

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF AIR FORCE
INSTRUCTION 36-1401**



22 MAY 2023

Personnel

**CIVILIAN POSITION
CLASSIFICATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1C

Certified by: SAF/MR

Supersedes: AFI36-1401, 2 January 2019

Pages: 14

This instruction implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*, for civilian position classification. It prescribes the procedures required for position classification and applies to the Department of Air Force (DAF) appropriated fund civilian positions, including Regular Air Force (USAF), United States Space Force, Air Reserve Technician (ART) and Air National Guard positions, but excluding Air National Guard Technician Title 32 positions. In collaboration with the Deputy Chief of Space Operations for Human Capital (SF/S1), Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for civilian position classification in accordance with Title 5 United States Code (USC), Subpart D, Chapter 51, *Classification*, and Chapter 53, *Pay Rates and Systems*; Title 5 Code of Federal Regulations (CFR) Chapter 511, *Classification Under the General Schedule*; the System for Classifying Federal Wage System Positions; and Office of Personnel Management (OPM) Classification Standards. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication may be supplemented at any major command (MAJCOM), field command (FLDCOM) or combatant command (CCMD) level but must be approved by the Human Resource Management Strategic Board prior to certification and approval. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate chain of command. The authorities to waive

wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, or T-3”) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers using a DAF Form 679, *Department of Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: (1) revised purpose; (2) revised program overview; (3) revised roles and responsibilities section; (4) prescribed DAF Form 1003, *Department of Air Force (DAF) Core Personnel Document (CPD)*; (5) revised resolution of classification disputes; and (6) revised abbreviations and acronyms.

Chapter 1

PROGRAM OVERVIEW

1.1. Overview. Classification standards play an important role in a sound federal personnel management program. Civilian General Schedule (GS) and Federal Wage System (FWS) positions shall be classified based on the duties and responsibilities assigned and the qualifications required to do the work. Title 5 USC, Subpart D, Chapter 51, grants the authority to classify civilian positions to heads of the Executive Departments. The Secretary of the Air Force exercises classification authority for the Department of the Air Force (DAF) and may re-delegate this authority to the lowest practical level as described in Department of Defense Instruction (DoDI) 1400.25 Volume 511, *Civilian Personnel Management System: Classification Program*, and AFPD 36-1. DAF classifies positions consistent with the criteria and guidance issued by the OPM. OPM defines federal occupations, establishes official position titles, pay plan, series and describes the grades of various levels of work. OPM approves and issues position classification standards that must be used by agencies to determine the title, series, and grade of positions covered by DoDI 1400.25 Volume 511. Classification standards are public documents and should be available for review by anyone interested in their content. Those with responsibility for classifying positions must use the current OPM classification standards and functional guides. Classification authority is only authorized when officially approved by the AF/A1 via a delegation memo.

1.2. Administration. DAF will administer the position classification program without unlawful discrimination because of race, color, religion, sex (including pregnancy, gender identity or sexual orientation), national origin, age (40 or older), disability, genetic information, or prior Equal Employment Opportunity activity. **(T-0)**

1.3. Air Force Standard Core Personnel Documents (SCPDs). SCPDs are mandatory for use when the SCPD appropriately describes the duties of the position as determined by Air Force Personnel Center (AFPC). **(T-1)**

1.4. Review. All classification decisions are subject to review by the Air Force Classification Oversight Office who retains the right to override classification determinations when not consistent with similar, related, or identical positions across DAF. **(T-1)**

1.4.1. Developmental or trainee positions are typically established for non-supervisory positions.

1.4.2. The OPM General Schedule Supervisory Guide has no provision for evaluating positions with less than the full delegated supervisory and managerial authorities which are exercised on a recurring basis and classifiers will not establish developmental supervisory positions.

1.5. Other Programs. Other classification programs (to include Defense Civilian Intelligence Personnel System, Acquisition Demonstration; Laboratory Personnel Demonstration Project and Cyber Excepted Service) follow their own established classification guidance. Air Force Classification Oversight Office still retains oversight.

1.5.1. Refer to DoDI 1400.25 Volume 2007, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*.

1.5.2. Refer to DoDI 1400.25 Volume 3007, *DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Occupational Structure*, for classification guidance.

