

**15 MARCH 1995**



*Services*

**HUMAN RESOURCES ASSESSMENT OF  
PERSONNEL MANAGEMENT AND  
ADMINISTRATION**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ AFSVA/SVXH (Ms. Lynne C. Raft)

Certified by: HQ USAF/SV  
(Col Thomas J. Padgett)

Pages: 23

Distribution: F

---

This manual implements AFPD 34-3, *Morale, Welfare, Recreation, and Services Nonappropriated Funds Personnel Management and Administration*, and AFI 34-301, *Nonappropriated Fund Personnel Management and Administration*. It establishes objectives, responsibilities, procedures, and guidance for managers and personnel administrators to assess the effectiveness of nonappropriated fund (NAF) civilian personnel management and administration. It contains the procedures for conducting quality assessment evaluations. Do not supplement this manual. This manual applies to the Air National Guard only upon mobilization.

***Section A—Program Purpose and Scope***

**1. Purpose .** This publication establishes objectives, responsibilities, procedures, and guidance for managers and personnel administrators to assess the effectiveness of nonappropriated fund (NAF) civilian personnel management and administration. It applies to major command (MAJCOM) commanders, installation commanders, Services Squadron commanders or directors, management officials, and human resource officers who exercise responsibilities over NAF activities. Its coverage includes US citizen employee programs located overseas.

**2. Assessments:**

**2.1. Dual-Track Assessments .** In the context of this publication, personnel management differs from personnel administration. Although both are interrelated, the effective discharge of responsibilities in each area demands a distinction.

2.1.1. Personnel management refers to the responsibilities and actions of managers and supervisors in dealing with their subordinates. It involves employee selection, basic human relations, job design, work distribution, planning, training, labor relations, discipline, and motivational tasks.

2.1.2. Personnel administration refers to the Human Resources Office's (HRO) responsibility to administer NAF personnel programs, to provide technical advice and guidance to managers, and to effectively aid management in the discharge of their personnel management tasks. HRO self-assessments focus on the status of administrative and advisory effectiveness.

**2.2. Self-Assessment.** An essential element in evaluating the effectiveness of authorities delegated to managers, supervisors, and HROs at installation level is by self-assessment of personnel management and administration. The most useful assessment of day-to-day practices address how personnel system requirements help or hinder the mission. These assessments improve local management and administration, and elevate those problems beyond local control to higher levels for resolution.

**3. Assessment Objectives.** Personnel management and administration assessments are used to determine the effectiveness of operations, implement corrective measures when necessary, and plan operational improvements. The assessment system:

- Evaluates the application of all legal, statutory, and regulatory requirements governing NAF civilian personnel administration and employee entitlements.
- Enhances the personnel management capabilities of managers and supervisors.
- Enhances the personnel administration expertise of human resource office specialists.
- Identifies ineffective NAF personnel administration practices, policies, and procedures.
- Measures progress in correcting problems and achieving personnel management goals.

### *Section B—Responsibilities*

#### **4. Responsibilities:**

**4.1. HQ USAF.** The Directorate of Services (HQ USAF/SV) develops and adjusts Air Force policies for assessments.

**4.2. The Air Force Services Agency, Human Resources Division (HQ AFSVA/ SVXH):**

- Develops and adjusts Air Force procedures for assessments.
- Develops Quality Assessment Guides.
- Provides commands with AFSVA assessment schedule by 15 September.
- Conducts on-site assessments to determine NAF personnel management and administration effectiveness.
- Directs or conducts inquiries or investigations of special problems.
- Reports findings, required corrective actions, and recommendations to proper management authority.
- Tracks key program indicators.
- Conducts special studies of individual program elements.

**4.3. MAJCOM Directors (MAJCOM/SV).** Perform Staff Assistance Visits (SAV) to carry out this publication's requirements. The command assessment system must provide for:

- A systematic flow of information concerning personnel management and administration improvement needs and plans.

