

SUMMARY CYCLIC REVIEW REPORT

Organization Reporting: _____

For Year Ending: _____

Total Number of Positions Serviced: _____

POSITION CLASSIFICATION REVIEW

1. Total number of positions reviewed. _____
 - a. On-site audits. _____
 - b. Other methods. _____

2. Number of position for which corrective action was taken. _____
 - a. Rewrite of description, but no change in classification. _____
 - b. Position raised in grade. _____
 - c. Position reduced in grade. _____
 - d. Title and/or series changed. _____

3. Number of Positions audited with final action incomplete. _____

Submitting Personnel Officer Signature

Date