



Classification Appeal Checklist – Employee

The below information is required for classification appeals filed with DCPAS. **The employee should also include a letter or statement indicating that they are filing a classification appeal with DCPAS.** The employee must provide this information to their supporting HRO/CPAC, which the HRO/CPAC will forward to DCPAS as part of the appeal package. All items are required unless otherwise noted. **Incomplete packages will not be accepted:**

- Employee name, office mailing address, office telephone number, and email address. (For group appeals, this information must be provided for all members of the group and a statement must be included, signed by all the appellants, designating the primary contact).
- Employing DoD Component/agency and the exact location of the employee's position within the Component/agency (e.g., installation/organization name, division, branch, section, unit).
- Current classification and the classification the employee is requesting, including pay plan, occupational series, title, and grade.
- A copy of the signed PD to which the employee is officially assigned.
- A statement (not older than 90 calendar days) from the employee certifying that the official PD is complete and accurate. (This refers to the accuracy of the duties and responsibilities only, not the accuracy of the classification.)
- Reasons why the employee believes the classification is in error. The employee must refer to specific classification standards that support the rationale and state specific points of disagreement with the agency's evaluation statement.
- If claiming inconsistency in classification with other similar positions, the employee must include the title, series, and grade of the positions believed classified inconsistently with their position, specific location of the positions including the activity and organization to which these positions are assigned, and if possible the rationale for citing the positions, including evidence that the cited positions are essentially identical to their position. Cited positions must perform the same grade-controlling duties as the appealed position in a similar organization.
- A designated representative, along with their address, office telephone number, and email address. (optional)



Classification Appeal Checklist – HRO/CPAC

In conjunction with the information provided by the employee, the HRO/CPAC must provide the following documentation to complete the appeal package. All items are required unless otherwise noted. **Incomplete packages will not be accepted:**

- The employee's official PD and evaluation statement. If the position is supervisory:
 - Subordinate PDs and evaluation statements.
 - Equivalent GS/FWS grades for subordinate military, contractor, volunteer, or local national employees.
- The organization's mission and function statement.
- The organization chart for the immediate and broader organizations.
- A statement (not older than 90 calendar days) from the immediate supervisor or higher management official certifying that the official PD is complete and accurate.
- A statement (not older than 90 calendar days) from the servicing HRO/CPAC certifying whether the official PD is complete and accurate.
- The employee's latest SF-50 showing the PD number and the position to which they are permanently assigned.
- Any previously issued, related DoD Component, DCPAS, or OPM appeal or review decisions or interpretive guidance which addresses the classification of the position being appealed (if applicable).
- The employee's performance standards (not the performance appraisal).
- The supervisor's PD and evaluation statement.
- A response from the HRO/CPAC concerning the classification issues raised by the employee (if not addressed in the evaluation statement).
- Any supplementary information bearing on the position's duties and responsibilities.
- Name, address, telephone number, and email address of the HRO/CPAC point of contact.

The supporting HRO/CPAC may forward the complete package to DCPAS by email to: dodhra.mc-alex.dcpas.list.classification@mail.mil