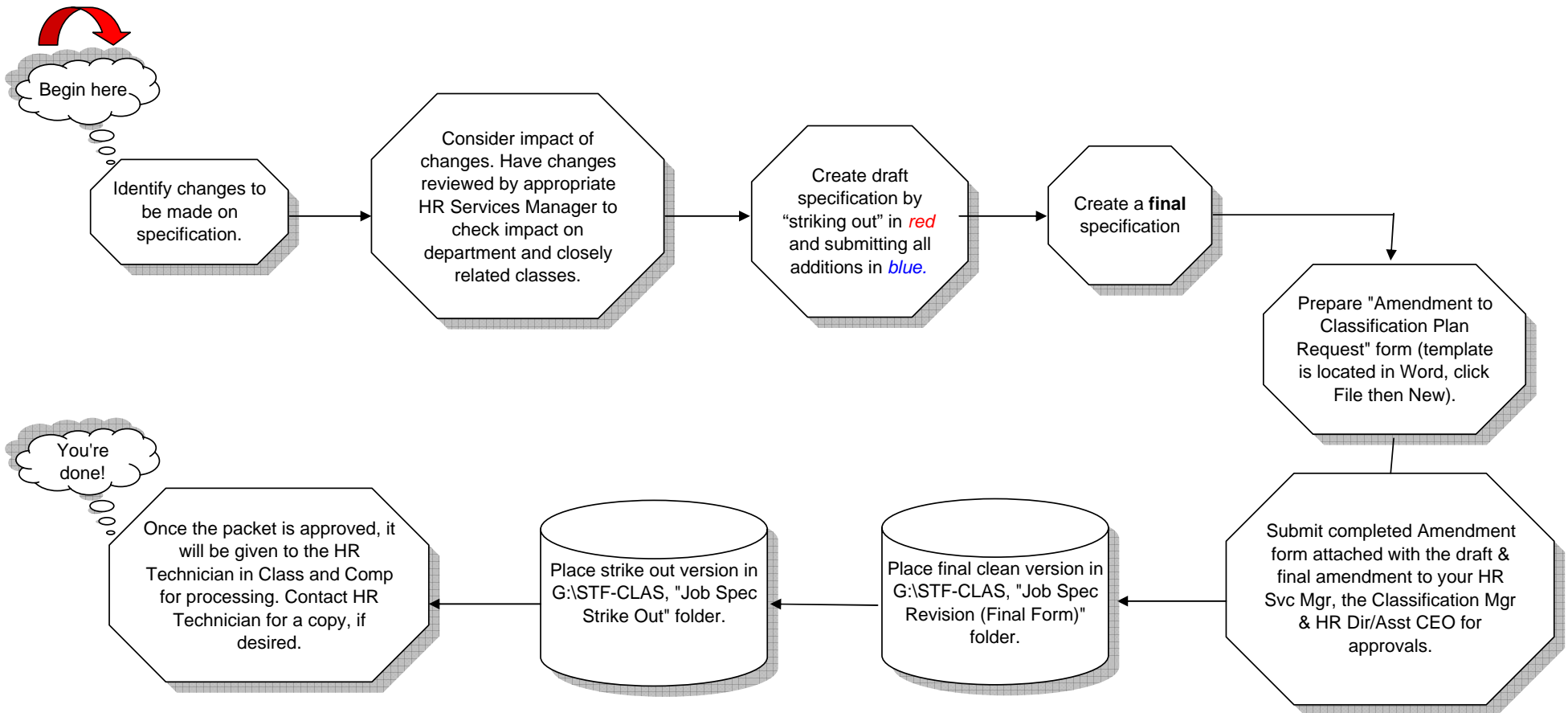


A QUICK VIEW: HOW TO COMPLETE AN AMENDMENT TO CLASSIFICATION PLAN REQUEST FORM



REMINDER: Any "Amendment to Classification Plan Request" form submitted for Classification Specification Revision, Technical Title Change or Class Duplication without a draft copy and a final copy, will be returned to the analyst submitting the request. The draft version is used to update our Resumix database.

** This is a brief description of the process on how to complete an Amendment to Classification Plan Request Form. For a more detailed explanation, refer to "Amendment to Classification Plan Procedure", found in S:\HR Procedures\Amend to Class.