COMMAND NAVY REGION
EUROPE AFRICA SOUTWEST ASIA
(CNREURAFSWA)
HUMAN RESOURCES OFFICE
NAPLES – ITALY

LN CLASSIFICATION

April 2011

CNREURAFSWA HRO (N13) CLASSIFICATION DIVISION (N131B)

- HRO RECEPTION: DSN 626-5409
- HRO DIRECTOR: VACANT
- CNREURAFSWA PRINCIPAL CLASSIFIER: Mr. Rosario Andinolfi (DSN 626-5780)

Purpose and Scope

- Basic policies and procedures for the classification of local national positions, which are paid from appropriated and non-appropriated funds.

References

- Conditions of Employment (COE) Manual for Local National Employees of the U.S. Forces in Italy.

  http://auth.cnic.navy.mil/Europe/About/Jobs/AboutWorkingHere/LaborandEmployeeRelations/index.htm

- CNREURAFSWA INSTRUCTION 12510.1 (UNDER REVIEW)

Policy

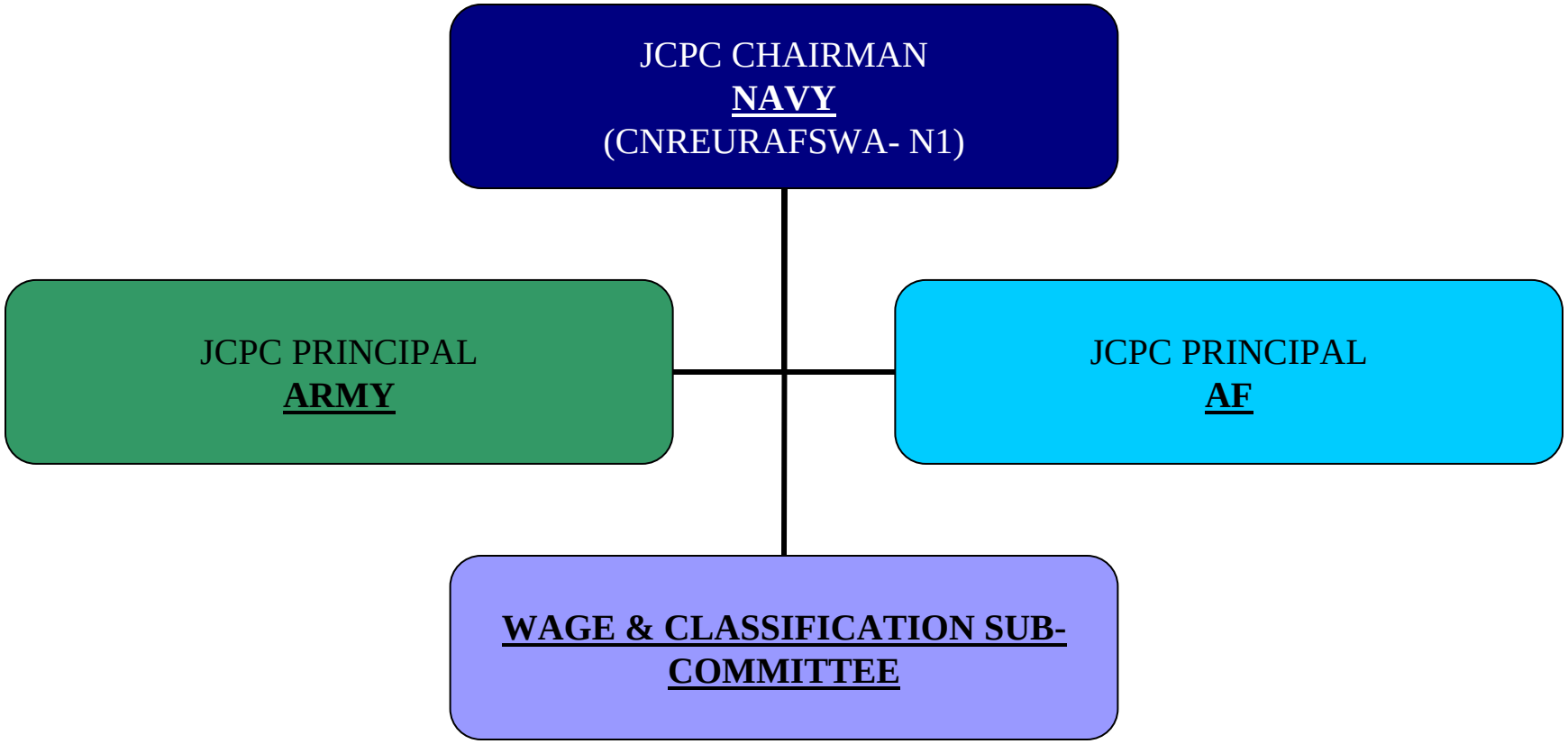
- Department of the Navy policy is to conform with the principle of equal pay for substantially equal work; to identify positions with appropriate qualification standards; and to conform with the principle that variations in ranges of basic pay for individual employees should be in proportion to substantial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

