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.