COMNAVRESFOR INSTRUCTION 12511.1A

From: Commander, Navy Reserve Force

Subj: POSITION CLASSIFICATION AND POSITION MANAGEMENT

Ref: (a) SECNAVINST 12511.1
(b) DoD Instruction 1400.25, volume 511
(c) DoD Instruction 1400.25, volume 2007
(d) COMNAVRESFORINST 5320.2B
(e) COMNAVRESFORINST 12430.5

Enc1: (1) Classification Questionnaire for New or Modified Civilian Positions

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

2. **Cancellation.** COMNAVRESFORINST 12511.1

3. **Collective Bargaining Agreements (CBA).** Provisions of an existing CBA, memorandum of understanding (MOU), and/or memorandum of agreement (MOA) applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rule, or regulation.

4. **Discussion.** Position management is designed position structure and organizational which blends the skills, assignments, and responsibilities of employees with the goal of effectively and efficiently carrying-out the COMNAVRESFOR mission or program. Grades should be commensurate with the work performed to accomplish the COMNAVRESFOR mission and should not exceed those grades needed to perform the work of the unit. It 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).

5. **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.
6. 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) Delegate position classification and position management 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 in writing.

(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 COMNAVRESFOR claimancy.

(6) Apply draft and new classification standards issued by the office of personnel management, the Department of Defense (DoD), and the Department of Navy (DON) to applicable COMNAVRESFOR positions.

c. Director, DON civilian intelligence personnel office (CIPO):

(1) Per reference (c), position classification authority for positions assigned to the DCIPS is delegated to the CIPO. This authority may be further delegated to appropriate positions on the CIPO staff. Any further delegation of classification authority must be in writing.

(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) Monitor adherence to statutory and regulatory requirements associated with position management and position classification of DCIPS positions.

d. Managers and supervisors. Ensure accuracy of PDs for assigned positions. The importance of maintaining the integrity of position classification and annual performance reviews for all civilians will include review and certification of PD for factual accuracy. At a minimum, managers and supervisors will certify the accuracy of PD under their authority annually when establishing civilian employee performance plans in accordance with reference (e), and when initiating recruitment to fill the position. 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). To facilitate RMB approval and subsequent classification action for new and revised positions, a completed classification questionnaire, enclosure (1) must be submitted to COMNAVRESFOR CHR, N00CP with the proposed PD.

7. Action. As required by reference (a), COMNAVRESFOR has responsibility for monitoring the classification program to ensure compliancy with the office of personnel management, DoD and DON 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.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

R. B. JOHNSON
By direction

Releasability and Distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR web site, http://www.public.navy.mil/nrh/Pages/instructions.aspx
Classification Process Questionnaire for New and Modified Civilian Position

To assist us in the classification process, please provide the differences between the current PD and the proposed PD by answering the questions below.

The following questions must be addressed to explain the events that caused the position to be re-described and recommended for classification. Detailed explanations are required please.

Old PD#: __________ Title/PP-Ser-Gd: ______

1. What were the primary duties of the old position? (Please list in bullet form).
   a. ___

2. What new duties were added to the old position? (Please list in bullet form).

3. From where did the new duties come and when were they assigned? (Identify any Navy or other directive requiring new functions to be performed, if applicable).
   a. ___

4. What were the reasons for assignment of the new duties to this specific position, i.e., vacant or encumbered position/billet, civilian/military? Please describe in detail.
   a. ___

5. Are other employees occupying the same position, civilian and/or military? If so, why was this position assigned the duties?
   a. ___

6. Were the additional duties and responsibilities taken from one or more other position descriptions? If so, from which one(s) civilian or military?
   a. ___

7. Who is performing now the responsibilities taken from old position descriptions?
   a. ___

8. How do the proposed changes cause the new position to differ significantly and materially from the current position?
   a. ___

9. Did the position remain in the same organization and retain the same supervisor? If not, why not?
   a. ___

10. Has this position been previously submitted for higher graded classification and when? If so, please provide additional information on outcome.
    a. ___