

Classification Appeal

Employees who disagree with the classification of their position have a few options. It is first recommended that employee speak with their supervisor. If your supervisor believes that your position should be reevaluated, he/she can request a review.

The Headquarters Air Force Manpower Agency (AFMA) has full classification authority for all positions serviced by the Andersen AFB Civilian Personnel Section. If you feel that you have exhausted all efforts for local resolution or AFMA position review, and still believe that your position is inaccurately classified, you can appeal the classification of your position (e.g., the pay plan, series, title, and grade level) to Department of Defense (DoD) or Office of Personnel Management (OPM) through AFMA. You may not appeal the content or accuracy of your official PD, the accuracy of a classification standard, an agency's proposed classification decision, the classification of positions to which you are not officially assigned, or the classification of positions to which you are detailed or temporarily promoted for a period of less than two years.

AAFB employees must submit their appeals through HQ AFMA at the following address:

**HQ AFMA/MAHS
550 E Street East
Randolph AFB, TX 78150-4456**

Your avenue of appeal depends on if you are a General Schedule (GS) or Federal Wage System (FWS) employee.

A GS employee has two avenues of appeal--to DoD or to OPM. If you appeal first to DoD, you can later appeal to OPM if you are not satisfied with DoD's decision. OPM is the final administrative avenue of appeal.

An FWS employee cannot appeal to OPM until they first appeal to DoD. If you are not satisfied with DoD's decision, you may then appeal to OPM. There is one exception--an FWS employee may appeal directly to OPM if the appeal covers the issue of pay category only, and no other appealable issues. An appeal to OPM is the *final* administrative avenue.

Once HQ AFMA has completed their review of the appeal package for all required, original, hard-copy documents, they will add their response and mail the original package to either DoD or OPM, as elected by you, and send a courtesy copy to you. Note that all parties must agree that the duties of the PD are accurate and a fair representation of work performed. A PD accuracy statement must be submitted with each package. This statement is certifying the duties only. You do not have to agree to the classification of the position.

For more information on the appeal process, please visit the Civilian Personnel Section located in building 23008.