



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

DD MMM YYYY

MEMORANDUM FOR AFPC/DP2C

FROM: **AFPC/DP3F**
550 C Street West
JBSA-Randolph TX 78150

SUBJECT: Approval for Encumbered Position Process Exception: **PP-Series-Grd, Position Title**

I have reviewed subject request for an encumbered position review and validate the request has not been reviewed in the last two years. I understand that encumbered position reviews are typically the result of an official AF or MAJCOM directed mission change or reorganization that has had a significant impact to the duties of the subject position. I have also validated that the request is not for the purpose of increase in volume of work, financial need of the employee, salary/grade comparability, quality of work, efficiency of performance, employee's length of service, difficulty in recruiting/retaining based on occupation, or duties performed only in the absence of another employee.

The reason for this encumbered position review is **(provide detailed justification here)**.

I understand that the possible outcomes of an encumbered position review can be upgrade, downgrade, or sustainment of the current classification based on application of OPM Classification Standards/Guides.

Name of Approving Official, Grd/Rank/ Title
Organization (Wing Commander or equivalent (2
Letter Office symbol) is required