

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE-AIR FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE-AIR FORCES AFRICA
INSTRUCTION 36-118**



12 MAY 2021

Personnel

**NON-U.S. POSITION CLASSIFICATION
OUTSIDE OF GERMANY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering publishing web site at www.e-Publishing.af.mil

RELEASABILITY: There is no releasability restrictions on this publication

OPR: USAFE-AFAFRICA/A1KC

Certified by: USAFE-AFAFRICA/A1K
(GS-15 Steve J. Reichert)

Supersedes: USAFEI36-718,
17 August 2016

Pages: 15

This instruction implements AFPD36-1, *Appropriated Funds Civilian Management and Administration*. It provides United States Air Forces in Europe and Air Forces Africa (USAFE-AFAFRICA) policy, guidelines, and procedures for conducting and implementing the position classification program and position management policy and procedures for Non-U.S. citizen/Foreign National (FN) employees. It prescribes requirements and procedures for classifying Non-U.S. citizen positions administered by USAFE-AFAFRICA Civilian Personnel Flight (CPF) in Italy, Turkey, Norway, Portugal, and the United Kingdom (direct hire). Programs include both appropriated and Non-appropriated Fund (NAF) positions. It also outlines responsibilities for position management and program maintenance. This instruction applies to all USAFE-AFAFRICA Regular Air Force supervisors whose FN employees are serviced by a CPF. It does not apply to Air National Guard and Air Force Reserve Command units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. 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*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“**T-0, T-1, T-2, T-3**”) following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the

chain of command to the appropriate tier waiver approval authority, utilizing guidance identified in DAFI 33-360. 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

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include: Updates HQ USAFE-AFAFRICA office symbols; Updates references and adopted forms; delineates classification responsibilities in accordance with DoD 1400.25 Volume 1231, AFI36-129 USAFE-AFAFRICASUP and Foreign National (FN) requirements; Changes Civilian Personnel Section (CPS) to Civilian Personnel Flight (CPF); Clarifies the difference between management and employee initiated MAJCOM review; Removes previous [Attachment 2](#) titled “Position Management Policy and Procedures” as that is the purpose of the USAFE-AFAFRICA Instruction and language was duplicative; and Attachment 3 changed to [Attachment 2](#).

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1. Policy.

1.1. Classification Principles. The classification program in USAFE-AFAFRICA supports the principle of equal pay for substantially equal work, unless otherwise regulated by applicable binding agreements. Positions will be classified according to grade level criteria as defined in country specific labor agreements, as supplemented by classification guidelines, implementing instructions, factor rating guides, and standardized position descriptions published by Air Force Personnel Center (AFPC) where applicable. Classification ensures

effective position management principles in assuring sound grade alignment in and between installations, Department of Defense (DoD) Services, and related functions.

2. General Authorities and Responsibilities.

2.1. Legal Authority. The USAFE-AFAFRICA Commander (HQ USAFE-AFAFRICA/CC) is delegated authority to establish salaries, wages, fringe benefits, related compensation items, and other terms of employment for foreign national employees in the USAFE-AFAFRICA area of responsibility by DoDI 1400.25 Volume 1231. This includes classification authority for non-U.S. citizen positions. Additionally, the United States European Command Instruction (ECI) 1406.01, *Administration of Civilian Employees in the U.S. European Command Area of Responsibility*, establishes the authority for the Joint Civilian Personnel Committees (JCPC) to establish and maintain personnel administration of position classification for FN positions.

2.2. Classification for non-U.S. citizen positions . Classification for non-U.S. citizen positions is based on country specific labor agreements or, when no labor agreements are negotiated, Joint Civilian Personnel Committee (JCPC) administrative instructions and/or USAFE-AFAFRICA classification guidance. Installation commanders with appointing authority as described in AFPD 36-1 are the classification authority. The CPF providing classification service is solely responsible for the proper classification of positions and exercises this responsibility on behalf of the installation commanders with appointing authority.

2.3. Commanders and staff. Commanders and staff who control, supervise, or participate in the classification process have a legal responsibility to maintain the integrity of the classification program and to apply effective position management principles. The maintenance of classification accuracy is a shared responsibility between management and the CPF.

