

**DOD Civilian Personnel Management Service**  
**Required Classification Appeals Documentation**

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DoD 1400.25-M

SC511. SUBCHAPTER 511

AP1.SC511 APPENDIX 1 TO SC511

DOD CIVILIAN PERSONNEL MANAGEMENT SERVICE

REQUIRED CLASSIFICATION APPEALS DOCUMENTATION

FOR POSITIONS UNDER THE GENERAL SCHEDULE AND FEDERAL WAGE SYSTEM

AP1.SC511.1 INDIVIDUAL AND GROUP APPEALS. Individual and group appeals must include:

AP1SC511.1.1. Employee Identification. Employee's name, mailing address, office telephone and fax numbers. Group appeals must identify all members of the group by name, mailing address, office telephone and fax numbers. Group appeals must also include a signed statement from all members designating the representative, if any;

AP1SC511.1.2. Employer and Employee Position Address. The employing DoD Component and the exact location of the employee's position within the DoD Component (installation name, mailing address, organization, division, branch, section, unit);

AP1SC511.1.3. Current and Requested Position Information. Employee's current and requested position title, pay plan, occupational series, and grade;

AP1SC511.1.4. Copy of Official PD and Accuracy Statement. A copy of the PD to which the employee is officially assigned, along with a current (not older than 90 days) certified statement concerning its accuracy. A copy of the signed decision, if appropriate, resolving any dispute

regarding PD accuracy;

AP1SC511.1.5. Technical Rationale. Reasons why the employee believes the position classification is in error. The employee shall refer to position classification standards that support the appeal and shall state specific points of disagreement with the evaluation statement. The employee may also include a statement of facts that he or she thinks may affect the final classification decision;

AP1SC511.1.6. Employee Claims of Classification Inconsistency. If claimed, appeal files must include: title, series, and grade of positions believed classified inconsistently with the employee's position; specific location of the positions, including the activity and organization to which they are assigned and, if possible, the rationale for citing the positions, including evidence that the cited positions are essentially identical to the employee's position. To find classification inconsistency, cited positions must perform the same grade-controlling duties as the employee's position in a similar organization; and

AP1SC511.1.7. Employee Representative Address. Name, address, business telephone and fax numbers of the employee's or group's representative, if any.

AP1SC511.2 Supporting Human Resource Office (HRO) Administrative Report. Include all of the information required by Appendix 1, Sections AP1SC511.1.1 to AP1.SC511.1.7, above, as part of the record. In addition, supporting HROs shall provide the following information with the classification appeal file:

AP1SC511.2.1. Appealed Position Documentation. Complete identification of the appealed position, including a copy of the official PD and evaluation statement. If the appealed position is supervisory, include copies of subordinates' PDs and evaluation statements used for determining the base level of work. If subordinate positions include military or local national employees, indicate their equivalent GS/FWS grades;

AP1SC511.2.2. Appealed Position Organization Documentation. The exact location of the position within the DoD Component, including accurate organization charts, and mission and functional statements;

AP1SC511.2.3. Statement of Accuracy. A current (not older than 90 calendar days) signed statement from the immediate supervisor or higher management official certifying that the

official PD is complete and accurate, A current (not older than 90 calendar days) signed statement from the servicing HRO certifying whether or not the official PD is complete and accurate;

AP1SC511.2.4. Official Personnel Action. A copy of the employee's latest SF-50, "Notification of Personnel Action" that shows the position to which the employee is permanently assigned;

AP1SC511.2.5. Previous Appeal Decisions. Copies of any previously issued DoD, Component, CPMS, or OPM appeal or review decisions which address the classification of the position or similar positions within the DoD Component or throughout the Department of Defense;

AP1SC511.2.6. Response to Employee Issues. The servicing HRO or the DoD Component response to any classification issues presented in the employee's appeal;

AP1SC511.2.7. Other Information. Any supplementary information bearing on the position's duties and responsibilities; copies of any previously issued DoD Component interpretive guidance which addresses the classification of the position(s) under appeal;

AP1SC511.2.8. Supervisory Documentation. A copy of the official PD and evaluation statement of the employee's immediate supervisor, if applicable;

AP1SC511.2.9. Performance Standards. Performance standards for the position (not the performance evaluation of the employee); and,

AP1SC511.2.10. Supporting HRO Contact. Name, address, business telephone and fax numbers of the supporting HRO point of contact.

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WHERE TO SUBMIT CLASSIFICATION APPEALS

Department of Defense employees who wish to file a classification appeal must file it through their local Human Resources Office (HRO). Contact your HRO for more information.

Upon receipt of an employee's appeal, the support HRO has 30 calendar days to assemble and forward the appeal package to the Civilian Personnel Management Service, Field Advisory Services Division. Appeals should be sent to the following address:

Department of Defense  
Civilian Personnel Management Service  
Field Advisory Services  
Classification and Pay Branch  
Classification Appeals Adjudication Section  
1400 Key Blvd, Suite B-200  
Arlington, VA 22209-5144

Contact the Classification Appeals Adjudication Section at (703) 696-6301 or DSN 426-6301, for more information.

Reference Guide updated March 2008

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