SECNAV INSTRUCTION 12511.1A

From: Secretary of the Navy

Subj: CLASSIFICATION AND POSITION MANAGEMENT

Ref: (a) 5 U.S.C. Chapter 51
     (b) 5 U.S.C. Chapter 53, Subchapter IV
     (c) 5 CFR Part 511
     (d) 5 CFR Part 532, Subpart G
     (e) OPM, Introduction to the Position Classification Standards of August 2009
     (f) OPM, Introduction to the Federal Wage System Job Grading System of September 1981
     (g) DoD Instruction 1400.25, Volume 511, of 28 May 2015
     (h) DoD Instruction 1442.02 of 30 September 2010
     (i) SECNAVINST 5430.25E
     (j) SECNAVINST 5430.7R
     (k) SECNAVINST 12273.1B
     (l) SECNAV M-5214.1

Encl: (1) Responsibilities

1. Purpose. To establish and implement policy, assign responsibilities and prescribe procedures in compliance with references (a) through (k) for classification and position management in the Department of the Navy (DON).

2. Cancellation. SECNAVINST 12511.1.

3. Applicability

   a. This instruction applies to all DON civilian positions under the General Schedule (GS), Administratively Determined (AD), Federal Wage System (FWS), Wage Mariner and other pay systems, unless exempted by the regulations governing the pay system concerned (e.g. demonstration projects), for which DON holds classification and position management authority.
b. This instruction does not apply to the Senior Executive Service, to positions above the grade GS-15 or equivalent or non-appropriated fund (NAF) positions.

4. Policy

a. It is the policy of the DON that positions are established and correctly classified per references (a) through (j) to promote organizational effectiveness and mission accomplishment while ensuring equal pay for substantially equal work.

b. Authority to classify positions includes determining and certifying the title, pay plan, series and grade of civilian positions in accordance with controlling Office of Personnel Management (OPM) position classification standards, regulations and statutory requirements and cannot be overridden. Individuals classifying DON positions must use OPM classification standards and guides unless the use of other standards is authorized by statute.

c. The delegation of authority for classification and position management in the DON resides with the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), the DON Assistant for Administration (DON/AA), Heads of Major Commands, and General Counsel.

d. Classification authority may be further re-delegated in writing through the Director of Civilian Human Resources (DCHR) to professionals in the Human Resources Offices (HRO) or to second-level managers or supervisors (and above) [hereinafter referred to collectively as managers] for positions under their direct control. The authority will not be delegated to anyone on short-term temporary assignment less than 6 months or detail. Individuals will not be delegated authority to classify their own position. Classification of subordinate positions that will result in an upgrade of the manager’s position must be classified or approved by an individual at a level above the impacted position.

e. All personnel designated to exercise delegated classification authority (DCA) must receive appropriate training in classification and position management legal and regulatory responsibilities prior to delegation of authority. DCA will not be granted until appropriate training (e.g. basic classification) has been completed.
f. Memorandums of delegation will be issued and retained by the DCHR and/or Directors of Human Resources and copies will be forwarded to the servicing Office of Civilian Human Resources (OCHR) Operations Center.

g. When activity heads or commanders choose not to delegate position classification authority to HROs, or subordinate managers, the authority to classify civilian positions will be delegated in writing to their servicing OCHR Operations Center.

h. It is DON policy that position management programs be designed to ensure efficient distribution of staff resources and to aid in identifying, preventing and eliminating unnecessary organizational fragmentation, excessive layering, excessive use of deputies and assistants, improper design of jobs and inappropriate supervisory spans of control.

5. Responsibilities. See enclosure (1).

6. Action

a. Activity heads or commanders who currently have individuals exercising DCA must prepare and maintain delegation memorandums for each individual within 120 days of the date of this instruction. Copies of the delegation memorandums are to be provided to their DCHR and servicing OCHR Operations Center.

b. Individuals currently exercising DCA who have not received the required training will immediately cease classifying until the required training has been completed, a delegation memorandum has been prepared and a copy of the memorandum forwarded to their DCHR and servicing OCHR Operations Center.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Reports. The reporting requirements in enclosure (1), paragraph 3b are exempt from information collection control by reference (1), part IV, paragraph 7n.

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(Manpower and Reserve Affairs)

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RESPONSIBILITIES

1. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) is responsible for the establishment of the Department of the Navy (DON)-wide classification and position management policy and delegations of authority within the DON, except for attorney positions.

2. Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)) or designee is responsible for the management, oversight, and direction of classification and position management program in the DON. The DASN(CHR) shall:

   a. Develop and implement DON-wide classification and position management policies, processes, and operations in accordance with references (a) through (j);

   b. Execute, and delegate as appropriate, DON-wide responsibilities for classification and position management programs and issues requiring DON-level adjudication, approval or disapproval;

   c. Interpret all classification and position management statutory and/or regulatory guidance and issue implementing guidance for the DON (as applicable);

   d. Resolve issues in classification and position management program areas referred from Echelon I and II Commands and the Marine Corps, and direct corrective actions when warranted; and

   e. Oversee and evaluate civilian classification and position management programs, processes, and operations affecting DON organizations to assess their effectiveness. Per reference (k), this includes periodic assessments conducted to ensure DON organizations are compliant with governing laws, regulations, and Department of Defense (DoD) and DON policies.

3. Director, Office of Civilian Human Resources Headquarters (OCHR HQ) shall:

   a. Provide staff and operational support to the DASN(CHR) for classification and position management;
b. Report to DASN(CHR) all operational deficiencies relating to classification and position management and provide recommendations for process improvement; and

c. Develop and issue processes and tools within DON to ensure consistent, efficient, and effective classification and position management.

4. Directors, Office of Civilian Human Resources (OCHR) Operations Centers shall:

a. Classify and process actions in classification and position management when exercising delegated classification authority (DCA) for their serviced population;

b. Provide continual advice and assistance to commands and activities regarding procedures and requirements of classification and position management;

c. Conduct position management studies and consistency reviews and applying new Office of Personnel Management (OPM) position classification standards and guides;

d. Take action to promptly correct classification errors and ensure that classification decisions directed by the DON, the DoD and OPM are implemented without delay; and

e. Apply new OPM position classification standards and guides to positions when exercising delegated authority.

5. Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC) and DON Assistant for Administration (DON/AA) shall:

a. Ensure that this policy is implemented within their respective organizations; and

b. Ensure subordinate commands and activities comply with statutes, regulations, guidance, and direction from higher-level authorities.

6. The General Counsel of the Navy is the qualifying authority for all DON career civilian attorneys and is responsible for classification and position management policy and delegations of authority within the DON for all civilian attorney positions.
7. **Heads of Major Commands** shall:

   a. Ensure classification and position management programs are established in compliance with statutes, regulations, policies and guidance from higher-level authorities, e.g., DASN (CHR), DoD and OPM;

   b. Establish a plan for the re-delegation of their classification authority;

   c. Ensure subordinate activities are provided or aligned with sufficient resources to ensure effective classification and position management program accomplishment;

   d. Ensure managers receive required training prior to exercising DCA;

   e. Require managers and supervisors to promptly prepare accurate position descriptions as changes in major duties and responsibilities occur;

   f. Apply new OPM position classification standards and guides to positions when exercising delegated authority;

   g. Assure proper evaluation and accountability measures are established and implemented for their classification and position management programs;

   h. Ensure that organizations and positions are structured consistent with DON program objectives; and

   i. Per reference (k), conduct periodic assessments of classification and position management programs to evaluate their accuracy and effectiveness.

8. **Directors, Civilian Human Resources (DCHRs)** shall:

   a. Advise the Commander of their respective organization on the proper execution of classification and position management authorities and responsibilities;

   b. Implement delegation of classification authority per DON policy and maintaining documentation of delegation authorities;
c. Provide advice and guidance on classification and position management to subordinate commands and activities;

d. Coordinate with the servicing Human Resources Office (HRO) and/or OCHR Operations Center to provide necessary documentation requested by DON, DoD or OPM for processing classification appeals;

e. Take action to promptly correct misclassified positions and ensure that classification decisions directed by DON, DoD or OPM are promptly implemented; and

f. Assist heads of commands in the conduct of periodic assessments of classification and position management programs.

9. Directors, Human Resources Offices (HROs) shall:

a. Advise activity managers on the proper execution of their classification and position management authorities and responsibilities;

b. Ensure activity or command personnel exercising DCA receive appropriate classification and position management training;

c. Assist activities in the conduct of periodic self-assessments of their classification and position management programs;

d. Ensure actions are accomplished following applicable DON, DoD and OPM guidance and criteria when exercising delegated classification and position management authority;

e. Ensure the timely implementation of new classification standards and guides to positions under their cognizance;

f. Develop and implement accountability measures consistent with this instruction for monitoring position description accuracy and classification and position management adequacy; and

g. Provide information and guidance to employees on filing classification appeals and preparing appeals to be submitted to the DoD in accordance with reference (g).
10. Managers and Supervisors shall:

   a. Implement and execute classification and position management programs consistent with this instruction;

   b. Maintain accurate position descriptions for their subordinates;

   c. Assign duties, responsibilities and authorities to positions to achieve optimum balance of economy and effectiveness, productivity, skill use and employee motivation and development; and

   d. Ensure employees are provided information and guidance on filing classification appeals when exercising their right to appeal the classification of their position.