

Required Classification Appeals Documentation (NOTE- ALL AREAS ARE REQUIRED FROM THE EMPLOYEE)

___ **A. 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. This means that each member of the group must provide this information, even if the package has a designated group representative.

___ **B. 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.) This means not just the mailing address, but where the position is located starting at the lowest level, ex: Section, Flight, Squadron, Group, Wing, Base, USAF

___ **C. Current and Requested Position Information-** Employee's current and requested position title, pay plan, occupational series, and grade. The current position information must be the current position to which you are officially assigned. This should not be an NSPS classification. This position information must match up with the position identified on your latest SF-50.

___ **D. 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. Your package must include the accuracy statement with a hard copy signature. The statement should be short and does not mean that you are agreeing to the classification of your PD, just to the accuracy of the duties and responsibilities described in the PD. If you disagree with the accuracy of your PD, you will need to provide a statement which details why your PD is inaccurate, along with a new, proposed PD signed by your supervisor. We will also need this proposed PD in word format.

___ **E. 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. Note- this is crucial to your package. Your rationale should be based upon OPM classification standards. This rationale gives the classifier an idea why you feel your position is misclassified.

____ **F. 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; specified location of the positions, including the activity and organization to which they are assigned and, if possible, the rationale for citing the positions, including the 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. **This is only necessary if you feel that the classification of your position is inconsistent with an identical position elsewhere in the Air Force.**

____ **G. Employee Representative Address-** Name, address, business telephone and fax numbers of the employee's or group's representative, if any. **This** means that each member of the group must have a hard copy signed statement designating the representative. However, a group representative is not required for a group appeal.

____ **H. Subordinate Position Descriptions-** If the appealed position is supervisory, include copies of subordinate's 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. **You must have a PD or description of duties for every position you supervise- AFSC descriptions for military are not sufficient. The SCPD library may be of assistance for this. This information should be provided if you are currently a supervisor, or if you are seeking higher level supervisory credit.**

____ **I. Appealed Position Organization Documentation-** The exact location of the position within the DoD Component, including accurate organization charts, and mission and functional statements. **This means that you must provide an organizational chart, mission statement, and a functional statement in your package. The organizational chart should include the overall picture of your organization and where you fit into the organization. It should identify positions in your area with names, position description numbers, and pay plan, series, and grade if civilian, and names, AFSC, and rank if military; and similar information for foreign nationals.**

____ **J. Supervisory Statement of Accuracy-** A current (not older than 90 days) signed statement from the immediate supervisor or higher management official certifying that the official PD is complete and accurate. **Your package must include the supervisor's accuracy statement with a hard copy signature. The statement should be short and does not mean that the supervisor is agreeing to the classification of your PD, just to the accuracy of the duties and responsibilities described in the PD. If the supervisor**

disagrees with the accuracy of your PD, he/she will need to provide a statement of disagreement. Note that the employee and supervisory accuracy statements should be two separate documents.

____**K. 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. This should be your latest SF-50 which identifies the position to which you are currently assigned. Your local CPS can assist you with obtaining this document. You may also obtain a copy by accessing MyBiz or your Civilian Electronic OPF through AFPC secure.

____**L. Supervisory Documentation-** A copy of the official PD and evaluation statement* of the employee's immediate supervisor. This is only necessary if you are in a deputy position. If your supervisor is military you will need to provide a complete Core Document as the position description. The SCPD library may be helpful.

* Evaluation statements will be attached to the position description, if available. If there is no evaluation statement attached, it is not necessary for you to provide one. MAH will provide this in our portion of the package.