1.5.3. Refer to *DoD Civilian Acquisition Workforce Personnel Demonstration Project Operation Guide* for classification guidance of Acquisition Demonstration positions, located at: <https://acqdemo.hci.mil/library.html#OP>.

1.5.4. Refer to Air Force Research Laboratory (AFRL) Manual 36-104, *Laboratory Personnel Demonstration Project*, located at:

<https://static.e-publishing.af.mil/production/1/afrl/publication/afrlman36-104/afrlman36-104.pdf>.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Assistant Secretary of the Department of the Air Force for Manpower and Reserve Affairs (SAF/MR): Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing civilian position classification.

2.2. The Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1): Develops, coordinates, and oversees personnel policy and essential procedural guidance for the management of civilian position classification and delegates authority for civilian classification implementation to the Director of the Civilian Force Management Directorate.

2.2.1. The Director, Civilian Force Management Directorate (AF/A1C): Under the authority, direction, and control of the AF/A1 directs development, implementation, and operation of the Air Force Civilian Position Classification program. Approves essential procedural guidance for the management of the Classification Program. Designates a classification program manager responsible to monitor, assess, and evaluate the civilian classification program for compliance with 5 USC, Subpart D, Chapter 51; DoDI 1400.25 Volume 511, and this instruction.

2.2.2. The Civilian Recruitment and Workforce Shaping Division (AF/A1CT):

2.2.2.1. Establishes classification and position management policy.

2.2.2.2. Reviews and approves all agency requests for reconsideration of DoD and Office of Personnel Management (OPM) classification appeal decisions.

2.2.2.3. Resolves classification issues referred from servicing classifiers.

2.2.3. AFPC Director of Personnel Operations (AFPC/DP2): Final decision-making authority regarding applicability of SCPDs. This authority may not be further delegated. **Note:** This authority is not a classification override authority as this is a responsibility of the Civilian Personnel Classification Oversight Branch (AFPC/DP3FC).

2.2.4. AFPC, Civilian Personnel Classification Oversight Branch (AFPC/DP3FC):

2.2.4.1. Ensures classification decisions comply with implementing laws, regulations, and OPM/DoD/DAF policies and procedures.

2.2.4.2. Implements classification and position management policies developed by AF/A1CT.

2.2.4.3. Implements OPM and DoD classification initiatives as required for DAF compliance.

2.2.4.4. Reviews appeal decisions rendered by OPM to determine if a request for reconsideration and temporary compliance authority should be submitted to AF/A1CT prior to implementing the decision and implements applicable consistency reviews as a result of OPM appeal decisions.

2.2.4.5. Overrides classification determinations made by offices with classification authority when not consistent with similar, related, or identical positions across the DAF and/or do not follow the OPM Classification Standards.

2.2.5. Offices with Delegated Classification Authority: Provide direct classification services for installations as specifically delegated.

2.2.5.1. Classify positions in accordance with standards and guides issued by OPM, DoD, and DAF.

2.2.5.2. Apply new standards and guides within six months of receipt, unless otherwise specified.

2.2.5.3. Audit positions as determined necessary to clarify work assignments and ensure classification accuracy. Audits are for the purpose of assigning the proper position title, occupational series, and grade.

2.2.5.4. Prepare evaluation statements when there is a need for clarification of the classification decision. Evaluation statements may vary in depth depending on issues surrounding the classification decision. If there is a need to clarify the classification decision for internal personnel administration purposes only or to create an audit trail, brief notes or annotations of standards and guides used to classify the position on the core personnel document (CPD) may be sufficient. If the classification decision results in a classification appeal by the employee, a complete and thorough evaluation statement must be prepared. As a minimum, evaluation statements are required in the following circumstances:

2.2.5.4.1. The grade of a position is derived from a factor or factor-and-point system of classification. This includes all Factor Evaluation System occupations and all supervisory positions. Evaluation statements for these positions may be accomplished on a form or by annotation of factor levels and points on the CPD. When the basis for a factor selection is not self-evident, a brief rationale should be documented as to what factor level is met, exceeded, or failed to reach.

2.2.5.4.2. Mixed series and/or grade positions.

2.2.5.4.3. The classification is based on the impact of the person on the position.

2.2.5.4.4. No published OPM standard covers the work described.

2.2.5.4.5. The grade/factor level is outside the grade/factor level range of published OPM standards.

2.2.5.5. Provide classification and position management advisory services to management.

2.2.5.6. Conduct organization or occupational studies and reviews as requested by management or to maintain position classification accuracy.

