**Template**

**Consistency Review – Employee Classification Appeals or Classification Validation Requests**

**Background:** As a result of receiving a final classification decision for an employee classification appeal or a classification validation request, servicing HR offices must conduct a consistency review of identical, similar, or related positions as instructed by the HR Policy and Programs Division. For more information, see Reclamation Manual, Directives and Standards, HRM 15-02, *Employee Classification Appeals and Classification Validation Requests,* Paragraphs 5.A.(5)(d), 5.B.(3), and 5.C. Submit the completed template and a copy of the consistency review instructions, to the Manager, HR Policy and Programs Division, Attention: 84‑58000.

Consistency Review - Date Completed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Incumbent** | **Current Series, Title, and Grade Level** | **Series, Title, and Grade Level as a result of the Consistency Review** | **Effective date or Proposed Effective Date and Nature of Action/Legal Authority Code of Change, if Applicable** |
| ***Example*** | ***Example*** | ***Example*** | ***Example*** |
| *John Doe* | *Electrical Engineer, GS-850-14* | *Electrical Engineer, GS-850-12* | *04-09-14; 713 – Change to Lower Grade* |
| *Cathy Bunny* | *Office Automation Assistant,* *GS-0326-05* | *Secretary (OA), GS-0318-7* | *03-23-14; 702 - Promotion* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |