



# Department of Defense **INSTRUCTION**

NUMBER 1400.25, Volume 511  
May 28, 2015

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Classification Program

References: See Enclosure 1

## 1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. In accordance with DoD Directive 1400.25 (Reference (b)), and the authority in Reference (a), this volume reissues Volume 511 of this instruction (Reference (c)) to:

(1) Establish DoD policy and procedures, assign responsibilities, and define coverage, exclusions, and terms for the DoD Classification Program as it applies to all aspects of the program for the General Schedule (GS) and Federal Wage System (FWS) except where otherwise specified.

(2) Establish a DoD system for:

(a) Employees to appeal the classification of their positions within the DoD as the employing agency or through the Defense Civilian Personnel Advisory Service (DCPAS) to the Office of Personnel Management (OPM).

(b) Managing consistency reviews that result from classification appeals and other reviews that are considered necessary by OPM, OSD, or the DoD Components.

## 2. APPLICABILITY

a. General. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field

Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the “DoD Components”), except as excluded by section 5102 of Title 5, United States Code (U.S.C.) (Reference (d)).

b. Employees and Positions

(1) This volume covers bargaining unit and non-bargaining unit employees under the GS and FWS pay systems.

(2) This volume does **not** cover employees and positions excluded by section 709 of Title 32, U.S.C. (Reference (e)) and Reference (d) except for those in section 5102(c)(7) of Reference (d) within the FWS pay system. This volume also excludes Senior Executive Service (SES), Senior Level (SL), scientific and technical (ST), non-appropriated fund, Defense Civilian Intelligence Personnel System, or above GS-15 equivalent demonstration project employees and positions that are treated as SES, SL, or ST employees for basic rate of pay purposes.

c. Appealable Issues. Except as identified in paragraphs 2a and 2b of this section, this volume applies to any appeal relating to the classification of the position (i.e., the title, series, grade, or pay system) that an employee or group of employees officially occupies.

d. Nonappealable Issues. This volume does not apply to:

(1) The accuracy of the official position description (PD) including the inclusion or exclusion of a major duty;

(2) An assignment or detail outside the range of the official PD;

(3) The accuracy, consistency, or use of DoD-unique or DoD Component-unique supplemental classification guidance; or

(4) Position titles not prescribed by OPM classification standards, i.e., constructed position titles or optional parenthetical titles.

3. POLICY. It is DoD policy that:

a. DoD officials with delegated classification authority will classify positions consistent with published classification standards according to the principle of equal pay for substantially equal work. Officials must also comply with classification appeal processing, certification, and consistency review requirements.

b. DoD supervisors and managers who direct the work of an organizational unit are responsible and accountable for organizing work in an efficient, effective manner and for using resources to carry out the missions of their organizations. They will ensure that employees have copies of their PDs and will objectively, expeditiously, and fairly consider employee concerns

over the accuracy of their PDs, the classification of their positions, and formal classification appeals.

c. Employees are entitled to:

(1) Present classification appeals pursuant to this volume and communicate with supervisors or managers and officials in their supporting human resources offices (HROs) without restraint, coercion, discrimination, or fear of reprisal.

(2) Be represented by someone of their choosing in presenting their appeals. Employees and their representatives will have full access to information relevant to their pending appeal and will be allowed a reasonable amount of official duty time, if in a duty status at the employing activity, to prepare an appeal and to communicate with management and personnel officials.

d. Filing a classification appeal does not affect any other rights or privileges that employees may have under other provisions of law or regulation. Concerns over the accuracy of the PD will be processed pursuant to the appropriate dispute resolution procedure.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume is effective May 28, 2015.



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for Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (c) DoD Instruction 1400.25, Volume 511, "DoD Civilian Personnel Management System: Classification Program," December 1996, as amended (hereby cancelled)
- (d) Title 5, United States Code
- (e) Section 709 of Title 32, United States Code
- (f) Title 5, Code of Federal Regulations

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA) oversees the implementation of DoD classification policy.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP):

a. Monitors and oversees the efficacy and integrity of the implementation and administration of this policy.

b. Provides strategic policy direction and oversight.

c. Implements classification program policy.

3. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, provides support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities of this volume.

4. OSD AND DOD COMPONENT HEADS WITH CLASSIFICATION PROGRAMS. The OSD and DoD Components heads develop, implement, and operate the classification program within their respective Components in accordance with law and DoD policy.

5. SECRETARIES OF THE MILITARY DEPARTMENTS, THE DIRECTORS OF THE DEFENSE AGENCIES, AND THE HEADS OF DOD FIELD ACTIVITIES WITH INDEPENDENT APPOINTING AUTHORITY. The Secretaries of the Military Departments, the Directors of the Defense Agencies, and the heads of DoD Field Activities with independent appointing authority exercise classification authority on behalf of themselves and their serviced organizations. They may re-delegate this authority to the lowest practical level.

ENCLOSURE 3

PROCEDURES

1. CLASSIFICATION APPEALS PROCEDURES

a. Appeal Submission

(1) Filing. GS employees may file an appeal with DCPAS, OPM, or through DCPAS to OPM. FWS employees must appeal to and receive an appeal decision from DCPAS before appealing to OPM. An appeal to OPM cancels any GS appeal that is under review by DCPAS. Employees must submit their appeals through the supporting HRO. This procedure will ensure that appeal files contain all required information and is not intended to discourage employees from exercising their appeal rights.

(2) Time Periods. Employees may file an appeal pursuant to this volume at any time. However, when the issue involves a downgrade or any other action that resulted in a loss of grade or pay, to preserve any entitlement to retroactive correction, employees must file any appeals no later than 15 calendar days after the effective date of the subject personnel action. FWS employees who file later appeals to OPM must file within 15 calendar days after the date of receipt of the DCPAS appeal decision. When employees show that they did not receive notice of the applicable time limit or were prevented from timely filing by circumstances beyond their control, deciding officials may grant an extension of the appeal period.

(3) Documentation. To expedite the process, employees must ensure that their appeal includes one copy of all the written documentation listed in the appendix to this enclosure and complies with the required time periods. If any documentation is missing, deciding officials may suspend case processing and request required documents from the supporting HRO or the employee, as appropriate, before proceeding. If deciding officials do not receive the required documents from the employee within the time periods specified, they may cancel the appeal.

(4) PD Accuracy. Deciding officials will return appeals that do not contain official PDs certified as accurate by the employee and supervisor to allow for resolution. If the employee believes the official PD is not accurate, the employee must seek resolution of that issue through the appropriate dispute resolution procedure before submitting the classification appeal.

(5) Employee Claims of Classification Inconsistency. Employees may only appeal the classification of their positions based on a comparison with the classification standards. Employees claiming classification inconsistency may do so only as an integral part of a formal classification appeal. The appendix to this enclosure outlines the information required to file a claim.

b. Employee Representation



(1) An employee presenting an appeal may be represented by a representative of his or her own choosing, including a union representative. The designation of a particular representative may be disallowed where the activities of the chosen representative would create a conflict of interest, conflict with mission priorities, or result in unreasonable cost. Under such circumstances, an employee wanting representation will be requested to select another representative.

(2) An employee's representative may not be:

- (a) A supervisor with line or staff authority over the position;
- (b) An official having classification authority over the position; or
- (c) A personnel or HRO staff member.

(3) Employee representatives have the same obligation to cooperate in prompt processing of the appeal as employees.

(4) Employee representatives generally may not participate in on-site audits and fact-finding unless specifically requested by deciding officials, or unless a binding labor-management agreement or established past practice provides otherwise.

c. Official Time Use. Supervisors or managers may provide employees and their representatives a reasonable amount of time for the preparation of a classification appeal. Employees and their representatives must make advance arrangements with their supervisors for the use of official time. Disagreements will be referred to succeeding levels of management and to the head of the activity for final resolution, as necessary.

d. Employee Case File Assistance. Supporting HROs will provide assistance to employees by making available regulatory material; requesting statements from employees and supervisors certifying the accuracy of the PD; involving management officials with delegated classification authority, as appropriate; reviewing the technical merits of the case; assembling the appeal submission and case file; making the case file available; advising on requirements for retroactive corrective action; and providing other management advisory services as necessary. If the responsible classification authority at the activity level where the determination originated agrees with the employee's initial request, it will take the appropriate corrective action; otherwise it will forward the complete case file for adjudication.

