

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-102**

06 NOVEMBER 2019

Personnel

**AIR FORCE RESERVE COMMAND
(AFRC) POSITION MANAGEMENT
AND AIR RESERVE TECHNICIAN
(ART) CLASSIFICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFRC/A1CC

Certified by: HQ AFRC/A1C
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Supersedes: AFRCI36-501, 05 June 2018

Pages: 23

This instruction implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*. It extends the guidance of Air Force Instruction (AFI) 36-1401, *Civilian Position Classification*. It outlines procedures for establishing and maintaining an effective program for the management and classification of all AFRC ART positions. This instruction encompasses position management, classification, classification appeals, and the establishment of crew chief, small shop chief, General Schedule (GS) and, Federal Wage System (FWS) supervisors. It provides guidelines for HQ AFRC staff elements, Numbered Air Forces (NAF), operating units, and servicing Civilian Personnel Sections. Use in conjunction with AFI 36-1401; AFI 36-502, *Managing Civilian Personnel Resources*; AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program* and AFI 90-1001, *Planning Total Force Associations*. Also, use in conjunction with Office of Personnel Management (OPM) classification standards/Introduction to Position Classification Standards and Department of Defense Instruction (DoDI) 1400.25V2007, *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*. It applies to all AFRC ART positions. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional

chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers 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

Implementation of Publications starting with 36-01. Updated ART library web address. Removed/updated obsolete or replaced references. Removal of reclama process and eliminated disputes over classification determination.

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Chapter 1

PROGRAM ELEMENTS

1.1. ART Central Classification Authority:

1.1.1. AFRC fully supports the lawful principle of equal pay for substantially equal work. AFI 36-1401, Civilian Position Classification, paragraph 2.3 authorizes AFRC to classify all ART positions, issue prescriptive Standardized Personnel Documents (SPDs) for ART positions, and issue procedures for administration of the ART classification program.

1.1.2. ART positions are subject to Title V Federal Civilian classification laws and are classified according to existing OPM classification standards, and DoD and HQ USAF/A1C guidance. Duties and responsibilities performed by an ART solely in a reservist capacity, which military pay rather than civilian pay is received, are not considered in determining the classification of the ART position.

1.2. Objectives:

1.2.1. Comply with statutory classification requirements.

1.2.2. Maintain standardized organization, position and grade structures to comply with the principle of providing equal pay for substantially equal work.

1.2.3. Achieve position structure that makes efficient use of limited financial and personnel resources, and ensures grades are commensurate with work performed.

1.2.3.1. Position management decisions have a direct impact on compensation management, the civilian pay budget. Supervisors and managers establish an organizational structure that is efficient.

1.2.4. Balance mission needs, operational economy and efficiency with a structure that provides for professional development, career path advancement, and retention of a high-quality workforce.

1.2.4.1. Ensure a balance between functional and support positions, trained employees and trainees, and supervisors and subordinates.

1.3. Thirty Percent Rule (Mixing ART and non-ART Duties):

1.3.1. By agreement with OPM, ART and non-ART positions are in separate competitive levels because of the ART's condition of employment, which is active Reserve affiliation. Adding more than 30 percent ART duties to a non-ART position or more than 30 percent non-ART duties to an ART position, negates the basis for separate competitive levels. For example: an ART could be tasked to perform work on other type of aircraft or non-associate generated work up to 30% of the time. ART duties may include: Duties in support of the direct mission of where the position is located. Non-ART duties may include duties not in support of the direct mission of where the position is located. For example, resources duties, resource board, over-hire board responsibilities, Combined Federal Campaign (CFC) duties, Point Of Contact (POC) duties such as Air Force Aid Society rep, working groups or committees, or POC for programs outside the work area. Non-ART duties should not include inherent military duties which should be performed in a military capacity.

1.3.2. Whether the position is ART or non-ART, additional duties assigned must be in keeping with the purpose and functional intent of the position to which the duties are added. Such duties must also be comparable to the knowledge, skills, and abilities required by assigned position.

1.4. Audits and Reviews (as appropriate):

1.4.1. ART organizations and positions are subject to the same classification laws as all Title V Federal Civilian positions. (See **Chapter 6**).

1.4.2. Significant changes and increases in complexity of the duties and responsibilities of a position are required to support a higher grade level.

Chapter 2

RESPONSIBILITIES AND PROCEDURES

2.1. AFRC/CC/CD:

2.1.1. Monitor the classification authority under their command.

2.1.2. Ensure subordinate installations comply with law, regulations and OPM, DoD and AF policies and procedures.

2.2. HQ AFRC/A1M:

2.2.1. Establish and maintain organizational structures to ensure mission accomplishment and maximize productivity and economy of operation.