3. Responsibilities.

3.1. The Personnel Division Chief (HQ USAFE-AFAFRICA/A1K):

3.1.1. The Personnel Division Chief (HQ USAFE-AFAFRICA/A1K) acts on behalf of HQ USAFE-AFAFRICA/CC and exercises his or her delegated authority jointly with representatives of other service components in countries where joint committees (i.e. JCPCs) are established in accordance with AFI36-129_USAFE-AFAFRICASUP, *Civilian Personnel Management and Administration*. Additionally, HQ USAFE-AFAFRICA/A1K is the final authority to determine employees' classification appeals addressed to the Civilian Personnel Branch (HQ USAFE-AFAFRICA/A1KC).

3.2. The Civilian Personnel Branch (HQ USAFE-AFAFRICA/A1KC):

3.2.1. Develops policies, methods, and procedures for the conduct and maintenance of the position classification program.

3.2.2. Develops classification guidelines and implementing instructions, which interpret evaluation criteria or grade determining factors, contained in the applicable classification guidelines.

3.2.3. Provides technical advice or advisory allocations upon request.

- 3.2.4. Evaluates the civilian personnel staff program maintenance.
- 3.2.5. Coordinates technical aspects of the FN Position Classification Program with other United States Forces elements, as necessary.
- 3.2.6. Reviews and makes recommendations on employee appeal cases, advisory allocations and claims, and complaints regarding position classification disputes.
- 3.2.7. Coordinates the development of Standardized Position Descriptions (SPD) proposed by respective USAFE-AFAFRICA functional activities. HQ USAFE-AFAFRICA/A1KC is the final classification authority for all published Foreign National SPDs.

3.3. Civilian Personnel Flights (CPF) are responsible for:

- 3.3.1. Proper conduct and maintenance of a position classification program according to the provisions of applicable guidelines, implementing instructions, and SPDs published by HQ USAFE-AFAFRICA/A1KC.
- 3.3.2. Promotion of a classification program through the issuance of local publications and use of communication media to achieve understanding and acceptance of the program by the employees and their supervisors.
- 3.3.3. Coordination of the classification program with the appropriate functions within civilian personnel, manpower, and resource management.
- 3.3.4. Reporting trends and developments requiring changes or revisions in established classification guides, procedural requirements, and SPDs.
- 3.3.5. Compiling and consolidating legal or technical background material needed for the settlement of classification reviews or appeals.
- 3.3.6. Active supervisory participation in meeting position review requirements and promptly reporting changes in major duties and responsibilities to the appropriate CPF.
- 3.3.7. Use of individual, group or supervisory audits to determine necessary classification adjustments of all positions recommended for change by a supervisor at the time of a survey or through an individual position action request. No position is upgraded based solely on time spent in grade by an employee, unless specifically required by host nation law or binding FN labor agreements. Audits are required before assigning higher graded duties or upgrading an occupied position, except developmental positions up to and including the target grade.
- 3.3.8. Use of published USAFE-AFAFRICA SPDs whenever a position may be matched. A match occurs whenever the major duties and responsibilities of a position are substantially identifiable with those in the SPD.

3.4. Managers and Supervisors. Each manager and supervisor having the authority to establish, abolish, or assign duties to positions will:

- 3.4.1. Exercise the concepts of sound classification and position management practices, principles, and procedures. Comparison with seemingly similar positions in other organizations with different missions is not a valid classification criteria used in a final classification determination.

3.4.2. Establish and maintain within his or her area of responsibility an effective position structure consistent with approved mission, manpower authorizations, and administrative authorities. Advise manpower, CPF, or other appropriate offices and provide pertinent documents relative to proposed organizational and position structure changes.

3.4.3. Assign duties, responsibilities, and authorities to positions to achieve optimum balance of economy, effectiveness and productivity, skill utilization, employee motivation and development in conformance with the objectives of sound position management. If the position is to be used for purposes other than those indicated by the manpower document, appropriate changes must be sought through manpower channels.

3.4.4. Assign duties and responsibilities to employees within the scope of the civilian position description. Duties falling outside of the scope of the Position Description (PD) will not be assigned to, or performed by employees without prior coordination with the CPF.

