

**CIVILIAN PERSONNEL
MANAGEMENT SERVICE
FIELD ADVISORY SERVICES**

FAS

Classification Training Catalog



Civilian Personnel Management Service
Field Advisory Services – FAS
Classification Appeals Adjudication Section

Basic Classification Course

Designed for Personnelists who are:

- New to the Field
- Transitioning to the Generalist Concept

Topics:

Classification Overview

Classification Concepts

Reference Sources

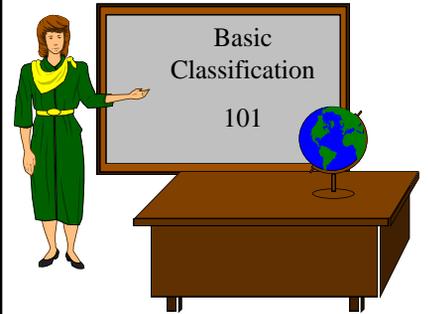
Classification Process

General Schedule Supervisory Guide

Federal Wage System Supervisors

Mixed Position Classification

Classification Appeals



OBJECTIVE:

Participants will be able to understand the Classification Process and Classify positions.

COURSE FACILITATORS:

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE:

- Informational handouts
- Topical briefing modules
- Answers to individual questions
- Follow-up contacts

COST: Travel, per diem and rental car expenses for two FAS Advisors.

COURSE LENGTH: 2-1/2 Days

FOR MORE INFORMATION:

Email Us At:

fas_class_trng@cpms.osd.mil

Phone: DSN: 426-6301, Press 2

Commercial: (703) 696-6301

FAX: (703) 696-5429

Civilian Personnel Management Service
Field Advisory Services – FAS
Classification Appeals Adjudication Section

Classification Appeals Seminar

*Designed for Personnelists and Generalists
who are involved with Classification.*

Topics:

Classification Appeals Overview

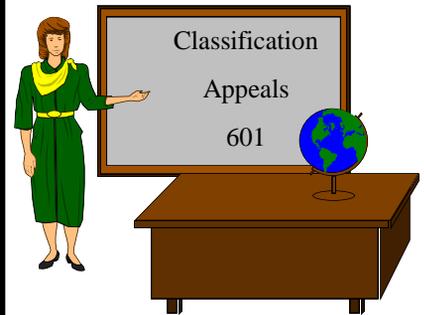
Classification Laws, Regulations, and Guidance

DoD Civilian Personnel Manual

Appeals Procedures and Processes

Classification Consistency Issues

Documentation Requirements



OBJECTIVE:

Participants will be able to understand the Classification Appeals arena.

COURSE FACILITATORS:

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE:

- Topical briefing modules
- Informational handouts
- Answers to individual questions
- Follow-up contacts

COST: Travel, per diem and rental car expenses for two FAS Advisors

COURSE LENGTH: 1 Day

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General Schedule Supervisory Guide Seminar

*Designed for Personnelists, Supervisors
and Generalists who are involved with
Classification.*

Topics:

How to Determine Coverage

Definitions

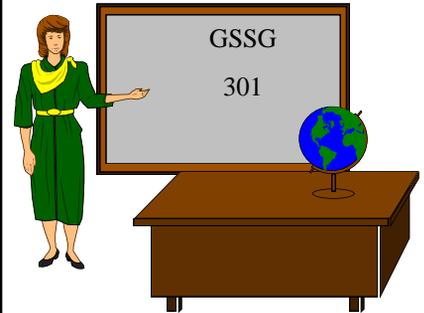
Step-by-Step Analysis of the Six Factors

Base Level Determination Exercise

How important “Other Conditions” are

How to Determine the Correct Grade

Exercise on Determining the Classification of a
Supervisory position



OBJECTIVE:

Participants will be able to apply the General Schedule Supervisory Guide to Supervisory positions.

COURSE FACILITATORS:

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE:

- Topical briefing modules
- Informational handouts
- Answers to individual questions
- Follow-up contacts

COST: Travel, per diem and rental car expenses for two FAS Advisors

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Civilian Personnel Management Service
Field Advisory Services – FAS
Classification Appeals Adjudication Section

Basic Classification for Supervisors

*Designed for Supervisors who have
Classification authority and/or:*

- Need an update on the Classification Process
- New Supervisors with no experience in Classification

Topics:

Pay and Classification

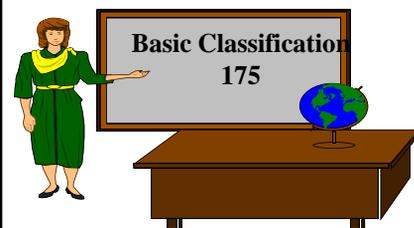
Classification Concepts

Supervisory Responsibilities

Position Management

Classification Standards

Classification Appeals



OBJECTIVE:

Supervisors will be able to understand the Classification Process in order to properly perform their Classification duties.

COURSE FACILITATORS:

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification for Supervisors.

WE PROVIDE:

- Topical briefings
- Informational handouts
- Desk reference guides
- Case Study exercises
- Follow-up contacts

COST: Travel, per diem and rental car expenses for two FAS Advisors

COURSE LENGTH: 2 DAYS

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Refresher Course in Classification

Designed for Personnelists who are:

- Currently Classification Specialists/Generalists, or
- Specialists who need to update their skills.

Topics:

Classification Regulations/Processes Review

Job Family Standards

Mixed Positions and Borderline Determinations

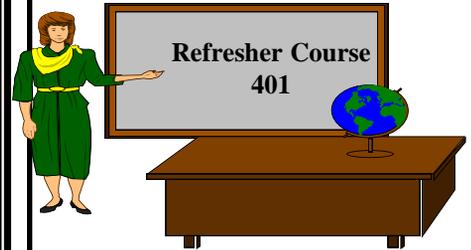
General Schedule Supervisory Guide

Federal Wage System Supervisors

Leader Positions

Classification Appeals

Changes in Classification



OBJECTIVE:

Personnelists will refresh their skills in Classification.

COURSE FACILITATORS:

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE:

- Topical briefings
- Informational handouts
- Desk reference guides
- Case Study exercises
- Follow-up contacts

COST: Travel, per diem and rental car expenses for two FAS Advisors

COURSE LENGTH: 2 DAYS

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Civilian Personnel Management Service
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Team Leader Guide Seminar

Designed for Personnelists who are:

- Currently Classification Specialists or Generalists

Topics:

Difference between Part I and Part II

Difference between Team Leaders and Supervisors

Important Issues

Functions of Team Leaders

Coverage

Grading of Team Leaders



OBJECTIVES:

Personnelists will gain additional information and knowledge on how to apply the Team Leader Guide.

COURSE FACILITATORS:

Instructors are experienced Classification Specialists who will visit on-site to provide the instruction on Classification.

WE PROVIDE:

- Topical Briefings
- Informational Handouts
- Desk Reference Guide
- Case Study Exercises
- Follow-up Contacts

COST: Travel, per diem and rental car expenses for two FAS Advisors.

COURSE LENGTH: 1 Day

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