2.2.2. Establish and maintain the Unit Manpower Document (UMD). Update the UMD, civilian position data, using information provided by HQ AFRC/A1CC for ART positions (e.g., pay plan and/or pay category, series, grade, and Core Personnel Documents (CPD)/Position Description (PD) number for GS/FWS/GG positions).

2.2.3. Coordinate changes in civilian ART position authorizations with HQ AFRC/A1CC before changes are input into the command Manpower Programming and Execution System. A1M provides Manpower Change Notices to the appropriate personnel office once the action is completed.

2.2.4. Provide HQ AFRC/A1CC with the most current UMD by the date specified in the programming plan or as requested for unit activations, conversions, reorganizations, etc.

2.2.5. Provide HQ AFRC/A1CC, upon request, automated listings/products necessary to manage the ART position management and classification program.

2.3. HQ AFRC Functional Managers (FM) or Offices of Primary Responsibility (OPR):

2.3.1. In conjunction with HQ AFRC/A1CC, develop ART CPDs/PDs that comply with classification requirements.

2.3.1.1. Be familiar with OPM Introduction to the Position Classification Standards (IPCS), classification standards, and position series flysheets when developing PDs/CPDs.

2.3.2. Assign duties to ART positions consistent with military Air Force Specialty Code (AFSC), function, and mission of the unit involved.

2.3.3. In coordination with NAF functional OPRs (if one exists), develop and provide draft ART CPDs/PDs to HQ AFRC/A1CC. If action involves an upgrade, the OPR should provide justification for the proposed increase in grade level and document whether or not the position is encumbered.

2.3.4. Review and provide comments to HQ AFRC/A1CC regarding new and revised classification standards which cover AFRC positions.

2.3.5. Keep HQ AFRC/A1CC abreast of program changes and reorganizations which have the potential for impacting AFRC organizations and position structures.

2.3.6. Provide HQ AFRC/A1CC with information regarding occupations, crafts, trades, equipment, etc., when required in the classification of positions.

2.3.7. Standardize organizational structures for like units throughout the command (same weapon system, unit equipped/associate, etc.).

2.3.8. Review organizational structure where ART position is aligned to ensure appropriate placement for supportability and optimum use of authorization.

2.3.9. Review organizational change requests; approve or disapprove; and forwards approved requests to HQ AFRC/A1CC with the following:

2.3.9.1. Revised or new CPDs or PDs.

2.3.9.2. Ensures approved organizational structure charts (wiring diagrams) as depicted on the UMD are submitted for each classification action showing the pay plans/pay categories, series, grades and manpower authorization numbers of all ART and non-ART positions. (Integrated organizational structures must also include full time AD and AGR positions by rank.). (T-2).

2.3.10. Advise AFRC/A1CC when a situation occurs which impacts the pay plan/pay categories, series and grade, assigned to an ART supervisory position. Include in the notification a brief narrative description of the change and the recommended pay plan/pay categorie, series and grade to be assigned.

2.4. HQ AFRC/A1CC:

2.4.1. Classify all ART positions.

2.4.2. Prepare and issue properly classified CPDs/PDs based upon documents received and certified by HQ AFRC OPRs.

2.4.3. Review classification consistency of AFRC ART positions.

2.4.4. Maintain master file of all ART CPDs/PDs at: <https://usaf.dps.mil/teams/11387/SitePages/Home.aspx>

2.4.5. Provide copies of applicable ART CPDs/PDs and required evaluation statements to AFRC units, commanders, servicing Civilian Personnel Sections (CPSs), and the OPM Special Examining Unit (SEU).

2.4.6. Provide ART position information (e.g., title, pay plan/pay category, series, or grade level, and ART CPD/PD number) to HQ AFRC/A1M for inclusion in the UMD.

2.4.7. Provide copies of draft classification standards to HQ AFRC OPRs for their comments, as appropriate.

2.4.8. When appropriate, provide information regarding adverse trends to HQ AFRC functional OPRs and AFRC CC/CD, with recommended corrective action.

2.4.9. Provide ART CPDs/PDs to subordinate installations or provides electronic authorization message for implementation of specific ART CPDs/PDs.

2.4.10. Render classification advisory decisions, as requested by HQ AFRC OPRs, for ART positions and to AFRC CPSs on ART positions.

2.4.11. Evaluate each CPD/PD to ensure it is an accurate description of the local positions covered, as organizational functions and operating conditions vary to some degree at each base.

Consult with applicable Functional Manager when A1CC has questions on the accuracy of the information in the draft PD.