Classification Authority

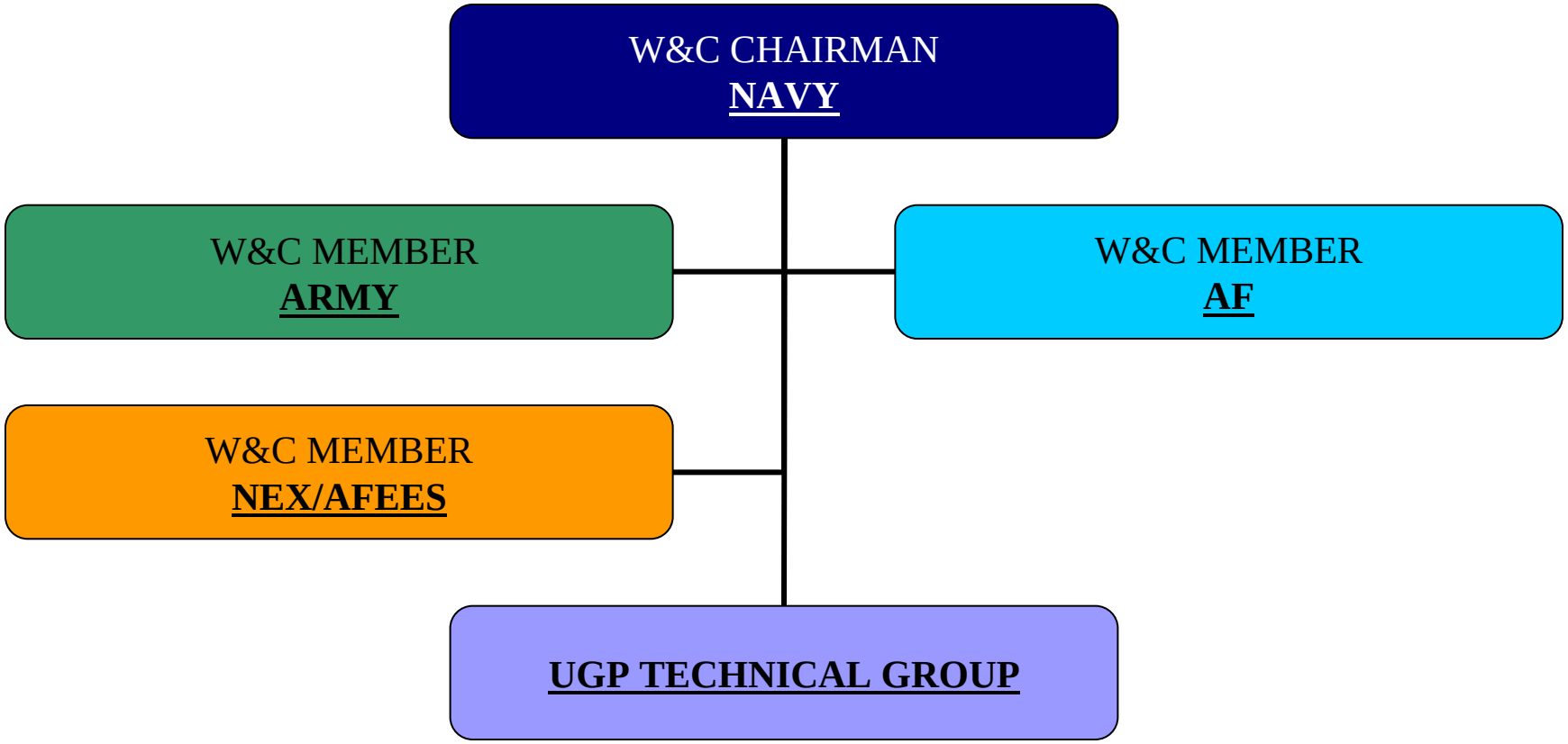
- Classification authority to classify all LN positions is delegated to the servicing HRO at the discretion of the Navy representative, currently chairperson, of the Joint Civilian Personnel Committee (JCPC).

