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OF THE AIR FORCE**

AIR FORCE MANUAL 34-312

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Services

***HUMAN RESOURCES ASSESSMENT OF
NONAPPROPRIATED FUND PERSONNEL
MANAGEMENT AND ADMINISTRATION***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements Air Force Policy Directive (AFPD) 34-3, *Nonappropriated Funds Personnel Management and Administration*. It establishes objectives, responsibilities, procedures, and guidance for Major Command (MAJCOM), managers and personnel administrators to assess the effectiveness of Nonappropriated fund (NAF) civilian personnel management and administration. It contains the procedures for conducting quality assessment evaluations. This manual applies to the Air National Guard only upon mobilization. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented. Requests for waivers must be submitted through the chain of command to the appropriated Tier waiver approval authority. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This document has been revised to delete references to NAF Personnel Data System and adding the Defense Civilian Personnel Data System (DCPDS) and Business Object (BO); revises the adjective ratings to "Met", "Partially Met" and "Not Met" and deletes requirement for publication of annual assessment guides. Revised MACOM/AIS to Installation Support Resources and Requirements (AFPC/SVIRF) to conform with the Air Force Services

Centralization. Tier waiver authorities have been included as approved by the Inspector General Advisory Board.

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Section A—Program Purpose and Scope

1. Purpose. This publication establishes objectives, responsibilities, procedures, and guidance for MAJCOM, managers and personnel administrators to assess the effectiveness of NAF civilian personnel management and administration. It applies to MAJCOM commanders, installation commanders, Force Support Squadron (FSS) commanders or directors, management officials, and Chiefs of Human Resources who exercise responsibilities over NAF activities. Its coverage includes US citizen employee programs located overseas.

2. Assessments.

2.1. Dual-Track Assessments. In the context of this publication, personnel management differs from personnel administration. Although both are interrelated, the effective discharge of responsibilities in each area demands a distinction.

2.1.1. Personnel management refers to the responsibilities and actions of managers and supervisors in dealing with their employees. It involves employee selection, basic human

relations, and job design aimed at reducing or overcoming job dissatisfaction arising from repetitive and mechanistic tasks, work distribution, planning, training, labor relations, discipline, and motivational tasks.

2.1.2. Personnel administration refers to the Chief, Human Resources' responsibility to administer NAF personnel programs, to provide technical advice and guidance to managers, and to effectively aid management in the discharge of their personnel management tasks. Air Force NAF-Human Resources (HR) Section self-assessments focus on the status of administrative and advisory effectiveness.

3. Self-Assessment. An essential element in evaluating the effectiveness of authorities delegated to managers, supervisors, and Chief, Human Resources at installation level is by self-assessment of personnel management and administration. The most useful assessment of day-to-day practices addresses how personnel system requirements help or hinder the mission. These assessments improve local management and administration, and elevate those issues which hinder the mission beyond local control to higher levels for resolution.

4. Assessment Objectives. Personnel management and administration assessments are used to determine the effectiveness of operations, implement corrective measures when necessary, and plan operational improvements. The assessment system:

- 4.1. Evaluates the application of all legal, statutory, and regulatory requirements governing NAF civilian personnel administration and employee entitlements.
- 4.2. Enhances the personnel management capabilities of managers and supervisors in dealing with their employees.
- 4.3. Enhances the personnel administration expertise of human resource office specialists to ensure regulatory compliance in the discharge of their personnel management tasks.
- 4.4. Identifies and eliminates ineffective NAF personnel administration practices, policies, and procedures.
- 4.5. Measures progress in correcting problems and achieving personnel management goals.

Section B—Roles and Responsibilities

5. Roles and Responsibilities.

- 5.1. Deputy Chief of Staff (DCS), Manpower, Personnel and Services (AF/A1). Develops and adjusts Air Force policies for assessments.
- 5.2. Air Force Personnel Center (AFPC), Human Resources and Benefits Branch (SVXH).
 - 5.2.1. Develops and adjusts Air Force procedures for assessments.
 - 5.2.2. Develops Quality Assessment Guides.
 - 5.2.3. Provides MAJCOMs, AFPC Resources and Requirements (AFPC/SVIRF), and installations with AFPC/SVXH assessment schedule.
 - 5.2.4. Participates in on-site assessments to determine NAF personnel management and administration effectiveness.
 - 5.2.5. Directs or conducts inquiries or investigations of technical/special issues.

