

1. Introduction

Unless otherwise stated, the classification procedures outlined in this section pertain only to the bases for which the Air Force Personnel Center (AFPC) provides the full range of classification services (also referred to as assigned or AFPC classified bases).

NOTE: Classification of Centrally Funded and Managed Programs: The Career Program (AFPC/DPK) maintains classification authority for positions funded out of the AF Central Salary Account and managed by the Career Programs. These include PALACE Acquire interns, COPPER CAP interns, DLAMP Rotational Assignments and Career Broadening Program positions.

2. Position Build and Position Maintenance

(Refer to Chapter III, Guide to Preparing a Personnel Action Request, for specific requirements)

- a. For locally classified bases, position build and maintenance is accomplished at the local CPF. For AFPC classified bases, position build and maintenance is accomplished at AFPC.
- b. RPAs are not required for position maintenance actions that do not require an SF 50.
- c. AFPC classified base CPFs should notify AFPC to correct those items that do not require an SF 50 (e.g., target grade, supervisory code, etc.). AFPC will validate requested changes and take corrective action.

3. Bargaining Unit Status (BUS) ID

- a. The servicing Position Classification Specialist (classifier) is responsible for identifying correct BUS codes in accordance with 5 U.S.C. Chapter 71, Local Collective Bargaining Agreements, The Guide to Personnel Data Standards, AF Table 262 and Local Labor Relations Specialist.
- b. The AFPC classifier coordinates all BUS codes that require clarification and final BUS code determination with the Civilian Personnel Flight (CPF).
- c. AFPC inputs and updates BUS code data into DCPDS for assigned bases.

4. Standardized Competitive Level Codes (CLC) (All Bases)

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
	Standardized Competitive Level Codes. AFPC will not issue a CLC or place a title on the CLC listing that does not comply with OPM prescribed classifications or titles. For in-depth explanation of standardized CLCs, see Appendix C.		
1.	Establishing CLC:		

a.	Servicing classifier makes determination that a new CLC is needed	X	X
b.	Servicing classifier prepares a short, concise written definition that identifies the true difference in a particular position and submits with pay plan, series and title of new position to AFPC/DPCMC (the CLC POC) via E-mail	X	X
c.	Assigns new CLC, provides to servicing classifier and updates the WWW		X
2.	Maintaining Standardized CLCs:		
a.	Maintains Standardized CLC System		X
b.	Updates WWW		X

5. Position Descriptions: Numbering System and Maintenance of Books

a. Numbering System: AFPC assigns and maintains AFPC numbering system for new Core Personnel Documents (CPD) for assigned bases.

b. Maintenance of Books:

1) For locally classified base CPFs, position description books will remain at the local CPF. The PDs/CPDs/SCPDs for current positions at locally classified bases will be profiled in the Personnel Automated Records Information System (PARIS). This will be accomplished at AFPC by scanning and profiling the PDs/CPDs/SCPDs submitted for scanning by the base at transition. This does not imply that AFPC will control the PDs or PD books for those locally classified bases.

2) For AFPC classified base CPFs, PD books (including PDs/CPDs/SCPDs and their respective evaluation statements and any other pertinent documents) will be maintained in PARIS. This not only allows AFPC personnel quick and easy access to official position descriptions, it also allows the CPF immediate access to view position descriptions on screen and/or to print them. The following outlines the process in which position description books will be profiled in PARIS at AFPC and how they can be accessed by both AFPC and CPFs:

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
	Process for Filing and Accessing of PD/CPD/SCPD		
1.	Filing in PARIS:		
a.	Sends PD books to AFPC/DPCMC (AFPC classified bases only)	X	
b.	Scans and profiles the PD books in PARIS		X
2.	Accessing PDs/CPDs in PARIS:		
a.	Open PARIS on computer	X	X
b.	Open Search Menu Profile Search. Select <i>PD Search</i> under Form Description	X	X
c.	Input search criteria	X	X
d.	Search by CPCN, Title, Pay Plan, Series, Grade and/or Organization Structure Code, and CPO ID	X	X

c. Submitting a PD/CPD/SCPD

The following outlines the process used by CPF/Mgt to submit a PD/CPD/SCPD.

