

DEPARTMENT OF THE NAVY
THE NATIONAL SECURITY PERSONNEL SYSTEM
CIVILIAN HUMAN RESOURCES MANUAL

SUBCHAPTER 9XX.X

POSITION CLASSIFICATION AND POSITION MANAGEMENT

TABLE OF CONTENTS

<u>Sections</u>	<u>Pages</u>
1. Purpose	2
2. Applicability	2
3. Responsibilities	2
Appendix A: Delegation of Classification Authority	
Appendix B: DON Position Management Program	
Appendix C: Establishment and Classification of Senior Human Resources and Equal Employment Opportunity Positions	
Appendix D: Miscellaneous Provisions	
Acronyms	

- References:
- (a) 5 U.S.C. 51
 - (b) 5 U.S.C. 99, Subchapter 200
 - (c) 5 CFR 551, Subpart B, "Exemptions and Exclusions"
 - (d) DoD 1400.25, Subchapter 1920, Classification under the National Security Personnel System
 - (e) SECNAVINST 12273.1 of 16 Mar 99
 - (f) 5 U.S.C. 71

Cancellation: None. SECNAVINST 12510.9 of 26 Aug 86; OPNAVINST 12500.3 of 12 Nov 86; and OCPMINST 12511.1 of 27 Jan 88 do not apply to position classification and position management under the National Security Personnel System (NSPS).

1. Purpose. This subchapter establishes Department of the Navy (DON) policy for position classification authority and position management responsibility under the NSPS authorized by and in compliance with references (a) through (e). This subchapter must be read in conjunction with reference (d) and provisions contained in both documents must be adhered to when taking position classification and position management actions under the NSPS.

2. Applicability. This subchapter applies to position classification and position management actions taken under NSPS.

3. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) is responsible for the establishment of DON-wide classification and position management policy. This responsibility is redelegated to the Deputy Assistant Secretary of the Navy (Civilian Human Resources), (DASN(CHR)).

b. The DASN(CHR) is responsible for:

(1) Establishing DON-wide classification and position management policy.

(2) Developing and issuing implementing program guidance and procedures.

(3) Assuring classification consistency within DON.

(4) Developing classification guidance for DON-unique positions.

(5) Resolving classification issues referred from Echelon 1 and Echelon 2 commands.

(6) Delegating classification authority within DON and revoking that authority when warranted.

(7) Taking initial and final classification action on positions identified in Appendix C or by subsequent issuance.

(8) Conducting periodic assessments of classification and positions management programs throughout DON to evaluate their effectiveness.

c. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), the Assistant for Administration, Under Secretary of the Navy (AAUSN), and the heads of Major Commands (Echelon 2) are responsible for:

(1) Ensuring subordinate commands and activities comply with statutes, regulations, guidance and directions from higher level authorities, e.g., DASN(CHR), Department of Defense (DoD), Office of Personnel Management (OPM).

(2) Implementing the delegation of classification authority established by this instruction.

(3) Ensuring that subordinate commands and activities are provided sufficient resources to ensure effective position classification and position management program accomplishment.

(4) Providing advice and guidance on classification and position management matters to subordinate commands and activities.

(5) Resolving classification issues of subordinate commands and activities.

(6) Conducting periodic assessments of classification and position management programs, as outlined in reference(e), at subordinate commands and activities to evaluate their effectiveness.

d. Heads of Navy activities and Marine Corps commands are responsible for:

(1) Ensuring that programs are established in

compliance with statutes, regulations, guidance and directions from higher-level authorities (e.g., DASN(CHR), DoD, OPM).

(2) Requiring managers and supervisors to promptly prepare accurate position descriptions (PD's) for subordinate positions as changes in the major duties and responsibilities of positions occur.

(3) Taking action to promptly update inaccurate PD's, correct misclassified positions, and situations involving misassigned employees. This includes ensuring that classification decisions directed by DON, DoD, and OPM are promptly implemented.

(4) Conducting periodic assessments to evaluate the effectiveness of their position classification and position management programs, as outlined in reference (e).

(5) Assuring that appropriate labor organizations are consulted on personnel actions associated with classification decisions as required by reference (f) while recognizing that classification decisions are not conditions of employment.

e. Heads of Human Resources Service Centers (HRSC's) are responsible for:

(1) Exercising delegated classification authority from serviced commands and activities.

(2) Processing classification actions received from serviced commands and activities that have delegated classification authority.

(3) Implementing new classification standards and guides for commands and activities for which they maintain classification authority. See Appendix D for further guidance.