3.4.5. Consider the impact on all other positions in the function, and coordinate with the CPF before assigning duties to any position that may result in a change to classification e.g., pay plan, series, or grade. The personal attributes of an incumbent, such as special knowledge, skill, abilities, talents, or achievements should not result in a position becoming materially different than what it would otherwise have been but for impact of the person on the job. Unfortunately, the fact that an individual in a position possesses these personal attributes is not sufficient reason by itself to classify the position to a higher grade. These individuals should be recognized through the awards program.

3.4.6. Prepare accurate and adequate Core Position Descriptions (CPDs) for subordinate positions if an SPD does not exist. The responsibility for accuracy and adequacy of the description of duties must not be regarded lightly. Duty descriptions serve as a basis for setting pay and the commitment of public funds.

3.4.7. For each position vacancy and prior to recruitment efforts, review and certify to the accuracy of each CPD for which accountable.

3.4.8. Discuss the major duties and responsibilities of the current CPD or SPD with the employee. During employee's annual performance rating cycle, the supervisor will discuss, to ensure validity and that work commensurate with currently assigned duties. The supervisor will identify and bring to the attention of the Civilian Personnel Classification Section significant changes to determine if a new CPD/SPD is required or an update. Supervisors are required to ensure the CPD/SPD is accurate and changes are made in a timely manner. The supervisors should make every effort to resolve employee grievances at the lowest level.

3.4.9. Execute all administrative requirements of DoDM5200.02_AFMAN 16-1405, *Air Force Personnel Security Program*, for certification or recertification of individuals assigned to positions designated sensitive.

3.4.10. Initiate request for personnel action whenever major position changes are required. A civilian position review/audit may be requested when significant changes have occurred (i.e., mission change, technological advances, additional duties, etc.). Normally, audit/review requests will not be accepted if one has been finalized within the last 2 years.

3.4.11. Be familiar with the classification and qualification standards for those occupations that constitute the core of the supervisor's organization in order to:

3.4.11.1. Participate with the position classification specialist in determining the classification of all new or changed positions in terms of applicable standards and available SPDs. **(T-3)**.

3.4.11.2. Advise employees of their assigned duties and responsibilities and of the grade controlling aspects of their position.

3.4.12. Advise employees of their right to review classification standards and of their grievance and appeal rights regarding position classification.

3.4.13. Support the classification program by defending classification decisions to subordinates

3.4.14. Ensure that employees are provided with the necessary training to progress to the next higher grade in the career ladder in a timely manner (i.e., 6 to 12 months) or document specific performance deficiencies if the employee will not be promoted in a timely manner, when working with developmental positions. Supervisors must also ensure that the employee has demonstrated the potential to perform at the full performance level at the next higher grade in a career ladder before initiating action to promote the employee.

4. General. Position structuring represents the key element in a sound position classification program.

4.1. When establishing and structuring positions, care must be taken to avoid:

4.1.1. Unnecessary and unwarranted duplication of duty assignments.

4.1.2. Unclear job relationships.

4.1.3. Work assignments which produce unnecessarily high grades or grade structures.

4.2. Effective position structuring should consider:

4.2.1. An effective ratio of supervisory to nonsupervisory positions according to DoD and Air Force guidance and objectives.

4.2.2. A balance among senior, journeyman, and lower level positions, depending upon the frequency with which duties of the various levels occur in the normal workload of the organization.

4.2.3. The design of each position to obtain maximum utilization of skills.

4.3. Consistency in Grade Level of Duties. Managers and supervisors are responsible for allocating work among positions to achieve the greatest economy and efficiency, consistent with accomplishment of the organization's mission. A reasonable effort must be made to minimize mixing duties of different grade levels in individual positions. Higher-graded duties should be concentrated in the fewest possible positions.

5. Position Classification Procedures. FN positions are classified using applicable classification guidelines and job grading standards established for the country in which they are located and are either based on collective labor and/or host country agreements, or where

applicable JCPC administrative instructions, USAFE-AFAFRICA directives and/or the Office of Personnel Management (OPM) classification standards. A civilian position review/audit may be requested by management or employee when significant changes have occurred (i.e., mission change, technological advances, additional duties, etc.). Normally, audit/review requests will not be accepted if one has been accomplished within the last 2 years.

5.1. Position Description Standard of Adequacy. A position description meets the standard of adequacy when it states the principle duties, responsibilities, and supervisory relationships of a position in a sufficiently clear manner so as to provide information necessary for its proper classification. Other readily available and current information on the organization, functions, programs, and procedures should be considered in the classification of a position.

