



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 12510.1  
Code N83

06 DEC 1999

NETPDTC INSTRUCTION 12510.1

Subj: NETPDTC MANAGING TO PAYROLL (MTP) PROGRAM, POSITION CLASSIFICATION AND POSITION MANAGEMENT (PM) POLICY AND PROCEDURES

Ref: (a) SECNAVINST 12510.9  
(b) CNETINST 12510.3  
(c) CNETINST 5310.1F  
(d) NETPMSAINST 5400.1D

Encl: (1) Position Management Program Requirements and Responsibilities  
(2) Position Management Guidance  
(3) Writing and Processing Position/Job Descriptions  
(4) Guidance on Proposed Accretion of Duty Promotion  
(5) Supplemental Guidance Concerning Details and Misassignments  
(6) Appeal Procedures on Position/Job Description Classifications  
(7) Procedures for Processing Requests for Personnel Actions (SF-52)  
(8) Position Management (PM) and Analysis Sheet (NETPDTC 12510/1 (Rev. 98)

1. Purpose. To establish Managing to Payroll Program position classification, position management (PM) policy and procedures, assign responsibilities, and supplement references (a) through (d) 1

2. Cancellation. NETPMSAINST 12510.1C

3. Revision. since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. Summary of Changes

- a. Disestablishment of the PM Board.
- b. Establishment of Accretion of Duty Promotion criteria.
- c. Revision of enclosure (8) with instructions.

5. Background. References (a) through (h) provide basic guidance under which the MTP, Position Classification, and the PM

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programs should be operated. This instruction provides operational guidance for NETPDTC.

6. Policy

a. It is the policy of the Secretary that all positions and organizations be structured to achieve efficiency and economy in support of the mission of the organization. The delegation of position classification authority and authorized payroll funding levels to line management provides greater responsibility and accountability for managing civilian employment as an element of cost. Inherent in this policy is the firm commitment to ensure that civilian positions are properly classified following the provisions of Title 5, U. S. Code.

b. References (a) through (h) requires all positions at NETPDTC be accurately described and properly classified. The primary objective is that all positions and organizational elements of the command be structured to achieve efficiency and economy. Ingrained in this policy is the firm commitment to ensure civilian positions meet all position management review criteria as contained in enclosure (2).

c. The Commanding Officer will be assisted in administering the MTP, Position Classification, and PM programs by the Executive Officer, Department Heads and Special Assistants. Appropriate administrative review will be completed by the Manpower/Personnel Development and Management Office. The N8 Department Head is appointed as the PM Officer and will be responsible for review and approval of all personnel actions covered by this instruction.

d. Managers and supervisors, at all levels, are responsible for the management of assigned civilian personnel with technical guidance and assistance being provided by personnel specialist and PM personnel.

7. Action. The PM program will be operated in accordance with enclosures (1) through (8). The following authority is assigned:

a. Position classification, and the concurrent allocation of authorized payroll funding is delegated to the PM Officer, Code N8, with Position Management approval authority. Authority encompasses all General Schedule positions grades GS-1 through GS-13 and all Federal Wage System (FWS) positions. The Commanding Officer is the final adjudicating authority of personnel actions.

b. All department heads, special assistants, ADP units, visual information units, NCO regional directors, and NCO offices are responsible for adhering to the guidance

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provided in this instruction. In addition, enclosure (8) will be used to request personnel actions.



M. E. McADAMS

Distribution: (NETPDTCINST 5216.1B)  
List I

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**POSITION MANAGEMENT PROGRAM REQUIREMENTS AND RESPONSIBILITIES**

1. Basic Requirements. The PM Officer is responsible for maintaining an effective position management program by ensuring that the following actions are accomplished:

a. The duties of each employee will be documented in an official position/job description (PD/JD). The description will be a factual statement of the duties and responsibilities assigned to one or more employees by the supervisor. Enclosure (3) is a general outline of how PD/JDs are to be written and processed.

b. Supervisors will not assign or permit employees to work, for an extended period, on duties essentially different from those covered by the employee's official PD/JD as outlined in enclosure (3). Changes to PD/JDs will be accomplished in accordance with the guidance contained in enclosure (7).

c. All positions are evaluated in accordance with appropriate OPM, DON, and CNET classification and position management standards. Classification decisions will be made consistent with these standards. Classification authority is delegated to the PM Officer (Code N8) in accordance with reference (a). New PD/JDs and enclosure (8) will be forwarded by the originating department to N83 for review and processing. Enclosure (8) must be completed by the immediate supervisor in accordance with enclosure (2), paragraph 4. The final stage of the PM process is the advisory classification. Upon completion of the PM review and classification advisory, the PM officer will approve/disapprove for implementation.

d. Where there is disagreement between the Department Head/Special Assistant(s) and N83 the originating official will be afforded the opportunity to meet with the PM officer to discuss the item of disagreement. If this does not resolve the issue of disagreement, the PM officer will submit the advisory and management review documentation to the XO for resolution. Ultimately, the CO has final authority for all PM and classification decisions. An incumbent of a position or their designated representative may appeal the classification of the grade, title, series or pay category of the position using the appropriate appeal procedures. Enclosure (6) outlines procedures to be followed for appeal of PD/JDs.

e. The PM officer cannot change a classification decision effected by higher authority (OPM, DON, or CNET), except when justified by significant changes in the position's duties and responsibilities, or a change in directly applicable classification standards. Changes of this nature will require a Human Resource classification specialist to effect.

f. Requests for personnel actions will be processed in accordance with procedures established in enclosure. (7).

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g. Each employee will be provided a copy of his/her official PD/JD by the supervisor of record. An official position description is one that has been certified by the appropriate supervisory officials and classification authority.

h. Each position will be reviewed annually by the manager or supervisor, with the employee, as part of the annual performance appraisal process. Result will be annotated on the performance forms. Inaccurate positions will be rewritten using enclosure (3) where applicable; however, prior to classification, the procedures of this paragraph must be followed. Vacant and unnecessary PD/JDs will be cancelled.

2. Responsibilities

a. Commanding Officer

(1) Exercises final position classification/management authority.

(2) Sign completed appeal letter prepared by HRO.

b. Executive Officer

(1) Exercise final decision on all accretion of duties classifications.

c. PM Officer

(1) Exercises routine classification authority, classifying all new and/or revised PD/JDs at the GS-1 through the GS-13 level and all FWS positions.

(2) Makes appropriate recommendations to the CO/XO on issues where disagreements exist in classification matters.

(3) Exercises management control and authority over MTP funds.

(4) Documents the results of the PM process on enclosure (8).

d. Department Heads and/or Special Assistants

(1) Ensures that every position is necessary to perform the assigned mission.

(2) Ensures that PD/JDs are reviewed annually in conjunction with administration of Performance Appraisals, and in accordance with paragraph 4 of enclosure (2). Validates the accuracy of duties at this time.

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(3) Ensures that hierarchical structure is as simple as possible, free from excessive layering, and reasonable in supervisory ratios.

(4) Ensures compliance with enclosures (1) through (8) of this instruction.

(5) Documents position management accomplishments.

e. Resource Management/Comptroller Office

(1) Provides information and assistance to the PM Officer necessary to control allocation and expenditure of MTP funds.

(2) Monitors onboard levels and obligations for civilian labor, and reports status to the PM Officer.

(3) Establishes and implements PM procedures and goals consistent with reference (c).

(4) Acts as the central point of control and review for all personnel actions. This includes collecting data from personnel requests, processing, tracking, and reporting of all personnel matters. Maintains the command's consolidated manpower listing, CPATS Automated Manpower Reporting System, and other manpower documents.

(5) Prepares all SF-52s requesting personnel actions by the command using data from enclosure (7).

(6) Provides appropriate manpower reports.

(7) Ensures that Support Category Code "AC" requirements (civilian personnel) are clearly and accurately defined in all NETPDTC Inter/Intra-service Support Agreements.

(8) Provides technical advice to departments and special assistants concerning PM and organizational structure.

f. Human Resource Office

(1) Provide a Wage and Classification Specialist to serve as classification advisor, when needed, on issues submitted for classification review by the PM Officer.

(2) Provide training on classification and MTP matters as needed.

(3) In conjunction with NETPDTC N83, provide managers and supervisors with technical advice on issues pertaining to classification and employee compensation.

