



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 12510.3A
BUPERS-05
1 May 2017

BUPERS INSTRUCTION 12510.3A

From: Chief of Naval Personnel

Subj: POSITION MANAGEMENT AND POSITION CLASSIFICATION AUTHORITY

Ref: (a) SECNAVINST 12250.6A
(b) SECNAVINST 12511.1
(c) BUPERS Guide to Position Management and Classification, March 2017

1. Purpose

a. To implement policy and requirements established by references (a) and (b) on position management and classification and to provide guidance for the delegation of position classification authority for Bureau of Naval Personnel (BUPERS) positions.

b. Major revisions include the delegation of classification authority for BUPERS positions to the Director, Civilian Human Resources (DCHR) and defining the instruction's scope and applicability. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 12510.3.

3. Scope and Applicability. This instruction applies to BUPERS and its subordinate commands. These policies cover both bargaining unit and non-bargaining unit positions under the General Schedule (GS) for grades 1 through 15 and the Federal Wage System (FWS) pay systems. Excluded from this instruction are positions in the Senior Executive Service and foreign national positions.

4. Policy and Authority

a. Position Management. BUPERS policy is that all positions and organizations be structured to achieve the greatest efficiency in support of the organization's mission.

(1) Position management is a responsibility of BUPERS supervisors and managers, who will accomplish the optimal distribution of staff resources by organizing tasks into position structures, assigning duties and responsibilities to positions, and evaluating positions for need. This responsibility entails identifying, preventing, and eliminating unnecessary organizational fragmentation, excessive layering and use of deputies and assistants, improper design of jobs, and inappropriate span of control.

(2) In overseeing command organization structure and the development of new positions or changes to existing positions, BUPERS will follow these fundamental principles: minimize the number of deputies and assistants, with emphasis on line responsibility; and minimize the number of organizational levels, with emphasis on delegation and decentralization of authority to the lowest appropriate working levels.

b. Position Classification Authority. Per reference (a), the DCHR has been delegated classification authority for BUPERS. This delegation covers GS positions at grades 1 through 15 and FWS positions as defined in job grading standards identified in the Office of Personnel Management (OPM) Federal Classification and Job Grading Systems, Classifying Trades, Craft, and Labor Positions. The DCHR may re-delegate this authority to a servicing Office of Civilian Human Resources Operations Center. Commensurate with this classification responsibility is the authority to determine position management structures and organizations.

(1) All classification actions will be processed per the criteria contained in the OPM classification standards, any applicable Department of Defense and Department of the Navy guidance, and reference (c).

(2) All classification files, including active position descriptions (PD), position designation records, evaluation statements, and classification appeal decisions will be maintained by the BUPERS DCHR Office.

5. Guidelines

a. The development and use of standard PDs is highly encouraged in order to simplify the process of preparing and classifying PDs.

b. The use of career ladder positions is encouraged when management is willing to recruit at a level lower than the full performance level of a position and then train an employee to achieve the full performance level.

c. Requests for position classification should not be submitted for positions that are not funded or available for recruitment.

6. Action. Commanders, commanding officers, officers in charge, and department heads must ensure distribution and compliance of this instruction and reference (c).

7. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS, Total Force Human Resources Office (BUPERS-05) will review this instruction annually. OPNAV 5215/40 may be obtained from the BUPERS Directives Manager (BUPERS-05). This instruction will

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automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



R. A. BROWN
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>