

	A	B	C	CLASSIFICATION BASELINE VIEW		F	G	H	I	J	K	L	
New Task #	Old Task #	TASK	MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC-RCE MGT	RESOU	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT
275		Coordinate New/Revised Position Classification Standards (PCS) and Job Grading Standards (JGS)					X						
276		Receive, review and analyze new/revised PCS/JGS/regulations/laws for impact					X						
277		Coordinate changes in PD/Classification with Manager/CPAC					X	X					
278		Effect necessary changes in MDCPDS					X						
		Review PD to Determine if it Should Be Placed in PDL											
279		Input PD into PDL for MACOM review, approval/disapproval					X						
		Classification Complaints and Appeal Process											
280		Receive and process change/revised position description					X						
281		Conduct job audit (if required)					X						
282		Establish/change position description					X						
283		Receive appeal					X						
284		Review appeal package for completeness of data (e.g., PD, accuracy statements, etc.)					X						
285		Coordinate the submission of employee statements					X						
286		Add necessary documentation to complete package					X						
287		Send appeal package to DoD/OPM					X						
288		Contact manager/CPAC for additional information					X						
CLASSIFICATION (CONTINUED)													
Establish/Change Position (DCA)													

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New Task #	Old Task #	TASK	MGR	EMPL	CLASSIFICATION			ABC-RCE	RESOU MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT
					F	C	BASELINE VIEW						
289		Receive and review RPA for proper documentation and efficient organization											
290		Provide advice to manager on classification and balance of efficient organization advisory ratio.											
291		organizational alignment, and potential misclassification and provides management with substantive recommendations on position structure.											
292		Reviewing resolution of all Position Management issues (e.g. space authorizations, high grade allocations, etc.) prior to forwarding to the RPA to											
293													
294		Return to or request additional data from manager.											
295		Receive revised action, log in MDCPDS/tracking and send to CPAC											
296		Prepare and send written advisory (if needed)											
297		Receive managers comment/decision											
298		Complete action and assign codes											
299		Process to staffing branch											
300		Develop and conduct DCA training											
301		Obtain signatures and distribute letters authorizing DCA											
		Apply for Position Research and Essential Facts performed by a member within the Civilian Personnel Management Community											
		Write/Draft Position Description only when performed by a member within the Civilian Personnel Management Community											

Need for review of flow process

New Task #	Old Task #	TASK	CLASSIFICATION										COMMENT	
			A	B	C	BASELINE VIEW		F	G	H	I	J		K
			MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC-RCE	RESOU MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST		
		Classify Position Using COREDOC or Classification Standards. Standards subactivity is applicable only when performed by a member within the Civilian Personnel Management												
		Community	x											
		Apply Standards, Regulations, or Laws												
302		Coordinate New/Revised Position Classification Standards (PCS) and Job Grading Standards (JGS)					x							
303		Receive, review and analyze new/revised PCS/JGS/regulations/laws for impact					x							
304		Coordinate changes in PD/Classification with Manager/CPAC					x							
305		Effect necessary changes in MDCPDS					x							
		Classification Complaints and Appeal Process												
306		Provide management advice and assistance to resolve complaints and issues					x							
307		Provides advice and assistance to employee on procedures					x	x						
308		Receive and process change/revised position description					x							
309		Conduct job audit (if required)					x							
310		Establish/change position description					x							
311		Receive appeal					x							
312		Review appeal package for completeness of data (e.g., PD, accuracy statements, etc.)					x							
313		Coordinate the submission of employee statements					x							
314		Add necessary documentation to complete package					x							

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	A	B	C	CLASSIFICATION BASELINE VIEW		F	G	H	I	J	K	L
New Task #	Old Task #	TASK	MGR	EMPL	SHADOW EMPL	CPOC CPAC	ABC-RCE C	RESOU MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT
315		Send appeal package to DOD/OPM				X						
		Contact manager/CPAC/CPOC for additional information										
		Provide Advice and Assistance to External (non-CHR) Customers										
316		Process RPAs (includes building positions)				X						
CLASSIFICATION (CONTINUED)												
		Review/Process Routine Request for Personnel Action										
317		Work with management to annotate RPAs				X	X					
318		Review RPAs and required attachments for completeness				X						
319		Coordinate with management regarding use of noncompetitive procedures, requirements, etc.				X	X					
Conduct or Participate in A-76 Studies and Balance Economy and Plan for A-76 Studies												
320		Serve on steering committee, participate in planning and strategy meetings					X					
321		Analyze and advise on the development of the MEO and Government in Nature functions				X	X					
322		Assist management in preparing PDs				X	X					
323		Analyze and provide cost comparison on personnel costs					X		X			
324		Inform unions of status on A76 and negotiate on I&I issues				X	X					
325		Develop a plan of action including personnel milestones				X						
326		Conduct workforce briefings on the status of A76 study	X									