2.4.12. Re-look policy. Requests for position reviews for ART positions will be limited to two years. (T-2). Exceptions include significant changes in duties, reorganizations, mission changes, etc.

2.4.13. Audit selected ART positions, as necessary, when conducting occupational studies, applying new standards, etc. (See Chapter 6).

2.4.14. Review unit level ART position structures using appropriate Personnel Data System. Advises HQ AFRC functional OPRs of unauthorized deviations from the standard structure and provides recommendations for corrective action.

2.4.15. Advise HQ AFRC OPRs, unit commanders, and servicing CPSs of classification appeal decisions which impact AFRC positions.

2.4.16. Evaluate proposed changes to standardized organizational structures. Recommend alternate actions to comply with position management policy to HQ AFRC OPRs, unit commanders, and servicing CPSs.

2.4.17. Review ART organizational structures from a position management and classification standpoint periodically to ensure compliance with command policy/directive.

2.4.18. Identify and report organization and structure deficiencies to HQ AFRC/A1M or HQ AFRC CC/CD, as appropriate.

2.4.19. Maintain CPD/PD accuracy rate of 90 percent at all times in accordance with AFI 36-1401.

2.4.20. Maintain a classification accuracy rate of 95 percent at all times in accordance with AFI 36-1401.

2.4.21. Classify restructured positions and developmental core documents for ART positions, for fill purposes. Position numbers assigned to restructured positions must be selected from the sequence 70000-72999. (T-2). Position numbers assigned to ART standardized position descriptions must be selected from the sequence 73000 through 79999 (T-2).

2.5. NAF CC/CV:

2.5.1. Provide HQ AFRC OPRs with recommendations for changes in ART civilian grade structure, supervisory structure, etc., coordinated through the appropriate NAF functional (if one exists) and NAF/A1C.

2.5.2. Promote standardized civilian position grade structures for like organizations.

2.5.3. Review and either disapprove or recommend approval to, or request assistance from, HQ AFRC functional OPR on proposed changes of ART CPDs/PDs emanating from subordinate units.

2.5.4. Recommend changes in organizational structure to HQ AFRC functional OPR. Evaluate and refer all actions recommended by NAF units.

2.5.5. Notify AFRC/A1CC when a situation occurs which impacts the pay plan/pay category, series and grade assigned to an ART supervisory position. Include in the notification a brief

narrative description of the change and the recommended pay plan/pay category, series and grade to be assigned.

2.6. Unit Commanders/Management/Supervisors:

2.6.1. Upon notification of a new or changed ART authorization, initiate Request for Personnel Action (RPA), to establish and fill ART position.

2.6.2. Establish/Fill ART positions at the authorized pay plan and/or pay category, series and grade shown on the UMD. ART positions should be reviewed prior to any subsequent action such as restructuring the position for fill purposes.

2.6.3. When manpower authorizations are lost within a work function, initiate action to cancel the appropriate number of positions (ART and non-ART).

2.6.4. Ensure that supervisors assign duties to ART positions in the manner prescribed in the CPD/PD.

2.6.5. Submit requests for position classification changes to HQ AFRC Functional Manager/Office of Primary Responsibility (FM/OPR). Advise FM/OPR when position descriptions no longer meet the needs of the organization and provide draft core document.

2.6.6. Establish and maintain position structures which comply with command's position management policy.

2.6.7. Review position management actions and take appropriate action regarding position/organizational deficiencies.

2.6.8. Evaluate managers/supervisors position management practices annually to ensure compliance with AFRC position management policies.

2.6.9. Make assignments of duties to subordinate positions commensurate with authorized position structures of command standardized organizations.

2.6.10. Initiate all non-ART personnel actions in accordance with Air Force Personnel Center (AFPC) and locally defined processes and procedures.

2.6.11. Notify AFRC/A1CC when a situation occurs which impacts the grade, pay plan and/or pay category assigned to an ART supervisory position. Include in the notification a brief narrative description of the change and the recommended grade, pay category to be assigned.

2.6.12. Explain the classification of employees' positions to employees.

2.6.13. Provide employees with a copy of their classified CPD/PD; explain the performance requirements; and obtain appropriate signatures.

2.6.14. Certify the continual applicability of the employee's CPD/PD and corresponding performance documents (if applicable) at the beginning of each performance rating cycle.

2.7. Servicing CPSs and/or AFPC:

2.7.1. Maintain position classification authority for all serviced non-ART positions.

2.7.2. Establish positions in Defense Civilian Personnel Data System (DCPDS), ensuring data includes UMD line number for ART and non-ART positions. Eliminate any unnecessary duplicate line numbers.

