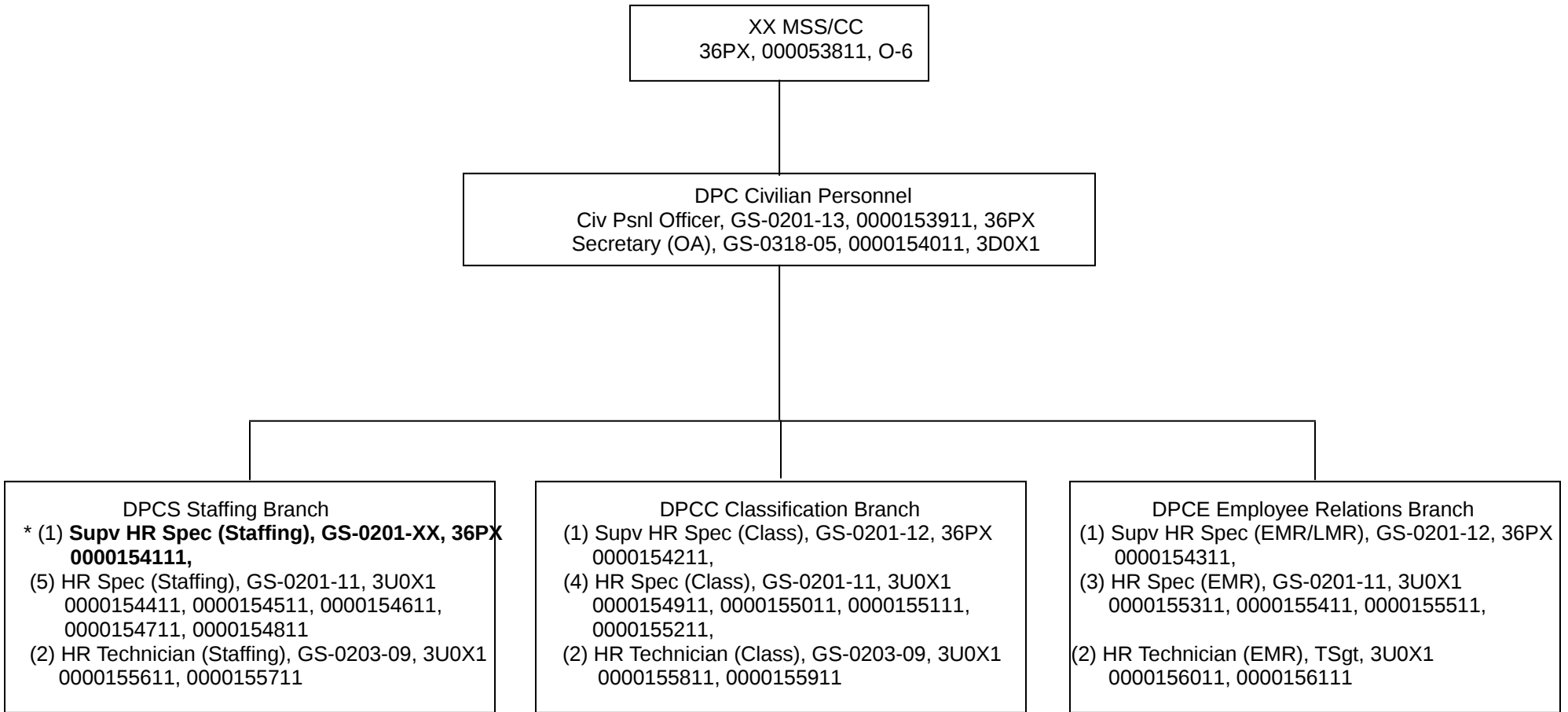


**SAMPLE ORGANIZATIONAL CHART (PAS: RJ09F7JB)**



**\* 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:**

If the UMD does not match the org chart, an ACR must be submitted for the updates and the approved org chart. If the UMD does not match the org chart, an ACR must be submitted for the updates and the approved org chart. If the UMD does not match the org chart, an ACR must be submitted for the updates and the approved org chart. If the UMD does not match the org chart, an ACR must be submitted for the updates and the approved org chart.

**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