

REQUEST TO IMPLEMENT A NEW POSITION DISCRPTION

New positions (Establish/Fill) and Position Review. Table 30 and DFAS must be updated IAW [HR ADVISORY 2009-70](#) prior to submitting the RPA to AFMA. Ensure the following required documents are attached to the RPA:

1. Core Personnel Document or Standard Core Personnel Document (CPD/SCPD). The SCPD/CPD must be in MS Office Word format. File name: **SCPD_DOCNUM.DOC** (where DOCNUM is the DM5 document number of the CPD/SCPD). If it is a new CPD not yet in use, use file name: **CPD_NEWMPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).
2. Coversheet. Signed by supervisor (electronic signatures cannot be accepted at this time). File name: **COVER_MPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).
3. [Position Review Memo](#) (not required for C2C). Must be properly completed to include signature and have the required documents (Org Chart, PDs, etc) attached to the RPA (not to the memo). File name: **PRMEMO_MPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).

REQUEST TO IMPLEMENT A NEW POSITION DISCRIPTION (Continued)

4. Comprehensive Organizational Charts. These must represent the final and approved organizational structure (org chart must match UMD data) and include: PAS, Title, Pay Plan, Series, Grade, MPCN, and AFSC for civilians (including NAF employees) and Title, AFSC, MPCN, and rank of military. Hand written and proposed organizational charts are not acceptable.

(a) Organizational structure must comply with **AFI 38-101, Air Force Organization**.

(b) If the UMD does not match the org chart, an ACR must be submitted for the updates and the approved ACN included in the package. If an ACN is not included in the package, the RPA will be RWOA.

5. Supervisory Position. If establishing a supervisory position, include position descriptions (PD or DM5 PD #) for all subordinate NAF and civilian positions and job description for subordinate military positions. File name: **PD_MPCNSUB#.XXX** (where MPCN is the UMD position number or OVH if for an overhire position and SUB# is subordinate 1, 2, etc and XXX is any appropriate file format). File name: **JD_MPCNSUB#.XXX** (where MPCN is the UMD position number and SUB# is subordinate 1, 2, etc and XXX is any appropriate file format).

Standard Core Personnel Document.

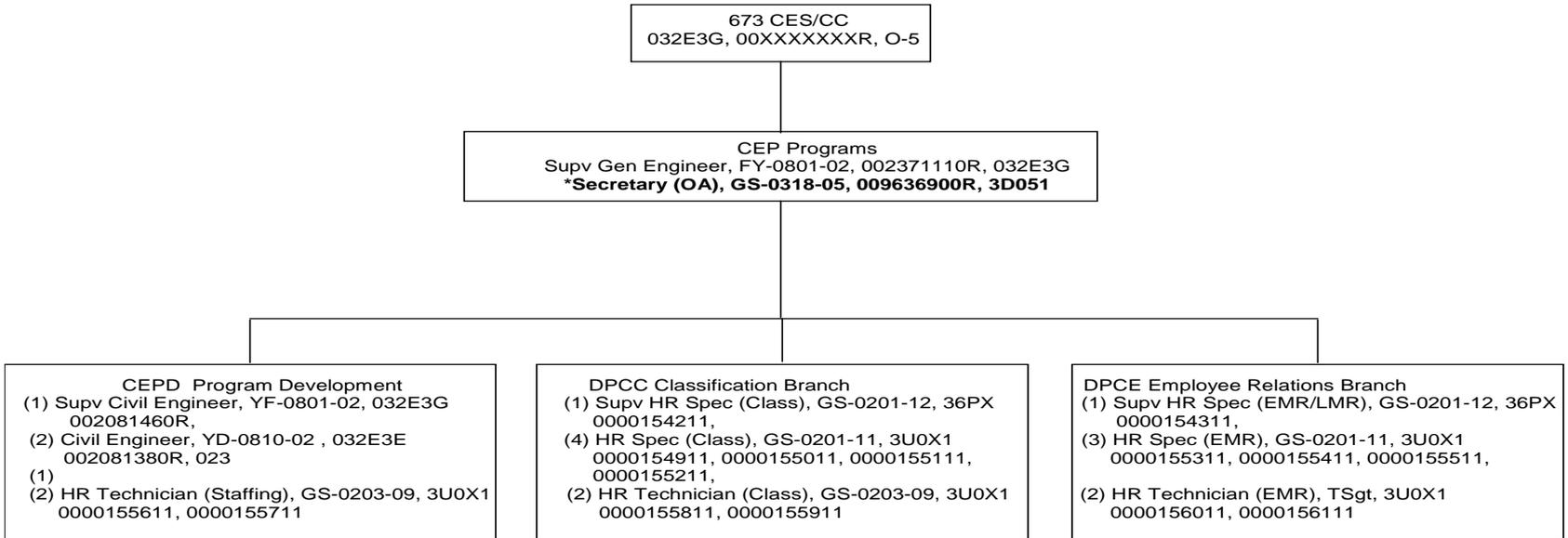
If an SCPD that appropriately describes the position is available in the [SCPD Library](#) for a fill/establish position it must be used. If choosing **NOT** to use it, the RPA must include the proposed Core Personnel Document (CPD) in MS Office Word format as described in paragraph 3(a)(1) below **AND** an approved waiver from the MAJCOM/A1 or equivalent. The waiver must include the following:

- Career Field
- SCPD #
- Classification/Title
- Servicing Classifier
- Justification
- Decision
- Approved by Name and MAJCOM (or equivalent) and date

Waiver attachment file name: **WAIVER_MPCN.DOC** (where MPCN is the UMD position number or OVH if for an overhire position).

a. Waiver exception: A waiver is NOT required for minor changes to the wording of the SCPD as long as the change does not impact any of the areas below. If changing any of the following SCPD areas you must attach the proposed Core Personnel Document (CPD) in MS Office Word format as described in paragraph 3(a)(1).

SAMPLE ORGANIZATIONAL CHART (PAS: 0R9MFBL4)



*** Position Being Established**

Org Chart must:

- Include the organization & Office Symbol of at least one (two for supervisory) reporting level above the position being established or reviewed
- Be final and approved - hand written and proposed organizational charts are not acceptable
- Organizational structure must comply with **AFI 38-101, Air Force Organization**.
- Include: PAS, Title, Pay Plan, Series, Grade, MPCN, and AFSC for civilians (including NAF employees)
- Include Title, AFSC, Rank, MPCN for military
- Be attached to the RPA using the file name: **ORGCHART_MPCN.DOC** (where MPCN is the UMD position number). If an ACN is attached, use file name: **ACN_MPCN.XXX** (where MPCN is the UMD position number or OVH if for an overhire position and XXX is any appropriate file format)

IMPORTANT:

Current UMD data must match the organization chart. If the UMD does not match the org chart, an ACR must be submitted for the updates and the approved ACN included in the package. If an ACN is not included in the package, the RPA will be RWOA.

Org Chart must include:

- One reporting level above position being established or reviewed
- Office Symbols of organization
- Pay Plan, Series, Grade, & Title of civilian positions
- Rank, Title, & AFSC of military