2.7.3. Fill ART positions consistent with the appropriate manpower authorizations shown on the UMD.

2.7.4. Process minor modifications to ART CPDs/PDs which do not impact the title, pay plan or category, series, grade, the nature and purpose of the position, or the normal career progression of the position. Alert management and HQ AFRC/A1CC to any proposed changes which impact the classification assigned by HQ AFRC/A1CC.

2.7.5. Notify HQ AFRC/A1CC when:

2.7.5.1. A situation occurs which impacts the grade or pay plan/pay category assigned to an ART supervisory position. Include in the notification a brief narrative description of the change and the recommended grade, pay category to be assigned.

2.7.5.2. Local management determines there is an issue with an ART CPD/PD. Include in the notification, in writing, work situations not consistent with approved ART CPDs/PDs.

2.7.5.3. Information is received that OPM, DoD, HQ USAF, or other authority has changed the classification of any AFRC position (ART or non-ART). Include in the notification the number of identical or substantially similar positions at the installation to which the position is assigned.

2.7.6. Notify HQ AFRC/A1CC in writing when any classification action of an AFRC position is proposed by means of Impact of Person on the Job (IPJ). Include with the notification a copy of the current CPD/PD and the "Impact of Person on the Job-Amendment to Position Number _____" outline (Attachment 2) supporting the IPJ action. When the impacted position is vacated, the IPJ amendment is no longer considered a part of the CPD/PD and the position, therefore, reverts to the original classification. Document the following requirements in order to consider recognition of IPJ:

2.7.6.1. Evidence that the IPJ is so significant that the job is graded one grade higher than otherwise derived from the applicable classification grading standards.

2.7.6.2. Recognition of IPJ determinations other than special attributes of the employee. Impact of the incumbent is documented on the IPJ amendment outline to include all the factors contributing to the IPJ determination. The amendment becomes a part of the established CPD/PD which is being impacted.

2.7.7. In coordination with AFRC/A1CC, provide the unit commander advice and periodic information on upward trends in grade levels, increasing salaries, and position management concerns such as excessive layering and job dilution.

2.7.8. Refer all proposed actions by managers/supervisors that are inconsistent with AFI36-129, 17 May 19, Managing Civilian Personnel Resources, and AFRC procedures on position management to the AFRC unit commander for final decision.

Chapter 3

CORE PERSONNEL DOCUMENTS/POSITION DESCRIPTIONS

3.1. Requirements:

3.1.1. CPDs/PDs outline the nature and purpose of ART positions. Any additional duties locally assigned are to be closely related to those outlined in the ART CPD/PD.

3.1.2. ART CPDs/PDs should not contain any language which infers, or makes reference to, specific job qualification requirements which do not affect the classification of the position. Also, unless a position is classified in one of the professional occupational series (e.g., engineering, scientific, medical/physician, etc.), CPDs/PDs should not reference any educational requirements or specialized training needed for qualification in the position.

3.1.3. All ART CPDs/PDs must have the following statements (T-2):

3.1.3.1. The incumbent's regular assignments consist primarily of ART duties; however, the incumbent may be assigned some non-ART duties, generally not to exceed 30 percent of total responsibilities (T-2).

3.1.3.2. Incumbent may be required to fly in commercial and military aircraft to perform temporary duty assignments (T-2).

3.1.3.3. Incumbent is required to meet and maintain Air Force Reserve requirements (T-2).

3.1.3.4. ART officer positions also require the following statement: This is a designated mobility position. Incumbent must be willing to move/transfer to another unit/location on a lateral or promotion as directed by HQ AFRC (T-2).

Chapter 4

AUTHORIZATION, ESTABLISHMENT, AND FILLING OF ART POSITIONS

4.1. UMD:

4.1.1. Positions are classified and authorized on the UMD at the journeyman grade level. The civilian grades shown on the UMD are the maximum grades.

4.2. Classification of Deputy/Full Assistant Positions:

4.2.1. Comply with the criteria in OPM General Schedule Supervisory Guide (GSSG) for positions classified under General Schedule as well as HQ AFRC/A1M instructions.

4.3. Establishment of Supervisory Positions:

4.3.1. An employee exercising authority for technical direction, coordination, and oversight of other workers in accomplishing trades and labor work does not necessarily make the position supervisory. A GS or FWS supervisor must:

4.3.1.1. Perform supervisory duties as a regular and recurring part of the job and on a substantially full-time and continuing basis (**T-2**). The requirement for supervision is "paramount" in the position in order to accomplish the primary duties and responsibilities of the job.

