

JOB TITLE/GRADE LEVEL CHANGE REQUEST

TEAM:	DATE OF REQUEST:
NAME OF MEMBER:	
CURRENT NDMS POSITION HELD:	
TARGET POSITION AND GRADE:	
REASON FOR CHANGE (if moving to a position with a lower grade level):	
CHECKLIST FOR ATTACHMENTS: <input type="checkbox"/> Optional Application for Federal Employment form OF 612 OR Resume <input type="checkbox"/> Credentials Verification form if the position requires a license or certificate	
NAME AND TITLE OF TEAM APPROVING OFFICIAL:	
SIGNATURE OF APPROVING OFFICIAL:	
SEND REQUESTS TO: 500 C Street SW Room 214 Washington, DC 20472	
Please Note: Normal processing time for a change in grade level to be approved and processed in the pay system is approximately 6-8 weeks from the time received at OER. This does not include requests returned to the team for additional information. Team member pay during an NDMS activation will be based upon the grade level shown on the NDMS roster sent to the team at the time of activation. The pay rate will not change for an individual when a request for change in job title/grade level is “in process” or received during the activation.	