

Summary of Changes to Procedures Guide Chapter V, Classification

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No.	Section	Title	Current Page	Current Language	New Language
1.	V	Position Build Maintenance (para V2b)	V-1	PARs are not required for routine position maintenance such as cancel/abolish if the position is vacant, or where no RIF or CANCEL action is taking place.	PARs are not required for position maintenance actions that do not require an SF-50.
2.	V	Standardized Competitive Level Codes (CLC) (ALL Bases) para V4	V-1		Paragraphs V4 moved to Appendix C
3.	V	Para 4. Standardized Competitive Level Codes (CLC) (ALL Bases) Roles and Responsibilities Chart	V-4	2. Transitioning all Bases to AFPC 3. Assigning CLC after transition	Moved to Appendix C
4.	V	Position Descriptions: Numbering System and Maintenance of Books (para V5b1))	V-5	1) For Large Base CPFs, position description books will remain at the local CPF. The PDs/CPDs/SCPDs for current positions at large bases will be stored in the Personnel Automated Records Information System (PARIS). This will be accomplished at AFPC by scanning and profiling the most current PDs/CPDs/SCPDs from the left side of the Office Personnel Folder (OPF) as bases transition servicing to AFPC. <i>(This makes it critical that the CPF review OPFs prior to transition to ensure that the most current PD/CPD/SCPD is on file.)</i> This does not imply that AFPC will or control the PD books for those large bases.	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 stored 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.
5.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 1	V-7	When a PD/CPD/SCPD is in electronic form (i.e., SCPD, COREDOC, CPD in Word):	When submitting a new (i.e. one not already in PARIS) PD/CPD/SCPD is in electronic form (i.e., SCPD, COREDOC, CPD in Word):
6.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 1a	V-7	Annotates in the "Supervisor's Signature" block the supervisor's name and date it was signed. Large bases should also annotate in the "Classified By" block the classifier's name and date classified. Attaches SCPD/CPD/PD to the PAR and forwards to CPF. Small bases should also fax supervisor-signed coversheet to AFPC	Supervisor signs SCPD/CPD and types signature block and date it was signed. Attaches SCPD/CPD/PD to the PAR and forwards to CPF For AFPC Classified bases. CPF/manager faxes signed coversheet to AFPC For Locally Classified bases should also

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					type in the "Classified By" block the classifier's name and date classified.
7.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 2	V-7	When a PD/CPD/SCPD is not in 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 PAR	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 PAR
8.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 2a	V-7	For small bases , manager initiates PAR and faxes signed PD/CPD/SCPD with PAR number annotated to DPCMC Fax Server (DSN: 665-2937). Submits PAR to CPF. CPF flows PAR to DPCMC For large bases , manager initiates PAR and submits PAR to CPF. CPF flows PAR to appropriate servicing staffing region and the PD/CPD/SCPD is either (1) attached to the PAR; (2) faxed to the appropriate region's fax servers; or (3) scanned and profiled into PARIS CPF-DOCS area as an alternative	For AFPC Classified bases , manager/CPF faxes signed PD/CPD/SCPD with PAR number annotated to DPCMC Fax Server (DSN: 665-2937). Submits PAR to CPF. CPF flows PAR to DPCMC For Locally Classified bases , manager/CPF faxes PD/CPD/SCPD to servicing staffing region fax server and annotates PAR number on the PC/CPD/SCPD or on fax cover sheet
9.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 3	V-7	When PD/CPD/SCPD is filed in PARIS (Small Base Only)	When PD/CPD/SCPD is not being revised and is already filed in PARIS
10.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 3a	V-7	Manager reviews hard copy of PD/CPD/SCPD in PARIS and determines if current. If needed, makes pen and ink changes and initials and dates, then faxes updated document to servicing classifier. If more than pen and ink changes are required, follow instructions under next paragraph "Requests for Position Review"	AFPC Classified Base Only. Manager reviews hard copy of PD/CPD/SCPD in PARIS and determines if current. If needed, makes pen and ink changes and initials and dates, then faxes updated document to servicing classifier. If more than pen and ink changes are required, follow instructions under next paragraph "Requests for Position Review"
1.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 3b	V-8	If filling a position, manager annotates "notes" area of PAR that: PD/CPD/SCPD is current/valid; or that a copy with pen and ink	For AFPC Classified Bases: If filling a position, manager annotates "notes" area of PAR that: PD/CPD/SCPD in PARIS is