5.2.6. Reviews assessment findings, required corrective actions, and provides recommendations.

5.2.7. Conducts special studies of individual program elements such as affirmative employment, employee relations, labor relations, classification and pay, and records administration.

5.3. AFPC/SVIRF. Performs on-site assessments to carry out this publication's requirements. The assessment system must provide for:

5.3.1. A systematic flow of information concerning personnel management and administration improvement needs and plans.

5.3.2. Conducting installation on-site assessments by AFPC/SVIRF assessors.

5.3.2.1. Providing report and findings to AFPC/SVXH within 30 days from date of assessment.

5.3.2.2. Tracking key program indicators of human resource administration and human resource management.

5.3.2.3. Assisting with special studies of individual program elements such as affirmative employment, employee relations, labor relations, classification and pay, and records administration.

5.3.2.4. Monitoring assessment corrective actions and providing close-out report to AFPC/SVXH within 120 days from date of assessment.

5.3.3. AFPC/SVIRF human resources staffs monitor reports and improvement plans resulting from installation NAF self-assessments.

5.3.4. A means of regularly assessing personnel management policies, operations and ability to help management in the discharge of their personnel responsibilities.

5.3.5. An annual installation assessment of management's delegation and discharge of NAF personnel responsibilities and management effectiveness in the areas of position management, affirmative employment, employee development and training, employee relations and labor relations.

5.3.6. A format to track, assess and overcome weaknesses, and to document strengths identified from assessments.

5.4. Installation Commander. Each installation commander (delegated appointing authority by the Secretary of the Air Force), through the FSS commander or director, establishes and operates a personnel management and administration assessment system that fulfills the requirements of this publication. (T-2).

5.5. The FSS Commander/Director, through the FSS NAF Human Resources Section.

5.5.1. Ensures the scheduling and completion of self-assessments are consistent with guidelines in this publication. (T-3).

5.5.2. Coordinates, documents, and monitors completion of improvement actions. (T-3).

5.5.3. Serves as a focal point to assess personnel administration. (T-3).

5.6. Activity Managers. Activity managers, through their management and supervisory staffs, participate in assessments of personnel management effectiveness, and take corrective actions as tasked in improvement plans. (T-3).

Section C—Assessment Preparation and Measurement

6. Installation Assessments. Installation assessments cover both NAF human resource management and NAF human resources administration.

6.1. Personnel management assessments measure the effectiveness of organizational management in dealing with their subordinates. They may include the use of on-site interviews, local assessment teams, manager and supervisor guides, and personnel data the HR Section furnishes.

6.2. Personnel administration assessments measure the effectiveness of internal HR Section operations and the administration of NAF personnel programs.

6.2.1. These assessments must be conducted at least annually. Use the *Air Force Quality Assessment Guides* from AFPC/SVXH, DCPDS and BO products, and any other records reflecting the condition of internal HR Section operations, the condition of NAF personnel programs, and the effectiveness of advisory services provided to management to conduct the assessment.

6.2.2. Determine an overall assessment of personnel administration effectiveness. As a minimum, if the assessment rates any program element "Not Met", it must include an improvement plan; if it rates a program element "Met", it must document such a rating.

7. How to Complete the Ratings.

7.1. Assess NAF personnel program elements and areas by reference to a common set of terms. The program areas in the guides and checklists contained in the Air Force Personnel Center Quality Assessment Guide for Human Resources Management and Administration located at: <https://www.usafservices.com/Managers/HumanResources/Assessments/tabid/632/Default.aspx> cover the major functions and activities of personnel management and administration. Assign each area an overall rating assignment according to the guidelines below. Program elements are part of a program area addressed by one or more questions in the guides. The elements are tasks and responsibilities, goals and accomplishments, regulatory compliance, etc. Rate each element separately, based on these guidelines:

7.1.1. Met (M). Meets all or nearly all program element requirements in an exceptional manner. The majority of the elements in a program area are rated "M" and no element is rated "Not Met".

