

Appendix D - CODING OF EMPLOYEE HISTORY (All AFPC Serviced Bases)
12 Feb 04

1. The AFPC Classification Branch codes history for employees appointed to permanent or term appointments at AFPC serviced bases to the extent the resume and/or Official Personnel Folder (OPF) (if prior Federal Service) supports the history coding. AFPC/DPCMC codes the initial employee history within 90 days of an employee's permanent or term appointment (or conversion to a permanent or term appointment). AFPC codes history for employees on term appointments due to their Reduction-in-Force (RIF) rights. Initial history coding includes prior work experience, education, training, languages, licenses, and certifications. (For awards and appraisals, see Chapter 13, paragraph 1). In accordance with AFM 36-505, Skill Coding, AFPC codes, at a minimum, prior work experience to show three grade levels below the current position or 10 years of experience, whichever is longer. Paragraph 2 below provides the information required to code history. AFPC also codes corrections to the initial employee history and updates to experience, education, languages, licenses, and certifications occurring after entry on duty as shown in the following charts. To facilitate electronic processing, CPFs and employees fax requests for correction/updates to DSN 665-2937 or commercial (210) 565-2937. For initial and update coding, AFPC reviews the OPF and any previously submitted documentation for consistency. AFPC notifies the employee through the CPF of discrepancies and/or concerns regarding experience coding prior to updating the employee's record. AFPC notifies the employee directly regarding discrepancies and/or concerns with education, language, license, and certification coding prior to updating the employee's record. If AFPC determines there is insufficient or conflicting information, AFPC contacts the appropriate individuals and requests additional/clarifying information. AFPC accomplishes update coding within 90 days of receipt by AFPC/DPCMC unless a Collective Bargaining Agreement (CBA) requires an earlier time frame.

2. Information Required for Coding.

a. Information required for coding work experience. Employee requests to code/update work experience must include the following information:

- (1) Air Force Base (AFB) where currently employed (or AFB providing civilian personnel servicing)
- (2) Last Name, First Name, and Middle Name
- (3) Social Security Number
- (4) E-mail address (if applicable)
- (5) Work Phone Number (DSN if applicable)
- (6) Provide the following for each work experience entry:
 - (a) Job Title
 - (1) If military experience, include rank held
 - (2) If federal or nonappropriated fund experience, include pay plan, series, and grade
 - (b) Number of employees supervised

- (c) Average number of hours worked per week
- (d) Start and end date (day, month and year)
- (e) Employer's name and address (include city, state, and zip code)
- (f) Description of duties and responsibilities

(1) If a supervisor, describe the number of employees and type of work supervised and the percentage of time spent performing supervisory duties.

(2) If describing more than one type of work, provide the approximate percentage of time spent doing each work type.

NOTE: Normally, AFPC will not change federal experience. If requesting an update for current federal experience, employee consults servicing CPF to determine if an RPA is required. If requesting an update for current federal experience, the supervisor who witnessed the work performed must certify the accuracy of the employee's statement by signing and dating below the description of duties. In addition, the next higher management official must also coordinate on the statement. If requesting an update for past federal experience, employee must provide certified official documents, records, other convincing evidence or supervisory certification the employee performed the work. The position description and SF 50 are the primary source documents. If requested, the employee must furnish additional information, which provides adequate justification for AFPC to change the skill codes and skill codes percentages.

(g) Employee certifies that all statements provided are true, correct, complete, and made in good faith. The employee must sign and date the statement.

(h) If federal experience, was this an acquisition position? If yes, provide category and supporting documentation?

(i) If federal, what agency?

(j) If Air Force, what major command?

(k) If Air Force, position location (e.g., base, city and state or country).

b. Information required for coding of education. For post high school education claimed, AFPC will only code and input education from an **accredited** institution.