(4) Processing classification appeals from employees of commands and activities for which they maintain classification authority. See Appendix D for further guidance.

f. Heads of Human Resources Offices (HRO's) are responsible for (1) through (6) below regardless of whether classification authority has been delegated to the serviced activity's line managers and supervisors. See Appendix A for further guidance.

(1) Functioning as the senior professional staff advisor for serviced activity commanding officers, managers and supervisors on the proper execution of their position classification and position management authorities and responsibilities.

(2) Ensuring appropriate position classification and position management training is provided to all individuals exercising delegated classification authority.

(3) Assisting commands and activities in the timely implementation of new classification standards and guides. See Appendix D for further guidance.

(4) Assisting supervisors in resolving employee disputes, i.e., PD accuracy and classification accuracy. See Appendix D for further guidance.

(5) Advising employees of their right to review classification standards, and their classification appeal rights and procedures.

(6) Assisting the heads of commands and activities in the conduct of periodic self-assessments of their position classification and position management programs as outlined in reference (e).

g. Managers and supervisors are responsible and accountable for:

(1) Assigning duties, responsibilities and authorities to positions to achieve alignment to mission, optimum balance of economy, effectiveness, productivity, skill use, employee motivation and development, and in conformance with the purpose of the position.

(2) Considering the classification impact on other positions in their organization when assigning duties.

(3) Advising their servicing HRO promptly when organizational and/or position changes are being planned and/or occur.

(4) Preparing and maintaining PD's.

(5) Ensuring employees receive current copies of their PD's.

(6) If delegated classification authority, ensuring classification actions are consistent with criteria provided in applicable DoD and DON guidance and criteria.

(7) If delegated classification authority, processing classification appeals from employees for whom they maintain delegated classification authority. See Appendix D for further guidance.

Appendix A: Delegation of Classification Authority

1. Discussion. The delegation of classification authority to military and civilian managers and supervisors provides greater responsibility and accountability for managing civilian employment. This delegation comes with the firm commitment to ensure that civilian positions are properly classified in accordance with references (a), (b), (c), and (d).

2. Delegation Authority. This Appendix conveys the delegations required to provide military and civilian managers the authority for classifying civilian positions. The authority to classify DON civilian positions is delegated to:

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs), (ASM (M&RA)).

b. The Deputy Assistant Secretary of the Navy (Civilian Human Resources)(DASN(CHR)).

c. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), the Assistant for Administration, Under Secretary of the Navy (AAUSN), and the heads of all Major Commands (Echelon 2) who are authorized to redelegate this authority to subordinate Commands and activities.

3. Redelegation of Authority.

a. Heads of commands and activities with classification

authority may redelegate all or part of their classification authority to subordinate military and civilian managers and supervisors.

(1) Classification authority will be delegated only for positions under the subordinate military and civilian managers' and supervisors' direct supervisory control. Managers and supervisors will not be delegated authority to classify their own position.

(2) Delegation of classification authority to managers and supervisors must be in writing and in accordance with chain of command guidelines. It must identify the recipient by name and title, identify the classification training the recipient has received, and be maintained by the command or activity issuing the redelegation.

(3) Managers and supervisors must receive classification training on their legal and regulatory responsibilities prior to exercising delegated classification authority. Classification authority will not be exercised until appropriate training has been completed. Such training will provide, at a minimum:

(a) Understanding of legal and regulatory responsibilities associated with exercising delegated classification authority.

(b) Understanding of the basic structure of the NSPS pay system.

(c) Familiarity with DoD classification standards, DON guides, and OPM and DoD appeal decisions applicable to positions in their organizations, and Fair Labor Standards Act (FLSA) exemption criteria in 5 CFR 551.

(d) Ability to analyze and evaluate positions, including supervisory positions in their organization.

b. Heads of commands and activities redelegating their classification authority to subordinate military and civilian managers and supervisors must establish and publish a plan for the redelegation of their classification authority. Such plans must, at a minimum:

(1) Identify the heads of organizations, e.g., departments, divisions, branches to which classification authority is delegated.

(2) Identify the subordinate positions that managers and supervisors are authorized to classify.

(3) Identify the process for training current and future military and civilian managers and supervisors who exercise delegated classification authority.

(4) Identify the process for administering and monitoring the execution of delegated classification authority on behalf of the commanding officer, e.g., how the activity monitors classification decisions which may be precedent setting, create classification inconsistencies, or disrupt sound position management principles; how the activity ensures managers and supervisors apply new classification standards in a timely manner, etc.

(5) Identify the process for resolving classification disagreements between managers and supervisors exercising delegated classification authority, and their HRO or HRSC.