7.1.2. Partially Met (PM). Meets all or nearly all program element requirements. Deficiencies do not impede or limit program accomplishment. The majority of the elements in a program area are rated "PM" or better.

7.1.3. Not Met (NM). Does not meet the majority of program element requirements. Deficiencies prevent program accomplishment. The majority of the elements in a program area are rated "NM".

7.2. The Human Resources Management and Administration Quality Assessment Rating Sheet in the *Air Force Quality Assessment Guides* lists the program areas and their elements to be rated during the assessment. Use it to document results.

7.2.1. Note that the Chief, Human Resources conducts assessments and determines ratings for both personnel management and personnel administration.

7.2.2. If an entire program area or an individual program element is not applicable at the installation, enter "N/A" or "Not Rated" in the rating column.

7.2.3. Complete an improvement plan to address all elements rated "NM". As a minimum, plans must identify the program element, deficiency, necessary corrective action, the action official, and a target date for completion.

7.2.4. Include documentation for any element assigned "Met" or "Partially Met" ratings.

7.3. Classification accuracy and regulatory compliance have prescribed percentage standards. Round percentages to the next higher whole percent (e.g., 96.1 percent will be 97 percent). Use [Figure 1](#) to convert to an adjective rating. Base the ratings on the findings of a random sample determined by using the sampling table at [Attachment 2](#).

Figure 1. Percentage Conversion Chart

ADJECTIVE RATING	CLASSIFICATION	REGULATORY COMPLIANCE
Met	95 – 100%	90 – 100%
Partially Met	90 – 94%	80 – 89%
Not Met	Less than 90%	Less than 80%

8. Assessment Guides. AFPC/SVXH develops the assessment guides referenced in [paragraph 5.5.2](#), and forwards them to AFPC/SVIRF and FSS Chiefs, Human Resources. Each guide covers significant NAF personnel management and administration programs and responsibilities. The guides include questions for use in assessing each element of a program. Negative or unknown responses indicate a less-than-desirable situation depending on the number and frequency of responses. Objective use and analysis are critical to success. Use these guides to conduct assessments.

9. Standards for Measuring Effectiveness.

9.1. Personnel Management. A "yes" response to an item in the guide will normally indicate satisfactory accomplishment of a management task or responsibility. "Yes" answers to all items under a program element normally warrant a "Met" rating for the element. An element may be rated "Met" with one or more negative responses to sub-element items when the deficiencies do not impede or limit accomplishment of the overall task; that is, the objective is fully "Met" in spite of the deficiencies. Managerial and supervisory responsibilities for program elements are in AFI 34-301, *Nonappropriated Fund Personnel Management and Administration*, which serves as a basis for the guides. Meeting these responsibilities is the standard for a satisfactory rating. Use percentage standards only where program accomplishments can be quantified to provide a meaningful measurement of program effectiveness.

9.2. Personnel Administration. A "yes" response to the guide items normally indicates satisfactory program conditions. Base ratings on a thorough analysis of program accomplishments compared to minimum regulatory and directed requirements. To determine when conditions are less than minimally acceptable, the HR Section must assess whether unmet goals and objectives for their individual deficiencies are sufficient in number and scope to pose actual or potential problems for management and installation employees. Where practical, the assessment guides establish specific percentage standards.

SAMUEL D. COX, Lieutenant General, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-3, *Nonappropriated Funds Personnel Management and Administration*, 19 July 2012

AFI 34-301, *Nonappropriated Fund Personnel Management and Administration*, 16 April 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2548, *NAFI Request for Personnel Action*

AF Form 2545, *NAFI Notification of Personnel Action*

Prescribed Forms

AF Form 2676, *NAF Personnel Action Worksheet No. 1*

AF Form 2677, *NAF Personnel Action Worksheet No. 2*

AF Form 2678, *NAF Personnel Action Worksheet No. 3*

AF Form 2799, *NAF Personnel Action Worksheet No. 4*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