- A periodic on-site SAVs by MAJCOM assessors.
- All MAJCOM human resource staffs monitor reports and improvement plans resulting from AFSVA assessments or MAJCOM SAVs. Commands must respond to required corrective actions within 120 calendar days after they receive reports on assessments from AFSVA.
- A means of regularly assessing personnel management policies, operations and ability to help management in the discharge of their personnel responsibilities
- An annual installation assessment of management's delegation and discharge of NAF personnel responsibilities; and management effectiveness in the areas of position management, affirmative employment, employee development and training, employee relations and labor relations
- A format to track, assess and overcome weaknesses, and to document strengths

**4.4. Installation Commander.** Each installation commander (the commander delegated appointing authority), through the SV commander or director, establishes and operates a personnel management and administration assessment system that fulfills the requirements of this publication.

**4.5. The SV Commander, Through the HRO Staff:**

- Ensures the scheduling and completion of assessments are consistent with guidelines in this publication.
- Coordinates, documents, and monitors completion of improvement actions.
- Serves as a focal point to assess personnel administration.

**4.6. Key Managers.** Key managers, through their management and supervisory staffs, participate in assessments of personnel management effectiveness, and take corrective actions as tasked in improvement plans.

***Section C—Assessment Preparation and Measurement***

**5. Installation Assessments.** Installation assessments cover both personnel management and personnel administration.

5.1. Personnel management assessments measure the effectiveness of organizational management in dealing with their subordinates. They may include the use of on-site interviews, local assessment teams, manager and supervisor guides, and personnel data the HRO furnishes.

5.2. Personnel administration assessments measure the effectiveness of internal HRO operations and the administration of NAF personnel programs.

5.2.1. These assessments must be conducted at least annually. Use the *Quality Assessment Guides* from HQ AFSVA/SVXH, NAF Personnel Data System (NAF-PS) products, and any other records reflecting the condition of internal HRO operations, the condition of NAF personnel programs, and the effectiveness of advisory services provided to management.

5.2.2. Form an overall assessment of personnel administration effectiveness. As a minimum, if the assessment rates any program element "marginal" or "unsatisfactory," it must include an improvement plan; if it rates a program element "outstanding" or "excellent," it must document such a rating.

**5.3. How To Complete the Ratings:**

5.3.1. Assess NAF personnel program elements and areas by reference to a common set of terms. The program areas in the guides and checklists cover the major functions and activities of personnel management and administration. Assign each area an overall rating according to the guidelines below. Program elements are part of a program area addressed by one or more questions in the guides. The elements are tasks and responsibilities, goals and accomplishments, regulatory compliance, etc. Rate each element separately, based on these guidelines:

- Outstanding (O). Meets all or nearly all program element requirements in a superior manner. Accomplishments far exceed requirements and are of exceptional merit. The majority of the elements in a program area are rated outstanding and no element is rated less than excellent.
- Excellent (E). Meets all or nearly all program element requirements in an exceptional manner. The majority of the elements in a program area are rated outstanding or excellent, and no element is rated less than satisfactory.
- Satisfactory (S). Meets all or nearly all program element requirements. Deficiencies do not impede or limit program accomplishment. The majority of the elements in a program area are rated satisfactory or better.
- Marginal (M). Does not meet several program element requirements. Deficiencies impede or limit program accomplishment. The majority of the elements in a program area are rated marginal.
- Unsatisfactory (U). Does not meet the majority of program element requirements. Deficiencies prevent program accomplishment. The majority of the elements in the program area are rated unsatisfactory.

5.3.2. The Human Resource Management and Administration Quality Assessment Rating Sheet in the *Air Force Quality Assessment Guides* lists the program areas and their elements to be rated during the assessment. Use it to document results.

5.3.2.1. Note that the Human Resource Officer conducts assessments, and determines ratings for both personnel management and personnel administration.

5.3.2.2. If an entire program area or an individual program element is not applicable at the installation, enter "N/A" or "Not Rated" in the rating column.

5.3.2.3. Complete an improvement plan to address all elements rated marginal or unsatisfactory. As a minimum, plans must identify the program element, deficiency, necessary corrective action, the action official, and a target date for completion.