(4) Assign PD/JD numbers and competitive levels, determine Fair Labor Standards 'Act (FLSA) status, and retain the

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original PD/JDs. In addition, classification will forward copies of PD/JDs to N83.

(5) Upon receipt of new and/or draft Office Personnel Management or Department of Navy classification standards, coordinate implementation and/or comments with NETPDTCC.

**POSITION MANAGEMENT GUIDANCE**

1. Considerations in Billet/Position Structuring. The material below covers items to consider when designing organizational/position structures and/or when performing a PM evaluation.

a. Objectives. In establishing a new structure or altering an existing structure, one should be selected that provides the framework for accomplishing the assigned mission, plus anticipated contingencies, at the lowest payroll cost. The goal should be the achievement of an optimum balance in the structure selected. New or modified structures should be consistent with the objectives listed below.

(1) Consider all available sources of manpower when structuring the organization. Workload is often accomplished through a combination of military, civilian, and contractor personnel. Assignment responsibilities to civilian positions must be commensurate with the overall structure of the organizational unit. Workload should not be shifted from military billets to civilian positions when appropriate military skills and capabilities exist, nor should civilian positions' duties and responsibilities conflict with contractor efforts. Military billets and/or civilian positions responsible for monitoring or evaluating contractor performance should be kept at a minimum.

(2) There should be a sound and economical proportion of managerial and supervisory positions to non-supervisory positions. Managerial and supervisory positions should be kept at a minimum. There should be no more than is actually required to plan work, check performance, and give guidance on unusual assignments. Additional supervision, required because of an inexperienced staff or a new mission, should be identified and earmarked for periodic review to determine if the need continues to exist. Supervisory knowledge, skills, and abilities have to be acquired and demonstrated whether supervising a small or large staff. In accordance with good position management, managerial or supervisory positions should supervise as a minimum, seven to eleven personnel.

(3) There should be a balanced proportion of skilled positions at the senior, full performance, trainees and support level.. This proportional relationship should be based on the frequency with which tasks, calling for such skills, occur in the organization's normal workload. There should be a reasonable relationship between the number of trainees and the estimated replacement needs for full performance and senior levels. In determining this relationship, management should consider predictable retirements, resignations and transfers, loss of experience, expansion needs, availability of trained replacements in the labor market, and the training time required to achieve full or senior performance levels.

(4) There should be clear delineation of work assignments and job-to-job relationships. Overlaps, conflicts, unnecessary organizational fragmentation, and ambiguities should be avoided. Duties assigned to positions should be consistent with the functions assigned in the command's organization manual.

(5) There should be clear justification for full-time deputy or "assistant to" positions. Assistant positions should not be established when the span of control over subordinate positions allows the principal time to perform such duties. Generally, an assistant position is readily combined with a second position, most frequently the position of head of major subordinate unit. A deputy is responsible for the entire authority of the principal billet/position, except as otherwise delineated by the principal. Deputies are not to be established for the sole purpose of continuity. The deputy is expected to assist in managerial decisions/interfaces based on present or future considerations, and is not expected to relieve the principal of required managerial accountability.

(6) Career ladders should be well defined for occupations providing candidates for key positions in the organization. Such ladder need not be completely within the organization itself if opportunity exists for rotation among other activities.

(7) There should be a sound use of grade levels. The long-range goal should be, unless special factors are present, to lower rather than to increase the average grade. The average grade in an organization should be consistent with the normal tasks performed by its employees and other areas with similar functions in the organization.

(8) It will be command policy that promotions occur through competition whenever possible. Care must be exercised so that higher level duties are not assigned to an existing position. New duties should be assigned to existing position of compatible grade level. The assignment of professional duties (two-grade interval work) to an assistant position (one grade level work) should always be avoided.

b. Need to Consider Alternatives. Before a particular structure is decided upon, alternative structures should be considered (e.g., structures in use in similar organizations, structures proposed as improvements by local line or staff personnel, or structures suggested by higher echelons). The current structure should be one of the alternatives considered.

c. Preventive versus Corrective Action. Resolving structural problems that have been built into the organization over a long period of time is necessary in the PM process. Managers should prevent actions which are expedient but tend to be detrimental to management's long range needs (e.g., inefficient or uneconomical realignment of duties in order to create a higher-level position for an employee who has another