4.3.1.2. Normally have a minimum of five subordinate employees (HQ AFRC/A1CC position management policy) to justify a first level supervisor (**T-2**). Positions with less than the minimum number of subordinate employees will be coded with a supervisory level code of "4", meaning the position meets the definition of a supervisor in 5 USC 7103(a)(10), but does not meet the minimum requirement for application of the GSSG or Job Grading Standard for Supervisors (**T-2**).

4.3.2. Establishment of supervisory positions in a very small work operation may have an adverse impact on the base level non-supervisory journeyman work supervised. The journeyman grades may be reduced due to the amount of supervision received.

4.4. Establishment of Small Shop Chief Positions (Federal Wage System (FWS) Positions Only):

4.4.1. If a position is needed to be responsible for technical direction, coordination, and oversight of a small (that is, from two to four subordinates) FWS work operation, a small shop chief position is appropriate. Such positions should be established when it is not management's intent to have as a "paramount" requirement, substantially full-time supervision (**T-2**).

4.4.1.1. Establishment of a permanent small shop chief position is not an additional manpower authorization. Instead, it is the reclassification of an existing journeyman position based on the additional duties and responsibilities assigned.

4.4.1.2. Small shop chief positions are graded on their non-supervisory work with one grade added over the full performance level supervised. A small shop chief position is significantly limited as to the range of responsibility in planning, work direction and administration and is not a supervisory position for classification purposes.

4.4.1.3. One or two-worker shop operations are excluded from this definition even though one worker is held fully and technically responsible for the shop.

4.4.1.4. The UMD, drill position, counterpart position of the new ART position is normally the most senior military authorization.

4.5. Crew Chief Positions:

4.5.1. One ART crew chief position is authorized for each Primary Aerospace Vehicle Authorized (PAA) Primary Aerospace Vehicle Inventory (PAI) assigned. A temporary crew chief position may be established for each Backup Aerospace Vehicle Inventory (BAI) temporarily assigned. Authorizations are based on data provided by HQ AFRC/A4 and HQ AFRC/A1CC.

4.5.2. A crew chief position is not an additional manpower authorization to the normal complement of Aircraft Mechanic, Wage Grade (WG)-8852-10, positions. Instead, it is the cancellation of an existing WG-10 position and establishment of an Aircraft Overhaul Leader, Wage Leader (WL)-8801-10, position. The UMD, drill position, counterpart authorization of the ART position is normally the most senior military grade. If a unit permanently loses/gains a PAI aircraft, HQ AFRC/A4 notifies HQ AFRC/A1CC to make appropriate adjustment in crew chief authorizations. The UMD, civilian position, reflects authorized permanent crew chief positions based on the number of PAI assigned to the unit.

4.5.3. HQ AFRC/A1CC authorizes, at the request of HQ AFRC/A4, a temporary crew chief position for each BAI. The position does not exceed two years or the loss/conversion of a BAI, whichever occurs earlier. This temporary position is established against an existing permanent WG-10 authorization and is identified on the UMD, ART Civilian position, as WG-10. HQ AFRC/A4 evaluates the situation if the BAI remain at the same unit for at least two years. They determine if the BAI is to be permanently assigned to the unit.

4.5.4. AFMAN 36-203, Staffing Civilian Positions, and other governing regulations determine if temporary crew chief positions are to be filled competitively or noncompetitively.

4.5.5. HQ AFRC/A1CC provides a memorandum for implementation certifying establishment of a new crew chief position. Upon receipt of the memorandum, the unit initiates position fill action. The receipt of additional aircraft is not an automatic authority to establish an additional crew chief position. HQ AFRC/A1CC must provide the memorandum for implementation certifying the establishment of a new crew chief position. (T-2).

4.5.6. HQ AFRC/A1CC and HQ AFRC/A4 periodically review and assess the effectiveness of this procedure and make adjustments as necessary.

4.6. Ten or More Position Changes (AFPC and Other Servicing CPSs):

4.6.1. If any personnel action will impact the classification of 10 or more AFRC positions, notify HQ AFRC/A1CC prior to taking action unless already approved through corporate process.

4.6.1.1. Provide reason for the impact, number and type of positions and information as to whether the positions are encumbered.

4.6.1.2. Allow HQ AFRC/A1CC an opportunity to review information, and concur or non-concur with rationale.

4.7. Restructuring:

4.7.1. Positions may be established and filled at a lower grade level at the discretion of the local AFRC management official and after approval by the functional manager.

4.7.2. Supervisory positions are not normally restructured. Any restructuring of an ART supervisory position has to be approved by HQ AFRC/A1CC (T-2).

4.7.3. Any restructuring of an ART position must be within the same line of work leading to the target grade of the position (T-2).