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
1.	When submitting a new (i.e., one not already in PARIS) PD/CPD/SCPD in electronic form (i.e., SCPD, COREDOC, CPD in Word):		
a.	Supervisor signs SCPD/CPD, types signature block and date it was signed, attaches electronic SCPD/CPD/PD to the RPA and forwards to CPF For AFPC classified bases. CPF/manager faxes signed coversheet to AFPC For locally classified bases. Type in the “Classified By” block the classifier’s name and date classified	X	
b.	CPF validates UMD data, coordinates on action and flows RPA to AFPC with attached document	X	
c.	For AFPC classified bases. Takes classification action and annotates in the “Classified By” block the classifier’s name and date it was signed		X
d.	Profiles PD/CPD/SCPD into PARIS		X
2.	When a PD/CPD/SCPD is not already in PARIS, is not being revised and is not in an electronic form (i.e., AF Form 1378, Palace Automate Core Document): Although Palace Automate is an electronic form, without the corresponding software, you cannot read it; therefore, treat as non-electronic; do not attach to RPA		
a.	For AFPC classified bases, manager/CPF faxes signed PD/CPD/SCPD with RPA number annotated to DPCMC Fax Server (DSN 665-2937). Submits RPA to CPF. CPF flows RPA to DPCMC For locally classified bases, manager and/or CPF faxes PD/CPD/SCPD to servicing staffing region fax server and annotates RPA number on the PD/CPD/SCPD or on fax cover sheet.	X	
b.	CPF validates UMD data, coordinates on action and flows RPA to AFPC	X	
c.	Reviews and/or takes necessary classification action for assigned bases		X
d.	Profiles the PD/CPD/SCPD into PARIS		X
3.	When PD/CPD/SCPD is already profiled in PARIS		
a.	For AFPC classified bases. Manager reviews PD/CPD/SCPD in PARIS and determines if current. If needed, on hard copy makes pen and ink changes and initials and dates, then faxes updated document to servicing classifier. If more than pen and	X	

	ink changes are required, follow instructions under next paragraph "Requests for Position Review"		
b.	For AFPC classified bases. If filling a position, manager/CPF attaches current, revised, or new PD/CPD/SCPD to RPA For locally classified bases. If filling a position, manager/CPF attaches current, revised, or new PD/CPD/SCPD to RPA	X	
c.	AFPC classified bases only. Validates recommended changes, takes classification action for assigned bases and updates copy in PARIS/PD book if pen and ink changes were faxed		X

6. Requests for Position Reviews

Requests for a position review should occur only when there are **significant changes** to a position such as mission changes, reorganizations, technological advances, additional programs and elimination of obsolete programs, practices and requirements, etc.

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
1.	Manager checks AF SCPD Library for applicable SCPD. If none are applicable without major modification, prepares new CPD	X	
2.	Manager submits RPA and attaches new SCPD/CPD and supporting information/documentation for new or current positions, including organizational charts, and ensures authorization and resources are available before submitting RPA (see Sample Letter, page V-15, for format and information requirements). Warning: RPAs with missing documentation/information will be returned	X	
3.	Evaluates management's proposed duties and responsibilities and supporting information and documentation. The CPF assists in fact finding if requested by AFPC		X
4.	AFPC provides management advisory service in conjunction with the classification review process and dispute resolution processes. CPFs provide assistance and guidance in preparing packages or documents	X	X
5.	Audits may be performed by telephone or by written questions to the incumbent and/or the supervisor. Determinations to conduct audit(s) at the local site will be made by the classifier on a case-by-case basis. Keeps CPF informed		X
6.	Ensures position classification consistency with similar positions within the MAJCOM prior to final classification		X
7.	Notifies management official of results, providing appropriate advisory service by E-mail, fax, telephone, etc., before the classification action is finalized. Discusses impact and classification alternatives with management official(s). Refer to AFI 36-1401 for further guidance		X

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
8.	Applies classification dispute process if management does not accept classification of position or if there is a dispute about the applicability of an SCPD IAW AFI 36-1401		X
9.	<p>For AFPC classified bases. AFPC classifier ensures all changes to the position are documented (e.g., evaluation statements), processed and new CPD/SCPD is scanned into PARIS and old PD/CPD/SCPD is archived in PARIS</p> <p>For locally classified bases. CPF will notify AFPC staffer when PDs/CPDs/SCPDs need to be archived or replaced in PARIS</p>	X	X
10.	<p>For AFPC classified bases. AFPC classifier determines whether position is a clear successor and whether there are/are not any other similar or identical positions the additional duties could have been assigned to. AFPC classifier annotates determination on RPA, page 4, Remarks Section or as a separate attachment if needed. The CPF and AFPC staffer determine whether competition is required. AFPC classifier, staffer and CPF discuss impacts and develop implementation strategy</p> <p>For locally classified bases. CPF determines whether position is a clear successor and whether there are/are not any other similar or identical positions the additional duties could have been assigned to. CPF annotates this information on RPA, Page 4, Remarks Section, or as a separate attachment if needed. The CPF and AFPC staffer determine whether competition is required. CPF discusses impacts and develops implementation strategy with the Staffing OPR at AFPC. AFPC and CPF provide classification/staffing alternatives to management</p>	X	X

NOTE: Position Reviews will be conducted no more than once a year on the same position unless otherwise stated in local agreement(s).

