



CLASSIFICATION INFORMATION SHEET

REQUIRED SUPPORTING DOCUMENTS FOR CLASSIFYING POSITION DESCRIPTIONS (PD) OR POSITION REQUIREMENT DOCUMENTS (PRD)

7 AUG 2020

This information sheet will identify what supporting documentation must be attached to classification actions submitted in the Avue ASAP123/Workflow. The documentation must be complete and legible. Forms requiring signatures must be appropriately signed. Forms and examples are available at: <https://www.hqmc.marines.mil/hrom/Recruitment-Classification/Position-Classification/>. For questions, please email HROM classification at: smb_hqmc_arh_class@usmc.mil.

ACTION TYPE	SUPPORTING DOCUMENTS REQUIRED
ESTABLISH A POSITION: (does not include establishing a position as a result of a reorganization/restricting effort): Organization identifies need for new position that does not currently exist anywhere else within the organization. (Positions that include the same title, series, grade, supervisory status, and, essentially the same duties and responsibilities, should not be submitted as a request to establish a position. Contact the HROM Classification Team for advice and guidance on the feasibility to fill a new position utilizing a currently established and classified position description.)	<ul style="list-style-type: none"><input type="checkbox"/> * Current and Proposed Organizational Charts showing supervisory relationship of positions.<input type="checkbox"/> Current and Proposed Tables of Organization<input type="checkbox"/> Position Designation Record (PDR) - signed by supervisor, security specialist, or similar position. https://pdt.nbis.mil/<input type="checkbox"/> Supervisory or Leader Determination Sheet (if applicable) – signed by supervisor.<input type="checkbox"/> Certificate of Medical Examination, OF-178 (if applicable) Part B completed by Appointing Official/Supervisor.<input type="checkbox"/> ** DAWIA Coding Sheet (if applicable)
REDESCRIBE A POSITION: Organization identifies need for redescription of a position description. Positions that do not include significant redescription of duties should not be submitted. A redescription is not necessary for pen and ink changes or to change/add wording that is essentially already covered within the position description. Contact the HROM Classification Team for advice and guidance on the feasibility to make pen and ink changes.	<ul style="list-style-type: none"><input type="checkbox"/> Copy of Current Original/Legacy/Old PD - w/OF-8 (Coversheet)<input type="checkbox"/> * Current and Proposed Organizational Charts showing supervisory relationship of positions.<input type="checkbox"/> Current Table of Organization. Proposed Organizational Chart required if position is moving to a new supervisory or another branch/section/unit.<input type="checkbox"/> Position Designation Record (PDR) - signed by supervisor, security specialist, or similar position. https://pdt.nbis.mil/<input type="checkbox"/> Supervisory or Leader Determination Sheet (if applicable) – signed by supervisor.<input type="checkbox"/> Certificate of Medical Examination, OF-178 (if applicable) Part B completed by Appointing Official/Supervisor.<input type="checkbox"/> ** DAWIA Coding Sheet (if applicable)



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REQUEST FOR ACCRETION OF

DUTIES: Organization identifies need for redescription of an encumbered position based on assignment of additional duties that have been performed and will remain assigned to the position. Positions descriptions that essentially describe duties already broadly covered within the position description should not be submitted. An accretion of duties review is not necessary for pen and ink changes or to change/add wording that is essentially already covered within the position description. Contact the HROM Classification Team for advice and guidance on the feasibility to make pen and ink changes.

- ☐ Copy of Original/Legacy/Old PD - w/OF-8 (Coversheet)
- ☐ Accretion of Duties Sheet (completed and **signed** by supervisor)
- ☐ * Current and Proposed Organizational Charts showing supervisory relationship of positions.
- ☐ Current and Proposed Tables of Organization
- ☐ Supervisory or Leader Determination Sheet (if applicable) – **signed** by supervisor.
- ☐ Position Designation Record (PDR) - **signed** by supervisor, security specialist, or similar position. <https://pdt.nbis.mil/>
- ☐ Certificate of Medical Examination, OF-178 (if applicable) ☐ Certificate of Medical Examination, OF-178 (if applicable) Part B completed by Appointing Official/Supervisor.
- ☐ ** DAWIA Coding Sheet (if applicable)

REQUEST FOR PEN AND INK

CHANGES: Organization identifies need for Pen and Ink changes to a position description. A Pen and Ink change is not necessary to change/add wording that is essentially already covered within the position description.

- ☐ * Current and Proposed Organizational Charts showing supervisory relationship of positions.
- ☐ Position Designation Record (PDR) - **signed** by supervisor, security specialist, or similar position. <https://pdt.nbis.mil/>
- ☐ Certificate of Medical Examination, OF-178 (if applicable) Part B completed by Appointing Official/Supervisor.

Notes:

* A diagram that shows the supervisory reporting relationships of positions within an Organization or sub-part of an Organization. Each position (military, civilian, and contractor) within an organization/section/unit is listed and includes the following information: Billet Identification Code (BIC); official title, series, and full performance level.

** USMC position description identified as DAWIA must be reviewed with sheet signed by MARCORSYSCOM.