(6) Identify the process and criteria under which delegated classification authority would be revoked from a manager or supervisor.

c. Heads of commands and activities who have delegated classification authority, may redelegate all or part of their classification authority to their servicing HRSC.

(1) Redelegations from heads of commands and activities to their HRSC must be in writing.

(2) Disagreements regarding career group (CG), occupational title, occupational code, pay schedule (PS) or pay band (PB) will be resolved within the chain-of-command of the activity having classification authority.

Appendix B: DON POSITION MANAGEMENT PROGRAM

1. Position Management (PM) Programs will be designed to ensure efficient distribution of staff resources, and to aid in identifying, preventing, and eliminating:

- a. Unnecessary organizational fragmentation.
- b. Excessive layering and unnecessary use of deputies and assistants.
- c. Improper design of jobs, obsolete work methods, or inappropriate spans of control.

2. DON organizations will adhere to the following fundamental principles:

- a. Establish the optimal number of organizational levels.
- b. Establish the optimal number of supervisors vs. the overall size of the work force.

c. Concentrate the highest level of an organization's work in the optimal number of positions needed to accomplish the work.

d. Consider the availability of workers and skills in the labor force, opportunities for advancement, and enhancement of motivation and morale.

3. The responsibility and accountability for the organization of work and PM is explicitly assigned to DON line managers and supervisors.

Appendix C: ESTABLISHMENT AND CLASSIFICATION OF SENIOR HUMAN RESOURCES (HR) AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) POSITIONS

1. Discussion. The Deputy Assistant Secretary of the Navy (Civilian Human Resources)(DASN(CHR)) will ensure that the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), the Assistant for Administration, Under Secretary of the Navy (AAUSN), the heads of Major Commands (Echelon 2) establish and staff senior level HR and EEO positions. This delegation ensures that senior level DON HR and EEO positions are established and classified in a consistent and equitable manner.

2. Delegation Authority. The DASN(CHR) is delegated the authority to exercise classification authority for senior level HR and EEO positions. The DASN(CHR) may redelegate this authority. Senior level HR and EEO positions include:

a. Echelon 1 and 2 Director, Civilian Personnel Programs (DCPP) positions.

b. Echelon 1 and 2 Command Deputy Equal Employment Opportunity Officer (CDEEOO) positions.

c. Human Resources Director (HRD) positions.

d. Human Resources Service Center (HRSC) Director positions.

e. Human Resources Service Center (HRSC) Deputy Director positions.

The DASN(CHR) is delegated the authority to include additional senior level HR positions as program requirements necessitate.

3. Responsibilities.

a. The CNO, the CMC, the AAUSN, and the heads of Major Commands (Echelon 2) are responsible for establishing DCPD and CDEEO positions.

(1) DCPD and CDEEO functions may not be combined into one position with the title and occupational code of Supervisory Human Resources Specialist, occupational code 0201, or Human Resources Specialist, occupational code 0201, if nonsupervisory.

(2) DCPD or CDEEO functions may be combined with non-civilian personnel functions. However, the assignment of such functions may not change the occupational code and title of such positions from Supervisory Human Resources Specialist, occupational code 0201, or Supervisory Equal Employment Opportunity Specialist, occupational code 0260.

(3) DCPD and CDEEO positions must be submitted to the DASN(CHR) when classification action is warranted or the position becomes vacant.

b. The CNO, the CMC, the AAUSN, heads of Major Commands (Echelon 2), and heads of Navy activities and Marine Corps commands are responsible for establishing and staffing all HRD & EEO positions within their chain-of-command. They will ensure that such positions are promptly submitted to the DASN(CHR) when classification action is warranted or whenever the position becomes vacant.

(1) HRD and CDEEO functions may not be combined into one position with the title and occupational code of Supervisory Human Resources Specialist, occupational code 0201, or Supervisory Equal Employment Opportunity Specialist, occupational

code 0260.

(2) HRD or CDEEOO functions may be combined with non-civilian personnel functions. However, the assignment of such functions may not change the occupational code and title of such positions from Supervisory Human Resources Specialist, occupational code 0201 or Supervisory Equal Employment Opportunity Specialist, occupational code 0260.

c. Submissions required by a. and b. above will, at a minimum include:

(1) Position description (PD) completed on standard DoD NSPS PD form DD 2918 certifying the accuracy and completeness of the PD.

(2) Evaluation statement supporting the classification rationale for the requested occupational title, occupational code, pay schedule and pay band.

(3) Organizational chart of the position's HR and EEO office. The chart will identify functional chiefs by occupational title, occupational code, pay schedule and pay band; and numbers of subordinate employees by occupational title, occupational code, pay schedule and pay band.