Government Hiring Controls: IAW HQ USAF/DP Memo, 12 Feb 01, CPFs follow local operating procedures for supervisory and managerial positions at grades GS-11 to GS-15 (and equivalent).

7. High Grade Review

The High Grade Review Process: While HQ USAF no longer sets high grade requirements, each MAJCOM has established their own procedures for managing their high grade positions.

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
1.	Explains the MAJCOM high-grade review process to management officials	X	X

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
2.	Justifies mission requirements for high-grade position	X	
3.	Identifies trade-off positions, when necessary	X	
4.	Submits RPA to take action on high-grade position	X	
5.	Provides documentation required for the High-Grade Review Process	X	
6.	Takes the appropriate action based on the high-grade review decision		X
7.	Maintains file on the action		X

MAJCOM High Grade Review

MAJCOMS	NONE	GS-13	GS-14	GS-15
HQ ACC			X	X
HQ AFMC	X			
HQ AETC			X	X
HQ USAFE			X	X
HQ PACAF		X	X	X
HQ AMC	X			
HQ AFSPC		X	X	X
USAFA			X	X
HQ AFRC		X	X	X
NGB			X	X

8. Reorganizations

	ROLES AND RESPONSIBILITIES	MGT	AFPC
1.	Contacts servicing classifier to discuss proposed reorganization and determine avenue in which the package will be processed	X	
2.	Submits reorganization package to the CPF to include: RPAs for all affected positions New or revised CPDs/SCPDs, with LN, military and NAF position descriptions as appropriate New or revised organizational charts that reflect all positions in the organization	X	
3.	Determines appropriate actions to be taken (see note)		X
4.	Advises management as to the actions being taken (see note)		X
5.	Processes reorganization actions IAW applicable procedures (see note)		X

NOTE: The Air Force Guide to Processing Personnel Actions, Chapter 21, Realignment and Mass Transfer, requires an authority for realignments such as an agency letter, memo, directive or order that authorizes the action. CPF/Mgt notifies servicing classifier when an A-76 or CS&P study is announced or begins so appropriate classification advice and assistance is provided.

9. SCPD Implementation (All Bases):

a. Use of Standard Core Personnel Documents (SCPDs) is mandatory for all bases. The SCPD Library and index is available on the WWW at <http://www.afpc.randolph.af.mil/SCPD/default.htm>

1) HQ USAF/CV memo, Streamlining Civilian Personnel Management, 30 Sep 96, states, in part, “It is in the best interest of the Air Force to maximize use of the SCPDs. In that regard, the host or appropriate tenant commander will make exceptions to the use of SCPDs. **As a minimum**, SCPDs should be implemented as positions are established or filled. MAJCOM and FOA commanders should emphasize and enforce this policy within your organization.” Exception to the use of SCPDs will require justification and approval from the host or appropriate tenant commander and will be maintained with the official copy of the CPD.

2) Implementation of applicable SCPDs will be required when a RPA is submitted for any of the following actions:

- Establish new position
- Position Review
- Recruit/fill
- Reassignment
- Reorganization
- Identical-additional positions to any of the above actions

3) SCPD numbers must be used as issued. An SCPD may be modified without changing the SCPD number if changes do not impact title, pay plan, series, grade or recruiting factors. The SCPD will have the date that it was developed and classified by HQ AFPC. When SCPDs are used, the servicing classifier signs the SCPD, certifying that the SCPD adequately and accurately reflects the local situation to meet classification, staffing and performance management purposes.

b. If an SCPD is not available, use the Air Force Template and ensure the new CPD is in the AF format (use SCPDs as examples of AF format). HQ USAF/DPCC memo, Use of Core Documents, 31 May states, in part, “while we do not require across-the-board conversions, our policy that core documents should be used to establish new or revised position descriptions remains in effect.”

c. AF Template is available for download from the SCPD Library by accessing <http://www.afpc.randolph.af.mil/SCPD/default.htm> and scrolling down to the respective link.

d. Use AS IS PROCESS if no SCPD and there are no changes to PD.