5.2. Essential Elements. The description of principle duties, responsibilities, and supervisory relationships of a position are essential for classification purposes. This includes duties which are operative during a substantial part of the time or which affect the qualifications required to perform the work. For positions with significant duties at different grade levels or in more than one occupational group, the percentage of time spent performing each duty may be essential in determining the classification.

5.3. Effective Dates. The effective date of an action relating to establishing or changing a position's title, series, grade or pay system is the date when the official with properly delegated authority approves the proposed classification. The effective date may not be earlier than the date of the approval, unless retroactively implementing the position action is allowed by U.S. law or required by applicable HN law or labor agreement. The effective date of the personnel action may not be earlier than that of the position action.

6. Position Description. The official position description is the key document in the classification of the position. Use AF Form 1378, *Civilian Personnel Position Description*, (or AF Form 1003, *Air Force Core Personnel Document*, if so desired) for appropriated fund positions and AF Form 1065, *Non Appropriated Fund (NAF) Civilian Position Description*, for NAF positions.

6.1. A position description includes the following four major components regardless of the type of position. Note: Specify in the PD the following items: Organizational location, position classification, civilian position control number (CPCN), the number of identical positions, supervisory level code, growth potential and standard position description identification, if appropriate. The supervisor signs the basic position description.

6.1.1. Introduction

6.1.2. Major Duties and Responsibilities

6.1.3. Controls Over the Position

6.1.4. Special Qualification Requirements

6.2. Review Procedures.

6.2.1. A classification determination rendered by a CPF is final for all its serviced Air Force organizations. The head of a serviced non-Air Force DoD Component (e.g. Defense Commissary Agency (DeCA), Department of Defense Education Activity (DoDEA), Defense Logistics Agency (DLA), etc.) can request a review of the CPF

decision, if management disagrees with the CPFs classification decision and documented efforts to resolve the disagreement have failed. The case must be submitted to HQ USAFE-AFAFRICA/A1KC for a classification review and analysis of the Position Evaluation Statement. A final decision will be rendered by HQ USAFE-AFAFRICA/A1K. The request for review analysis will be submitted via electronic Staff Summary Sheet (eSSS) as identified in [Attachment 2](#).

6.2.2. An employee may request a review of the classification of their individual position. If, after discussing the classification of the position with his or her supervisor and the Civilian Personnel Classification Specialist, the employee still believes the position is not accurately classified, the employee may request a formal classification appeal/review to the CPF.

6.2.2.1. The employee submits a written request and supporting documentation for review to the CPF in accordance with [Attachment 2](#).

6.2.2.2. The CPF reviews the request; if necessary clarifies employee's request; notifies supervisor of submission; obtains supervisory statement/documents.

6.2.2.3. Submitted documents are reviewed and analysis is completed by the Civilian Classification Specialist. Based on the analysis the Civilian Personnel Officer issues a decision memo and provides a copy to the employee and the supervisor. The Civilian Personnel Officer will consider any comments of other parties, if stipulated by labor agreements. If the determination results in no change in classification, upon employee's written request the package is forwarded to HQ USAFE-AFAFRICA/A1KC for a classification review, analysis and a final decision by USAFE-AFAFRICA/A1K.

6.2.2.4. If the servicing CPF 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, as appropriate. 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 position description.

6.2.3. A request for classification review being forwarded to HQ USAFE-AFAFRICA/A1KC will follow the format outlined in [Attachment 2](#). The decision by HQ USAFE-AFAFRICA/A1K when rendered is for that specific case and is binding only for the position identified. It is not binding on any other position using the same CPD.

6.2.3.1. If HQ USAFE-AFAFRICA/A1K overrides the classification determination rendered by the servicing classification authority, the CPD must include the following certification statement: I certify this review action changes the classification authority decision to more adequately and accurately reflect the local work situation to meet classification, staffing, and performance management purposes; and is an accurate statement of the major duties, knowledge, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds

and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

6.2.3.2. The technical rationale and classification certification statement will be attached to the original classified CPD and position build adjusted to reflect the decision on the position classification. These documents become a permanent part of the CPD until it is rewritten or rescinded.