(4) Performance objectives of the position.

Major Command endorsement.

Appendix D: MISCELLANEOUS PROVISIONS

1. NSPS Position Description.

a. A position description (PD) is considered adequate when it describes the major duties performed on a regular and frequent basis, level of difficulty, qualifications required, competency requirements and relationship to other positions in the organization. The information must be in sufficient detail to determine its proper classification per reference (d) and serve as the basis for recruiting vacancies and evaluating applicants.

b. Classification of a position cannot be based on work that is assigned on a temporary basis or work that is primarily for training or career development purposes unless the position is in pay band 1 of pay schedule YA, YD, YH, or YK.

c. All positions will be documented in a PD prepared on a standard DoD NSPS PD form number DD 2918. PD's will be provided to the employee(s) occupying the position.

2. Documenting Classification Decisions.

a. Classification decisions must include the position's occupational code, title, career group, pay schedule, and pay band along with the basis for making the decision; i.e., identification of the DoD classification criteria and any DON supplemental guidance used to make the determination.

b. Decisions must include the name and signature (electronic signature is acceptable) of the management official certifying the accuracy of the PD.

c. The certification must include the date and the name and signature (electronic signature is acceptable) of the management official affirming that classification is consistent with DoD classification criteria and DON supplemental guidance.

d. The management official in 2. b. and c. may be the same person.

3. Mandatory Use of DoD standards under NSPS Classification.

a. Positions must be classified using the NSPS occupational definitions, occupational codes and authorized titles, pay schedules, and pay bands provided in reference (d). Optional parenthetical titling may be used to supplement authorized titles. Lead is no longer an authorized prefix title; however, position titles may include Lead as a parenthetical title.

b. New DoD standards must be applied to existing positions within one year from the effective date.

c. FLSA determinations must be made in accordance with References (c) and (d).

4. Employee Classification Disputes. DON will make every effort to resolve employee dissatisfaction over the classification of positions in an amicable and informal manner and resolve them locally in a timely manner. However, employees will not be discouraged from filing classification appeals.

a. Employee disputes involving assignment of work or accuracy of PD's are resolved through DON dispute resolution procedures, e.g., negotiated or agency grievance procedures. Employees have the right to question the classification of their position at any time. Such questions must first be directed to

their supervisor. The supervisor will normally respond to the query within 30 days.

b. Employee disputes involving classification of the employee's official PD are resolved through appropriate DoD and/or OPM appeal processes.

(1) Employees may select a representative of their own choosing. A commanding officer or civilian equivalent may disallow designation of a representative where there may be a conflict of interest per reference (d).

(2) Employees and their authorized representatives are free to file a formal classification appeal without restraint, interference, coercion, discrimination, or reprisal. Formal employee classification appeals must be processed within 30 days of receipt by either the servicing HRSC or management official, whoever maintains delegated classification authority in compliance with applicable OPM and DoD requirements. Appeal will be forward to DoD or OPM for adjudication.

5. Adherence to OPM, DoD, and DON Classification Certifications.

Activities and commands will not change the classification of positions certified (previously classified) by OPM, DoD or DON unless there is a change in the classification standard(s) used to evaluate the position, or a significant change in the position's duties and responsibilities occurs. When a position certified by OPM, DoD or DON is reclassified based on a significant change in the duties of the position, the activity will provide the following to the OCHR, Classification Program Manager (OCHR 012), for review prior to implementation:

- a copy of the old and new position descriptions;
- rationale supporting reclassification; and
- major command endorsement of the reclassification

ACRONYMS

AAUSN - Administrative Assistant, Under Secretary of the Navy

CDEEOO - Command Deputy Equal Employment Opportunity Officer

CFR - Code of Federal Relations

CG - Career Group

CMC - Commandant of the Marine Corps

CNO - Chief of Naval Operations

DASN (CHR) - Deputy Assistant Secretary of the Navy (Civilian Human Resources)

DCPP - Director of Civilian Personnel Programs

DoD - Department of Defense

DON - Department of the Navy

EEO - Equal Employment Opportunity

HRD - Human Resources Director

HRO - Human Resources Office

HRSC - Human Resources Service Center

OCCUPATIONAL CODE - OPM Occupational Series

OCHR - Office of Civilian Human Resources

OPM - Office of Personnel Management

PB - Pay Band

PD - Position Description

PM - Position Management

PS - Pay Schedule

SECNAV - Secretary of Navy

SL - Senior Level

ST - Scientific or Professional

U.S.C. - United States Code