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
1.	Manager reviews the SCPD Library to see if an applicable SCPD is available, then signs and attaches appropriate SCPD to the RPA along with any supporting documentation and information and forwards to CPF	X	
2.	Servicing classifier and manager ensure implementation of SCPDs to the maximum extent possible	X	X
3.	Discusses and resolves SCPD implementation requirements.	X	X

	If a consensus cannot be reached, the supervisor must prepare a justification as to why the position is different and submit it to their host or appropriate tenant commander for approval. If approved, the waiver approval is then forwarded to the servicing classifier where it is maintained with the implemented CPD		
--	--	--	--

10. Draft Standards and New Standards Review/Applications

AFPC will review, evaluate and implement new and/or draft classification standards for assigned positions and for SCPDs. If serviced positions are impacted, AFPC will notify the servicing CPF, management officials and MAJCOM. AFPC will post changes to SCPD Library web site when new standards are applied to developed SCPDs.

11. Classification Appeals

a. Regulatory Guidance: Classification Appeals are covered in the Introduction to the Position Classification Standards, Appendix 4; Position Classification AFI 36-1401, 1 Aug 97, and DoD 1400.25-M, Department of Defense Civilian Personnel Manual, Chapter 500, Subchapter 511 (www.epms.osd.mil/cpm/cpm.html).

b. All appeal packages must begin with an accurate and adequate PD/CPD/SCPD describing major duties and responsibilities performed by an employee.

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC	EMP
1.	Informal Appeal Process			
a.	Explains classification and grade-controlling duties of position being appealed (servicing classifier assists supervisor in resolving classification disputes prior to formal appeal and provides an evaluation statement)	X		
b.	Reviews PD/CPD/SCPD to ensure it accurately portrays required duties and responsibilities of position	X	X	X
2.	Formal Appeal Process			
a.	Forwards appeal package to AFPC through CPF for consolidation. Appeal package includes: copy of official CPD, statement signed by employee and supervisor certifying accuracy of PD/CPD/SCPD, and employee's written rationale, based on criteria contained in the appropriate classification standard stating why the employee disagrees with the current classification. For Air Reserve Technician (ART) positions, servicing CPF forwards appeal package to HQ AFRC/DPCC for review and transmittal to appropriate adjudicating authority			X
b.	Conducts audit, if required, to ensure the PD/CPD/SCPD and evaluation are adequate and the classification is accurate		X	

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC	EMP
c.	Forwards completed appeal package with documentation to appropriate adjudication office		X	
d.	Notifies MAJCOM and CPF of classification decision upon receipt of appeal decision		X	
e.	Consults with MAJCOM and CPF within time limits to determine if a request for reconsideration and temporary compliance authority should be submitted. If so, develops rationale and forwards to MAJCOMs for submission to HQ USAF/DPFC . If warranted, HQ USAF will submit request to adjudicating office		X	
f.	Takes action directed by final appeal decision	X	X	

NOTE: (All Bases) AFPC will provide a copy of the SCPD and an evaluation statement supporting the classification on all SCPDs upon request. If an SCPD is written in the FES format, the assignment of factor levels is considered the grade evaluation.

12. Consistency Review

Regulatory Guidance: Consistency reviews are covered in the Introduction to the Position Classification Standards, Section IV, Appendix 4, Section I, Report of Intra-Agency Classification Consistency, TS-134, July 1995.

	ROLES AND RESPONSIBILITIES	MGR	AFPC
1.	Receives requirement to conduct a classification consistency review and advises affected CPFs, managers and MAJCOMs		X
2.	Conducts review and coordinates with MAJCOM classifier to ensure consistent approach to reviewing all positions covered by the consistency review at small and large bases in the command. Working with MAJCOM, advises appropriate management official(s) and/or CPF of results of review, to include available options and action(s) to be taken (if any)		X
3.	Takes classification and personnel action using RPA submitted by management or CPF		X

NOTE: (All Bases) DPCMC will review all consistency reviews for potential impact on SCPDs. When impact occurs, a new SCPD will be accomplished and issued under a new SCPD number, canceling the previous SCPD. A notice will be issued to MAJCOMs notifying them of the changes. For those bases that have implemented the canceled SCPD, a review is required and implementation of the newly issued SCPD should be accomplished in accordance with the SCPD implementation procedures.

13. Advisory Allocations

An advisory allocation is a request by appointing authority for higher-level review when there is a disagreement between management and the servicing classifier over the proper classification of a position(s). AFI 36-1401, paragraph 4-3, provides regulatory guidance for management disputes over classification determinations.