- **MANAGING TO PAYROLL DOES NOT APPLY TO LN CLASSIFICATION.**

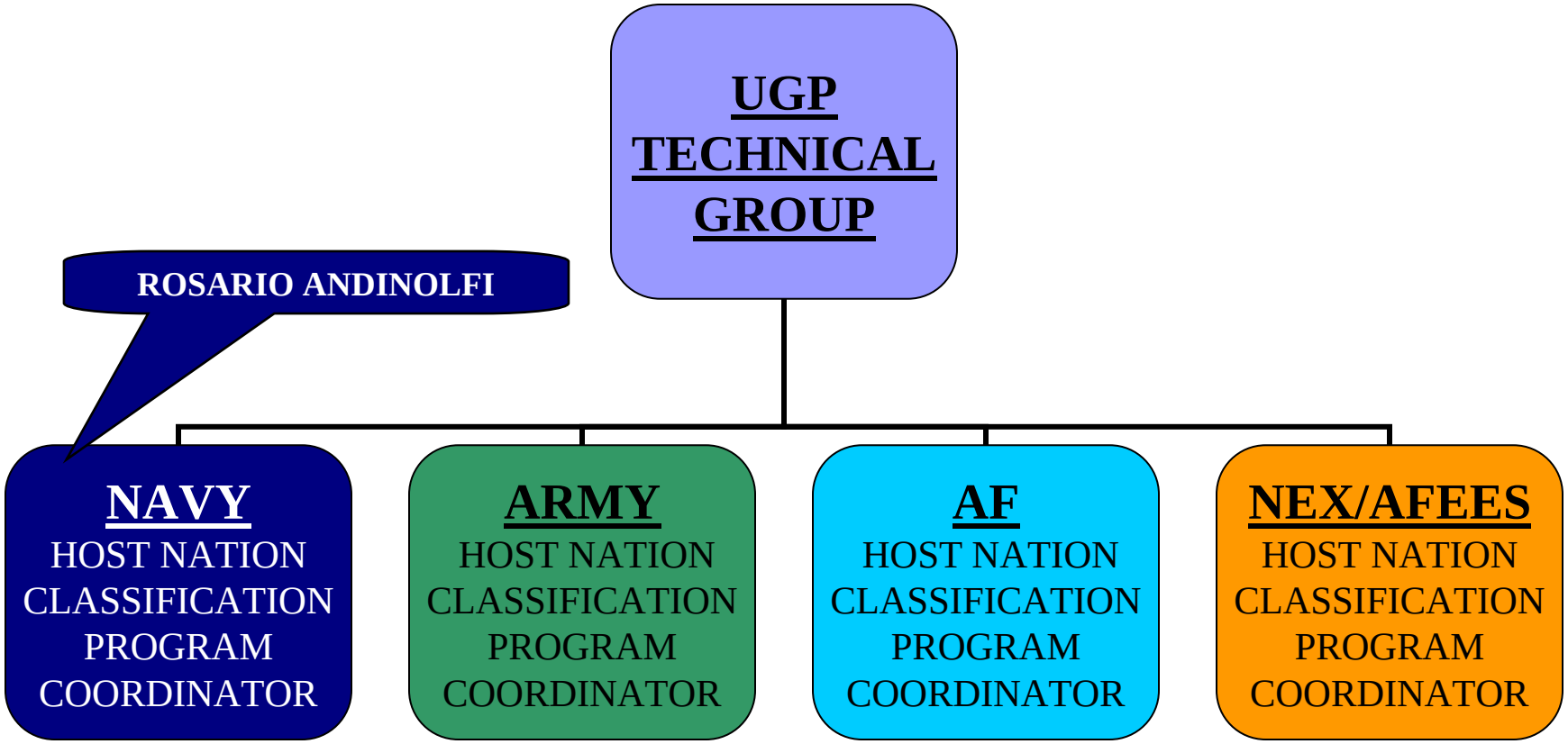
JOINT CIVILIAN PERSONNEL COMMITTEE (JCPC)



