

REQUEST FOR CLASSIFICATION FORM

Attach this form to your Request for Personnel Action (RPA) along with a complete PD(s). This information is essential to proceed with your classification. If you need assistance, please contact your HRO Advisor.

POSITION TO BE CLASSIFIED			RPA#			
Title, PP/Ser/Gr				Date		
POINT OF CONTACT INFORMATION						
Supervisor		Phone		Email		
HRO POC		Phone		Email		
SME		Phone		Email		
PD INFORMATION: Verify that the following data, as applicable, is provided with copies attached to the RPA. Please note that if any PD information is incomplete your classification action may be returned to you. <u>*Please provide the reason for your request in the additional comments section below.*</u> Check the box that corresponds with your request.						
Classification Requested	<input type="checkbox"/>	Establish New Position (provide PD, signed OF-8, org chart, PDT)				
	<input type="checkbox"/>	Advisory (if follow-up advisory reference initial advisory RPA in RPA notepad)				
	<input type="checkbox"/>	PD Re-description/Rewrite (provide current PD, new proposed PD, signed OF-8, org chart, PDT)				
	<input type="checkbox"/>	Pen and Ink Change or Amendment (changes identified on PD or on separate sheet)				
	<input type="checkbox"/>	Accretion of Duties (Include new and old PDs; position evaluation statement, org chart, signed OF-8, and signed/completed accretion of duties questionnaire).				
	<input type="checkbox"/>	Statement of Difference (provide signed OF-8, and SOD sheet for each grade level)				
	<input type="checkbox"/>	Application of New OPM Standard				
	<input type="checkbox"/>	Abolish				
Position Type	<input type="checkbox"/>	Non Supervisory				
	<input type="checkbox"/>	Supervisory/Managerial (submit Supervisory Determination Worksheet and an Organizational Chart or list showing pay plan, series, and grade levels of employees reporting to this position and show the position to which incumbent reports. Provide a statement of work for each military/contractor personnel supervised)				
	<input type="checkbox"/>	Lead (submit organizational chart showing pay plan, series, and grade levels of those being led)				
	<input type="checkbox"/>	Career Ladder (attach OF-8 for each grade level. Note: If Statements of Difference(SODs) are submitted, submit full PD for entry level, full PD for target level, and full PD for every other level in-between career ladder)				
	<input type="checkbox"/>	Student Trainee				
	<input type="checkbox"/>	Other Please describe:				
POSITION BUILD INFORMATION: Complete those fields that are applicable to your request						
Position Info	Target PP, Ser, Grade		Command Duty Station			
	Organizational Code		Financial Disclosure (Block 8)			
	UIC		Competitive Level Code			
	BUS Code		Payroll Code (Cost Center)			
	FLSA		Payroll Office ID			
	PPP Option Code		BIN Number			
	Appointment Type		BRAC Identifier			
	Supervisor Level		Responsibility Level			
	Security clearance level (Block 12)		Requires credentialing (Block 24)			
	Cyber Security Code for 2210 positions (Block 24)		Functional Code (Scientists, Engineers, Medical)			

	Cyber Security PD Statement (PD Body)		Special Retirement Coverage (Fire/LEO)	
	Financial Management Certification Code for Financial Mgmt positions (Block 24)		Complete Testing Designated Position Form and Attach	Click to Access Tool
	Emergency Essential (EE)		DAWIA (Block 24 with DON Acquisition worksheet completed and attached)	Click for DAWIA Sheet
	Non-Combat Essential (NCE)		Mission Essential (ME)	
	Key Essential (KE)		Remote Position?	

NEW or REDESCRIBED PD: Check appropriate blocks

Occupancy	<input type="checkbox"/>	Cancels/Replaces an existing PD, If yes, provide PD number: _____
	<input type="checkbox"/>	PD is currently encumbered, Provide employee name(s) in comments section below
	<input type="checkbox"/>	PD is currently vacant
	<input type="checkbox"/>	Follow on Action Requested: <input type="checkbox"/> Recruitment <input type="checkbox"/> Promotion <input type="checkbox"/> Reassignment

ADDITIONAL INFORMATION

PD and Additional Documents Format	<input type="checkbox"/>	PD is in Microsoft Word format and typed in the correct format (FES, Narrative, Supervisory GSSG, FWS,etc.)
	<input type="checkbox"/>	PD duties contain percentages totaling 100 percent. (GS POSITIONS ONLY)
	<input type="checkbox"/>	OF-8 completed and signed (electronic signatures accepted)
	<input type="checkbox"/>	If position is GS and supervisory, completed Supervisory Determination Worksheet
	<input type="checkbox"/>	If position is GS and a leader, completed Work Leader Worksheet
	<input type="checkbox"/>	Submitted organizational charts should include all positions within the work unit (including supervisor(s) and coworkers). Positions identified should include incumbent name (or vacant), title, pay plan/series/grade or rank. New positions should also be indicated within the org chart.

ADDITIONAL COMMENT/NOTES: Please enter any additional comments or instructions for your classification, including information on interdisciplinary series, remote position requirements, etc

Completed By	
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