BO—Business Objects

DCS—Deputy Chief of Staff

DCPDS—Defense Civilian Personnel Data System

FSS—Force Support Squadron

HR—Human Resources

IRC—Installation Records Check

MAJCOM—Major Command

MSP—Military Spouse Preference

NACI—National Agency Check with Written Inquiries

NAF—Nonappropriated Fund

NAFI—Nonappropriated Fund Instrumentality

NF—Pay Band

NOA—Nature of Action

NOAC—Nature of Action Code

NTE—Not-to-Exceed

OF—Optional Form

OPF—Official Personnel Folder

PD—Position Description

PG—Position Guide

RPL—Reemployment Priority List

SCD—Service Computation Date

SCHRC—State Criminal History Repository Check

SF—Standard Form

THP—Transition Hiring Preference

VET—Veteran

Attachment 2

RANDOM SAMPLING INSTRUCTIONS AND TABLES

A2.1. Random sampling is an effective way of rapidly measuring group characteristics with a high degree of confidence. It saves time and money when compared to total census or individual product reviews, inspections, or audits. Random sampling uses the probability of chance selection. To be valid, each member or unit that comprises a whole group, for example, people in an organization, must have an equal chance of being selected. Draw the size of the representative random sample using the whole group size. **Table A2.1** and **Table A2.2**, reflect those relationships for common group categories where random sampling can be used advantageously.

Table A2.1. Random Sample Table

Total Group Size	Official Personnel Folders	Positions
0-390	20	12
391-400	20	12
401-450	23	15
451-500	25	15
501-550	28	15
551-600	30	16
601-700	30	16
701-800	30	16
801-900 +	30	17

Table A2.2. Random Sample Table

Total Group Size	Personnel Actions
0-20	5
21-30	6
31-40	7
41-50	8
51-75	9
76-200	10
201-300	11
301-350	12
351-400	13
401-450	14
451-500+	15

A2.2. The easiest method is to obtain a whole group listing for sampling a category. Use DCPDS and BO capabilities for most sampling purposes. Determine the sample size by referring to **Table A2.1**, for example, a total group of 400 positions = 12 sample positions. A sample selection may use a constant interval selection formula.

A2.3. The constant interval method is easy to use, and is considered sufficiently valid for assessment purposes. When using the example cited above, the constant interval selection method from the position roster could be every 33rd position (400 divided by 12). Each member or unit must have the same probability of being selected. Therefore, the selection must be totally random.

A2.4. The preferred method of sampling personnel actions involves these steps:

A2.4.1. Determine the type of personnel actions selected for audit, for example, accessions, promotions and reassignments, pay adjustments, within grade increases, etc.

A2.4.2. Obtain a BO name roster grouped by personnel action type for transactions occurring over the previous 12-month period.

A2.4.3. Based on the total number of transactions listed, obtain the sample size from **Table A2.2**

A2.4.4. Use the constant interval method to select the sample.

A2.4.5. Obtain the individual official personnel folder (OPF) and complete audit using the applicable AF Form 2676, *NAF Personnel Action Worksheet No. 1*; AF Form 2677, *NAF Personnel Action Worksheet No. 2*; AF Form 2678, *NAF Personnel Action Worksheet No. 3*; and AF Form 2799, *NAF Personnel Action Worksheet No. 4*.

A2.5. The Random Sample Tables reflect minimum sample sizes sufficient to reflect program conditions. Ensure the random sample selected includes a proportionate share of Crafts and Trades (CT), Pay Band (NF), and Child and Youth Programs Employee pay plans. Treat the sample size for other areas such as appeals, grievances, disciplinary actions, awards, etc., the same as personnel actions.

Attachment 3

GUIDE FOR REVIEWING REGULATORY COMPLIANCE OF PERSONNEL ACTIONS

A3.1. Regulatory compliance errors fall in two categories:

A3.1.1. A violation is a serious error that invalidates the action, affects an employee's rights, establishes an improper salary or wage payment, affects an employee's retirement or insurance coverage or creates a security problem. Each violation which might routinely occur in a personnel action is pre-identified and given a weight based on the seriousness and impact of the violation. For violations not already identified, assessors are to use the following definitions to determine the weight. The Air Force standard requires 97 percent of the personnel action compliance items to be free of violations. Weights use a scale of one to five. Definitions are:

A3.1.1.1. Five: The weight for a violation which normally requires extraordinary efforts to correct or is not correctable.