5.3.2.4. Include documentation for any element assigned "outstanding" or "excellent" ratings.

5.3.3. Classification accuracy and regulatory compliance have prescribed percentage standards. Round percentages to the next higher whole percent (e.g., 96.1 percent will be 97 percent). Use the Percentage Conversion Chart, Figure 1, to convert a percentage rating to one of the five adjective ratings. Base the ratings on the findings of a random sample determined by using the sampling table at Attachment 2.

**Figure 1. Percentage Conversion Chart.**

<b>ADJECTIVE RATING</b>	<b>CLASSIFICATION 90% STANDARD</b>	<b>REGULATORY COMPLIANCE 97% STANDARD</b>
Outstanding	99-100	100
Excellent	95-98	99
Satisfactory	85-94	95-98
Marginal	80-84	93-94
Unsatisfactory	Less than 80	Less than 93

**6. Assessment Guides.** HQ AFSVA/SVXH develops the assessment guides referenced in paragraph 5.2.1, and sends them to MAJCOMs and HROs by 1 September of each year. Each guide covers significant NAF personnel management and administration programs and responsibilities. The guides include questions for use in assessing each element of a program. Negative or unknown responses indicate a less-than-desirable situation depending on the number and frequency of responses. Objective use and analysis are critical to success. Use these guides to conduct assessments.

## **7. Standards for Measuring Effectiveness:**

**7.1. Personnel Management.** A "yes" response to an item in the guide will normally indicate satisfactory accomplishment of a management task or responsibility. "Yes" answers to all items under a program element normally warrant a satisfactory rating for the element. An element may be rated satisfactory with one or more negative responses to sub-element items when the deficiencies do not impede or limit accomplishment of the overall task; that is, the objective is fully met in spite of the deficiencies. Managerial and supervisory responsibilities for program elements are in AFI 34-301, which serves as a basis for the guides. Meeting these responsibilities is the standard for a satisfactory rating. Use percentage standards only where program accomplishments can be quantified to provide a meaningful measurement of program effectiveness.

**7.2. Personnel Administration.** "Yes" responses to the guide items normally indicate satisfactory program conditions. Base ratings on a thorough analysis of program accomplishments compared to minimum regulatory and directed requirements. To determine when conditions are less than minimally acceptable, the HRO staff must assess whether unmet goals and objectives for their individual deficiencies are sufficient in number and scope to pose actual or potential problems for management and installation employees. Where practical, the assessment guides establish specific percentage standards.

## **8. Forms Prescribed :**

- AF Form 2676, **NAF Personnel Action Worksheet No. 1.**
- AF Form 2677, **NAF Personnel Action Worksheet No. 2.**
- AF Form 2678, **NAF Personnel Action Worksheet No. 3.**

- AF Form 2799, **NAF Personnel Action Worksheet No. 4.**

STEVAN B. RICHARDS, Colonel, USAF  
Director of Services

**Attachment 1**

**GLOSSARY OF ABBREVIATIONS AND ACRONYMS**

*Abbreviations and Acronyms*

**APF**—Appropriated Fund  
**APPT**—Appointment  
**ASF**—Applicant Supply File  
**CC**—Child Development  
**CONV**—Conversion  
**CT**—Crafts & Trades  
**DCS**—Deputy Chief of Staff  
**EMP**—Employment  
**EOD**—Entrance on Duty  
**HRO**—Human Resources Office  
**HRS**—Hours  
**HQ AFSVA**—Headquarters, Air Force Services Agency  
**HQ USAF**—Headquarters, United States Air Force  
**IRC**—Installation Records Check  
**LAC**—Local Agency Check  
**LWOP**—Leave Without Pay  
**MAJCOM**—Major Command  
**MIL**—Military  
**NAC**—National Agency Check  
**NAF**—Nonappropriated Fund  
**NAF-PS**—Nonappropriated Fund Personnel Data System  
**NF**—Pay Band  
**NOA**—Nature of Action  
**NOAC**—Nature of Action Code  
**NTE**—Not-to-Exceed  
**OPF**—Official Personnel Folder  
**QUALS**—Qualifications  
**PD**—Position Description  
**PG**—Position Guide