(1) Time Periods for Initial Case File Processing. Supporting HROs will assemble and forward the employee's appeal file and the supporting HRO's administrative report to DCPAS within 30 calendar days of receipt of the employee's formal appeal, unless DCPAS deciding officials grant a longer time period.

(2) Time Periods When Additional Information Required. Employees, their representatives, and supporting HROs will provide requested information within 15 calendar days from the date of the request.

e. Appeal Adjudication

(1) DCPAS will make final classification determinations for the DoD within 60 calendar days from date of receipt of a complete appeal file. DCPAS will:

(a) Notify the employee, the representative if designated, the DoD Component, and the supporting HRO on receipt of the appeal.

(b) Adjudicate an appeal based on the written record and may conduct an audit or collect additional information if considered necessary.

(c) Provide an analysis of the duties performed by the employee compared with appropriate standards, advise the employee of his or her right to appeal to OPM, and set the effective date for any required corrective action.

(d) Provide the appeal decision directly to the employee with information copies to the DoD Component and the supporting HRO.

(2) DCPAS appeal decisions constitute certificates that are binding on all administrative, certifying, payroll, disbursing, and accounting offices within the DoD; however, the DoD Components may request reconsideration.

f. Appeal Cancellation

(1) Employee Cancellation. An employee may cancel an appeal at any time by written notification to the DCPAS deciding official, with an information copy to the supporting HRO.

(2) Supporting HRO Cancellation. When circumstances occur that warrant cancellation of an appeal as defined in paragraph 2f(3) of this enclosure, the responsible supporting HRO (e.g., where the classification authority exists) will provide written notification to DCPAS and include an explanation of the nature and circumstances of the change.

(3) DCPAS Cancellation

(a) DCPAS will provide written notification to employees, their representatives, and supporting HROs, with an information copy to the DoD Component, when a deciding official cancels an appeal. An employee's detail or temporary promotion to another position will not cancel an appeal. DCPAS will cancel an appeal when:

1. The employee or representative:

a. Withdraws the appeal; or

b. Does not furnish requested information within his or her control within the requested time period or otherwise fails to cooperate.

2. The employee:

- a. Dies and there is no entitlement to retroactive benefits; or
- b. Is no longer officially assigned to or is removed from the position.

3. The duties and responsibilities assigned to the appealed position are significantly changed while the appeal is pending; or

4. The position is abolished.

(b) DCPAS will not reopen an appeal canceled for non-cooperation unless the employee was unable to provide requested information for reasons beyond his or her control.

g. Compliance With Classification Appeal Decisions

(1) Prompt Review and Coordination of Appeal Decisions. All parties must take prompt action to review appeal decisions that change the title, series, or grade of a position. An HRO or DoD Component head who believes a classification appeal decision is in error will forward the request for reconsideration, suspension, or temporary compliance to DCPAS within 45 calendar days of the date of the original appeal decision. Under exceptional circumstances deciding officials may extend the 45-day deadline.

(a) Reconsideration of Appeal Decision Certificates. Reconsideration of an appeal decision does not automatically suspend the requirement to implement the decision. DoD Component management will direct requests through the DoD Component headquarters to DCPAS. A request for reconsideration must specify whether a suspension of the appeal decision is being requested. Requesters must:

1. Provide a complete explanation of why they believe the original decision to be technically inaccurate or identify material facts not previously presented that may justify a change to the original appeal decision.