A3.1.1.2. Four: The weight for a violation which is a serious error and is usually correctable.

A3.1.1.3. Three: The weight for a violation which is a serious error but is relatively easy to correct.

A3.1.1.4. Two: The weight for a violation which is not serious and is easy to correct.

A3.1.1.5. One: The weight for a violation which does not adversely affect employee entitlements or a program condition, yet it still violates a law, regulation or instruction.

A3.1.2. A discrepancy is an error of lesser consequence than a violation. It is attributable to improper or nonapplication of procedures, record keeping deficiencies, misfiling, etc.

A3.2. The accuracy rate is determined as follows:

A3.2.1. Violations:

A3.2.1.1. Determine the violation rate as follows:

A3.2.1.1.1. Step 1: Identify in a spreadsheet column the total number of personnel actions by the nature of action (NOA).

A3.2.1.1.2. Step 2: Using **Table A3.1 through Table A3.5**, determine the total possible number of violations for each NOA identified in Step 1.

A3.2.1.1.3. Step 3: Multiply the total possible violations (Step 2) by the number of personnel actions by NOA (Step 1). Then, add the products. This becomes the total possible violations for sample I.

A3.2.1.1.4. Step 4: Identify each violation and its weight. (Note: If a record has more than one violation, count each violation.) Add all weights for the total violation weight.

A3.2.1.1.5. Step 5: Subtract the total weighted violations from the total possible violations. This becomes the adjusted total.

A3.2.1.1.6. Step 6: Divide the adjusted total by the total possible violations. This becomes the violation rate.

Figure A3.1. EXAMPLE

NOA	IN SAMPLE		POSSIBLE VIOLATIONS		TOTAL
N010	8	X	14	X	112
N060	4		10		40
N036	7		7		49
N894	3		4		12
Total Possible Violations in Sample: 213					
Total Weight of Sample Violations: -12 (minus twelve total violation weights)					
Adjusted Total: 201					
201/213 = 94.4 Percent - Violation Rate					

A3.2.2. Discrepancies:

A3.2.2.1. Step 1: Identify in a spreadsheet column the number of OPFs reviewed for regulatory compliance.

A3.2.2.2. Step 2: Using table A3.6., determine the total number of discrepancies for each OPF.

A3.2.2.3. Step 3: Divide the total number of discrepancies by the total number of OPFs reviewed to determine the average number of discrepancies per OPF.

A3.2.2.4. Step 4: Determine the discrepancy impact outlined in Figure A3.2.

Figure A3.2. Discrepancy Impact

Average Number of Discrepancies	Discrepancy Impact
0-1	+1.0
1.1-1.5	+0.5
1.5 – 2.5	0
2.6-3.5	-0.5
3.6 – 4.5	-1.0
4.6 - Above	-1.5

A3.2.2.5. Step 5: Add or subtract, as appropriate, the discrepancy impact from the violation rate computed per paragraph A3.2.1.1.6. This becomes the combined violation and discrepancy rate.

A3.2.2.6. Step 6: Determine the adjective rating by reference to paragraph 5.3.3., **Figure 1**.

Figure A3.3. Example of Average Discrepancies per OPF

TOTAL # OF DISCREPANCIES	TOTAL # OF OPFS REVIEWED	AVERAGE # OF DISCREPANCIES PER OPF
62	25	2.48
Violation Rate:	94.4 Percent	
Discrepancy Impact:	(+/-) 0	
Total Combined Violation and Discrepancy Rate:	94.4 Percent (Met)	

A3.3. Installations will conduct self-assessments periodically to determine the regulatory compliance accuracy rates. Draw a random sampling of actions processed over a given period according to instructions in attachment 2. Using the proper Personnel Action Worksheets, check off compliance items as documentation is reviewed and found to be correct. Identify errors by an "X" and mark nonapplicable items "N/A". Correct errors but leave the "X's" on the worksheets to ease computation of accuracy rates and trend analyses.