	ROLES AND RESPONSIBILITIES	MGR	AFPC	MAJCOM/DPC
1.	Requests an advisory allocation and forwards to AFPC. Provides written rationale based on criteria contained in the appropriate classification standard or guide as to why the manager disagrees with the proposed classification	X		
2.	Reviews advisory package. Classification disputes from tenant organizations will be resolved by the CPF's parent MAJCOM after consideration of comments by the tenant's MAJCOM (IAW AFPD 36-14). The advisory package will include information as follows: Cover letter with explanation of disagreement PD/CPD/SCPD (certified as accurate by the supervisor) Evaluation statement Management's rationale/reclama Organizational chart Any other pertinent documentation that either management or the classifier deems appropriate		X	
3.	If AFPC does not accept the classification rationale of the supervisor, the issue will be elevated through the supervisor's chain of command to the commander with appointing authority. If the commander believes management's technical classification argument has merit, he/she will submit the action to his/her MAJCOM/DPC for a binding evaluation decision	X		
4.	Renders a classification decision that is binding on all parties.			X

14. Wage Surveys (All Bases)

Regulatory Guidance for U. S. Wage Surveys is covered in 5 CFR, Chap. 1, Part 532, subparts A, B & C.

	ROLES AND RESPONSIBILITIES	LOCAL INSTALLATION	AFPC
1.	Due to the "local" impact of wage surveys, the local installations, designated as Host Activities by DoD and the Local	X	

	ROLES AND RESPONSIBILITIES	LOCAL INSTALLATION	AFPC
	Wage committees established by DoD, will continue to be responsible for assisting the lead agency (DoD) in planning and conducting wage surveys in the designated wage area		
2.	Provides data products to support the wage survey to the local committee through the CPF, upon request. (Data products are available and can be obtained through the local installation's system)		X
3.	Processes pay changes for all CPFs in wage area		X

15. Special Pay

The following chart outlines responsibilities as they relate to the approval, maintenance, and input of Special Pay.

	ROLES AND RESPONSIBILITIES	CPF	AFPC
1.	Approval of Special Pay Categories: - Hazardous Duty Pay (HDP) - Environmental Differential Pay (EDP) - Supervisory Differential - Criminal Investigator Availability Pay - Premium Pay Shift Differentials	X	
2.	Maintains applicable documentation	X	
3.	Forwards appropriate documentation/information and type of special/premium pay, hours, percent and premium pay indicator code to AFPC classifier via Fax, DSN 665-2937	X	
4.	Inputs the appropriate category information into DCPDS		X

16. Acquisition Professional Development Program (APDP)

DoD 5000.52M, Career Development Program for Acquisition Personnel, Nov 91, defines the certification process, as well as career paths with specific education, training and experience requirements for those employees in acquisition positions. This document can be found at <http://www.dtic.mil/whs/directives/corres/dir2.html> MAJCOM or HQ USAF functional managers, in conjunction with base level functional managers, designate acquisition positions and certify acquisition levels for employees. Each acquisition position is identified on the manpower file by a two-position acquisition code (APDP) that specifies the position requirements. A series of data is input into DCPDS to identify civilian acquisition positions. The Air Force Civilian Personnel Guide for the Acquisition Professional Development Program, Oct 92, provides general information on the acquisition program and specific instructions for coding into DCPDS, to include position coding, personnel coding, etc. A copy of this Guide is located in Personnel Automated Records Information System (PARIS) under document name APDP.

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	Identifies acquisition position and certifies acquisition levels for employees	X	
2.	Annotates Acquisition Code from the Unit Manning Document (UMD) on RPA on Page 4 – Remarks Section	X	
3.	Verifies 50% of assigned duties are acquisition duties IAW the APDP requirements		X
4.	Ensures Defense Acquisition Workforce Improvement Act (DAWIA) requirements are reflected on PD/CD/SCPD		X
5.	Ensures Critical Acquisition Positions (CAPs) PD/CD/SCPD have required statement. See the Office of the Assistant Secretary of Defense memo, Subj: Assignment Rights Policy for Certain Acquisition Personnel, 7 June 1993, with HQ USAF/DPCC cover memo, same subject, 10 September 1993. A copy of this memo is also located in PARIS under document name APDP	X	X
6.	Assigns skill codes that reflect acquisition duties performed		X
7.	Codes and inputs acquisition data elements in Modern DCPDS		X

17. Emergency Essential Positions

a. Sources: AFI 36-507, Mobilization of the Civilian Work Force and AFI 36-507, Attachment 4: Emergency-Essential (E-E) Positions and Employees.

b. By definition an Emergency Essential Civilian Position is: “A civilian position located overseas or one that could be relocated overseas during a crisis situation, or which requires the incumbent to perform temporary duty assignments overseas during a crisis in support of a military operation. The position ensures the success of combat operations or supports essential combat systems after a mobilization, evacuation order or other military crisis. The position cannot be converted to military because it requires uninterrupted service in support of combat operation or because the position maintains and repairs essential combat systems.”