WAGE & CLASSIFICATION SUB-COMMITTEE (W&C SC)



UNIFIED GRADING PLAN (UGP) TECHNICAL GROUP



Program evaluation

- CNREURAFSWA is responsible for overseeing and evaluating the effectiveness of U.S. and LN classification programs for Navy U.S. and LN civilian positions within Europe for those activities for which CNREURAFSWA exercises delegated classification authority.

Basis for classifying positions

- Requests for classification of LN positions will be submitted to HRO Naples for evaluation.
- Classification of local national positions will be evaluated by HRO against:
  1. The COE
  2. Established profiles approved by the tri-services (Army, Navy/NEX/AFEES, AF)
  3. The Office of Personnel Management (OPM) Classification Standard.
- If there is no established profile, a new profile must be developed, coordinated and approved by the tri-services prior to implementation.

Responsibilities

- 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.

Responsibilities

- 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) Train managers/supervisors regarding their classification program responsibilities.

(3) Provide quality control of classification actions.

Position Description

- 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 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.

Position Description

- In addition to classification, PDs are also necessary for recruitment, placement, performance evaluation, training and employee information.
- They determine pay levels (Attachment (4)) and qualification requirements
- Authorize payment of public funds.
- Set conditions for competition for appointment and advancement.
- 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.

Position Description

- A position description, commonly called a "PD", documents the major duties, responsibilities, and organizational relationships of a job. Because it serves as the official record of the classification of the job and is used to make many other personnel decisions, it should be written in clear, concise, and easy to understand language.
- When a position is comprised of several different duties, the proportion of the time occupied by each must be shown.

Position Description

- 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.

Position Description

- **<u>LN EMPLOYEES PERFORM WORK FOR WHICH HIRED OR SUBSEQUENTLY REASSIGNED.</u>**

- **<u>DO NOT ASSIGN WORK OUTSIDE THE SCOPE OF THE POSITION DESCRIPTION</u>**

Supervisory Certification

- 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.

Position Description - Format

- White-collar (Impiegati and Quadri) PDs will be prepared in FACTOR EVALUATION SYSTEM (FES) format.

- Blue-collar (Operai) PDs will be prepared in NARRATIVE format.

LN Grade Level Comparison Grid

QUADRI	QX	GS-14
	Q1	GS-13
	Q2	GS-12
WHIT-COLLAR (IMPIEGATI)	UA-1	GS-10/11
	UA-2	GS-8/9
	UA-3	GS-7
	UA-4	GS-6
	UA-5	GS-5
	UA-6	GS-4
	UA-7	GS-3
	UA-8	GS-2
	UA-9	GS-1
BLUE-COLLAR (OPERAI)	UC-5	WG-5
	UC-6	WG-4
	UC-7	WG-3
	UC-8	WG-2

THE COE DOES NOT PROVIDE A CLEAR INDICATION REGARDING THE FULL ASSOCIATION OF QUADRI/OPERAI GRADE LEVELS WITH THE EQUIVALENT GS/WG GRADE LEVELS. THE CORRELATION INDICATED IN THE TABLE IS ONLY THE LOGICAL GRADE PROGRESSION/REGRETION ABOVE/BELOW THE ILLUSTRATED COMPARISON UA-GS AUTHORIZED BY COE.