A3.4. The regulatory compliance sample will include the following Nature of Action Codes (NOAC):

Figure A3.4. NOAC

N010	N012	N015	N016	N021	N024	N030	N036	N037	N040	N046	N047	N049
N059	N060	N061	N062	N063	N064	N065	N066	N067	N068	N070	N071	N073
N074	N075	N083	N084	N085	N893	N894	N895					
Review of additional NOACs is optional.												

A3.5. Periodic reviews and analyses of worksheets provide a means to identify trends and determine weaknesses or strengths in the regulatory process.

Table A3.1. Regulatory Compliance Total Possible Violations – Accessions

TYPES OF PERSONNEL ACTIONS							
010 – Appointment		018 – Appointment – Transfer of Function					
012 – Appointment NTE		021 – Transfer In					
015 – Appointment – Public Law 101-508		024 – Reemployment					
016 – Reinstatement							
COMPLIANCE ITEMS							
All Emp Categories	Weight	010	012	015	016	021	024
Quals Met	5	x	x	x	x	x	x
Legal Appt	5	x	x	x	x	x	x
Hiring Priorities (RPL, MSP, THP, VET)	5	x	x	x	x	x	x
Pay Determination	5	x	x	x	x	x	x
Physical (When needed))	3	x	x	x	x	x	x
Security Requirements (NACI, IRC, SCHRC)	4	x	x	x	x	x	x
Entrance on Duty Waiver	3	x	x	x	x	x	x
Effective Date	3	x	x	x	x	x	x
Other		x	x	x	x	x	x
TOTAL		9	9	9	8	8	9
<u>Reg Category Only</u>							
SCD (Sel most sig Error)		x	x	x	x	x	x
- Credit	3						
- Computation Impact	3						
- No Impact	1						
Probationary Period	3	x	x	x	x	x	x
Health Insurance	3	x	x	x	x	x	x
Life Insurance	3	x	x	x	x	x	x
Retirement	3	x	x	x	x	x	x
TOTAL		14	14	14	13	13	14
Illegal Appointments (Examples):				Other:			
Weight				Weight			
5	Underage			4	180-day Waiver – Ret Mil		
5	Citizenship			3	Failure to comply with Labor Agreement		
5	Improper Selection from hiring certificate			3	Retirement Eligibility		
5	Ineligible for Reinstatement			3	No guaranteed hours – Regular employee		
5	Ineligible for Conversion from appropriated fund						

Table A3.2. Regulatory Compliance Total Possible Violations – Separations

TYPES OF PERSONNEL ACTIONS								
030 – Resignation						046 – Termination		
036 – Separation						047 – Termination – Without Prejudice		
037 – Removal						049 – Transfer Out		
040 – Resignation – Public Law 101-508								
COMPLIANCE ITEMS								
	Weight	030	036	037	040	046	047	049
Effective Date	3	x	x	x	x	x	x	x
NOA and Terminology	2	x	x	x	x	x	x	x
Proper Procedures	3	-	x	x	-	x	x	x
Supporting Documents	2	x	x	x	-	x	x	x
Contents of Notices	3	-	x	x	-	x	x	-
Entry on RPL	3	-	x	-	-	-	-	-
Other		x	x	x	x	x	x	x
TOTAL		4	7	6	3	6	6	5

Table A3.3. Regulatory Compliance Total Possible Violations -- Other Actions

TYPES OF PERSONNEL ACTIONS									
		070 – Change in Military Status				085 – Furlough – Military			
		071 – Change in SCD				893 – Within Grade Increase			
		083 – Leave Without Pay NTE				894 – Pay Adjustment			
		084 – Furlough NTE				895 – Change in Guaranteed Hours			
COMPLIANCE ITEMS									
	Weight	070	071	083	084	085	893	894	895
SCD	3	-	x	-	-	-	-	-	-
Proper Procedures	3	x	-	x	x	x	-	x	x
Pay Determination	5	-	-	-	-	-	x	x	-
Supporting Documents	3	x	x	x	x	x	-	-	x
Content of Notices	3	-	-	-	x	x	-	-	x
Effective Date	3	x	x	x	x	x	x	x	x
Other		x	x	x	x	x	x	x	x
TOTAL		4	4	4	5	5	3	4	5