(1) Education level (highest level of education received). If post high school, provide the required information shown in paragraph b.(2) through b.(12)

(2) Number of total semester/quarter hours (if business college or technical or vocational school, provide classroom hours instead of semester or quarter hours)

(3) Type of credit hours (specify semester or quarter for college/university, classroom for business college, vocational, or technical school)

- (4) School type (specify high school, business college, technical, or vocational school or college/university)
- (5) Name of academic institution (college attended/attending)
- (6) Address of institution (i.e., city and state)
- (7) Academic discipline (major field of study)
- (8) Credit hours in academic discipline (to qualify as a recordable major, there must be at least 20 semester hours or 30 quarter hours)
- (9) Minor field of study
- (10) Number of hours in minor (to qualify as a recordable minor, there must be at least 12 semester hours or 18 quarter hours)
- (11) Academic level year (year attending college: i.e., freshman, sophomore, junior, or senior)
- (12) If degree granted, year of degree

c. Information required for coding of license. Submit on plain bond, OF-612, or equivalent local form:

- (1) Name and SSN of employee
- (2) Copy of license
- (3) Type of license
- (4) Date (year/month/day) license issued

d. Information required for coding of certificate. Submit on plain bond, OF-612, or equivalent local form:

- (1) Name and SSN of employee
- (2) Kind of occupational certificate
- (3) Date (year/month/day) certificate issued

e. Information required for coding training history. AFPC codes training occurring prior to employee's appointment/transfer to an AFPC serviced installation. AFPC will code and input all training claimed on plain bond paper, OF 612, or equivalent local form.

- (1) Name and SSN of employee
- (2) Name of course (title on course certificate)
- (3) Number of work hours

(4) Start and completion dates (year/month/day)

f. Information required for coding languages. Submit on plain bond, OF-612, or equivalent local form:

(1) Name and SSN of employee

(2) Language

(3) Identify language proficiency level:

Limited Knowledge
Routine Knowledge
Proficient
Equivalent to Native

(4) Proficiency in reading, speaking, and writing

No Proficiency
Memorized Proficiency
Elementary Proficiency
Limited Working Proficiency
General Professional Proficiency
Advanced Professional Proficiency
Functionally Native Proficiency

3. Source Documents for History Coding

a. New appointments or conversions. For new permanent or term appointments (and conversions to permanent and term appointments), AFPC will code prior work experience, highest education level, training, languages, licenses, and certifications for which the resume and/or OPF, if prior federal experience, provide sufficient information to code.

b. Transfers. For transfers, AFPC will code prior work experience for which the resume and/or OPF provide sufficient information to code. For highest education level, training, languages, licenses and certifications, AFPC will use the SF 75 information, the OPF, or an update submitted by the employee.

c. Updates/Corrections. Employees submit update/correction requests on plain bond paper, an OF 612, or equivalent local form.

d. Education Updates. Employees submit update/correction requests on plain bond paper, an OF 612, or equivalent local form. While AFPC does not require a transcript for education updates, in most cases, a legible copy of the transcript provides all of the information required for coding the education. Employees may attach a legible transcript to the update request in lieu of writing out the required information.

4. Roles and Responsibilities

All Serviced Bases refers to bases receiving full AFPC services
Small Bases refers to bases receiving AFPC Classification services
Large Bases refers to bases providing Classification services locally

	ROLES AND RESPONSIBILITIES	CPF	AFPC	EMP
1.	New Employee (Initial) Coding For Permanent and Term Appointments (All Serviced Bases)			
a.	Reviews, codes and inputs experience within 90 days of employee's entry on duty (EOD) date or date of conversion to permanent or term appointment, unless Collective Bargaining Agreement requires an earlier date		X	
b.	Verifies initial history coding via the Web Career Brief located on the AFPC Secure Web Site (after the 90-day coding timeframe)			X
c.	Scans applicable documentation into the employee's OPF.		X	
2.	Details while on current position (i.e., experience coding for duties performed while assigned to the employee's current position) (Small Bases)			
a.	Prepares update with information required in paragraph 2 above using plain bond paper, OF 612, or equivalent local form. Obtains supervisor's certification. <i>Supervisor's certification is required when updated experience is based on duties currently being performed as it could impact the employee's current grade (see paragraph 2 above).</i> Forwards to CPF.			X
b.	CPF reviews to ensure the OF 612 (or equivalent) is accurately completed to include the supervisory certification. Faxes to AFPC/DPCMC at DSN 665-2937 or Commercial 210-565-2937	X		
c.	Reviews, codes, and inputs experience. Electronically files documentation in OPF. OR Returns uncoded to CPF if inappropriate or if covered by current PD/CPD/SCPD. OR Requests supervisor submit RPA with a new or updated PD/CPD/SCPD		X	
d.	Verifies experience coding via the Web Career Brief located on the AFPC Secure Web Site (after the 90-day coding timeframe)			X