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
1.	Manager identifies E-E positions during Base-Level Assessments	X	
a.	Documents specific contingency duties and physical requirements using one of the methods below (see note)	X	
b.	Identifies employees requiring updates to CPF	X	
c.	Coordinates addition of E-E statements with servicing classifier	X	
2.	Ensures DD Form 2365 is signed by selectee(s) in E-E positions and sent to AFPC via Fax, DSN 665-2937	X	
3.	Bases retaining classification responsibility update position/employee information in DCPDS	X	
4.	Bases serviced by AFPC forward positions/employee documentation for DCPDS update to AFPC (see note)	X	
5.	Update position/employee information in DCPDS for assigned		X

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
	bases		

NOTE: Select a method below to document E-E positions:

- Include E-E duties in existing peacetime position description
- Attach to existing position description a brief statement of crisis situation duties if differs substantially from peacetime duties
- Establish and attach an E-E addendum

c. Include a statement substantially similar to the following in each E-E position description (Addendum): “This position is emergency-essential (E-E). The incumbent of this position must meet all requirements of E-E positions and may be required as a condition of employment to take a series of vaccinations and annual boosters to immunize against anthrax and other diseases. In the event of a crisis situation, the incumbent or designated alternate must continue to perform the E-E duties until relieved by proper authority. The incumbent or the designated alternate may be required to take part in readiness exercises. This position cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively. This meets the criteria of an E-E position and requires that the incumbent, or the designated alternate, be removed from any military recall status.”

18. Key Positions

- a. Sources: AFI 36-507, Mobilization of the Civilian Work Force, and AFI 36-507, Attachment 5: Key Positions and Employees and Reserve Screening
- b. Key Position: “A federal civilian position in the United States or US territories that must be filled during a national emergency or mobilization, and which, if vacant, would seriously impair the functioning of a federal agency or office.”

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
1.	Manager identifies a Key Position during Base-Level Assessment	X	
a.	Documents on the PD/CD/SCPD that the job is Key Position (see note)	X	
b.	Identifies selectee(s) requiring record update	X	
2.	Bases retaining classification responsibility update position/employee information in DCPDS	X	
a.	Updates employee documentation in DCPDS	X	
3.	Bases serviced by AFPC forward positions/employee documentation for DCPDS update to AFPC (see Note 2)		X

NOTE: Suggested statement on the PD/CD/SCPD: “**This is a Key Position. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are not available.**”

Which duties/responsibilities were deleted?

What position will be performing the deleted duties:

Civilian Position (including Pay Plan/Series/Grade, Position Control Number, Office Symbol):

Military Position (including AFSC, Rank and Office Symbol):

6. Additional information:

(Supervisor's Signature Block)

Attachment(s):

Organizational Chart (including AFSC/rank for military positions)

If this is a supervisory position, position descriptions for subordinate positions (including military)

If applicable, documents directing changes

DOCUMENTATION CHECKLIST
FOR REVIEW OF ENCUMBERED POSITIONS AND/OR FOR NEWLY ESTABLISHED POSITIONS

1. Request for Position Review Memorandum

2. Attachments to Memorandum:

- ___ SCPD (if applicable) signed by supervisor (SCPD Library available on the WWW at <http://www.afpc.randolph.af.mil/SCPD/default.htm>)
- ___ Core Personnel Document if no SCPD available (AF format available on the WWW at <http://www.afpc.randolph.af.mil/SCPD/default.htm> under PERMISS)
- ___ Document explaining/directing the reorganization/new work (e.g., memorandum or AFPD/AFI mandating reorganization).
- ___ Copies of current and new mission statement.
- ___ Organizational chart which includes numbers and PP-SRS-GR for civilians and AFSC and rank for military.
- ___ If position supervises military member(s), attach copies of position descriptions of subordinate military positions. If civilian is deputy to a military supervisor, position description of military supervisor.