MPCN is the UMD position number and XXX is any appropriate file format
<i>CHECKLIST MPCN.DOC</i>	MPCN is the UMD position number
<i>COVER MPCN.DOC</i>	MPCN is the UMD position number
<i>CPD_NEWMPCN.DOC</i>	MPCN is the UMD position number
<i>ORGCHART MPCN.DOC</i>	MPCN is the UMD position number
<i>PD_MPCNSUB#.XXX</i>	(Position Description) where MPCN is the UMD position number and SUB# is subordinate 1, 2, etc and XXX is any appropriate file format
<i>JD_MPCNSUB#.XXX</i>	(Job Description) where MPCN is the UMD position number and SUB# is subordinate 1, 2, etc and XXX is any appropriate file format
<i>PRMEMO MPCN.DOC</i>	MPCN is the UMD position number
<i>SCPD_DOCNUM.DOC</i>	where DOCNUM is the DM5 document number of the CPD/SCPD
<i>WAIVER MPCN.DOC</i>	MPCN is the UMD position number

## REFERENCES

**AFI 38-101, *Air Force Organization***

[AFMA/MAH PHONE DIRECTORY](#)

[HIERARCHY INSTRUCTIONS](#)

[HR ADVISORY 2009-70](#)

[HR ADVISORY 2010-01](#)

[HR ADVISORY 2010-37](#)

[MASS REALIGNMENT SPREADSHEET](#)

[Position Review Memo](#)

[RPA CHECKLIST](#)

[SAMPLE ORG CHARTS](#)