

## Reclamation Manual

### Directives and Standards

### Template

#### Consistency Review – Employee Classification Appeals or Classification Validation Requests

**Background:** As a result of receiving a final classification decision for an employee classification appeal or a classification validation request, servicing HR offices must conduct a consistency review of identical, similar, or related positions as instructed by the HR Policy and Programs Division. For more information, see Reclamation Manual, Directives and Standards, HRM 15-02, *Employee Classification Appeals and Classification Validation Requests*, Paragraphs 5.A.(5)(d), 5.B.(3), and 5.C. Submit the completed template and a copy of the consistency review instructions, to the Manager, HR Policy and Programs Division, Attention: 84-58000.

Consistency Review - Date Completed: \_\_\_\_\_

Incumbent	Current Series, Title, and Grade Level	Series, Title, and Grade Level as a result of the Consistency Review	Effective date or Proposed Effective Date and Nature of Action/Legal Authority Code of Change, if Applicable
<i>Example</i>	<i>Example</i>	<i>Example</i>	<i>Example</i>
<i>John Doe</i>	<i>Electrical Engineer, GS-850-14</i>	<i>Electrical Engineer, GS-850-12</i>	<i>04-09-14; 713 – Change to Lower Grade</i>
<i>Cathy Bunny</i>	<i>Office Automation Assistant, GS-0326-05</i>	<i>Secretary (OA), GS-0318-7</i>	<i>03-23-14; 702 - Promotion</i>