Chapter 5

CLASSIFICATION APPEALS

5.1. General:

5.1.1. AFRC resolves employee questions or challenges of their officially assigned position pay plan/pay category, title, series, grade at the lowest possible level in a timely and informal fashion.

5.1.2. Contentions which cannot be resolved informally are processed in the most expeditious manner according to governing regulations.

5.2. Procedures:

5.2.1. Follow the instructions in: DODI 1400.25V511, DoD Civilian Personnel Management System: Classification Program, Enclosure 3.

5.2.2. HQ AFRC/A1CC provides evaluation statements and obtains HQ AFRC functional OPR's certification of the ART CPDs/PDs.

5.2.3. HQ AFRC functional OPR certifies ART CPD/PD.

5.2.4. When all efforts to informally resolve an employee's complaint are unsuccessful, the employee may file a formal classification appeal. (See references in 5.2.1).

5.2.4.1. Employees whose concerns are not resolved at the local level may file an appeal with Defense Civilian Personnel Advisory Service (DCPAS) or OPM, or DCPAS and OPM, in turn. FWS employees must file an appeal and receive an appeal decision from DCPAS prior to appealing to OPM (**T-0**). Refer to Appendix 4 of the OPM Introduction to the Position Classification Standards (IPCS) for General Schedule (GS) positions and the Operating Manual Federal Wage System – Appropriated Fund for Federal Wage Grade (Wage Supervisor (WS), WL, WG) positions.

5.2.5. When an employee appeals the classification of an ART position, the servicing CPS and/or AFPC:

5.2.5.1. Forwards the complete appeal file to HQ AFRC/A1CC, along with the servicing CPS classification analysis, recommendations, and other required documents.

5.2.5.2. Immediately notifies the appellant of the referral.

5.2.6. When an employee appeals the classification of an AFRC non-ART position, the servicing CPS:

5.2.6.1. Forwards the complete appeal file to the Defense Civilian Personnel Advisory Service (DCPAS) or to OPM, as appropriate. These offices provide classification appeal adjudication services for all DoD components. The appeal file contains the servicing CPS's classification analysis, recommendations, and other required documents.

5.2.6.2. Notifies HQ AFRC/A1CC. Notification will include the position location and the requested new classification (**T-2**).

Chapter 6

AUDITS AND REVIEWS

6.1. General:

6.1.1. When an audit reveals the actual work situation to be different, the following actions are appropriate:

6.1.1.1. Supervisors adjust duty assignments to conform to the ART CPD/PD. If this is not possible, supervisors and management officials may request a change in CPD/PD.

6.1.1.2. Request an evaluation statement from the classification authority to document support or nonsupport of the recommended changes based upon the audit.

6.1.1.3. Submit proposals for changes in ART position/grade through command channels to, NAF/FM (if applicable at NAF level), NAF/A1C and HQ AFRC functional OPRs, including status of the position (filled or vacant); if encumbered, the qualification of incumbent for updated/reclassified position.

6.2. Impact of Person On The Job (IPJ) Positions:

6.2.1. The impact of the person on the job is reflected in the classification when the performance of a particular individual actually makes the job materially different from what it otherwise would be.

6.2.2. Supervisors completes the “Impact of Person on the Job-Amendment to Position Number _____” outline (**Attachment 2**) supporting the IPJ action for ART positions and notifies HQ AFRC/A1CC. HQ AFRC/A1CC may audit the positions as required.

6.3. Forwarding:

6.3.1. Forward all audit findings not conducted by HQ AFRC/A1CC to HQ AFRC/A1CC and supervisor/manager responsible for the position audited.

RICHARD SCOBEE, Lt Gen, USAF
Commander
Air Force Reserve Command

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

AFI 90-1001, Planning Total Force Associations (TFAS), 9 Jan 2017

AFI 36-129, Managing Civilian Personnel Resources, 17 May 2019

AFI 36-1401, Civilian Position Classification, 2 Jan 2019

AFMAN 36-606, Civilian Career Field Management and Development, 2 May 2016

AFMAN 33-363, Management of Records, 1 Mar 2008

AFRCI 36-111, Air Reserve Technician (ART) Officer Career Management Program, 08 Nov 1996

DoDI 1400.25V511, DoD Civilian Personnel Management System: Classification Program, 28 May 2015

DoDI 1400.25V2007, DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure, 17 Apr 2012

