

<b>CLASSIFICATION REQUEST</b>		
<b>1. NATURE OF ACTION</b>		
<input type="checkbox"/> PEN & INK CHANGE (minor change not impacting position title and/or grade) <input type="checkbox"/> PD UPDATE (no change in position title and/or grade requested) <input type="checkbox"/> RECLASSIFICATION (change in position title and/or grade requested) <input type="checkbox"/> ESTABLISHMENT <input type="checkbox"/> OTHERS – Please specify		
<b>2. POSITION INFORMATION</b>		
<b>a. CURRENT/PROPOSED JOB TITLE, JOB#, BWT, GRADE, AND LPL</b> (e.g., <i>Administrative Specialist, MLC#9, BWT-1, Grade-4, LPL-2</i> ) - <b>CURRENT</b> (if applicable): <hr/> - <b>PROPOSED</b> : <hr/>		
<b>b. ORGANIZATIONAL NAME</b> (e.g., <i>XXX Section, YYY Branch, ZZZ Division, MCIPAC-MCBB</i> ):		
<b>c. WORK LOCATION:</b>	<b>d. CURRENT PD#</b> (if applicable):	
<b>e. BILLET IDENTIFICATION CODE</b> (BIC#):		
<b>f. REMARKS</b> (if any):		
<b>3. REASON FOR THE REQUEST</b>		
<b>4. ENCLOSURES</b>		
<input type="checkbox"/> MLC/IHA POSITION DESCRIPTION (MCIPAC-MCBB/CHRO/12511/1) <input type="checkbox"/> MLC/IHA TASK LIST (MCIPAC-MCBB/CHRO/12511/2) <input type="checkbox"/> Organizational Charts - Current & Proposed <input type="checkbox"/> Current PD (if applicable) <input type="checkbox"/> Total Force Management Board (TFMB) Results (if applicable) <input type="checkbox"/> Position Management Review (PMR) <input type="checkbox"/> Cost Estimate from HNSO for Upgrade/Establishment (III MEF and DPRI only) <input type="checkbox"/> Other (if any):		
<b>5. REQUESTED BY:</b>		
<b>a. TYPED NAME/JOB TITLE</b>	<b>b. SIGNATURE</b>	
<b>FOR INTERNAL USE ONLY</b>		
<b>1. CLEARANCE:</b>		
a. Manpower Log#	b. Initials	c. Date
<b>2. LN CLASSIFICATION UNIT:</b>		
a. Initials	b. Date	
c. Final Classification (Job Title, PD#, Job#, BWT, Grade, and LPL):		
<b>3. LN PROGRAMS CHIEF SIGNATURE:</b>		a. Date