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				changes was faxed to AFPC (reference PAR number on faxed document); or that a new CPD/SCPD is attached to PAR	<p>current/valid or that a copy with pen and ink changes was faxed to DPCMC fax (DSN 665-2937), referencing PAR number on faxed document. Manager/CPF annotates “notes” area of PAR that: PD/CPD/SCPD is current/valid; or that a copy with pen and ink changes was faxed to AFPC (reference PAR number on faxed document); or that a new CPD/SCPD is attached to PAR</p> <p>For Locally Classified Bases: If filling a position, manager annotates “notes” area of PAR that: PD/CPD/SCPD in PARIS is current/valid or that a copy with pen and ink changes was faxed to servicing staffing region fax server, referencing PAR number on faxed document.</p>
11.	V	c. Submitting a PD/CPD/SCPD Roles and Responsibilities Chart Item 3c	V-8	Validates recommended changes, takes classification action for assigned bases and updates copy in PARIS/PD book if pen and ink changes were faxed	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.
12.	V	Requests for Position Reviews (para V6) Roles and Responsibilities Chart Item 10	V-9	<p>For small bases, AFPC classifier identifies whether position is a “clear successor” and whether there are/are not any other similar positions the additional duties could have been assigned.</p> <p>For large bases the CPF is responsible. Annotates this information on PAR on Page 4 - Remarks Section. Discuss impacts and develops implementation strategy with the Staffing OPR at AFPC and CPF. AFPC and CPF provide classification/staffing alternatives to management</p>	<p>For AFPC Classified bases, AFPC classifier determines whether position is a successor, 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 PAR page 4 Remarks Section. The AFPC staffer determines whether competition is required. AFPC classifier, staffer and CPF discuss impacts and develop implementation strategy with the Staffing OPR at AFPC and CPF. AFPC and CPF provide classification/staffing alternatives to management</p> <p>For Locally Classified bases, CPF determines whether position is a successor,</p>

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					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 PAR on Page 4 - Remarks Section. CPF discusses impacts and develops implementation strategy with the Staffing OPR at AFPC. AFPC and CPF provide classification/staffing alternatives to management
13.	V	High Grade Review (para V7)	V-9	The High Grade Review Process: Although MAJCOM high grade targets are set at HQ USAF, each MAJCOM has established their own procedures for managing their high grade reductions.	The High Grade Review Process: Although MAJCOM high grade targets are set at HQ USAF, each MAJCOM has established their own procedures for managing their high grade targets.
14.	V	10. Draft Standards and New Standards Review/Applications (para V10)	V-11	AFPC will review, evaluate, and implement new and/or draft classification standards for assigned positions and for SCPDs. If positions are impacted, AFPC will notify the servicing CPF, and management officials. AFPC will post changes to SCPD Library on website when new standards are applied to developed SCPDs.	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 on website when new standards are applied to developed SCPDs.
15.	V	Classification Appeals (para V11a)	V-12	a. Regulatory Guidance: Classification Appeals are covered in the Introduction to the Position Classification Standards, Section IV, Appendix, Position Classification AFI 36-1401, dated 1 Aug 97, DCPDS/FAS Reference Guide #403.	a. Regulatory Guidance: Classification Appeals are covered in the Introduction to the Position Classification Standards, Appendix 4 , Position Classification, AFI 36-1401, dated 1 Aug 97; and DOD 1400.25-M, Department of Defense Civilian Personnel Manual, Chapter 500, Subchapter 511 (www.cpms.ods.mil/cpm/cpm.html).
16.	V	Experience Coding (Para V17)	V-15		Deleted from Section V moved to Appendix D
17.	V	Classification	V-16	Para 16. 6 th sentence. Each acquisition position is identified on the manpower file by a two-position acquisition code (RLA) that specifies the position requirements.	Para 16, 3 rd Sentence. Each acquisition position is identified on the manpower file by a two-position acquisition code (APDP) that specifies the position requirements.
18.	V	Education Coding (All Bases) (para V18)	V-18		Deleted from Section V moved to Appendix D

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19.	V	License of Certificate Coding (All Bases) (para V19)	V-19		Deleted from Section V moved to Appendix D
20.	V	Training History Coding(para V20)	V-19		Deleted from Section V moved to Appendix D
21.	V	Emergency Essential Positions	V-19	21. Emergency Essential Positions	17. Emergency Essential Positions
22.	V	Key Positions	V-20	22. Key Positions	18. Key Positions