7. Classification Surveys and Position Certification. Planned systematic review of an organization, through classification surveys, are optional and may be used at the discretion of the CPF. (T-3). The personnel specialist conducting the survey documents the findings, recommendations, and actions providing a copy to the organization. For each position vacancy and prior to recruitment efforts, the accuracy of each PD must be reviewed and certified/recertified by the supervisor and the classification specialist.

8. Position Changes. All position descriptions must accurately describe current duties and responsibilities. When duties change, supervisors must submit a revised position description to the CPF. Classifiers must assure duties are accurately reflected in the position descriptions. New classification standards applicable to non-U.S. positions must be applied within 6 months of the date of receipt.

8.1. **Position Review Resulting in Classification at Lower Grade.** If a classification assessment (position review) reveals the current duties assigned to a specific PD falls at the lower grade/pay plan than the one currently assigned to the employee, the incumbent may retain his or her grade and benefits, pending assignments to position at the same grade and employment category, provided such retention is required in accordance with applicable labor agreements or host nation labor law.

9. Position Evaluation Statements. Evaluation statements to substantiate position classification will be prepared and attached to PDs whenever there is a need for clarification of the classification decision.

10. Organization Books and Charts. Organization books and charts are normally not required, but are highly encouraged. File non-U.S. and U.S. position descriptions (appropriated, non-appropriated standardized, and non-standardized) within organization books. Should organization books not be maintained, ensure a filing mechanism of some sort is established that clearly reflects the documents mentioned in [paragraphs 10.1](#) and [10.2](#), as appropriate.

10.1. **Records.** Whatever filing system is maintained, it should be organized by organization (largest organizations broken into organizational segments). Each section should contain the original PD (with the supervisor's signature) and applicable evaluation statements. Optional documents to maintain would include the current functional statement and organizational chart. Remove canceled PDs when the position is abolished or the PD is superseded. Maintain canceled PDs in an inactive file for one year and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule.

10.2. **Organizational Charts.** If organizational charts are maintained, they should reflect organizational and functional lines and information on all military and civilian positions. In addition, an organizational chart depicting sub-units should be maintained. Ensure all

positions on the organizational charts can be identified with the appropriate manning documents.

11. Requests for Classification Advice. Contact HQ USAFE-AFAFRICA/A1KC for advice or assistance for those situations where additional classification guidance is necessary.

SUSAN M. AIROLA-SKULLY, Colonel, USAF
Director, Manpower, Personnel and Services

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

DoDI 1400.25 Volume 1231, *DoD Civilian Personnel Management System: Employment of Foreign Nationals*, 5 July 2011

DoDM 5200.02_AFMAN16-1405, *Air Force Personnel Security Program*, 1 August 2018

ECI 1406.01, *Administration of Civilian Employees in the U.S. European Command Area of Responsibility*, 10 February 2021

DAFI 33-360, *Publications and Forms Management*, 15 December 2018

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 36-129_USAFE-AFAFRICASUP, *Civilian Personnel Management and Administration*, 28 January 2020

Prescribed Forms

None.

Adopted Forms

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1003, *Air Force Core Personnel Document*

AF Form 1065, *Non Appropriated Fund (NAF) Civilian Position Description*

AF Form 1378, *Civilian Personnel Position Description*

Abbreviations and Acronyms

CPD—Core Position Description

CPF—Civilian Personnel Flight

DECA—Defense Commissary Agency

DLA—Defense Logistics Agency

DoD—Department of Defense

DoDEA—Department of Defense Education Activity

ECI—United States European Command Instruction

eSSS—Staff Summary Sheet

FN—Foreign National

IAW—In Accordance With

JCPC—Joint Civilian Personnel Committees

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PD—Position Description

SPD—Standardized Position Description

USAFE-AFAFRICA—United States Air Forces in Europe–Air Forces Africa

Attachment 2

REQUEST FOR CLASSIFICATION REVIEW BY MAJCOM

A2.1. Submission of Classification Review. All classification review requests submitted to HQ USAFE-AFAFRICA/A1K will be submitted on an e-SSS. For management requests, the e-SSS must be endorsed by the Head of the serviced non-Air Force Organization and processed through the CPF to MAJCOM. For employee requests, the e-SSS is processed through the CPF to MAJCOM.