New Task #	Old Task #	TASK	MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC-RCE C	RESOU MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT	CLASSIFICATION	
														A	B
327		Prepare PDs as necessary					x	X							
328		Classify PDs					x								
329		Participate in planning and strategy meetings					x	X							
330		Analyze the work to arrive at most efficient and effective organization					x								
331		Develop contingency plans with management to keep organization staff during A76 process					x								
332		Advise affected employees on Right of First Refusal					x								
333		CPAC provides PM&C advice on study team						X							
		Execute Classification Consistency Reviews													
334		Receive appeal/supporting documentation					x								
335		Research/determine impacted positions					x								
336		Test applied appeal/supporting documentation to applicable job descriptions					x								
337		Prepare impact analysis for higher authority					x	X							
338		Advise management of reasons for the review and potential impact					x	x							
339		Review RPA prepared by management					x								
340		Finalize position, as necessary					x								
341		Process RPA					x								
342		Enter productivity status code					x								
343		Update position description citation and evaluation - update files					x								

Assist mgmt in preparing newly revised JO's.

		A	B	C	CLASSIFICATION BASELINE VIEW	F	G	H	I	J	K	L	
New Task #	Old Task #	TASK	MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC- RCE MGT	RESOU	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT
		Administer Wage and Benefit Development											
		Participates in other wage and benefit surveys					X						
		Participates in private industry surveys					X						
		Administer Classification Elements of MDCPPDS - Validate and Correct											
		Position Data											
344		Review transaction register and quality control audits											
345		Research error listings and determine correction needed					X						
346		Change of correct data tables (i.e., org titles, Competitive level, Geographic - location)					X						
347		Determine proper codes and consistency of code structures					X						
348		Report and follow up to CPOC on changes to data					X						
349		Change or correct data in local tables					X						
350		Establish and maintain official personnel folder					X						
351		CLASSIFICATION (CONTINUED)											
		Administer Classification Elements of MDCPPDS - Build Position											
352		Determine position codes and input position builds					X						
353		Delete/set delete of old position					X						
		Administer Classification Elements of MDCPPDS - Reconciliation with											

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New Task #	Old Task #	TASK	MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC-RCE C	RESOU MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT	CLASSIFICATION				
														F	G			
														A	B	C	BASELINE VIEW	
		Payroll Data, OPES, MDCPDS, DCPS, and other available																
354		tools to resolve position and organization mismatches																
355		Contact CSR if DCPS organization table needs to be updated																
356		Verify DCPS organization table update and match of data in MDCPDS with DCPS																
357		Correct/update MDCPDS to flow DCPS, as appropriate																
358		Delete vacancies (excess)																
359		Regularly reviews organization chart report from MDCPDS																
		Process Realignment/Reorganization Actions																
360		Provide PM&C advice on realignment plans																
361		Coordinates reorganization plan with CPOC																
362		Provide realignment documents needed to implement (draft PDs, org charts, etc.); obtain additional documents if needed																
363		Forward reorganization data to CPOC for implementation																
364		Develop and Provide Training - Train HR Community																
		Train External Customers																
		NOTE: applies to all serviced customers outside of a CPOC/CPAC environment																
		Advise and Assist																
		NOTE: applies whenever this activity does not fall under any other activity.																

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New Task #	Old Task #	TASK	MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC-RCE C MGT	RESOU RCE MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT	CLASSIFICATION		
														A	B	
CLASSIFICATION (CONTINUED)																
		Perform/Conduct Special Assignments and Projects														
		General Assignments and Projects														
		Review and comment on draft classification standards														
365		Review and comment on draft classification standards														
		Apply draft classification standard to established PDS														
366		Apply draft classification standard to established PDS														
		Coordinate General Classification Standard Actions														
		Receive new standard														
367		Receive new standard														
		Review for impact														
368		Review for impact														
		Coordinate Changes in PD/Classification														
		Identify affected PDS/review for impact														
369		Identify affected PDS/review for impact														
		Coordinate/apply standard where appropriate														
370		Coordinate/apply standard where appropriate														
		Advise CPAC of results and any actions needed														
371		Advise CPAC of results and any actions needed														
		Advise managers of new standard, impact and time frames for application														
372		Advise managers of new standard, impact and time frames for application														
		Coordinates action with CPOC														
373		Coordinates action with CPOC														