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

AFSC—Air Force Specialty Code

ART—Air Reserve Technician

BAA—Backup Aerospace Vehicle Authorized

BAI—Backup Aerospace Vehicle Inventory

CPD—Core Personnel Document

CPS—Civilian Personnel Section

CD—Deputy Commander

CV—Vice Commander
DCPAS—Defense Civilian Personnel Advisory Service
DCPDS—Defense Civilian Personnel Data System
DoD—Department of Defense
FM—Functional Manager
FWS—Federal Wage System
GS—General Schedule
GSSG—General Schedule Supervisory Guide
IPCS—Introduction to the Position Classification Standards
IPJ—Impact of Person on the Job
MPES—Manpower Programming and Execution System
NAF—Numbered Air Force
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
PAA—Primary Aerospace Vehicle Authorized
PAI—Primary Aerospace Vehicle Inventory
PD—Position Description
RIC—Resource Identification Code
RPA—Request for Personnel Action
SEU—Special Examining Unit
SPD—Standardized Personnel Document
TFA—Total Force Associations
UMD—Unit Manpower Document
WG—Wage Grade
WL—Wage Leader
WS—Wage Supervisor

Terms

Active Associate—AFR organization hosts one or more AD organizations; the Reserve Active Associate establishes Reserve Units; Reserve and AD units “share” aircraft, equipment, vehicles and other facilities of the lead organization in daily operations.

Air Reserve Technician—A full-time civilian employee who is required, as a condition of employment, to maintain active reserve membership in the unit in which employed. In addition to his or her civilian assignment, he or she is assigned to equivalent positions in the reserve organization with a reserve military rank or grade. The AFSC authorized on the Unit Manpower

Document (UMD) for the civilian (Resource Identification Code (RIC) 163) and the drill (RIC 0020 or 0120) counterpart position must be equivalent. **(T-2)**.

Associate Units—Association types, Classic Associations (CAs): AD organization hosts one or more AFR organization, Active Associations (AAs) where AFR organization hosts one or more AD organizations. The host organization is the organization with primary responsibility for mission accomplishment and is normally assigned the preponderance of the primary physical resources (e.g. aircraft, weapon system equipment, weapon system support, and production facilities).

Backup Aerospace Vehicle Inventory (BAI)—Aircraft above the primary mission inventory to permit scheduled and unscheduled depot level maintenance, modifications, inspections and repair and certain other mitigating circumstances without reduction of aircraft available for the assigned mission. Other mitigating circumstances may include specialized maintenance requirements, medium duration home station modifications, and unique squadron sizing and location.

Backup Aerospace Vehicle Authorized (BAA)—Aircraft authorized over and above the PAA to allow for scheduled and unscheduled depot level maintenance, modification, inspections and repairs, and certain other mitigating circumstances without reduction of aircraft available for the assigned mission.

Classic Associate—AD organization host one or more AFR organizations; the Active unit “owns” the aircraft, equipment, vehicles and other facilities, and is the lead organization in daily operations.

Core Personnel Document—A Position Description (PD), performance plan, promotion evaluation pattern, and training plan combined into a single core civilian personnel document.

Crew Chief—An ART Aircraft Overhaul Leader, WL-8801-10, who is responsible for the total airworthiness of one or more assigned aircraft. These may be aircraft that are being prepared for flight test after overhaul, or they may be in operational status. This is not a supervisory position for classification purposes.

Integrated Wing—Similar to an association in that it consists of units from the Active and Reserve components, but integrates Wing and Group level leadership and staff into a merged structure with a single commander. Aircraft, equipment and facilities may be assigned by both components to their member units at the squadron level.

Primary Aerospace Vehicle Inventory (PAI)—The aircraft assigned to meet the primary aircraft authorization.

Primary Aerospace Vehicle Authorization (PAA)—The number of aircraft authorized to a unit for performance of its operational mission. The primary authorization forms the basis for the allocation of operating resources to include manpower, support equipment, and flying-hour funds.

Position Management—Development of organizational structures that are comprised of a balanced mix of skills, grade levels and/or salaries, and logical job ladders to support employee development and career progression when possible. Position management decisions are based on sound business decisions and mission requirements.

Standardized CPD/PD—A single CPD/PD used for a number of like positions. For ART positions, CPDs/PDs prescribe specific duties and responsibilities performed by the incumbent in order to support unit mission requirements.

Total Force Associations—The utilization of combined components (Active Duty (AD), Air National Guard (ANG), Air Force Reserve (AFR)) to form the Air Force's Total Force.

Unit Manpower Document—A report generated from Manpower Programming and Execution System (MPES) that contains active duty military (AD), civilian, traditional reservist (TR), Active Guard Reserve (AGR), Air Reserve Technician (ART), and Individual Mobilization Augmentee (IMA) authorizations which reflects total force manpower position information for funded authorizations, unfunded requirements, and Non-FYDP positions by unit and work center.

