

Kadena Air Base

Civilian Personnel Fact Sheet

Updated 2 July 2021

NEW REQUIREMENT FOR ENCUMBERED POSITION REVIEW REQUESTS

DESCRIPTION: The Air Force Personnel Center (AFPC) will add a new requirement for encumbered position review (EPR) requests effective 12 July 2021. An encumbered position review is a request by management to review the classification of a position which has an individual already assigned and executing civilian work-years. Organizations may submit requests for EPRs well in advance of a position vacancy when there has been a major mission change or officially directed reorganization, such as a PAD, POAM, MAJCOM Memorandum, etc., that has had a significant impact to the duties. *Significant impact means changes to major duties that affect pay plan (e.g., from Wage Grade (WG) to General Schedule (GS)), occupational series, title and/or grade. However, **AFPC will require a memo on official letter head reviewed and approved by the Wing Commander or equivalent (2 letter office symbol for civilian-run organizations) for EPR requests that do not meet the above criteria (i.e., PAD, POAM, MAJCOM Memorandum, etc.)** The template for EPR exception approval must be used and is attached for future use.

NOTE: Application of Standard Core Personnel Documents (SCPD) when the position is encumbered is exempt from this new AFPC policy. According to AFI 36-1401, SCPDs are mandatory for use when the SCPD appropriately describes the duties of the position as determined by AFPC. When considering submitting a position review request, please review the SCPD Library in myPers first. The library contains various position descriptions (PD) that are for “like” positions across the Air Force that have been developed by the specific career fields. (https://mypers.af.mil/app/answers/detail/a_id/21602)

FOR MORE INFORMATION: Please email Position Control team (Ms. Natsumi Mizuno, natsumi.mizuno.jp@us.af.mil, and Ms. Saori Pigott, saori.pigott.jp@us.af.mil).