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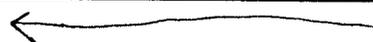
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New Task #	Old Task #	TASK	A	B	C	CLASSIFICATION			G	H	I	J	K	L
						SHADOW	EMPL	EMPL						
				MGR	EMPL	SHADOW	CPAC	CPAC	ABC-RCE	RESOU	DFAS	CURRENT	PROPOSED	COMMENT
									C	MGT		TASK	TASK	
374		Review RPA prepared by manager												
375		Finalize PD as necessary						X						
376		Process RPA						X						
377		Enter productivity status code						X						
378		Update PD citation and evaluation						X						
379		Update files						X						
###		Environmental Differential Pay/Hazard Pay Differential Review												
380		Examines requests for such pay						X						
381		Coordinate request with management, local safety/health office						X		X				
382		Coordinate required safety review of work situations						X		X				
383		Provides oversight over program						X						
		PROCESSING LN CLASSIFICATION APPEAL												
		(BELGIUM)												
384	94	1.1 Submit oral classification complaint.			X									
385	95	1.2 Review/certify accuracy of duties		X										
386	96	Consult with CPOC on classification.		X										
387	97	Explain classification to employee.		X										
388	98	1.4 Employee satisfied - compliant closed.			X									

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	A	B	C	CLASSIFICATION			G	H	I	J	K	L
				BASILINE VIEW	F		ABC-RCE	RESOU	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT
New Task #	Old Task #	MGR	EMPL	SHADOW EMPL	CPAC	CPAC	C	MGT				
	TASK											
389	99 1.5		X									
	Submit written classification appeal											
390	100 1.6 CD				X							
	- Consult with mgt.											
391	101				X							
	Review appeal and classification.											
392	102 USAREUR.				X							
	Prepare appeal package. Forward to HQ											
393	103 1.7											CPD
	Render Final classification decision.											
394	104											CPD
	Notify CPOC, Employee, Mgt of decision.											
395	105				X							
	1.8 CD - Review PERSACT and Approve/Disapprove.											
396	106				X							
	Notify CPAC & Mgt.											
397	107				X							
	Forward PERSACT to CPAC.											
398	108	X										
	1.9 Update internal records/Submit PERSACT											
399	109 1.10		X									
	Employee notified of decision.											
400	110 1.11					X						
	Update internal records.											
401	111					X						
	Process PERSACT and issue personnel notification.											
	PROCESSING LN CLASSIFICATION APPEAL											
	(GERMANY)											
402	112 2.1		X									
	Submit oral classification complaint.											
403	113 2.2	X										
	Review and certify accuracy of duties											
404	114	X										
	Consult with CPOC on classification.											

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	A	B	C	CLASSIFICATION BASELINE VIEW			F	G	H	I	J	K	L
New Task #	Old Task #	MGR	EMPL	SHADOW EMPL	CPAC	CPAC	ABC-RCE	RESOU MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT	
405	115		X										
	116	X											
406	116												
407	117		X										
408	118		X										
409	119					X							
410	120												
411	121												
412	122		X										
413	123			X									
414	124												
415	125				X								
416	126				X								
417	127				X								
418	128				X								
419	129											CPD	
420	130											CPD	
421	131				X								
422	132				X								

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		A	B	C	CLASSIFICATION BASELINE VIEW	F	G	H	I	J	K	L
New Task #	Old Task #	TASK	MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC- RCE MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT
423	133	2.15 Notify Employee of decision.										
424	134	2.16 Update internal records. Submit PERSACT	X									
425	135	2.17 Update internal records/Forward PERSACT to CPOC PROCESSING LN CLASSIFICATION APPEAL					X					
		(ITALY)										
426	136	3.1 Submit oral classification complaint.		X								
427	137	3.2 Review and certify accuracy of duties	X									
428	138	Consult with CPOC on classification.	X									
429	139	Explain classification to employee. Submit PERSACT thru CPAC to CPOC as required.	X									
430	140	3.4 Employee satisfied - complaint closed.	X									
431	141	3.5 Submit written classification appeal thru CPOC		X								
432	142	3.6 CD - Review appeal and classification.					X					
433	143	Provide Tech assistance to CG					X					
434	144	Notify CPD of classification appeal.					X					
435	145	Render final classification decision 3.8 CD - Notify mgt, CPAC, and employee of decision					X					CG SETAF
436	146	Implement appeal decision.					X					
437	147											
438	148											