**REG**—Regular

**REQD**—Required

**RET**—Retired

**RPL**—Reemployment Priority List

**SAV**—Staff Assistance Visit

**SCD**—Service Computation Date

**SCHRC**—State Criminal History Repository Check

**SEL**—Select

**SIG**—Significant

**SV**—Services

**THP**—Transition Hiring Preference

**Attachment 2****RANDOM SAMPLING INSTRUCTIONS AND TABLES**

**A2.1.** Random sampling is an effective way of rapidly measuring group characteristics with a high degree of confidence. It saves time and money when compared to total census or individual product reviews, inspections, or audits. Random sampling uses the probability of chance selection. To be valid, each member or unit that comprises a whole group, for example, people in an organization, must have an equal chance of being selected. Draw the size of the representative random sample using the whole group size. Tables A2.1 and A2.2, reflect those relationships for common group categories where random sampling can be used advantageously.

**Table A2.1. Random Sample Table.**

<b>Total Group Size</b>	<b>Official Personnel Folders</b>	<b>Positions</b>
0- 390	20	12
400	20	12
450	23	15
500	25	15
550	28	15
600	30	16
700	30	16
800	30	16
900	30	17

**Table A2.2. Random Sample Table.**

<b>Total Group Size</b>	<b>Personnel Actions</b>
0- 20	5
30	6
40	7
50	8
75	9
100	10
150	10
200	10
250	11
300	11
350	12
400	13
450	14
500	15

**A2.2.** The easiest method is to obtain a whole group listing for sampling a category. Use NAF-PS capabilities for most sampling purposes. Determine the sample size by referring to table A2.1, for example, a total group of 400 positions = 12 sample positions. A sample selection may use a constant interval selection formula.

**A2.3.** The constant interval method is easy to use, and is considered sufficiently valid for assessment purposes. When using the example cited above, the constant interval selection method from the position roster could be every 33rd position.

**A2.4.** The preferred method of sampling personnel actions involves these steps:

- Determine the type of personnel actions selected for audit, for example, accessions, promotions and reassignments, pay adjustments, within grade increases, etc.
- Obtain a NAF-PS name listing grouped by personnel action type for transactions occurring over a 12-month period.
- Based on the total number of transactions listed, obtain the sample size from table A2.2.
- Use the constant interval method to select the sample.
- Obtain the individual official personnel folder (OPF) and complete audit using the applicable AF Forms 2676, 2677, 2678, and 2799, **NAF Personnel Action Worksheets**.

**A2.5.** The Random Sample Tables reflect minimum sample sizes sufficient to reflect program conditions. Ensure the random sample selected includes a proportionate share of Crafts and Trades (CT), Pay Band (NF), and Child Development (CC) pay plans. Treat the sample size for other areas such as appeals, grievances, disciplinary actions, awards, etc., the same as personnel actions.

### Attachment 3

## GUIDE FOR REVIEWING REGULATORY COMPLIANCE OF PERSONNEL ACTIONS

### A3.1. Regulatory compliance errors fall in two categories:

**A3.1.1. Violations.** A violation is an error that invalidates the action, affects an employee's rights, establishes an improper salary or wage payment, affects an employee's retirement or insurance coverage, or creates a security problem. Each violation which might routinely occur in a personnel action is pre-identified and given a weight based on the seriousness and impact of the violation. For violations not already identified, assessors are to use the following definitions to determine the weight. The Air Force standard requires 97 percent of the personnel action compliance items to be free of violations. Weights use a scale of one to five. Definitions are:

- Five: The weight for a violation which normally requires extraordinary efforts to correct or is not correctable.
- Four: The weight for a violation which is a serious error and is usually correctable.
- Three: The weight for a violation which is a serious error but is relatively easy to correct.
- Two: The weight for a violation which is not serious and is easy to correct.
- One: The weight for a violation which does not adversely affect employee entitlements or a program condition, yet it still violates a law, regulation or instruction.

**A3.1.2. Discrepancies.** A discrepancy is an error of lesser consequence than a violation. It is attributable to improper or nonapplication of procedures, record keeping deficiencies, misfiling, etc.