FES Format

- FES includes nine factors common to most nonsupervisory positions. Several of these factors have two or more sub-factors or concepts that together represent the intent of the whole factor.

FES Factors

- **Factor 1 - Knowledge Required by the Position**

  - Kind or nature of knowledge and skills needed.

  - How the knowledge and skills are used in doing the work.

FES Factors

- **Factor 2 - Supervisory Controls**
  - How the work is assigned.
  - Employee's responsibility for carrying out the work.
  - How the work is reviewed.

FES Factors

- **Factor 3 - Guidelines**
  - Nature of guidelines for performing the work.
  - Judgment needed to apply the guidelines or develop new guides.

FES Factors

- **Factor 4 - Complexity**
  - Nature of the assignment.
  - Difficulty in identifying what needs to be done.
  - Difficulty and originality involved in performing the work.

FES Factors

- **Factor 5 - Scope and Effect**
  - Purpose of the work.
  - Impact of the work product or service.

FES Factors

- **Factor 6 - Personal Contacts**
  - People and conditions/setting under which contacts are made.

FES Factors

- **Factor 7 - Purpose of Contacts**
  - Reasons for contacts in Factor 6.

FES Factors

- **Factor 8 - Physical Demands**
  - Nature, frequency, and intensity of physical activity.

FES Factors

- **Factor 9 - Work Environment**

  - Risks and discomforts caused by physical surroundings and the safety precautions necessary to avoid accidents or discomfort.

Narrative PD Info

- 1. *Introduction* - a statement of the primary purpose of the position and its relationship to the organization;
- 2. *Major Duties and Responsibilities* - a statement of the important, regular, and recurring duties and responsibilities assigned to the position;
- 3. *Controls Over the Position* - a statement of how the work is assigned, the kind of supervision and guidance received, and the kind of review given to work in process or upon completion; and
- 4. *Special Qualification Requirements* - a statement of any valid knowledge, skill, education, certification, etc., required by the position if it is not readily apparent from reading the description, such as level of typing skill, foreign language proficiency, or licensure.

Position Classification Actions And Procedures

PD ADVISORY

HRO is no longer authorized to provide LN Position Description Advisory unless otherwise directed by CNREURAFSWA front office. Supervisors and managers will submit classification requests to HRO, only when they have exercised and assured a sound position structure in the organizations they lead and established an organizational structure that is not only efficient but also cost conscious.

Position Classification Actions And Procedures

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 electronically through the proper chain of command:
  1. Request For Personnel Action (RPA) – ATTACHMENT (1)
  2. The completed OF-8 - ATTACHMENT (2)
  3. The new position description in Word format along with an approved organizational chart that shows the relationship of the position to the work unit.

Position Classification Actions And Procedures

QUADRI REVIEW BOARD (QRB)

The QRB reviews Navy LN classification requests of positions at grade level Q2, Q1 and QX.

Position Classification Actions And Procedures

REDESCRIBED POSITION

- A redescribed position is a replacement of an existing PD due to substantial changes in the major duties of a position.
- The requesting organization must submit electronically through the proper chain of command:
  1. Request For Personnel Action (RPA) – Attachment (1)
  2. The completed OF-8 - Attachment (2)
  3. The redescribed position description in Word format along with an approved organizational chart that shows the relationship of the position to the work unit.
  4. Accretion of Duties Form (If applicable) – Attachment (3)
- 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.

Position Classification Actions And Procedures

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.

Position Classification Actions And Procedures

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".

Position Classification Actions And Procedures

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.

Position Classification Actions And Procedures

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;
  (3) A change in duties or responsibilities.

Position Classification Actions And Procedures

- **Reclassification downward**
- **Reclassification upward**

Position Classification Actions And Procedures

Reclassification Downward

- Changes to lower grades inconsistent with Italian law and practice.
  - Grade, pay and benefits retention
  - Management reassigned to other position at the retained grade level

Position Classification Actions And Procedures

Reclassification Upward

- Non-competitive promotions
  - 1(one) grade level only

    and
  - Accretion of duties

Position Classification Actions And Procedures

Accretion of Duties

MUST BE RARE AND WAIVED BY CNREURAFSWA FRONT OFFICE.

