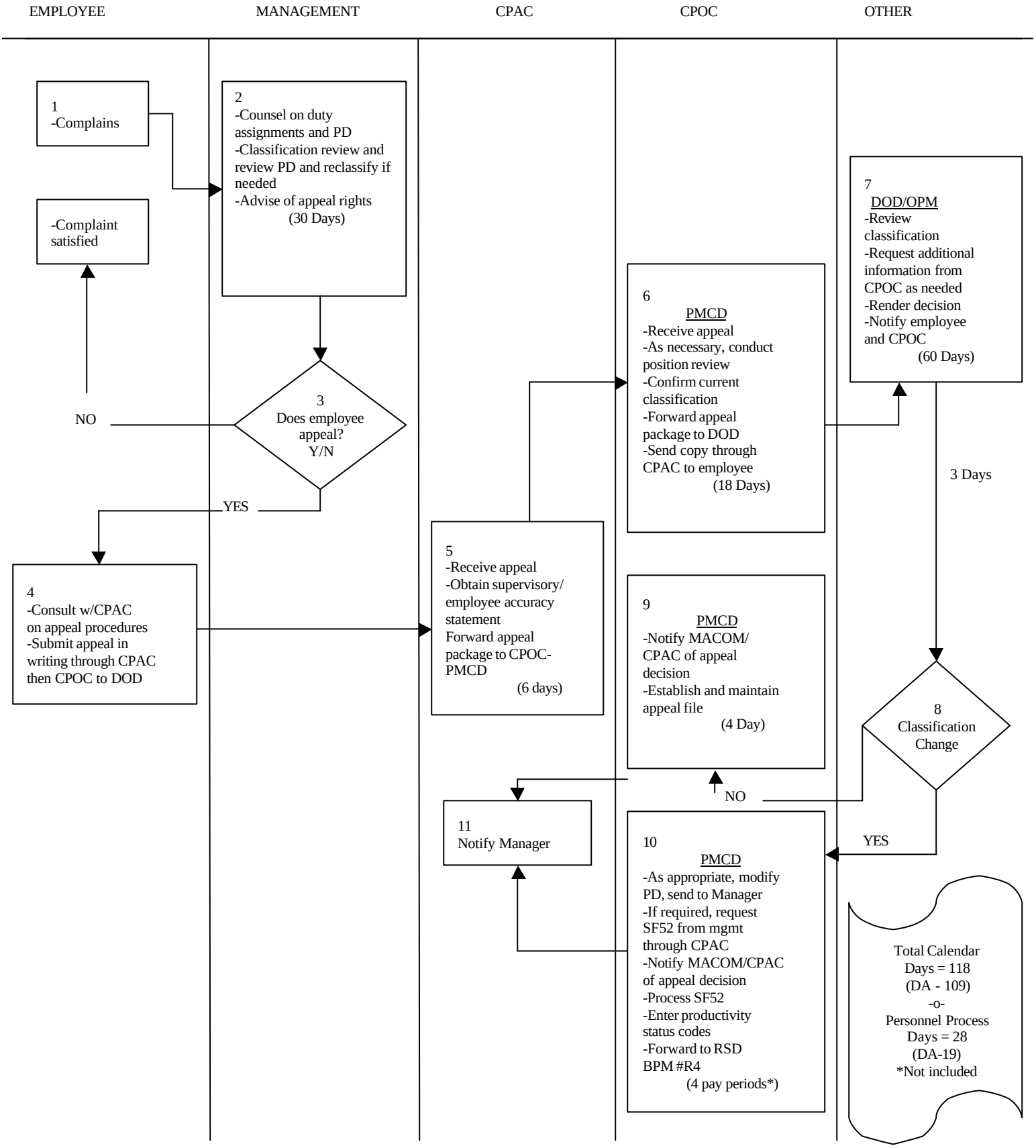
EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Complains
-Complaint satisfied
2
-Counsel on duty assignments and PD
-Classification review and review PD and reclassify if needed
-Advise of appeal rights
(30 Days)
3
Does employee appeal?
Y/N
NO
YES
4
-Consult w/CPAC on appeal procedures
-Submit appeal in writing through CPAC then CPOC to DOD
5
-Receive appeal
-Obtain supervisory/ employee accuracy statement
Forward appeal package to CPOC-PMCD
(6 days)
6
PMCD
-Receive appeal
-As necessary, conduct position review
-Confirm current classification
-Forward appeal package to DOD
-Send copy through CPAC to employee
(18 Days)
7
DOD/OPM
-Review classification
-Request additional information from CPOC as needed
-Render decision
-Notify employee and CPOC
(60 Days)
3 Days
8
Classification Change
NO
YES
9
PMCD
-Notify MACOM/ CPAC of appeal decision
-Establish and maintain appeal file
(4 Day)
10
PMCD
-As appropriate, modify PD, send to Manager
-If required, request SF52 from mgmt through CPAC
-Notify MACOM/CPAC of appeal decision
-Process SF52
-Enter productivity status codes
-Forward to RSD BPM #R4
(4 pay periods*)
11
Notify Manager
Total Calendar Days = 118
(DA - 109)
-o-
Personnel Process Days = 28
(DA-19)
*Not included