A2.2. Classification Review Package Content Requirements. All requests must be in writing, signed and include [paragraph A2.2.1](#) through [A2.2.4](#).

A2.2.1. Name, address, e-mail, and telephone number of requesting party (management official or employee). For management initiated packages include statement as to if the position is encumbered and name of employee if applicable. For employee initiated requests include the supervisor's name, e-mail, and telephone number.

A2.2.2. Reason for the request, identify what the requestor believes is in error, and the outcome sought. Request must also identify the assigned Manpower Position Control Number (MPCN).

A2.2.3. The CPD/SPD of record.

A2.2.4. Additional information that adds clarification to the issues and disagreement.

A2.3. Management Officials. For management officials who disagree with a classification decision made by the servicing classification authority, a classification review is prepared based on the appropriate classification standards and guides. Package must also include.

A2.3.1. Organizational charts - with MPCN identified.

A2.3.2. Functional statement and position evaluation statement.

A2.3.3. Subordinate CPDs if the position in question is supervisory.

A2.3.4. Head of non-Air Force Organization memorandum endorsing the request attesting that management's technical classification argument has merit.

A2.4. Submitted Packages. For all packages, the CPF must add their classification evaluation statement prepared by the servicing classification specialist. For employee initiated requests ensure documents required in [paragraph A2.3.1](#) through [A2.3.3](#) are included in the package if the employee requests HQ USAFE-AFAFRICA/A1KC review.

A2.5. e-SSS Template and Routing.

A2.5.1. Management requests, utilizing the e-SSS format in [Table A2.1](#) below, must include coordination and/or review from chain of command up to the head of the non-Air Force organization through the CPF to HQ USAFE-AFAFRICA/A1K.

A2.5.2. For employee requests, the CPF initiates the e-SSS and forwards to HQ USAFE-AFAFRICA/A1K.

A2.5.3. Requests lacking required content will be returned to the CPF without action.

Table A2.1. eSSS Format.

AO. Name, Org/Office/ DSN

SUBJECT. [Management - Employee] Request for Classification Review of a Foreign National (FN) Position, [Org/Office], [Position title], [Series and Grade].

1. PURPOSE. To obtain USAFE-AFAFRICA/A1K, decision IAW USAFEI 36-118 for FN position, [Org/Office], [Position title], [Series and Grade].

2. BACKGROUND.

a) [Management submission] Management's disagreement with a classification decision must be resolved through management channels and the Civilian Personnel Flight (CPF) and elevated to the Head of the non-Air Force Organization concerned. In those instances Head of the non-Air Force Organization's conclusion regarding the classification differs from that of the CPF, the case must be submitted to HQ USAFE-AFAFRICA/A1KC for a classification review and analysis of the Position Evaluation Statement. The decision rendered by HQ USAFE-AFAFRICA/A1K is binding on organization for the specific position identified and cannot be used as support documentation for other positions.

OR

a) [Employee submission] An Employee's disagreement with a classification decision must be resolved through management channels and the civilian personnel staff. All employee requests will be reviewed by the supervisor and civilian Classification Specialist. In those instances where the employee continues to disagree with the classification title, pay plan, series, and or grade, the case can be submitted to HQ USAFE-AFAFRICA/A1KC upon employee request for a classification review and analysis of the Position Evaluation Statement. The decision rendered by HQ USAFE-AFAFRICA/A1K is binding on organization for the specific position identified and cannot be used as support documentation for other positions.

3. DISCUSSION. [Pertinent information as to what has transpired concerning this case.]

4. VIEWS OF OTHERS. [For example, comments from legal, financial management, chain of command with which the request has been coordinated.]

5. RECOMMENDATION. HQ USAFE-AFAFRICA/A1K [identify the recommendation].

SIGNATURE BLOCK.

For Management initiated request – Head of non-Air Force Organization

For Employee initiated request – Civilian Personnel Officer

7 Tabs:

1. Written Request (either employee or management initiated)
2. The Position Description (PD) of Record
3. Additional Information (that adds clarification to the issues and disagreement)
4. Organizational Charts
5. Functional Statements and position evaluation statement

6. Subordinate PDs (if the position in question is supervisory)

7. Memo [For employee initiated requests - from Civilian Personnel Officer documenting the local decision] [For management initiated requests - from Head of non-Air Force Organization endorsing the management review request]