- Clear successor to the former position
  - Major duties absorbed into new PD
  - Replaced PD is abolished
- Same organizational location
- Same supervisor

Position Classification Actions And Procedures

Returned w/o Action

- 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.

Position Classification Actions And Procedures

- Disagreement as to the correct classification of a local national position will be processed in accordance with the related instruction.
- LN Classification appeal procedures are currently under review.

Position Classification Actions And Procedures

DESK AUDIT

- **(1). An employee may request a desk audit of his/her specific position, if (s)he considers that the responsibilities and/or scope of the job has deviated from the assigned duties and/or the approved position description.**

- **(2). A supervisor may request a desk audit if (s)he determines that the responsibilities and/or scope of the job has deviated from the assigned duties and/or the approved position description.**

- **(3). HRO may conduct a desk audit if it is found that a position description submitted for classification or reclassification contains conflicting or incorrect information to be clarified with the supervisor and/or the incumbent.**

Position Classification Attachments

1. **REQUEST FOR PERSONNEL ACTION (RPA)**
2. **OPTIONAL FORM – 8 (OF-8)**
3. **JUSTIFICATION FOR ACCRETION OF DUTIES PROMOTION**

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office *(Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)*

1. Actions Requested	2. Request Number
3. For Additional Information Call *(Name and Telephone Number)*	4. Proposed Effective Date
5. Action Requested By *(Typed Name, Title, Signature, and Request Date)*	6. Action Authorized by *(Typed Name, Title, Signature, and Concurrence Date)*

PART B - For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*	2. Social Security Number	3. Date of Birth	4. Effective Date

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number						15. TO: Position Title and Number					
8. Pay Plan	9.Occ. Code	10.Grade or Level	11.Step or Rate	12. Total Salary	13.Pay Basis	16. Pay Plan	17. Occ. Code	18.Grade or Level	19.Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES NO	
27. FEGLI	28. Annuitant Indicator		29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period	

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station *(City - County - State or Overseas Location)*		

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date

CONTINUED ON REVERSE SIDE

OVER
Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address *(Number, Street, City, State, ZIP Code)*

PART F - Remarks for SF 50

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission
☐ Redescription ☐ New
☐ Reestablishment ☐ Other
Explanation *(Show any positions replaced)*

3. Service ☐ Hdqtrs ☐ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act ☐ Exempt ☐ Nonexempt

8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action ☐ Yes ☐ No

10. Position Status ☐ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is ☐ Supervisory ☐ Managerial ☐ Neither

12. Sensitivity ☐ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

JUSTIFICATION FOR ACCRETION OF DUTIES PROMOTION

Incumbent:	ACTIVITY/DEPARTMENT:	BRANCH/UIC:
Old PD#:	New PD# (RESERVED TO HRO):	
Old Org. Code:	New Org. Code:	
Current position title, series and grade:	New position title, series and grade (RESERVED TO HRO):	

The concept of accretion of duties implies, at the minimum that major changes have taken place in a position in the form of new duties, greater complexity of existing duties, etc. If you have specifically pinpointed such, the following questions must be addressed to explain what events caused the position to be redescribed and recommended for classification at a higher grade. Detailed explanations are required where necessary.

1. From where did the new duties come?

2. How long has employee been performing new duties?

3. What were the reasons for assignment of the new duties, i.e.,

   ☐ Vacant or encumbered position/billet, civilian/military

   ☐ Reorganization

   ☐ New programs/projects/mission requirements mandated from major claimant level or above

   ☐ New technology

   ☐ Other (Specify/Describe):

4. Are other employees occupying the same position? If so, why was this individual assigned the duties?

5. How long has the incumbent occupied this position?

6. What were the primary duties of the old position?

7. Could the manager have reasonably known that the new duties were higher level before they were assigned?

8. Did the position remain in the same organization and retain the same supervisor?

Requesting Activity Official / Date_____

Classification Specialist / Date_____