

## WHAT DO I DO IF I BELIEVE MY PD IS WRONG?

If you believe your PD is inaccurate, you should take the following steps first:

- Discuss your concerns with your supervisor
- The supervisor will determine if the PD is inaccurate and, if it is, submit a Request for Personnel Action (RPA), OF-8, and PD for redescription
- The Human Resource Service Center or Command/Staff Agency with classification authority will classify the position

### WHAT DOES COUNT?

*(in classifying a position)*

- Nature and scope of the duties and responsibilities of the position
- Qualifications required by the position
- Relationship of the position to other positions in the organization
- Nature of supervision given or received
- Level of independent judgment needed to perform the work of the position
- Decision-making authority of position

### WHAT DOES NOT COUNT?

*(in classifying a position)*

- Volume of work
- Qualifications you may have that are not required by the position
- Scarcity of new employees
- Organizational title of your position
- Financial need
- Personality
- Length of service
- Unusual diligence on your part or overtime work
- Reliability
- Dependability
- Duties not performed

If you believe your PD is *still* inaccurate, you should contact your HROM advisor. They will talk with you about your concern. If the matter cannot be resolved informally, the HROM advisor will explain the classification appeal process to you and assist you in submitting your classification appeal. DoD requires you to submit your classification appeal through HROM if appealing to DoD. If you are appealing to OPM, you may apply directly to OPM. However, you are encouraged to file any OPM appeal through HROM, to avoid delay in processing your appeal (e.g., missing documentation). You will be provided with a copy of all information included in the classification appeal

**GS employees:** General Schedule (GS) employees may file to DoD first and then OPM (*or*) file to OPM directly. Classification appeal decisions made by OPM are final.

**FWS Employees:** Federal Wage System (FWS) employees must appeal to DoD first and then OPM, unless the appeal involves the pay plan only. That type of appeal may be sent to OPM directly or through DoD to OPM. Classification appeal decisions made by OPM are final.

### WHAT **MAY** BE APPEALED

- Pay plan (*e.g., GS*)
- Title (*e.g., Management Analyst*)
- Series (*e.g., 0343*)
- Grade (*e.g., 12*)

### WHAT **MAY NOT** BE APPEALED

- Accuracy of PD
- Classification standard
- A proposed classification
- A position to which detailed or temporarily promoted
- A classification decision made by the Office of Personnel Management

## WHAT MUST BE INCLUDED IN A CLASSIFICATION APPEAL?

Classification appeals must be in writing and include the following information:

- Your name, mailing address, office telephone number, and fax number (If it is a group appeal, all members of the group must be identified by name, mailing address, office telephone number, and fax number. A statement must be included, signed by all the members, designating the representative).
- The name of your command and organization, where the position is located and the mailing address (e.g., installation name, mailing address, organization, division, branch, section, unit)
- Your current classification (e.g., *Management Analyst, GS-343-12*) and classification you are requesting (e.g., *Management and Program Analyst, GS-343-12*)
- A copy of your official PD to which you are officially assigned
- A statement certified by you that the PD is accurate, since the accuracy of a PD cannot be appealed. The certified statement may not be older than 90 days.
- Why you believe the classification is in error. You must refer to specific position classification standards that support your rationale and state specific points of disagreement with the evaluation statement. You may also include a statement of facts that you think may affect the final classification decision.
- If claiming an inconsistency in classification of other similar positions, you must include the title, series, and grade of positions believed classified inconsistently with your position, specific location of the positions, including the activity and organization to which these positions are assigned, and if possible the rationale for citing the positions, including evidence that the cited positions are essentially identical to your position. Cited positions must perform the same grade-controlling duties as your position in a similar organization.
- Your designated representative, along with their address, office telephone number, fax number (if applicable)
- Your signature

In conjunction with the appeal, HROM needs to include the following documentation:

- A copy of the PD and evaluation statement
- Subordinate PDs and evaluation statements (if a supervisory position)
- The exact location of the position in the organization, along with organization's mission and function statement and a copy of their organization chart
- A copy of your latest SF-50 showing the PD number and the position to which you are permanently assigned
- Copies of previous related appeals or decisions
- Copies of any previously issued DoD interpretive guidance which addresses the classification of your position being appealed (if applicable)
- A copy of your performance standards (not the performance appraisal)
- A statement signed by the supervisor or higher management official certifying that the PD is accurate. The certified statement may not be older than 90 days.
- A statement signed by HROM certifying that the PD is complete and accurate. The certified statement may not be older than 90 days.
- A response from the HROM concerning the classification issues raised by you
- Any supplementary information bearing on your position's duties and responsibilities
- A copy of the supervisor's PD and evaluation statement
- Name, address, telephone number, fax number of the HROM point of contact

Following are the addresses to where DoD or OPM appeals are sent:

### DoD

Department of Defense  
Civilian Personnel Management Service  
Field Advisory Services  
Classification and Pay Branch  
Classification Appeals Adjudication Section  
1400 Key Blvd, Suite B-200  
Arlington, VA 22209-5144

### OPM

OPM Center for Merit System Accountability  
1900 E Street NW, Room 6484  
Washington, DC 20415-0006