### A3.2. The accuracy rate is determined as follows:

#### A3.2.1. Violations:

##### A3.2.1.1. Determine the violation rate as follows:

- Step 1: Identify in a spreadsheet column the total number of personnel actions by the nature of action (NOA).
- Step 2: Using tables A3.1 through A3.5, determine the total possible number of violations for each NOA identified in Step 1.
- Step 3: Multiply the total possible violations (Step 2) by the number of personnel actions by NOA (Step 1). Then add the products. This becomes the total possible violations for sample I.
- Step 4: Identify each violation and its weight. (Note: If a record has more than one violation, count each violation.) Add all weights for the total violation weight.
- Step 5: Subtract the total weighted violations from the total possible violations. This becomes the adjusted total.
- Step 6: Divide the adjusted total by the total possible violations. This becomes the violation rate.

#### *EXAMPLE*

NOA	IN SAMPLE	POSSIBLE VIOLATIONS	TOTAL
N010	8	X	112
N060	4		40
N036	7		49
N894	3		12

Total Possible Violations in Sample: 213

Total Weight of Sample Violations: -12

Adjusted Total: 201

201/213 = 94.4 Percent - Violation Rate

**A3.2.2. Discrepancies:**

- Step 1: Identify in a spreadsheet column the number of OPFs reviewed for regulatory compliance.
- Step 2: Using table A2.6, determine the total number of discrepancies for each OPF.
- Step 3: Divide the total number of discrepancies by the total number of OPFs reviewed to determine the average number of discrepancies per OPF.
- Step 4: Determine the discrepancy impact from the following:

**Average Number of Discrepancies      Discrepancy Impact**

0 - 1	+1.0
1.1 - 1.5	+ .5
1.5 - 2.5	0
2.6 - 3.5	- .5
3.6 - 4.5	- 1.0
4.6 - Above	- 1.5

- Step 5: Add or subtract, as appropriate, the discrepancy impact from the violation rate computed per paragraph A3.2.1.1, Step 6. This becomes the combined violation and discrepancy rate.
- Step 6: Determine the adjective rating by reference to paragraph 5.3.3, figure 1.

**EXAMPLE:**

TOTAL NUMBER OF DISCREPANCIES	OF	TOTAL NUMBER OF OPFS REVIEWED	OF	AVERAGE NUMBER OF DISCREPANCIES PER OPF
62	/	25	=	2.48

TOTAL NUMBER OF DISCREPANCIES	TOTAL NUMBER OF OPFS REVIEWED	AVERAGE NUMBER OF DISCREPANCIES PER OPF
-------------------------------	-------------------------------	---

Violation Rate:	94.4 Percent
Discrepancy Impact:	(+/-) 0
Total Combined Violation and Discrepancy Rate:	94.4 Percent

(Satisfactory)

**A3.3.** Installations will conduct self-assessments periodically to determine the regulatory compliance accuracy rates. Draw a random sampling of actions processed over a given period according to instructions in attachment 2. Using the proper Personnel Action Worksheets, check off compliance items as documentation is reviewed and found to be correct. Identify errors by an "X" and mark nonapplicable items "N/A." Correct errors but leave the "X's" on the worksheets to ease computation of accuracy rates and trend analyses.

**A3.4.** The regulatory compliance sample will include the following Nature of Action Codes (NOAC):

N010 N012 N015 N016 N021 N024 N030 N036 N037 N040 N046 N047 N049 N059  
 N060 N061 N062 N063 N064 N065 N066 N067 N068 N070 N071 N073 N074 N075  
 N083 N084 N085 N893 N894 N895

Review of additional NOACs is optional.

**A3.5.** Worksheets should be maintained for 2 years. Periodic reviews and analyses of worksheets provide a means to identify trends and determine weaknesses or strengths in the regulatory process.