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job offer; establishing an assistant position to "prop up" a weak supervisor; or, abolishing an undue number of supportive positions in a reduction in force to retain as many full performance personnel as possible in the resulting organization).

d. Transition Procedures. It should be recognized that a sudden shift to a new position structure tends to be disruptive. Further, desirable actions frequently involve consequential or corollary actions that may not be timely. Therefore, it is important to develop procedures for implementation that provides for a disruptive transition. New structures should be effected promptly unless it causes a hardship to the mission. Positions should be eliminated or changed to fit into the new structure. However, position changes causing unacceptable hardship to operations, should be retained until they become vacant. At that time, they should be eliminated or replaced by positions designed for the structure.

e. Commitments to Employees. Supervisors **must not** make implied or real commitments to employees concerning positions being established or revised which could involve potential upgrades. To do so could lead to grievances or complaints, broken promises, and hurt employee morale.

2 Disestablishment of Vacant Positions. Vacant positions should be disestablished if:

a. It is above the normal working level for the unit and can be performed by current higher level employees or the supervisor.

b. It is one of several positions at the normal working level where other employees can assume the duties if they are relieved of lower level duties.

c. Workload in the organization has been reduced equal to the position in question.

d. The work of the eliminated position can be performed, by other employees, with the necessary qualifications and would not cause undue detriment to existing work.

3. Role of Staff Specialists. As stated in the basic instruction, position management is a line responsibility. However, specialist trained in position management techniques, located in N83, can make the process more effective if their services are used. The specialist can assist the supervisor in preparing enclosure (8) for personnel actions as well as evaluations of positions and workforce effectiveness.

4. PM Analysis. After all of the above factors have been addressed and the new or revised position has been completed, a

final PM analysis will be prepared and submitted in accordance with the following criteria:

a. A PM analysis and evaluation is performed by the supervisor on all new or revised positions or organizational changes. The purpose is to formally review all factors that change the organizational structure and positions. Enclosure (7) initiates the action and must contain the evaluation that specifically addresses the following:

(1) Rationale for Establishing the New or Revised Position. The need for a new or revised position occurs generally when a managerial, technical or functional change takes place. This usually occurs when new or different equipment is purchased, new taskings are received, or when changes take place through reorganization. Further, a position may be revised because duties and responsibilities have been taken away and the current position does not accurately reflect duties being performed. Changes such as this establish the need for a new or revised position.

(2) Significant Changes. Since a PD is made up of two major sections, (i.e., Major Duties and Nine Factors), the significant changes that effect these should be clearly defined. Identifying the changes facilitates the classification process. When changing the factors, especially the first six, clearly show what changes are being made.

(3) Source of New Duties and Responsibilities. Generally, new duties originate from three sources: (a) external tasking from a higher echelon, (b) an approved reorganization within the command, or, (c) a technical change which accompanies a state-of-the-art implementation. Such changes require supporting documentation justifying the tasking along with the responsibilities assigned, and identifies the source.

(4) Wiring Diagrams. Provide organizational wiring diagrams for both the current and proposed organizational components being affected.

(5) Costing/Funding Impact. Define cost increases or savings resulting from the proposed changes. If the proposed change results in a new position(s) or an anticipated upgrade(s), define how position(s) will be funded (i.e., other off-sets, reimbursable funding, or other sources).

(6) Impact of Military and Civilian Interface.

(7) Identify Exceptions to Enclosure (1) of this Instruction.