2. Identify any DoD Component-wide concerns, if appropriate.

(b) Suspension of Appeal Decisions. Suspension of an appeal decision preserves potential retroactive benefits. DCPAS deciding officials will consider a suspension request only if the request establishes a basis for reconsideration. When a deciding official grants a suspension, supporting HROs must implement a certificate sustained on reconsideration retroactively as of the date specified in the original certificate unless it directs a downgrade. Deciding officials will establish a new effective date in the reconsideration decision in these cases.

(c) Temporary Compliance Authority Requests. Temporary compliance authority prevents subsequent adverse action if the certificate is reversed. The DoD Components will

initiate requests, as appropriate, to DCPAS in a timely manner. Supporting HROs may not use temporary compliance procedures to delay the implementation of any certificates.

(2) Adherence to Certificates. Supporting HROs will comply with the effective dates specified in the decision letters. Supporting HROs desiring additional implementation time (other than requests for reconsideration, suspension, or temporary compliance) must submit requests to DCPAS, with an information copy to the DoD Component. In conjunction with implementation of a certificate, and consistent with paragraph 4a(2)(b) of this enclosure, supporting HROs and management officials with delegated classification authority will take necessary classification action on any identical, similar, or related positions. Supporting HROs and management officials with delegated classification authority will not change the classification of certified positions unless there is a change in the statute, regulation, or classification standards used to evaluate the position or there is a significant change in the position's major duties and responsibilities.

(3) Appeal Decisions Involving Downgrades that Impact Identical Positions or Standardized PDs. Whenever an appeal decision reduces the grade of a position, the responsible supporting HRO must promptly notify all affected employees, including employees entitled to retained grade or pay, of the decision and the reasons for the reclassification. Such notices must advise affected employees of any appeal rights and specify time limits to establish or preserve any right to retroactive adjustment. The responsible supporting HRO must ensure that the decision is clearly applicable to the other positions and must not treat it as automatic.

(4) Wrongful Demotions. Supporting HROs will review all administrative actions taken after a wrongful demotion and reconstruct each action based on the correct classification as specified in the appeal decision with full regard to the rules governing effective dates.

(5) Reports of Compliance. Supporting HROs must provide a copy of compliance reports on implementation of an OPM classification certificate to their DoD Component headquarters and DCPAS. Supporting HROs must provide a compliance report to DCPAS on implementation of a DCPAS certificate, with an information copy to the DoD Components.

2. CLASSIFICATION APPEALS PROCEDURES PURSUANT TO DEMONSTRATION PROJECT AUTHORITY. The DoD Components under approved demonstration project authority will specify procedures for filing classification appeals in their Federal Register Notices. Demonstration project-unique terminology may be used in the Federal Register Notice and minor changes to appealable issues may be made; however, the general procedures listed in paragraphs a through d of this section must be incorporated.

a. Filing. An employee may appeal the occupational series, title, or broadband level of his or her position at any time. An employee must formally raise the areas of concern to supervisors in the immediate chain of command, either verbally or in writing. If an employee is not satisfied with the supervisory response, he or she may then appeal to DCPAS. If the demonstration project's plan so provides, an employee may appeal to OPM if the employee is not satisfied with the DCPAS response.

b. Time Periods. Time periods for case processing pursuant to parts 511 and 532 and subparts F and G of Title 5, Code of Federal Regulations (Reference (f)), as specified in this volume, apply.

c. Non-Appealable Issues. An employee may not appeal the accuracy of the PD, the demonstration project classification criteria, or the pay-setting criteria; the propriety of a salary schedule; or matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.

d. Evaluation of Appeals. The evaluation of classification appeals under the demonstration project is based on the demonstration project classification criteria. Case files will be forwarded for adjudication through the HRO providing personnel service and must include copies of appropriate demonstration project criteria.

### 3. CONSISTENCY REVIEW PROCEDURES

#### a. DCPAS-Initiated and OPM-Initiated Consistency Reviews

(1) DCPAS will:

(a) Initiate and/or manage the conduct of all consistency reviews resulting from classification appeal decisions issued by DCPAS or OPM and other reviews necessary for DoD-wide consistency purposes.

(b) Request DoD Component assistance through the DoD Component headquarters chain-of-command.