Attachment 2

IMPACT OF THE PERSON ON THE JOB

Figure A2.1. Impact of the Person On The Job.

IMPACT OF THE PERSON ON THE JOB (IPJ)

Amendment to CPD/PD Number _____

Title _____

Pay Plan, Series, Grade _____

Organization _____

NOTE: How to Use This Outline

This amendment cites the differences between the core personnel document/position description of record and how the position is actually operating at the time. Each case may address different factors. Any or all of paragraphs 1-7 may be used as necessary. The information portrayed here forms the basis for adding an additional grade for IPJ. The unit commander signs the statement at the bottom of IPJ amendment. The immediate supervisor also signs page 1 of SCPD. Upon vacancy, the position reverts to the original classification.

1. Changes in Duties:
2. Kinds and Importance of Authorities Delegated:
3. Nature of Supervision:
4. Results of Originality and Inventiveness:
5. Nature of Relationships Developed:
6. Recognition as Expert or Consultant:
7. Other Supporting Significant Information:

I certify that funds are available to cover this action.

Budget Officer Signature

Date

I have reviewed the applicable OPM and AF classification guidance regarding impact of the person on the job and determined that the individual's contributions warrant the addition of a grade for that reason. I understand that upon vacancy, the position reverts back to the previous grade.

HQ AICC Classifier Signature

Date

Attachment 3

JOB GRADING GUIDANCE FOR AFRC SMALL SHOP CHIEF POSITIONS WORK COVERED

A3.1. This guide is used to grade the jobs of small shop chiefs in the Air Reserve Technician Program who, as a regular and recurring part of their jobs, are responsible for the overall operation of small maintenance shops involving trades and labor type work.

A3.2. WORK NOT COVERED

A3.2.1. This guide should not be used to grade work which involves the following:

A3.2.1.1. Supervising other workers when such supervisory work does not have as the paramount requirement for its performance, experience in and knowledge of trades and labor work. Such work is properly classified by the appropriate General Schedule Supervisory Guide (GSSG) for General Schedule (GS) employees.

A3.2.1.2. Supervising other workers in accomplishing trades and labor work when such supervisory duties are performed as a regular and recurring part of the job and on a substantially full-time and continuing basis. Additionally, must meet HQ AFRC/A1CC position management guidelines as specified in this instruction. **(T-2)**. Such work is properly classified by the appropriate Job Grading Standard for FWS Supervisors.

A3.2.1.3. Leading prevailing rate workers as a regular and recurring part of the job, and on a substantially full-time and continuing basis, in accomplishing trades and labor work. Such work is properly classified by the Job Grading Standard for Leaders, WL.

A3.2.1.4. Journey level or sub-journey level work. Such work is properly classified by the appropriate Job Grading Standard for the type of work performed.

A3.3. CODES AND TITLES

A3.3.1. Occupational Code/Series - The occupational code or job series of a small shop chief job is the one that best reflects the nature of the overall work operations in the shop.

A3.3.2. Title - Small shop chief jobs covered by this guide are identified by the job title of the journey level positions in the occupation selected.

A3.4. DEFINITION OF TERMS

A3.4.1. Small Shop - A small organizational segment in a maintenance function in which specialized work is performed. A small number of employees, usually less than five, are assigned who all perform work in the same job series.

A3.5. GRADING CRITERIA

A3.5.1. Positions graded under these criteria are graded one grade above the representative journey level grade in the shop. For a position to be evaluated by this guide, incumbent of the position must meet all of the following **(T-2)**:

A3.5.1.1. Possesses the knowledge and skills found at the journey level grade as well as those required for planning, accomplishing, and maintaining functional shop maintenance activities.

A3.5.1.2. Independently determines appropriate maintenance procedures such as how and when the work should be accomplished. Prepares estimates for manpower, equipment, and material requirements and advises supervisor.

A3.5.1.3. Devises and maintains all program plans and records; is skilled in troubleshooting techniques, and is able to determine maintenance/repair procedures needed without benefit of technical supervisory guidance.

A3.5.1.4. Plans, organizes, and directs shop maintenance programs under general supervision.

A3.5.1.5. Determines approaches, methods, and courses of action required to accomplish the mission of the shop in an effective and efficient manner.

A3.5.1.6. May provide recommendations and input to the supervisor concerning personnel actions such as performance appraisals, awards, position description changes, disciplinary actions, leave, etc.

A3.5.2. Since positions performing small shop chief duties do not fully meet Work Situation 1 of the FWS Job Grading Standard for Supervisors, they are properly classified as small shop chiefs (WG) instead of Wage Supervisors (WS).