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NAVSUPPACT NAPLES INST 12510.4B
N021
22 FEB 2002

NAVSUPPACT NAPLES INSTRUCTION 12510.4B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: CLASSIFICATION FOR U.S. AND LOCAL NATIONAL APPROPRIATED FUND POSITIONS

Ref: (a) CFR 511
(b) CFR 532
(c) Conditions of Employment Manual for Local National Employees
(d) CINCUSNAVEURINST 12250.1C
(e) DOD 1400.25-M
(f) COMFAIRMEDINST 12515.1A

1. Purpose. This instruction sets forth basic policies and procedures for the classification of U.S. and local national positions, which are paid from appropriated funds, consistent with references (a) through (f).

2. Cancellation. NAVSUPPACT NAPLES INST 12510.4A.

3. Policy. Department of the Navy policy is to conform with the principle of equal pay for substantially equal work; to identify positions with appropriate qualification standards; and to conform with the principle that variations in ranges of basic pay for individual employees should be in proportion to substantial differences in difficulty, responsibility and qualification requirements of the work performed.

4. Classification Authority

a. The Director, Human Resources Office (HRO), is delegated the authority to classify all appropriated fund local national positions (operai/impiegati) of all activities serviced.

b. The Human Resources Service Center (HRSC), European Region, retains the classification authority for all appropriated fund General Schedule (GS) positions, grades GS-1 through GS-15, and all Federal Wage Grade positions, at all grades and as delegated through the Inter/Intraservice Support Agreements (ISSAs) with activities serviced.

5. Program Evaluation. HRSC London is responsible for overseeing and evaluating the effectiveness of the classification program for Navy U.S. civilian appropriated fund positions within Europe.

6. Basis for Classifying Positions. Requests for classification of U.S. positions will be submitted to HRSC London for evaluation (see para 4b). However, classification of local national positions will be evaluated by HRO against the established profile approved by the tri-services reference (c). If there is no established profile, a new profile must be developed based on the evaluation against the Office of Personnel Management (OPM) Classification Standard as required by references (a) and (b). The proposed profile must be coordinated and approved by the tri-services prior to implementation.

7. Responsibilities

a. Heads of activities, through their delegated representatives, will:

(1) Promote understanding and acceptance by their subordinates of policies and procedures pertaining to these programs.

(2) Ensure supervisors and employees comply with rules and procedures governing classification.

(3) Ensure current copies of structural and functional organizational charts and manpower listings are provided to the HRO and that such documents are updated and approved as changes occur.

(4) Maintain an accurate and current position description (PD) and ensure necessary classification actions are initiated promptly.

(5) Ensure employees are provided a copy of the description of the position to which they are assigned.

(6) Conduct an annual review of PDs and initiate necessary action to maintain their accuracy.

b. The HRO will:

(1) Provide staff services in the establishment and maintenance of a position classification program designed to meet

the needs of serviced activities and comply with regulatory requirements.

(2) Make available software programs designed to assist management with the task of writing PDs and explain proper software use to managers.

(3) Train managers/supervisors regarding their classification program responsibilities.

c. The HRSC London will:

(1) Represent heads of activities on classification appeals.

(2) Serve as the Principal Classifier for all activities receiving classification services from HRO, as prescribed in ISSAs.

(3) Provide quality control of classification actions.

8. Position Descriptions

a. Cognizant line management is fully and exclusively responsible for determining what the duty and responsibility content of each position shall be and for the currency, accuracy and adequacy of PDs. PDs do not control assignments; instead they reflect the current assignment and the organizational design of a position at the time it is described. When such duties and responsibilities are performed over a reasonable period of time, the PD may need to be redescribed or amended. Requests for position classification will be returned to the activity if the position has been classified within one year, unless there has been a change in the mission of the organization.

b. In addition to classification, PDs are also necessary for recruitment, placement, performance evaluation, training and employee information. They play a vital role in determining pay levels and qualification requirements and thus, authorize payment of public funds, established sources of recruitment, set conditions for competition for appointment and advancement and determine whether positions should be excepted from competitive service. To serve these purposes, and to meet regulatory requirements, descriptions must be factually correct and kept current. Cognizant line managers must, therefore, recognize when material changes have occurred in positions and promptly report such changes by updating the descriptions.

c. PDs must meet OPM's or the appropriate authority's, prescribed standard of adequacy. A PD is adequate if it states the principal duties, responsibilities and supervisory relationships of a position sufficiently, clearly and definitively to provide information necessary for its proper classification when: (1) considered by one familiar with the occupational fields involved and the application of pertinent classification standards, and (2) supplemented by otherwise readily available and current information on the organization, functions, programs and procedures concerned. When a position is comprised of several different duties, the proportion of the time occupied by each must be shown.

d. Explanatory materials, such as organizational sketches, work flow charts and letters of authority of samples of work and forms shall not be written into descriptions, but may be submitted as attachments to the description or amendment.

e. All PDs will be prepared in the proper format. Contact the HRO Employment and Classification staff for necessary assistance.

f. Each description submitted for classification action shall be certified in item 20a of Optional Form 8 (OF-8) by the person who occupies the first level of responsible supervision over the position. That person is ordinarily the one who assigns tasks to the position, gives instructions and reviews the finished work. When a supervisor certifies a PD as current and accurate and he/she knows that such is not the case, then the supervisor is falsifying the use of public funds and this would constitute grounds for disciplinary and/or legal action.