	ROLES AND RESPONSIBILITIES	CPF	AFPC	EMP
3.	Details while on current position (i.e., experience coding for duties performed while assigned to the employee's current position and claims that current work began prior to official assignment to current position) (Large Bases)			
a.	Prepares update with information required in paragraph 2 above using plain bond paper, OF 612, or equivalent local form. Obtains supervisor's certification. <i>Supervisor's certification is required when updated experience is based on duties currently being performed as it could impact the employee's current grade (see paragraph 2 above).</i> Forwards to CPF.			X
b.	Reviews and determines if RPA is required. If RPA is not required, codes experience or annotates no coding is required/for scanning only. Faxes to AFPC/DPCMC at DSN 665-2937 or Commercial 210-565-2937	X		
c.	Inputs experience. Electronically files documentation in the employee's OPF.		X	
d.	Verifies experience via the Web Career Brief located on the AFPC Secure Web Site (after the 90-day coding timeframe)			X
4.	Updates/Corrections to current and past non-federal experience (All Serviced Bases)			
a.	Prepares update with information required in paragraph 2 above using plain bond paper, OF 612, or equivalent local form. Forwards to local CPF			X
b.	Reviews the update for information required in paragraph 2 above. Faxes to AFPC/DPCMC at DSN 665-2937 or Commercial 210-565-2937	X		
c.	Reviews, codes, and inputs experience. Electronically files documentation in OPF. OR Returns uncoded to CPF with explanation		X	
d.	Verifies experience via the Web Career Brief located on the AFPC Secure Web Site (after the 90-day coding timeframe)			X

	ROLES AND RESPONSIBILITIES	CPF	AFPC	EMP
5.	Updates/Corrections to past federal experience (All Serviced Bases). <i>Normally, classification (i.e., pay plan, series, grade) of past federal work experience will not be changed.</i>			
a.	Prepares update with information required in paragraph 2 above using plain bond paper, OF 612, or equivalent local form. Obtains certification of accuracy from supervisor who witnessed the work and coordination from next higher management level. Forwards to local CPF.			X
b.	Reviews the update for information required in paragraph 2 above. Faxes to AFPC/DPCMC at DSN 665-2937 or Commercial 210-565-2937	X		
c.	Reviews, codes, and inputs experience. Electronically files in OPF. OR Returns uncoded to CPF with explanation		X	
d.	Verifies experience via the Web Career Brief located on the AFPC Secure Web Site (after the 90-day coding timeframe)			X
6.	Updates/Corrections to education, licenses, languages, and certifications (All Serviced Bases)			
a.	Prepares update with information required in paragraph 2 above using plain bond paper, OF 612, or equivalent local form. Faxes to AFPC/DPCMC at DSN 665-2937 or Commercial 210-565-2937			X
b.	Reviews, codes, and inputs data. Electronically files documentation in OPF, if required. OR Returns uncoded to employee with explanation		X	
c.	Verifies coding via the Web Career Brief located on the AFPC Secure Web Site (after the 90-day coding timeframe)			X
7.	Updates/Corrections to training (All Serviced Bases)			
a.	Prepares training update with information required in paragraph 2 above using plain bond paper, OF 612, or equivalent local form. Forwards to CPF.			X
b.	Reviews, codes, and inputs to DCPDS updates to training received after appointment to AFPC serviced installation	X		
c.	Reviews, codes, and inputs to DCPDS updates to training received before appointment to AFPC serviced installation		X	
d.	Verifies training via the Web Career Brief located on the AFPC Secure Web Site (after the 90-day coding timeframe)			X
8.	Awards and Appraisals Initial Coding and Corrections to Initial coding (All Serviced Bases). See Chapter 13, paragraph 1.			