SAMPLE ORGANIZATIONAL CHART (PAS: RJ09F7JB)

XX MSS/CC 36PX, 000053811, O-6

DPC Civilian Personnel Civ Psnl Officer, GS-0201-13, 0000153911, 36PX Secretary (OA), GS-0318-05, 0000154011, 3D0X1

DPCS Staffing Branch

- * (1) Supv HR Spec (Staffing), GS-0201-XX, 36PX 0000154111,
- (5) HR Spec (Staffing), GS-0201-11, 3U0X1 0000154411, 0000154511, 0000154611, 0000154711, 0000154811
- (2) HR Technician (Staffing), GS-0203-09, 3U0X1 0000155611, 0000155711

DPCC Classification Branch

- (1) Supv HR Spec (Class), GS-0201-12, 36PX 0000154211,
- (4) HR Spec (Class), GS-0201-11, 3U0X1 0000154911, 0000155011, 0000155111, 0000155211.
- (2) HR Technician (Class), GS-0203-09, 3U0X1 0000155811, 0000155911

DPCE Employee Relations Branch

- (1) Supv HR Spec (EMR/LMR), GS-0201-12, 36PX 0000154311,
- (3) HR Spec (EMR), GS-0201-11, 3U0X1 0000155311, 0000155411, 0000155511,
- (2) HR Technician (EMR), TSgt, 3U0X1 0000156011. 0000156111

* 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: name: name and xxx is any appropriate file format)

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

IMPORTANT:

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

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