9. Types of Position Classification Actions and Procedures

a. New Position. A new position is one that is being established where the duties and responsibilities have not previously been described. The requesting organization must submit a completed OF-8 and appropriate narrative description along with an approved organizational chart that shows the relationship of the position to the work unit.

b. Redescribed Position. A redescribed position is a replacement of an existing PD due to substantial changes in the major duties of a position. Submissions for redescribed positions must include an original OF-8 along with the redescribed PD. Redescriptions of PDs will not be accepted by

HRO if the position was classified within one year from the date of the new submission, unless major changes have occurred.

c. Amendment to a PD. An amendment to a PD is a statement that indicates what should be added, deleted or changed in the official description of the position. An amendment may not be longer than one typed page and cannot change the major duties, series, grade level or qualifications required. When classified, it becomes a part of the official PD. A PD may have no more than two amendment actions. Subsequent changes require a complete new description. Item 2 of the OF-8 should indicate the amendment number, PD number being amended, pay plan, series and grade of the position. An original OF-8 and amendment are required, as well as a copy of the officially established PD. When an amendment changes the organizational location of the PD, a copy of the approved organizational chart must be submitted.

d. Identical Additional (IA) Position. An IA position is a position that is identical as to duties, responsibilities, supervision and organizational location to another established position. Item 2 of the OF-8 shall be completed to indicate the PD number of the position to which the position is identical and the appropriate pay plan, series and grade level. Item 9 of the OF-8 should be marked "yes". An OF-8 must be submitted along with a copy of the officially established PD.

e. Statement of Difference. Statement of difference is an explanation of the differences in the full performance level duties that have been made to a developmental (trainee) position. The statement can be attached to a properly classified, target level PD. The use of the statement simplifies the classification process and reduces the amount of paperwork involved in classifying developmental positions. If a position is to be filled at a lower level than the full performance level, an OF-8 at the lower level must be prepared and attached to the OF-8 and PD of the full performance level position. The package is then submitted to HRO for review and evaluation.

f. Interim position. An interim position is a temporary position which is identical to another position and is established under the following situations:

(1) To provide for the replacement of an employee who is, or is about to be, on extended approved leave (usually 30 days or more).

(2) To provide for the indoctrination of a person who is to replace another employee who is about to vacate the position. Interim positions may be created for a maximum of 90 days.

(3) To provide for the replacement of an employee who is, or is about to be, detailed to another position. (Interim positions will be cancelled 30 days after expiration of detail). Item 2 of OF-8 should be completed to indicate the position number to which the interim position will be identical. Item 24 should indicate the nature of the interim position, the date it will be cancelled and a reason for establishment.

g. Reactivation of a Position. PDs may be reactivated within two years of the cancellation date. A new OF-8 must be completed and certified. Reactivation of a position requires that the organizational location and major duties and responsibilities of the position are the same as when the position was originally classified.

h. Reclassification of a Position. Reclassification of a position is a change in the classification of a position, the duties and responsibilities of which have not changed materially since it was last classified. The basis of a reclassification may be: (1) the correction of a classification error (including an error resulting from failure to correctly ascertain facts which were in existence at the time the existing classification was made); (2) a change in position classification standards; or (3) a change in duties or responsibilities.

i. A rewritten PD or amendment submitted for classification action will be returned without classification action when the document record reflects that no material change has occurred in the principal duties, responsibilities, organizational structure or supervisory relationship of the position. Requests for reclassification actions require a minimum of one year to have elapsed since the last time the position was classified. A request for review of a classification when major duties have not materially changed constitutes an appeal and procedures prescribed in this instruction for U.S. positions must be followed.

j. Drafts of descriptions will <u>not</u> be submitted for review except in cases involving very unusual positions.

k. All positions requiring classification action will be requested via the Modern System or Personnel Process Improvement.

10. Disagreement as to Correct Classification

a. The department head or equivalent will discuss the classification rationale with the HRSC London classification specialist. If not satisfied, he/she may request in writing a second review from HRSC London through the HRO.

b. The activity's Commanding Officer will review the classification documentation. Should the activity's Commanding Officer choose not to follow the advice of the HRSC London classification staff, he/she may initiate the procedure pertaining to the command's disagreement of classification action described in references (a) or (b), as applicable. Disagreement as to the correct classification of a local national position will be processed per reference (f).

11. Employee Appeal

a. A DoD employee may appeal the official classification of the position to which assigned at any time. Reference (e) stipulates the classification appeal procedures for U.S. civilian personnel. Contact the HRO Employment and Classification staff for assistance.

b. Reference (f) publishes the procedures for processing position classification appeals when there is a disagreement on the proper classification of a local national position.

12. Action. Activity. heads and staff are responsible for adherence to the procedures outlined in this instruction.

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