COMNAVRESFOR INSTRUCTION 12511.1

From: Commander, Navy Reserve Force

Subj: POSITION CLASSIFICATION AND MANAGEMENT

Ref: (a) SECNAVINST 12511.1
(b) DOD Instruction 1400.25 of 1 December 1996
(c) DOD Instruction 1400.25 of 17 April 2012
(d) COMNAVRESFORINST 5320.2A

1. Purpose. To establish and implement policy, assign responsibility and prescribe procedures per references (a) through (c) for position classification and position management within Commander, Navy Reserve Force (COMNAVRESFOR).

2. Discussion. Position management is the process of assigning work to positions and structuring into cost effective and efficient organizations and is the inherent responsibility of each manager and supervisor. Position classification is the process of assigning the appropriate title, series and pay grade to positions based on relevant facts concerning the assigned work, the level of difficulty and responsibility and the qualification requirements. The position classification determination sets the basic rate of pay for an employee. The establishment of new civilian positions or modification of existing positions requires approval of the COMNAVRESFOR Resources Management Board (RMB) per reference (d).

3. Policy. Positions and organizations will be established, structured and correctly classified to effectively, efficiently and economically support the mission of the organization. Responsibility and accountability for control, utilization and proper management of civilian positions is a line management function. Performance of this function requires line managers and supervisors to assign work and develop/maintain Position Descriptions (PD) per sound position management principles.

4. Responsibility

a. COMNAVRESFOR

   (1) Ensuring all COMNAVRESFOR commands comply with applicable statues, regulations, policies and guidance in implementing and executing position classification authority and processes.
(2) Management and position classification authority and processes.

(3) Delegate position classification authority per reference (a).

b. Director, Civilian Human Resources (DCHR), N00CP

(1) Exercise position classification authority for all COMNAVRESFOR civilian positions with the exception of positions covered by the Defense Civilian Intelligence Personnel System (DCIPS). This authority may be further delegated to appropriate positions on the DCHR staff. Per reference (c), position classification authority for positions assigned to the DCIPS is delegated to the Navy Civilian Intelligence Personnel Office (CIPO).

(2) Provide advice and assistance to managers and supervisors on their position management responsibilities and the position classification process. Provide information to employees on the position classification process.

(3) Prepare/coordinate position classification appeal packages as required.

(4) Monitor adherence to statutory and regulatory requirements associated with position management and position classification and continuously monitor the quality and integrity of these programs throughout all COMNAVRESFOR echelons.

(5) Ensure compliance with position classification actions directed by higher authority and also coordinating findings of studies and reviews with COMNAVRESFOR Financial Management (N8) and Manpower (N1) offices to facilitate the review of actions/issues having a broad impact within the claimancy.

c. Managers and Supervisors. Ensure accuracy of PDs for assigned positions. The importance of maintaining the integrity of position classification, annual performance reviews for all civilians will include review and certification of PDs for factual accuracy. Proposed changes to correct inaccurate position classifications must be submitted within 60 days to COMNAVRESFOR Civilian Human Resources (CHR) or the CIPO accordingly. For classification changes which may impact the organizational setting, pay plan, series and grades of existing General Schedule (GS), Federal Wage System (FWS) and DCIPS
positions, RMB approval will be required in accordance with reference (d).

5. Action. As required by reference (a), COMNAVRESFOR has responsibility for monitoring the classification program to ensure compliancy with the Office of Personnel Management, Department of Defense and Navy policies, procedures and standards, as well as ensuring all subordinate levels of military and civilian management exercise their responsibilities within the program and ensuring descriptions and classifications of positions are kept accurate and up to date.

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