**Table A3.1. Regulatory Compliance Total Possible Violations - Accessions.**

<b>TYPES OF PERSONNEL ACTIONS</b>							
010 - Appointment						016 - Reinstatement	
012 - Appointment NTE						021 - Transfer In	
015 - Appointment - Public Law 101-508						024 - Reemployment	
<b>COMPLIANCE ITEMS</b>							
<u>All Emp. Categories</u>	Weight	010	012	015	016	021	024
Quals Met	5	x	x	x	x	x	x
Legal Appt	5	x	x	x	x	x	x
Hiring Priorities (RPL,Spouse,THP, Veteran)	5	x	x	x	x	x	x
Pay Determination	5	x	x	x	x	x	x
Physical Requirements (When SF78 Reqd)	3	x	x	x	x	x	x
Security Requirements (NAC,LAC,IRC,SCHR C)	4	x	x	x	x	x	x
EOD Waiver	3	x	x	x	-	-	x
Effective Date	3	x	x	x	x	x	x
Other		x	x	x	x	x	x
<b>TOTAL</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>9</b>
<u>Reg Category Only</u>							
SCD (Sel most sig Error)		x	x	x	x	x	x
- Credit	3						
- Computation Impact	3						
No Impact	1						
Probationary Period	3	x	x	x	x	x	x
Health Insurance	3	x	x	x	x	x	x
Life Insurance	3	x	x	x	x	x	x
Retirement	3	x	x	x	x	x	x
<b>TOTAL</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>14</b>

x

Illegal Appointments (Examples):

Weight

- 5 Underage
  
- 5 Citizenship
- 5 Improper Selection from ASF
- 5 Ineligible for Reinstatement
- 5 Ineligible for Conv from APF

Other:

Weight

- 4 180-day Waiver - Ret Mil
  
- 3 Failure to comply with Labor Agreement
- 3 Retirement Eligibility
- 3 No guaranteed hrs - Regular employee

**Table A3.2. Regulatory Compliance Total Possible Violations - Separations.**

<b>TYPES OF PERSONNEL ACTIONS</b>									
030 - Resignation									
036 - Separation									
037 - Removal									
040 - Resignation-Public Law 101-508									
						046 - Termination			
						047 - Termination - Without Prejudice			
						049 - Transfer Out			
<b>COMPLIANCE ITEMS</b>									
	Weight	030	036	037	040	046	047	049	
Effective Date	3	x	x	x	x	x	x	x	
NOA and Terminology	2	x	x	x	x	x	x	x	
Proper Procedures	3	-	x	x	-	x	x	x	
Supporting Documents	2	x	x	x	-	x	x	x	
Contents of Notices	3	-	x	x	-	x	x	-	
Entry on RPL	3	-	x	-	-	-	-	-	
Other		x	x	x	x	x	x	x	
	<b>TOTAL</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>5</b>	

**Table A3.3. Regulatory Compliance Total Possible Violations - Other Actions.**

<b>TYPES OF PERSONNEL ACTIONS</b>										
070 - Change in Military Status										
071 - Change in SCD										
083 - Leave Without Pay (LWOP) NTE										
084 - Furlough NTE										
										085 - Furlough - Military
										893 - Within Grade Increase
										894 - Pay Adjustment
										895 - Change in Guaranteed Hours
<b>COMPLIANCE ITEMS</b>										
	Weight	070	071	083	084	085	893	894	895	
SCD	3	-	x	-	-	-	-	-	-	
Proper Procedures	3	x	-	x	x	x	-	x	x	
Pay Determination	5	-	-	-	-	-	x	x	-	
Supporting Documents	3	x	x	x	x	x	-	-	x	

Content of Notices	3	-	-	-	x	x	-	-	x
Effective Date	3	x	x	x	x	x	x	x	x
Other		x	x	x	x	x	x	x	x
TOTAL	4	4	4	4	5	5	3	4	5