2.2.5.7. Assist managers and supervisors with application of SCPDs.

2.2.5.8. Make minor modifications, as allowed to SCPDs that do not affect the classification or recruitment knowledge, skills, and abilities (KSAs). Such modifications may be made using the same SCPD number. Certain SCPDs do not allow changes.

2.2.5.9. Review and classify all identical, similar, and related positions consistently.

2.2.5.10. Participate in quality assessment activities.

2.2.5.11. Maintain classification information to include current CPDs, evaluation statements, and organizational information until superseded or position no longer exists.

2.2.5.12. Retain higher headquarters evaluation decisions and appeal decisions until a new standard or guide governing the position is applied.

2.2.5.13. Advise managers and employees on where to locate classification standards and guides. (<https://www.opm.gov/policy-data-oversight/classification-qualifications/>).

2.2.5.14. Ensure developmental positions are created based on technical duties only (not supervisory/leader) to the first full-performance level based on the series.

2.2.5.15. Classify positions based on actual duties performed/positions supervised and not projected duties/positions.

2.2.5.16. Servicing classification offices should not classify positions within their chain of command.

2.2.6. The SCPD Library Office (AFPC/DP2CL): Develops SCPDs and supporting evaluation documentation for application Air Force-wide. Develops procedures for implementation of SCPDs and participates in resolution of classification appeals.

2.2.6.1. SCPDs are considered accurately classified and are mandatory for use, as applicable.

2.2.6.2. SCPDs will be used as classification guidance when no other policy or guidance exists.

2.2.6.3. All appeals filed on SCPDs will be worked through the SCPD Library Office.

2.2.6.4. When developing SCPDs, the SCPD Library makes the final classification determination and will publish the SCPD to the SCPD Library for DAF use as the document is finalized.

2.3. Air Force Reserve Command, Classification and Position Management Branch (A1CC):

2.3.1. Is responsible for centrally classifying all Air Reserve Technician (ART) civilian positions in accordance with OPM Classification Standards.

2.3.2. Establishes prescriptive Standardized Personnel Documents (SPDs) for ART positions.

2.3.3. Issues procedures for administration of the ART classification and civilian position management program to supplement this Instruction.

2.4. The Major Command Deputy Commander (MAJCOM/CD), Field Command Deputy Commander (FLDCOM/CD), Field Operating Agency, or Direct Reporting Unit Commanders/Directors or equivalent shall:

2.4.1. Maximize use of SCPDs.

2.4.2. Ensure subordinate installations comply with laws, regulations, and OPM, DoD, and DAF policies and procedures.

2.4.3. Utilize the principles of sound position classification as established by OPM and ensure authorizations are utilized efficiently by all organizational levels.

2.5. Commanders shall:

- 2.5.1. Require supervisors and managers to actively participate in the classification process and promptly report changes in major duties and responsibilities to the servicing manpower and personnel offices as they occur.
- 2.5.2. Ensure the principles of sound position management are observed and the effective and efficient use of authorized resources by all organizational levels.
- 2.5.3. Ensure all applicable SCPDs are used to the maximum extent.

2.6. Managers and Supervisors shall:

- 2.6.1. Define duties, responsibilities, and authorities to positions to achieve optimum balance of economy, effectiveness, and productivity in conformance with the objectives of sound position management and organizational structure.
- 2.6.2. Consider the impact on all other positions before assigning new duties to any position that will result in a grade change.
- 2.6.3. Advise the servicing manpower and personnel offices and other appropriate staff offices promptly of proposed organizational and position changes and furnish organization charts and other material pertinent to the change.
- 2.6.4. Prepare accurate position descriptions (i.e., CPDs, SCPDs) using DAF Form 1003, *Department of Air Force (DAF) Core Personnel Document (CPD)* for subordinate positions in a current approved DAF format. The responsibility for accuracy and adequacy of the description of duties must not be regarded lightly. If the CPD/SCPD is based on projected duties, the position description must be reviewed within approximately six months. Duty descriptions serve as a basis for setting pay and the commitment of public funds. Implement applicable SCPDs.
- 2.6.5. Maintain familiarity with the classification and qualification standards for those occupations that constitute the core of the subordinate organization.
- 2.6.6. Maintain current CPDs/SCPDs for subordinate positions and provide CPDs/SCPDs to employees.
- 2.6.7. Advise employees of their assigned duties and responsibilities, grade controlling aspects of their positions, their right to review classification standards, and their grievance and classification appeal rights.
- 2.6.8. Review CPDs/SCPDs at least annually with employees to ensure the CPD/SCPD contains an accurate and adequate statement of each major duty currently assigned and performed. Ensure CPDs/SCPDs are updated while the position is occupied to minimize impact to hiring timeline.
- 2.6.9. Ensure CPDs/SCPDs (DAF Forms 1003) are signed by a current supervisor in the position's direct chain of command.
- 2.6.10. Participate in the classification process by providing the personnel specialist the necessary information to determine the classification of all new and changed positions.