(c) May expand OPM-initiated consistency reviews to the other DoD Components if determined appropriate.

(2) The DoD Components or supporting HROs will:

(a) Identify, review, and correct the classification of all identified positions.

(b) Submit a report that they have classified all identical, similar, or related positions consistently or submit a plan, timetable, and proposed progress reporting schedule for reviewing the positions if they are inconsistent.

(c) Process resultant actions.

(3) The DoD Component report referred to in paragraph 3a(2)(b) of this enclosure will contain a copy of the PD and either a statement that all identical, similar, or related positions within the DoD Component are classified consistently, or a plan for reviewing the positions identified to be inconsistent. The report will include the number of positions reviewed and the

number of position actions taken (e.g., number of positions upgraded, downgraded, abolished, series changes). Supporting HROs reporting positions that initially appear to be similar will explain how differences result in different classifications. DCPAS will perform any necessary final technical reviews, resolve differences, and issue all final consistency reports for reviews initiated by OPM.

(4) The DoD Component plan (described in paragraph 3a(2)(b) of this enclosure) will outline the tentative identification and location of all inconsistently classified positions; a timetable for completing the review; and a schedule for interim progress reporting, as appropriate. If required, plans are due 90 calendar days from the date of the letter requiring the consistency report. Time periods for interim progress reports and a final report are dependent on the scope of the review. Deciding officials may also specify time periods in the letter requiring the review.

b. DoD Component-Initiated Consistency Reviews. The DoD Components may conduct reviews whenever they find reason to believe that identical, similar, or related positions are classified inconsistently after coordinating the project with DCPAS, who will ascertain any cross-Component effect when multiple Components are involved. Where there is cross-Component effect, DCPAS will lead the review. Where there is no cross-Component effect, the DoD Components will proceed with the review and provide DCPAS a copy of the final product.

c. Scope of Consistency Reviews. Consistency reviews will be restricted to positions performing the same grade-controlling work in organizations similar to those outlined in the appeals certificate. Related positions, e.g., supervisory or team leader positions, should also be reviewed if their classification is dependent on the classification of the certified positions.

#### 4. OCCUPATIONAL STUDIES, DEVELOPMENT, AND IMPLEMENTATION

a. OPM Occupational Studies. On notification from OPM that an occupational study is required, DCPAS will notify the affected DoD Components within 1 week if data supplemental to the OPM standard data is required or if any other exceptions exist. Any required supplemental occupational study data are due to DCPAS 2 weeks before the required OPM deadline unless otherwise specified.

(1) Occupational Standard Development Studies. DCPAS will inform the DASD(CPP) staff of occupational studies, as appropriate. The DoD Components or supporting HROs will provide the study data directly to OPM within the required time period, with an information copy of the transmittal letter to DCPAS.

(2) Draft Classification Standards Reviews

(a) The affected DoD Components or supporting HROs will collect draft standards review data and provide it to DCPAS 2 weeks before the required OPM deadline unless otherwise specified. When necessary, the DoD Components or supporting HROs will make extension requests in writing for the data collection period from DCPAS.

(b) DCPAS will obtain and incorporate the OSD occupational input into the consolidated DoD response.

(3) OPM Classification Standards Implementation. Within the DoD, the official receipt of newly released classification standards is considered to be 5 business days after the standard appears on the OPM website. The DoD Components or supporting HROs will apply newly released classification standards to vacant positions on receipt and to all other encumbered positions within 1 year of receipt unless otherwise specified by OPM or the DoD. For circumstances that warrant exceptions, the DoD Component headquarters may request extensions of the implementation schedule in writing from DCPAS.

b. DoD and DoD Component Interpretive Guidance

(1) DoD and DoD Component Interpretive Guidance or Core Document (CD) Software Application Development. DCPAS will coordinate with the DoD Components, as appropriate, and issue any guidance required for consistent interpretation of OPM standards for common functions. The DoD Components may issue any similar guidance required for consistent interpretation of the OPM standards or work organization for the DoD Component-unique functions. The DoD Components will provide copies of final guidance to DCPAS when issued.