Security Requirements (NAC,LAC,IRC,SC HRC)	4	x	x	x	x	x	x	x	x	x	-	-
Effective Date	3	x	x	x	x	x	x	x	x	x	x	x
Supporting Documentation	3	x	x	x	x	x	x	x	x	x	x	x
Other		x	x	x	x	x	x	x	x	x	x	x
<b>TOTAL</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>4</b>	<b>4</b>
<u>Reg Category Only</u>												
SCD (Sel most sig Error)		x	-	-	-	-	-	-	-	-	-	-
- Credit	3											
- Computation Impact	3											
No Impact	1											
Probationary Period	3	x	x	-	-	x	-	-	-	-	-	-
Insurance	3	x	x	x	x	x	x	x	x	x	x	x
Retirement	3	x	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>		<b>12</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>5</b>

**Table A3.6. Record Keeping Discrepancies.**

<b>COMPLIANCE ITEMS</b>
1. Missing or Incorrect Investigative Requirement on AF Forms 2548, <b>NAFI Request for Personnel Action</b> and 2545, <b>NAFI Notification of Personnel Action</b>
2. Current Position Description/Guide Not Filed in OPF
3. Employment Inquiries Not Annotated
4. Veteran's Preference Not Verified
5. Improper Personnel Action Code and Terminology
6. Missing or Incomplete SF-61 and 61B
7. Current Application Not Filed in OPF
8. Position Description/Guide Not Filed in OPF

<b>COMPLIANCE ITEMS</b>
-------------------------

- |   |
|---|
| <ol style="list-style-type: none"><li>9. Missing or Incorrect Remarks on AF Form 2545</li><li>10. Improperly Filed Material in OPF</li><li>11. Missing or Incorrect Physical/Health Card Requirements on AF Form 2548</li><li>12. Missing or Incorrect Qualification Requirements on AF Form 2548</li><li>13. Missing or Incorrect Guaranteed Hours on AF Forms 2548 and/or 2545</li><li>14. Required Forms Missing</li><li>15. Extraneous Material Filed in OPF</li><li>16. Missing, Incomplete or Incorrect OPF Label</li><li>17. Appropriate Signatures Missing on AF Forms 2548 and 2545</li><li>18. Missing Appropriate Hiring Preference Annotations on Application</li><li>19. Other</li></ol> |
|---|

### Attachment 4

## GUIDE FOR DETERMINING CLASSIFICATION ACCURACY

**A4.1.** A classification error is one that invalidates an action, affects an employee's rights, or establishes an improper salary or wage payment. Each error which might routinely occur in the classification process is preidentified and given a weight based on the seriousness and impact of the error. Errors are weighted on a scale from one to four. Definitions are:

- Four: The weight for an error in classification which results in a position being either overgraded or undergraded.
- Three: The weight for an error in classification which results in a position being placed in an improper occupational series.
- Two: The weight for an error in classification which results in a position being improperly titled.
- One: The weight for an error in classification which results in the duties in the position guide or position description (PG/PD) not being reflected accurately. Correction of the duties will not affect the grade, occupational series or title of the position.

**A4.2.** The accuracy rate is determined as follows:

- Step 1: Identify in a spreadsheet column the total number of positions audited for classification accuracy.
- Step 2: Assign a maximum possible error weight of four to each position audited.
- Step 3: Multiply the maximum possible weight (four) by the number of positions audited. This becomes the total possible error weight for Sample I.
- Step 4: Identify each error found in the position audits, and its weight. Add all weights for the total error weight.
- Step 5: Subtract the total error weight from the total possible error weight. This becomes the adjusted total.
- Step 6: Divide the adjusted total by the total possible error weight. This becomes the classification error rate.
- Step 7: Determine the adjective rating by reference to paragraph 5.3.3, figure 1

**EXAMPLE:**

NUMBER OF POSITIONS IN SAMPLE	X	MAXIMUM ERROR WEIGHT	POSSIBLE TOTAL
----------------------------------	---	-------------------------	-------------------

15	X	4	60
Total Possible Error Weight in Sample:			60
Total Error Weight:			-8
Adjusted Total:			52
52/60 = 86.6 Percent (Satisfactory)			

**Table A4.1. Classification Error Weights.**

<b>Compliance Item</b>	<b>Weight</b>
Position Undergraded	4
Position Overgraded	4
Error in Occupational Series	3
Error in Position Title	2
Inaccurate PG/PD	1