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		A										B	C	CLASSIFICATION BASELINE VIEW	F	G	H	I	J	K	L			
New Task #	Old Task #											MGR	EMPL	SHADOW EMPL	CPOC	CPAC	ABC-RCE C	RESOU MGT	DFAS	CURRENT TASK LIST	PROPOSED TASK LIST	COMMENT		
439	149	Process PERSACT and forward to CPAC.													X									
440	150	3.9 Updates internal records. Submits PERSACTION as required.										X												
441	151	3.10 Notify Employee of decision.													X									
442	152	3.11 Updates internal records. Process PERSACT and issue personnel notification.														X								
443	153	notification.														X								

CLASSIFICATION
BASELINE VIEW

New Task #	Old Task #	TASK	A													COMMENT	
			B	C	D	E	F	G	H	I	J	K	L				
			EMGR	SHAD	CPAC	CPAC											
		TASKS - Classification Function															
		Peacetime functions are annotated as "P."															
		Contingency functions are annotated as "C."															
		Full Mobilization. This level is reflected as "M."															
		Partial Mobilization. This level is annotated as "PM."															
		EMERGENCY-ESSENTIAL, KEY & CADRE POSITIONS															
444		Identify E-E, Key, Cadre Positions P, C, PM	X														
445		Annually Review Identified Positions P, C, PM	X														
		INSTALLATION / ACTIVITY MOBILIZATION PLAN															
446		Provide Advisory and Input to Installation/ Activity Mobilization Plan P, C, PM		X													
447		Participate in Mobilization Exercises P, C, PM			X												
448		Develop and Maintain Expansion Job Descriptions P, C, PM	X														
		REGIONAL MOBILIZATION STRATEGIES															
449		Plan for Mobilization Strategies Within Region P, C, PM				X											

CLASSIFICATION
BASELINE VIEW

New Task #	Old Task #	TASK	A													L	
			B	C	D	E	F	G	H	I	J	K	COMMENT				
			EM	SHAD	CPAC	CP	CA	RESOU	RESOU	RESOU	RESOU	RESOU		RESOU	RESOU	RESOU	RESOU
			PL	OW	CPAC	CP	CA	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU
			R	EMP	CPAC	CP	CA	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU
			G	PL	CPAC	CP	CA	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU
			R	EMP	CPAC	CP	CA	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU
			L	EMP	CPAC	CP	CA	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU	RESOU
7		Participate in Mobilization Exercises P, C, PM							X								
		EMERGENCY AUTHORITIES															
450		Authorize Group "A" and/or "C" Emergency Authorities C, PM, M								X							
451		Delegate Group "A" and/or "C" Emergency Authorities C, PM, M								X							
452		Authorize Group "B" Emergency Authorities M									X						
453		Delegate Group "B" Emergency Authorities M								X							
		REALIGNED WORKLOAD / RETRAINED EMPLOYEE															
454		Identify New or Expanded Functions for Retraining / Staffing M	X														
		TASKS - Classification Function (PEACETIME)															
		EMERGENCY-ESSENTIAL, KEY & CADRE POSITIONS															
455		Identify E-E, Key, Cadre Positions	X														
456		Annually Review Identified Positions	X														
		INSTALLATION / ACTIVITY MOBILIZATION PLAN															

CLASSIFICATION
BASELINE VIEW

New Task #	Old Task #	TASK	A	B	C	D	E	F	G	H	I	J	K	L
				EM	SHAD	CP	CA	RESOU	CURR	PROPO	COMMENT			
				M	P	OW	EMPL	CP	CA	RESOU	ENT	TASK	TASK	
				GR	L						S	LIST	LIST	
		REGIONAL MOBILIZATION STRATEGIES												
468		Plan for Mobilization Strategies Within Region						X						
469		Participate in Mobilization Exercises						X						
		EMERGENCY AUTHORITIES												
470		Authorize Group "A" and/or "C" Emergency Authorities							X					
471		Delegate Group "A" and/or "C" Emergency Authorities							X					
		TASKS - Classification Function (PARTIAL MOBILIZATION)												
		EMERGENCY-ESSENTIAL, KEY & CADRE POSITIONS												
472		Identify E-E, Key, Cadre Positions												
473		Annually Review Identified Positions												
		INSTALLATION / ACTIVITY MOBILIZATION PLAN												
474		Provide Advisory and Input to Installation/ Activity Mobilization Plan												
475		Participate in Mobilization Exercises												
476		Develop and Maintain Expansion Job Descriptions												

Work with Staff Services mobilization planning groups as appropriate

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