7.)

**Creating Classification RPAs**

**For Position Establishment requests: (Completely new positions)**

1.) Please ensure you have APPROVAL by the Position Management Review Board (PMRB) for additional position(s) and have funding authorized for the position;

2.) Create the Position Description draft so you have an idea of the duties and responsibilities you desire, the knowledge, skills and abilities, where the position will reside, and how the duties will be assigned and reviewed; and

3.) Create a Request for Personnel Action (RPA) along with the following documentations in DCPDS:

* RPA must be submitted through DCPDS
* Proposed PD
* Current Org Chart (MUST accurately reflecting the current structure)
* Proposed Org Chart Mission/Function Statement (If any changes to mission/function)
* Factor Evaluation Statement (FES) - signed by MTP Manager
* General Schedule Supervisory Guide (GSSG) Evaluation - signed by MTP Manager
* Position Management Review (PMR)

4.) Forward the RPA to CHRO Classification to proceed with the classification process for the New Position Establishment. (Please contact your CHRO Classification Specialist for DCPDS group box name).

**For Position Review requests: (Any change to current PDs)**

To initiate a Position Review request, the supervisor/manager must submit a Request for Personnel Action (RPA) along with the following documentations in DCPDS:

* RPA must be submitted through DCPDS
* Current Position Description (PD)
* Current Org Chart (MUST accurately reflecting the current structure)
* Proposed PD (which specifically outlines and details the 'new duties and responsibilities' performed which are not in the current positon description);
* Proposed Org Chart
* Mission/Function Statement (If any changes to mission/function)
* Factor Evaluation Statement (FES) - signed by MTP Manager
* General Schedule Supervisory Guide (GSSG) Evaluation - signed by MTP Manager (for supervisory positions)

Position Reviews are sought when there are changes in: organizational mission/structure; technology; security or mission essential status change, or any other change in the duties, responsibilities, or conditions of employment of the currnet position.