Table A3.4. Regulatory Compliance Total Possible Violations – Benefit Coverage

TYPES OF PERSONNEL ACTIONS				
073 – Election of Insurance Coverage				
074 – Change in Insurance Coverage				
075 – Election in Retirement Coverage				
COMPLIANCE ITEMS				
	Weight	073	074	075
Proper Procedures	3	x	x	x
Supporting Documents	3	x	x	x
Effective Date	3	x	x	x
Plan Code & Class Code	3	x	x	x
Other		x	x	x
TOTAL		5	5	4

Table A3.6. Record Keeping Discrepancies

COMPLIANCE ITEMS
1. Missing or Incorrect Investigative Requirement on AF Forms 2548, <i>NAFI Request for Personnel Action</i> and AF Form 2545, <i>NAFI Notification of Personnel Action</i>
2. Current Position Description/Guide Not Filed in OPF
3. Veteran's Preference Not Verified
4. Improper Nature of Action Code and Terminology
5. Missing or Incomplete SF-61
6. Current Application/resume Not Filed in OPF
7. Position Description/Guide Not Filed in OPF
8. Missing or Incorrect Remarks on AF Form 2545
9. Improperly Filed Material in OPF
10. Missing or Incorrect Physical/Health Card Requirements on AF Form 2548
11. Missing or Incorrect Qualification Requirements on AF Form 2548
12. Missing or Incorrect Guaranteed Hours on AF Forms 2548 and/or 2545
13. Required Forms Missing
14. Extraneous Material Filed in OPF
15. Missing, Incomplete or Incorrect OPF Label
16. Appropriate Signatures Missing on AF Forms 2548 and 2545
17. Missing Appropriate Hiring Preference Annotations on Application
18. Missing Prior DoD NAFI Service (AF Form 2549)
19. Missing AFNAF Retirement Program Documents
20. Erroneous Service Computation Date
21. Appropriateness of Penalty
22. Missing or Incorrect Contents of Notices
23. Other

Attachment 4

GUIDE FOR DETERMINING CLASSIFICATION ACCURACY

A4.1. A classification error is one that invalidates an action, affects an employee's rights, or establishes an improper salary or wage payment. Each error which might routinely occur in the classification process is pre-identified and given a weight based on the seriousness and impact of the error. Errors are weighted on a scale from one to four. The Air Force standard requires 95 percent accuracy rate in position classification. Definitions are:

A4.1.1. Four: The weight for an error in classification which results in a position being either over graded or under graded.

A4.1.2. Three: The weight for an error in classification which results in a position being placed in an improper occupational series.

A4.1.3. Two: The weight for an error in classification which results in a position being improperly titled.

A4.1.4. One: The weight for an error in classification which results in the duties in the position guide or position description (PG/PD) not being reflected accurately. Correction of the duties will not affect the grade, occupational series or title of the position.

A4.2. The accuracy rate is determined as follows:

A4.2.1. Step 1: Identify in a spreadsheet column the total number of positions audited for classification accuracy.

A4.2.2. Step 2: Assign a maximum possible error weight of four to each position audited.

A4.2.3. Step 3: Multiply the maximum possible weight (four) by the number of positions audited. This becomes the total possible error weight for Sample I.

A4.2.4. Step 4: Identify each error found in the position audits, and its weight. Add all weights for the total error weight.

A4.2.5. Step 5: Subtract the total error weight from the total possible error weight. This becomes the adjusted total.

A4.2.6. Step 6: Divide the adjusted total by the total possible error weight. This becomes the classification error rate.

A4.2.7. Step 7: Determine the adjective rating by reference to paragraph 5.3.3, figure 1.

Figure A4.1. Example: Possible Error Weight

NUMBER OF POSITION IN SAMPLE	MAXIMUM ERROR WEIGHT POSSIBLE	TOTAL
15	4	60
Total Possible Error Weight in Sample: 60		
Total Error Weight: -8 (minus two error weights times of four each)		
Adjusted Total: 52		
$52/60 = 86.6$ Percent (Partially Met)		

Table A4.1. Classification Error Weights

Compliance Item	Weight
Position Under-graded	4
Position Over-graded	4
Error in Occupational Series	3
Error in Position Title	2
Inaccurate PG/PD	1