

Nature of Action	<i>Pen and Ink Change</i>	<i>PD Update</i>	<i>Reclassification</i>	<i>Establishment</i>
<b>1. Definition</b>	Minor changes to PD cover sheet and/or task list with no impact to classification, i.e., title, job# and grade.	Job modifications with no impact to classification.	Major job change with potential impact on classification, e.g., upgrade, downgrade, or same grade but title change.	Classification of a new or proposed billet.
<b>2. When</b>	Position data is changing, e.g., organization name, location.	The duties have changed due to the work process changes, new system implementation, etc. However, basic function of the job has not changed.	The primary purpose and major duties altered due to change in mission requirements, major re-organization, etc.	A need of additional billet(s) was identified to support an increased volume of work or new mission requirements.
		Best practice is to update PD if 5 years or older.	For upgrade, originator must obtain approval from Total Force Management Board (TFMB) prior to requesting CHRO to review a classification action. Ref: MCIPAC-MCBBO 5311.1A	Originator must obtain approval from TFMB prior to requesting CHRO to review a classification action. Ref: MCIPAC-MCBBO 5311.1A
<b>3. Required Documents</b>  Forms are available at CHRO website:  <a href="http://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/">//www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/</a>	1. USFJ Form 11 EJ with signature of a first-line supervisor and an authorized representative (a higher-level official).	1. USFJ Form 11 EJ with signature of a first-line supervisor and an authorized representative (a higher-level official).	1. Labor Cost Estimate (for upgrade only) POC: Host Nation Support Office (HNSO)	1. Labor Cost Estimate POC: HNSO
	2. Supporting documents e.g., email, letter, etc. which explain why changes are necessary.	2. Current PD	2. USFJ Form 11 EJ with signature of a first-line supervisor and an authorized representative (a higher-level official).	2. USFJ Form 11 EJ with signature of a first-line supervisor and an authorized representative (a higher-level official).
		3. Proposed PD: PD cover sheet (SDB 12511/1) and a task list (SDB 12511/2) with signatures of a first-line supervisor and a higher-level official.	3. Current PD	3. Current PD
		4. Current Organization Chart	4. Proposed PD: PD cover sheet (SDB 12511/1) and a task list (SDB 12511/2) with signatures of a first-line supervisor and a higher-level official.	4. Proposed PD: PD cover sheet (SDB 12511/1) and a task list (SDB 12511/2) with signatures of a first-line supervisor and a higher-level official.
		5. Proposed Organization Chart	5. Current Organization Chart	5. Current Organization Chart
			6. Proposed Organization Chart	6. Proposed Organization Chart
			7. Position Management Review (PMR) POC: Manpower Office	7. PMR POC: Manpower Office

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<b>4. Flow of Classification Action</b>	1. Originator prepares and submits RPA package which includes required documents 1 and 2 to CHRO.	1. Originator prepares and submits RPA package which includes required documents 1 thru 5 to Manpower Office.	1. Originator prepares and submits classification package which includes required documents 1 thru 7 to Manpower Office.	1. Originator prepares and submits classification package which includes required documents 1 thru 7 to Manpower Office.
	2. CHRO reviews the submission, takes an appropriate classification action (see details below), and returns copies of official PD and USFJ Form 11 EJ to the originator.	2. Manpower Office conducts structure review and forwards the package to CHRO Classification.	2. Manpower Office conducts structure review and forwards the package to CHRO Classification.	2. Manpower Office conducts structure review and forwards the package to CHRO Classification.
	3. Supervisor provides the copy of the PD to the incumbent of the position.	3. CHRO reviews the submission, takes an appropriate classification action (see 5 for details), and returns copies of official PD and USFJ Form 11 EJ to the originator.	3. CHRO reviews the submission, takes an appropriate classification action (see 5. CHRO Classification will: for details), and provides copies of official PD and USFJ Form 11 EJ to the originator.	3. CHRO reviews the submission, takes an appropriate classification action (see 5 CHRO Classification will: for details), and provides copies of official PD and USFJ Form 11 EJ to the originator.
		4. Supervisor provides the copy of the PD to the incumbent.	4. Originator proceeds with a Table of Organization & Equipment Change Request (TOECR) submission to Manpower Office.	4. Originator proceeds with a TOECR submission to Manpower Office.
			5. Upon TOECR approval, originator submits personnel action to CHRO JN Staffing.	5. Upon TOECR approval, originator coordinates recruitment with CHRO JN Staffing.
			6. The supervisor provides a copy of the PD to the incumbent.	6. The supervisor provides a copy of the PD to the incumbent.

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<b>5. CHRO Classification will:</b>	1. Make “pen and ink” changes to the original PD.	1. Conduct a full classification review to include the review of the submitted documents and any other available information, e.g., mission and function statements, policies and guidelines, technical manuals, work products, etc..	1. Conduct a full classification review to include the review of the submitted documents and any other available information, e.g., mission and function statements, policies and guidelines, technical manuals, work products, etc..	1. Conduct a full classification review to include the review of the submitted documents and any other available information, e.g., mission and function statements, policies and guidelines, technical manuals, work products, etc..
	2. Return copies of official PD and USFJ Form 11 EJ to the originator.	2. Schedule a desk audit with the incumbent and/or with the supervisor at the work location to gain firsthand information, verify job details, and resolve questions.	2. Schedule a desk audit with the incumbent and/or with the supervisor at the work location to gain firsthand information, verify job details, and resolve questions.	2. Schedule a desk audit with the incumbent and/or with the supervisor at the work location to gain firsthand information, verify job details, and resolve questions.
		3. Based on the analysis and evaluation against MLC Job Definitions and other relevant job grading manuals, determine an appropriate title, job#, and grade.	3. Based on the analysis and evaluation against MLC Job Definitions and other relevant job grading manuals, determine an appropriate title, job#, and grade.	3. Based on the analysis and evaluation against MLC Job Definitions and other relevant job grading manuals, determine an appropriate title, job#, and grade.
		4. Notify the supervisor of the evaluation outcome and return copies of official PD and USFJ Form 11 EJ.	4. Notify of the evaluation outcome and return copies of official PD and USFJ Form 11 EJ for TOECR submission to Manpower Office.	4. Notify of the evaluation outcome and return copies of official PD and USFJ Form 11 EJ for TOECR submission to Manpower Office.

Points of Contacts:

CHRO JN Classification  
 CHRO JN Staffing  
 Host Nation Support Office  
 Manpower Office

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