

## **Classification Appeals Submission Guidance**

Although there are several avenues in place for employees to appeal the classification of his or her position, it is highly recommended that an employee begin the appeals process at the lowest level of review. Employees may not file appeals with multiple levels at the same time.

1. **Position Review\Desk Audit:** You may request a desk audit of your current position through your immediate manager. The Manager will work with the Human Resources Business Partner (HRBP) to forward the request to the NSSC. This process also includes the “Impact of Person on the Position” and “Accretion of Higher Graded Duties”. If the position description (PD) is considered inaccurate, the manager should provide the actual duties being performed with the request.

Requests for Position Reviews\Desk Audits will only be accepted from Center HRBPs. HR may use the following link to submit a [request for position review\desk audit](#).

2. **First-level classification appeal:** If you do not agree with the current classification of your position after discussing it with your Manager and HR representatives, a “first-level” appeal is the first step in the appeal process. Employees may appeal grade, occupational series, and the title of their position. Employees may not appeal the duties of the PD. A position review\desk audit is the correct path if you are disputing the accuracy of the duties (see Step 1 above for how to request a position review\desk audit). The NSSC Classification Services Team will review your appeal, conduct an evaluation of the classification of your position, and issue a determination.

To request a first-level appeal you must submit an online service request. Click here: [First-Level Classification Appeal Service Request](#)

3. **Agency-level classification appeal:** Once the first-level appeals process has been exhausted, or if you opt to bypass the first-level process, you may file an Agency-level appeal. Employees may appeal grade, occupational series, and the title of their position. Employees may not appeal the duties of the PD. A position review\desk audit is the correct path if you are disputing the accuracy of the duties (see Step 1 above for how to request a position review\desk audit). The NSSC Agency-level Classification Appeal Team will review your request and conduct an evaluation of your classification. The final Agency classification decision will be issued by the Director, HR Services Division, NASA Office of the Chief Human Capital Officer.

To request an Agency-level appeal you must submit the appeal package, outlined below, by e-mail:

To: [NSSC@nasa.gov](mailto:NSSC@nasa.gov)

Subject: Agency Classification Appeal

To the Attention of: Director, Human Resources Services Division, Office of the Chief Human Capital Officer

**Agency-level Classification appeals must contain a written description of the issues in question and include the following information:**

- Name
- Mailing address

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- Office telephone number and e-mail address
  - The present classification of your position (title, series, grade)
  - The requested classification, including the reasoning behind the request
  - Center and the office in which you work
  - **A copy of your official position description** and a statement affirming that the duties are accurate.
    - If your PD is an agency standard PD, you should also submit a copy of your performance elements from both the prior year and the current year.
  - Any additional information about the position that will aid in understanding it and arguments supporting the requested classification by referencing the appropriate classification standards
4. **OPM-level classification appeal:** You may bypass the first-level or Agency-level appeal steps and appeal directly to OPM at any time. As a general rule, OPM recommends that you first seek an appeal decision from your agency. If you find that the NASA decision is unfavorable, you can still appeal to OPM. However, if you appeal first to OPM and receive an unfavorable decision, you cannot then appeal to NASA.

**Office of Personnel Management (OPM)-level appeals must be mailed\* to:**

Classification Appeals and FLSA Claims Program Manager  
 U.S. Office of Personnel Management  
 Merit System Accountability and Compliance  
 1900 E Street, NW, Room 6484  
 Washington, DC 20415

OPM Filing Instructions are located on OPM's Web site under the "Filing Instructions" tab: <https://www.opm.gov/policy-data-oversight/classification-qualifications/appeal-decisions>

**\*NOTE: OPM classification appeals may NOT be filed electronically**