Position Crossgrade/Downgrade Instructions

DEFINITIONS

Agency
Enter the name of the requesting agency.

Business Area
Enter the 4-digit number assigned to the requesting agency.

Date
Date form is completed by requesting agency.

Legislative Authorization

Job Title
Enter the *original* state job title associated to the position.

Class Code
Enter the 4-digit code that represents the *original* state job title.

Grade
Enter the *original* grade for the job title.

Requested Authorization

Position Number
Enter the AASIS position number. This is an 8-digit number.

Job Title
Enter the requested state job title.

Class Code
Enter the 4-digit code that represents the state job title.

Grade
Enter the requested grade for the job title.

Effective Date
Enter the date this crossgrade/downgrade should take effect.

Justification
Provide reason for requested action.

Authorizations

Approving Authority
The Office of Personnel Management must approve this request.