

United States Air Force (USAF) Defense Civilian Intelligence Personnel System (DCIPS) Position Alignment Appeal Process

In accordance with AFI36-1101, this guidance is currently being provided for the USAF DCIPS community. DCIPS positions are classified under authorities of Section 1601, Chapter 83 of Title 10, United States Code and DoD Instruction 1400.25-V2007; therefore, the Office of Personnel Management (OPM) has no jurisdiction. The final DCIPS Position Alignment * (Classification) appeal decision is made by HQ USAF/A1P.

A position alignment appeal is a written challenge of the current position alignment decision regarding one or any combination of the following:

1. Pay Plan
2. Title
3. Series
4. Grade

At anytime, an employee may appeal any of the above position alignment criteria against their official assigned position description (PD). The employee cannot appeal the duties and responsibilities described in their assigned PD. The supervisor/management has the authority to assign the duties of the position and certify the PD.

If the employee believes any duty description is inaccurate, he/she should first discuss any concerns with his/her immediate supervisor prior to submitting an appeal.

If the supervisor believes the PD is inaccurate, he/she may request a position review through their Civilian Personnel Section (CPS) for submission to their servicing classification authority.**

The servicing classification office may conduct an audit with the employee and supervisor to obtain additional information to render a position alignment decision. Once a position alignment determination is made and the employee is assigned to the new PD; the employee may then submit an appeal if he/she disagrees with the position alignment decision.

An employee may not appeal the content or accuracy of the official PD, the accuracy of an Office of Personnel Management (OPM) standard or Department of Defense (DoD) instruction, an agency's proposed position alignment decision, the position alignment of positions to which he/she are not officially assigned, or the position alignment of positions to which he/she are detailed or temporarily promoted to.

Employee Rights: No supervisor or other person acting in an official capacity for the Air Force shall take, or threaten to take, any action of reprisal against an employee because he or she has exercised, or expressed an intention to exercise, any of his or her rights to file a position alignment appeal.

The Appeal Decision: HQ USAF/A1P is the final appellate level. The Air Force appellate decision is mandatory and binding. Receipt of an appeal decision does not prohibit nor restrict management's right to make changes in duty assignments.

**Required Defense Civilian Intelligence Personnel System (DCIPS)
Position Alignment Appeals Documentation
(NOTE- ALL AREAS ARE REQUIRED FROM THE EMPLOYEE)**

___ **A. Employee Identification** - Employee's name, mailing address, office telephone and fax numbers. Group appeals must identify all members of the group by name, mailing address, office telephone and fax numbers. Group appeals must also include a signed statement from all members designating the representative, if any. **This means that each member of the group must provide this information, even if the package has a designated group representative.**

___ **B. Employer and Employee Position Address** - The employing Owning Command and the exact location of the employee's position within the Owning Command (installation name, mailing address, organization, division, branch, section, unit.) **This means not just the mailing address, but where the position is located starting at the lowest level, e.g.: Section, Flight, Squadron, Group, Wing, Base, Owning Command, United States Air Force (USAF).**

___ **C. Current and Requested Position Information** - Employee's current and requested position title, pay plan, occupational series, and grade. **The current position information must be the current position to which the employee is officially assigned. The position information must match up with the position identified on the employee's latest SF-50.**

___ **D. Copy of Official Position Description (PD) and Accuracy Statement** - A copy of the official PD and evaluation statement*** to which the employee is assigned, along with a current (not older than 90 days) certified statement concerning its accuracy. A copy of the signed decision, if appropriate, resolving any dispute regarding PD accuracy. **The appeal package must include the accuracy statement with a hard copy signature. The statement should be short and does not mean that the employee is agreeing to the position alignment of the assigned PD, just to the accuracy of the duties and responsibilities described in the PD**

___ **E. Technical Rationale-** Reasons why the employee believes the position alignment determination is in error. The employee shall refer to OPM standards and DoD instructions that support the appeal and shall state specific points of disagreement with an evaluation statement. The employee may also include a statement of facts that he or she thinks may affect the final position alignment decision.

Note - **This is crucial to the appeal package. The employee's technical rationale should be based upon DoD position alignment instructions for grade or pay-band and OPM classification standards for occupational series or titling. This technical rationale gives the classifier an idea as to why the employee feels the assigned PD is misaligned.**

___ **F. Employee Claims of Position Alignment Inconsistency** - If claimed, appeal files must include: title, series, and grade of positions believed classified inconsistently with the employee's position; specified location of the positions, including the activity and organization to which they are assigned and, if possible, the rationale for citing the positions, including the evidence that the cited positions are essentially identical to the employee's position. To find position alignment inconsistency, cited positions must perform the same grade-controlling duties as the employee's position in a similar organization. **This is only necessary if the employee feels that the position alignment of his/her position is inconsistent with an identical position elsewhere in the USAF.**

___ **G. Employee Representative Address** - Name, address, business telephone and fax numbers of the employee's or group's representative, if any. This means that each member of the group must have a hard copy signed statement designating the representative. However, a group representative is not required for a group appeal.

___ **H. Subordinate Position Descriptions** - If the appealed position is supervisory, include copies of subordinate PDs and evaluation statements used for determining the base level of work. If subordinate positions include military or local national employees, indicate their equivalent GG/GS/FWS grades. The employee must have a PD or description of duties for every subordinate position supervised – Air Force Specialty Code (AFSC) descriptions for military are not sufficient. The Standard Civilian Position Description (SCPD) library may be used to assist in the composition of duty descriptions. This information should be provided if the employee is currently a supervisor, or if the employee is seeking supervisory credit.

___ **I. Appealed Position Organization Documentation** - The exact location of the position within the Owning Command, including accurate organization charts, and mission and functional statements. This means that the employee must provide an organizational chart, mission statement, and a functional statement in the appeal package. The organizational chart should include the overall picture of the assigned organization and where the employee's position fits into the organization. It should identify positions in the employee's area with Manpower Position Control Numbers (MPCNs), AFSCs, names, PD numbers, and pay plan, series, and grade if civilian; and MPCNs, AFSCs, names, and ranks if military; and similar information for foreign nationals.

___ **J. Supervisory Statement of Accuracy** - A current (not older than 90 days) signed statement from the immediate supervisor or higher management official certifying that the official PD is complete and accurate. The appeal package must include the immediate supervisor's accuracy statement with a hard copy signature. The statement should be short and does not mean that the supervisor is agreeing to the position alignment of the employee's PD, just to the accuracy of the duties and responsibilities described in the PD.

Note: The employee and immediate supervisor accuracy statements should be two separate documents.

___ **K. Official Personnel Action** - A copy of the employee's latest SF-50, "Notification of Personnel Action" that shows the position to which the employee is permanently assigned. This should be the latest SF-50 which identifies the position to which the employee is currently assigned. The local CPS can assist the employee with obtaining this document. The employee may also obtain a copy by accessing MyBiz or his/her Civilian Electronic Official Personnel Folder (OPF) through Air Force Personnel Center (AFPC) secure.

___ **L. Supervisory Documentation** - A copy of the official PD and evaluation statement of the employee's immediate supervisor. This is only necessary if the employee is in a deputy position. If the employee's supervisor is military the employee will need to provide a complete Core Personnel Document (CPD) as the position description. The SCPD library may be used to assist in the composition of the CPD.

IF THE POSITION IS SERVICED BY HQ AFPC/DPIC send to:

*HQ AFPC/DPIC
ATTN: Abbie Hayden
550 C Street West Ste 57
Randolph AFB, TX 78150-4759*

IF THE POSITION IS SERVICED BY ANOTHER CLASSIFICATION AUTHORITY PLEASE CONTACT YOUR SERVICING CIVILIAN PERSONNEL SECTION (CPS) OR AFPC-OL.

The complete package must contain hard copy, 'original' signatures on all documents requiring a signature.

Once we verify that all required, original, hard copy documents are in the package, we will add our response to the package and mail the original package to HQ USAF/A1P and send a courtesy copy to the employee.

* Under DCIPS, "Position Alignment" is the new terminology for position classification.

** When the accuracy of assigned duties is in question - A Position Review Request for Personnel Action (RPA) should first be submitted to reassign or promote the employee to an accurate PD prior to submission of an appeal package.

*** Evaluation statements will be attached to the PD, if available. If there is no evaluation statement attached, it is not necessary for you to provide one. The classification specialist will provide this in their portion of the package.

Please note: All parties must agree that the duties of the PD are accurate and a fair representation of work performed. PD accuracy statements from both the employee and immediate supervisor must be submitted with each package. These statements are certifying the accuracy of the duties only. The employee does not have to agree to the position alignment of the position. That is what the higher level review will determine.