(2) Interpretive Guidance Implementation. Interpretive guidance, either electronic or hard copy, must be implemented within the time periods specified in the issuing guidance or implementation plan.

(3) CD Software Application Implementation. Unless otherwise specified, there is no mandatory implementation period for CD software applications.

5. POSITION COVERAGE DETERMINATIONS FOR SPECIAL RETIREMENT. When air traffic controller, firefighter, and law enforcement officer positions are established or significantly changed, supporting HROs must initiate and process position coverage determinations in accordance with Volumes 336, 830, or 840 of this instruction, as appropriate.

Appendix

DCPAS Required Classification Appeals Documentation

APPENDIX TO ENCLOSURE 3

DCPAS REQUIRED CLASSIFICATION APPEALS DOCUMENTATION

1. INDIVIDUAL AND GROUP APPEALS. Individual and group appeals must include:

a. Employee Identification. Employee's name, mailing address, and office telephone and fax numbers.

(1) Group appeals must identify all members of the group by name, mailing address, and office telephone and fax numbers.

(2) Group appeals must also include a signed statement from all members designating the representative, if any.

b. Employer and Employee Position Address. Employing DoD Component and the exact location of the employee's position within the DoD Component (i.e., installation name, mailing address, organization, division, branch, section, unit).

c. Current and Requested Position Information. Employee's current and requested position title, pay plan, occupational series, and grade.

d. Copy of Official PD and Accuracy Statement. A copy of the PD to which the employee is officially assigned, along with a current certified statement (not older than 90 calendar days) verifying its accuracy. A copy of the signed decision, if appropriate, resolving any dispute regarding PD accuracy.

e. Technical Rationale. Reasons why the employee believes the position classification is in error. The employee should refer to position classification standards that support the appeal and should 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.

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; specific location of the positions, including the activity and organization to which they are assigned and, if possible, the rationale for citing the positions, including evidence that the cited positions are essentially identical to the employee's position. In order to find classification inconsistency, cited positions must perform the same grade-controlling duties as the employee's position in a similar organization.

g. Employee Representative Address. Name, address, and business telephone and fax numbers of the employee's or group's representative, if any.



2. SERVICING CIVILIAN PERSONNEL OFFICE (CPO) AND HRO ADMINISTRATIVE REPORT. The CPO and HRO administrative report must include all of the information required by section 1 of this appendix as part of the record. In addition, servicing CPOs and HROs will provide with the classification appeal file:

a. Appealed Position Documentation. Complete identification of the appealed position, including a copy of the official PD and evaluation statement. Additional documentation is required if:

(1) The appealed position is supervisory. Copies of subordinates' PDs and evaluation statements used for determining the base level of work must be included. DCPAS will review the classification accuracy of the positions.

(2) Subordinate positions include military or local national employees. Their equivalent GS and FWS grades must be indicated.

b. Appealed Position Organization Documentation. The exact location of the position within the DoD Component, including accurate organization charts, and mission and functional statements.

c. Statement of Accuracy. A current, signed statement (not older than 90 calendar days) from the immediate supervisor or higher management official certifying that the official PD is complete and accurate. A current, signed statement (not older than 90 calendar days) from the servicing CPO or HRO certifying whether the official PD is complete and accurate.

d. Official Personnel Action. A copy of the employee's latest Standard Form 50, "Notification of Personnel Action" (known as an "SF-50"), that shows the position to which the employee is permanently assigned.

e. Previous Appeal Decisions. Copies of any previously issued DoD Component, DCPAS, or OPM appeal or review decisions which address the classification of the position or similar positions within the DoD Component or throughout DoD.

f. Response to Employee Issues. The servicing CPO, HRO, or DoD Component response to any classification issues presented in the employee's appeal.

g. Other Information. Any supplementary information bearing on the position's duties and responsibilities; copies of any previously issued DoD Component interpretive guidance that addresses the classification of the positions under appeal.