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WRITING AND PROCESSING POSITION/JOB DESCRIPTIONS

1. Supervisors are responsible for preparing position/job descriptions (PD/JD). Staff specialist and HRO classification specialist are available to assist-supervisors in preparation of those descriptions.
2. Position descriptions will be written in Federal Evaluation System (FES) (i.e., Introduction, Major Duties and the nine skill factors). Supervisory positions will be written in the same manner but will include a statement that identifies supervisory responsibilities.
3. PD/JDs must accurately reflect the duties assigned each subordinate.
4. In preparation of PD/JDs, the following procedures will be used:
  - a. Amendments. An official written statement describing minor changes in major duties of a position that has already been classified. The changes are material but not sufficient to warrant a complete rewrite or change in title, series, or grade of the position.
  - b. Identical Additional. A position that is identical to another position located in the same activity of the same organization within the activity.
  - c. Statements of Differences. An abbreviated position description prepared when an organization contains two or more positions that differ in only one or a few aspects, when such differences are too significant to permit covering the positions in a single description. Only the differences in duties and responsibilities are presented in such a description. These duties may or may not be at the same grade as the basic position.
  - d. Interim Positions. A temporary position established as identical to an existing position to provide for the replacement of an incumbent who is or will soon be on extended leave, who is about to vacate the position, or who is, or is about to be detailed to another position.
5. A current official PD/JD with appropriate certification for each position must be on file in the Wage and Classification Office of HRO. Copies of all current official NETPDTC PD/JDs will be maintained in Code N831.
6. Position descriptions should be brief and contain only major duties. A major duty is any duty that meets the following criteria:
  - a. A duty or responsibility, which in conjunction with other major duties, results in the reason for the position's existence.

Enclosure (3)

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- b. Occupies a significant amount of the employee's time (about 25 percent or more).
- c. Governs the qualification requirements of the position.
- d. Percentages should be assigned to each major duty totaling 100 percent.

In summarization, major duties occupy a majority of the time of the position.

- 8. A duty that does not meet the criteria for a major duty will be considered a minor duty and will not be described. Minor duties will be covered under other duties as assigned.
- 9. Position descriptions will be as clear and concise as possible. Flowery phrases, meaningless generalities, repetition, and terms unnecessarily limit applicability of the description, will not be included. Acronyms will be spelled out.
- 10. Each set of duties that make up a position will have a PD/JD cover sheet (Optional Form 8) prepared by the supervisor. The supervisor's signature certifies the position description is accurate, necessary, and describes the duties required by one or more positions under his/her jurisdiction.
- 11. After the supervisor has written, amended, or changed a PD/JD, it will be submitted to N831 for review and forwarding to the PM officer for approval/disapproval. Classification will be effected by the PM officer (N8).
- 12. If the proposed classification action complies with all classification and PM guidance, the action should be submitted to HRO as described in enclosure (7).
- 13. Where there is disagreement between the Department Head/Special Assistant(s) and N83, the originating official will be afforded the opportunity to meet with the PM officer to discuss the item of disagreement. If this does not resolve the issue of disagreement, the PM officer will submit the advisory and management review documentation to the XO for resolution. Ultimately, the CO has final authority for all PM and classification decisions.

**GUIDANCE ON PROPOSED ACCRETION OF DUTY PROMOTION**

Policy. Management must make every attempt to assign new higher level duties to existing positions at a level comparable with the new duties to avoid unnecessary "Grade Creep",

1. Accretion of duty promotions will be the rare exception to Merit Promotion procedures. We must avoid actions which give the appearance of bypassing the Priority Placement Program (commonly referred to as DOD Stopper List) or allowing employees to be promoted without competition when there are other employees eligible through the competitive process.

2. Proposed accretion actions must be well documented and must be free of any implication that competitive procedures have been circumvented. If Departments or Special Assistants are proposing an accretion of duty promotion, the following fifteen questions should be answered:

- a. Where did the new duties come from?
- b. What were the reasons for assignment of the new duties?
- c. What were the primary duties of the old position?
- d. What was the basis for the classification (Grade and Series) of the replaced position?
- e. Were the major duties of the old position absorbed into the new position, and was the former position cancelled?
- f. Could management have reasonably known that the new duties were of a higher level before they were assigned?
- g. Does the new position have known promotion potential?
- h. Was there a career ladder in the organization for the work?
- i. Has the incumbent received other accretion of duty promotions?
- j. Were there other eligible candidates of the position within the typical Merit Promotion area of consideration?
- k. Have there been previous promotion/EEO complaints in the subject organization?
- l. Are there substantial accretion of duty promotions in the organization?
- m. Did the position remain in the same organizational location and retain the same supervisor?

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n. Did the additional duties adversely affect another encumbered position?

o. Did the action have the appearance of fairness?