2.6.11. Submit encumbered position reviews only when the duties and responsibilities have significantly changed due to reorganization, change in mission, or other position impacting decisions directed by higher level management.

2.6.12. Ensure recently classified positions are not submitted for another look after the official classification has been rendered. Once classification is completed, the supervisor, CPS/F, and manpower will be notified. No further review actions will be taken for a period of two years unless required by a higher headquarters directed mission change, reorganization, or third party decision.

2.7. Civilian Personnel Section/Flight (CPS/F) shall:

2.7.1. Provide classification advisory services to management.

2.7.2. Provide procedural guidance to management and employees concerning duties, KSAs, and other elements of CPDs/SCPDs.

2.7.3. Assist management in implementation of CPDs/SCPDs.

2.7.4. Maintain position control for their serviced population.

2.7.5. Ensure all submissions for classification review are in accordance with the classification procedures guide requirements and complete classification packages are submitted.

Chapter 3

RESOLUTION OF CLASSIFICATION DISPUTES

3.1. Employee Disputes over Classification Determinations. An employee dispute involving the official classification (pay plan, series, official title, or grade) of the employee's official position is resolved through the classification appeals process. **(T-0)**

3.1.1. Employees have the right to question the classification of their position at any time. Such questions should be directed first to the supervisor.

3.1.2. Every effort should be made to resolve the classification dispute locally and in a timely manner. However, employees should not be discouraged from filing classification appeals.

3.1.3. Classifiers are required to perform a full audit of the position when working a classification appeal. The final agency appeal decision shall be made at least one supervisory level above the level which originally classified the position. **(T-0)**

3.1.4. An employee may select a representative of his/her own choosing, including another civilian employee, to assist in the preparation of a classification appeal. If the employee elect's representation, he/she must designate the representative in writing and notify management in writing of any change in representation. **(T-0)** The choice of representative may be denied if it would result in a conflict of interest, the representative cannot be released from his/her official duties because of mission priorities, or it would result in unreasonable costs. Employees must be notified in writing as soon as possible, after the decision of any disallowance of representation and be provided a rationale for the disallowance. **(T-0)**

3.1.5. Employees and their representatives, if in duty status, are entitled to a reasonable amount of official time for the preparation of a classification appeal. The time allowed must be reasonable and be determined on the basis of the facts and circumstances of each case or as provided in the collective bargaining agreement. **(T-0)** Employees, or their representatives, must make advance arrangements with their supervisors for the use of official time. **(T-0)** If a disagreement arises over the amount of official time to be used, the matter will be submitted by the supervisor to the civilian personnel officer for resolution or through the negotiated grievance procedure, as appropriate. **(T-0)**

3.1.6. FWS employees must file initial appeals with the Defense Civilian Personnel Advisory Service (DCPAS). **(T-0)** If not satisfied with DCPAS decision, they may subsequently appeal to OPM.

3.1.7. GS employees may file an appeal directly to either DCPAS or OPM. GS employees choosing to file initially with DCPAS may subsequently appeal to OPM if not satisfied with the DCPAS decision. 3.1.8. Employees filing directly with OPM have no further avenues of appeal, and per 5 USC, OPM decisions are binding to the agency and employee.