h. Supervisory Documentation. A copy of the official PD and evaluation statement of the employee's immediate supervisor.

i. Performance Standards. Performance standards for the position, not the performance evaluation of the employee.

j. Servicing CPO or HRO Contact. Name, address, and business telephone and fax numbers of the servicing CPO or HRO point of contact.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA)	Assistant Secretary of Defense for Manpower & Reserve Affairs
CD	core document
CPD	core personnel document
CPO	civilian personnel office
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DCPAS	Defense Civilian Personnel Advisory Service
DoDHRA	Department of Defense Human Resources Activity
FWS	Federal Wage System
GS	General Schedule
HRO	human resources office
OPM	Office of Personnel Management
PD	position description
SES	Senior Executive Service
SL	senior level
ST	scientific and technical
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this volume.

agency. Defined in sections 101, 105, 5102 and 5342 of Reference (b).

appeal file. A file containing all official documents or copies of official documents related to the appeal.

appeal or group appeal. A written request by an employee, a group of employees occupying identical positions, or by the DoD pursuant to sections 5103, 5112, or 5346 of Reference (d) asking the DoD or OPM, as appropriate, to change the official pay plan, title, series, or grade of a position.

classification certificate. A final classification appeal decision issued by deciding officials on the classification of a position. It may also be referred to as a “certificate” or an “appeal decision” in this document.

consistency report. A written, phased report to provide information about the initial, interim, or final results of a consistency review.

consistency review. A review directed when there is a probability that identical, similar, or related positions may be inconsistently classified.

CD. A document that has a description of the officially-assigned duties and responsibilities that also includes combined information for position classification, staffing, performance measurement, and training. This term is interchangeable with the term PD for the purposes of this volume. This term is also synonymous with the term “core personnel document” (CPD) as used in the U.S. Air Force.

cross-Component effect. Reviews that involve positions located at more than one DoD Component.

deciding officials. Persons delegated authority to make final classification appeal decisions.

employee. Except those employees excluded in paragraph 2c above the signature of this volume, a current DoD employee as defined in section 5102 of Reference (d) and section 709 of Reference (e). This definition also includes an employee whose death occurs after filing but before the final appeal decision when there is an entitlement to retroactive benefits.

employee representative. An individual designated in writing by an employee to advise or represent the employee in a classification appeal.

identical position. A position whose duties, responsibilities, and qualifications are identical to the certified position, i.e., shares the same PD or CD (also known as identical additional).

nonappealable issues. Issues that are both nonappealable and nonreviewable are:

The class, grade, or pay system of a proposed position or one to which the employee is not assigned by an official personnel action.

The class, grade, or pay system of a position to which the employee is officially detailed or temporarily promoted on a time-limited basis, except that employees serving under time-limited promotion for 2 years or more may appeal the classification of their positions.

The classification of a position based on position-to-position comparisons rather than the classification standards.

The accuracy of grade-level criteria contained in an OPM classification guide or standard used to classify a position.

The classification of a position for which a DCPAS, a DoD Component, or an OPM appeal decision has previously been rendered unless there has been a later change in the governing classification standards or a material change in the major duties of the position.

The rate of pay.

The propriety of a wage schedule.

Matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.

PD. A description of the officially-assigned duties and responsibilities that also includes sufficient information on classification and qualification factors. This term is interchangeable with CD and CPD..

reconsideration request. A written request to reopen a classification appeal.

related position. One whose classification is dependent on the classification of the certified position, e.g., supervisor and leader positions.

similar position. One whose duties, responsibilities, and qualifications are so closely related to the appealed position that identical classification is required.

standardized PD. A description of the officially assigned work that is general enough to cover many positions and has sufficient information on classification and qualification factors. This term is interchangeable with “standardized CD”. and synonymous with “standardized CPD” as used in the U.S. Air Force.

suspension request. A written request to suspend the required implementing of a classification certificate that directs a change in the classification of a position.

temporary compliance request. A written request to implement a classification certificate using temporary promotion or reassignment authority to allow employees any immediate benefits pending final resolution of a case under reconsideration.