3.2. Servicing Civilian Personnel Section/Flight Disputes Over Position Description Accuracy.

3.2.1. If the servicing civilian personnel section has reason to believe the duties and responsibilities of a position description are not accurate or misrepresent the difficulty, complexity, or organizational relationships of the assigned work, they will bring the matter to the attention of the supervisor and through the supervisor's chain of command to the host

installation, tenant or Delta Commander, as appropriate, and before a final classification decision is rendered. If agreement cannot be reached, the position will be classified on the basis of duties and responsibilities assigned and performed rather than on the basis of the duty description. (T-0)

3.2.2. Discrepancies between the actual duties and the described duties will be addressed in the evaluation statement. (T-0)

3.2.3. Disputes over duties assigned on a CPD should be addressed through administrative or negotiated grievance procedures. (T-0)

3.3. Final Classification Determinations. Final classification determinations made by the servicing classifier may not be overridden unless AFPC/DP3FC determines a classification error has been made per [paragraph 2.2.4.5](#). (T-0) DAF does not have a classification override policy as OPM does not support such policies.

3.4. DCIPS Alignment Appeals. AF/A1CT has the final authority over DCIPS Alignment appeals.

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary
(Manpower & Reserve Affairs)

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

5 CFR Chapter 511, *Classification Under the General Schedule*

5 USC Subpart D, Chapter 51, *Classification*

5 USC Subpart D, Chapter 53, *Pay Rates and Systems*

DoDI 1400.25 Volume 511, *Civilian Personnel Management System: Classification Program*, 28 May 2015

DoDI 1400.25 Volume 2007, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*, 17 April 2012

DoDI 1400.25 Volume 3007, *DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Occupational Structure*, 15 August 2017

DoD Civilian Acquisition Workforce Personnel Demonstration Project Operation Guide

AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

AFRL Manual 36-104, *Laboratory Personnel Demonstration Project*, 6 October 2020

Prescribed Forms

DAF Form 1003, *Department of Air Force (DAF) Core Personnel Document (CPD)*

Adopted Forms

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRL—Air Force Research Laboratory

ART—Air Reserve Technician

CES—Cyber Excepted Service

CPD—Core Personnel Document

CPF—Civilian Personnel Flight

CPS—Civilian Personnel Action
DAF—Department of Air Force
DAFMAN—Department of Air Force Manual
DCPAS—Defense Civilian Personnel Advisory Service
DoD—Department of Defense
FLDCOM—Field Command
FWS—Federal Wage System
GS—General Schedule
KSA—Knowledge, Skills, and Abilities
MAJCOM—Major Command
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
SAF—Secretary of Air Force
SCPD—Standard Core Personnel Document
USC—United States Code

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services
AF/A1C—Air Force Director, Civilian Force Management Directorate
AF/A1CT—Air Force Civilian Recruitment and Workforce Shaping Division
AF/RE—Chief of Air Force Reserve
AFPC/DP2—Air Force Personnel Center Director of Personnel Operations
AFPC/DP3FC—Air Force Personnel Center Civilian Personnel Classification Oversight Branch
AFPC/DP2CL—Air Force Personnel Center SCPD Library Office
AFRC/A1CC—Air Force Reserve Command, Classification and Position Management Branch
NGB/CF—Director, Air National Guard
SAF/MR—Assistant Secretary of the Department of the Air Force for Manpower and Reserve Affairs
SF/S1—Deputy Chief of Space Operations for Human Capital

Terms

Audit—An interview for fact-gathering purposes conducted by a person competent in the classification process to verify or gather information about the current duties and responsibilities of a position for the purpose of determining the position title, occupational series, and grade.

Audits may be conducted in person, by telephone or other electronic media, or through questionnaires.

Classification Appeal—A written request by an employee, or group of employees occupying identical positions, asking DoD or OPM to change the official pay plan, title, series, or grade of the position to which assigned.

Core Personnel Document (CPD)—A single document which contains duties and responsibilities for determining proper classification (position description) and the recruitment knowledge, skills and abilities (KSAs) for staffing of the position.

Evaluation Statement—A thorough analysis of a specific position in comparison to all applicable position classification standards, guides, and other applicable classification guidance.

Position Management—The arrangement of duties and responsibilities among positions to achieve maximum efficiency and economy in the use of Air Force resources. Ideal position management is an optimum balance among mission needs, efficiency of operations, and effective use of employee skills.

Standard Core Personnel Document (SCPD)—A single core personnel document used for a number of like positions across the Air Force issued by AFPC. SCPDs eliminate duplication of effort in composing individual descriptions and eliminate confusion arising from variations in phraseology that do not represent variations in substance.