2. Accretion of duty promotions at activities identified for downsizing, geographical transfer or realignment will not be processed within 180 days of effecting a Reduction-in Force (RIF) or Transfer/Realignment action.

3. All positions proposed for establishment at the G-14 and 15 levels, through accretion of duty or otherwise, must be forwarded to CNET for approval/classification prior to any action taken.

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**SUPPLEMENTAL GUIDANCE CONCERNING DETAILS AND MISASSIGNMENTS**

1. The assignment of an employee to work other than that covered by the official duties in which he or she is employed, except as authorized under the detail or loan provisions of FPM Chapter 300, constitutes misassignment and is prohibited.
2. References (d) and (e) mandate the establishment of positive controls to correct and prevent misassignments.
3. The detail procedure is one method of preventing misassignments. Details must be made in accordance with established guidelines and any applicable Union Agreement.
4. If a misassignment is found, the issue will be discussed with line supervisors for making immediate adjustment. If corrective action is not taken, the misassignment will be referred to the Department Head/Executive Officer/or Commanding Officer for corrective action.
5. If an employee is detailed or promoted for 120 days or more, performance criteria will be developed based on the assigned duties or an official PD/JD against which they will be evaluated.
6. Assignments to higher level positions should normally be accomplished through temporary promotions not details if the employee is qualified and other higher level restrictions are not imposed.

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**APPEAL PROCEDURES ON POSITION/JOB DESCRIPTION CLASSIFICATIONS**

NETPDTC Policy. NETPDTC policy is to resolve employee dissatisfaction with the classification of the position that they occupy in an amicable and informal manner. Disagreements that can not be resolved informally will be processed promptly in accordance with Office of Personnel Management (OPM) and Civilian Personnel Management Service (CPMS) guidance.

1. The incumbent contemplating an appeal should present their concerns in writing to their supervisor first. The supervisor will discuss the incumbent's concerns and point out the basis for the title, series, or grade of the position.

2. If the incumbent is not satisfied with the supervisor's explanation they may appeal their position in accordance with Section 5112 (b) of Title 5, USC as follows:

a. Incumbents in Trade and Labor (WG) occupations:

(1) Wage grade appeals must be sent (original and two copies) via the NETPDTC CO, via the Human Resource Office (HRO), Classification Division, to the Department of Defense Civilian Personnel Management Service. The HRO will provide additional information in order to complete the appeal package and forward it to the Civilian Personnel Management Service (CPMS). The address of the CPMS is Crystal Square 3, Suite 300C, 1735 Jefferson Davis Highway, Arlington, VA 22202-3401.

(2) If not satisfied with the decision from the CPMS, the incumbent may file an appeal with OPM, Atlanta Region at 75 Spring Street, S. W. Suite 904, Atlanta, GA 30303-3109.

b. Incumbents in the General Schedule (GS) have the following options when filing an appeal on positions:

(1) File an original and two copies, via the NETPDTC CO, via the HRO, Classification Division, to the CPMS. The HRO Director will provide additional information and forward the appeal to the CPMS.

(2) File an original and two copies directly with OPM at the address above. Since OPM will request additional information it is recommended that the appeal be filed via the HRO, Classification Division. That office will provide the information requested and forward the appeal.

c. In order to expedite the processing of the classification appeal, the appellant must include the following information in the appeal letter:

(1) Appellant's name, mailing address, and an office telephone number.

(2) Name and mailing address where employed.

Enclosure (6)

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(3) Exact organizational location where the appellant works.

(4) Current title, series, and grade.

(5) Requested title, series, and grade.

(6) Copy of official position description along with a statement of its accuracy. If not accurate, an explanation must be provided.

(7) Reason the appellant believes the position is misclassified.

(8) Name, address, and business telephone number of appellant's representative, if any.

3. An incumbent may appeal the classification of their position at any time after they have been officially assigned to it. If, however, the incumbent wishes to appeal the downgrading of their position, and is seeking retroactive restoration of grade or salary, the appeal must be filed not later than 15 calendar days after the effective date of the action.

4. An appeal within the DOD in no way restricts the right of an employee to make a further appeal to OPM, however, an employee who first appeals to OPM may not later appeal through DOD.

5. An employee preparing an appeal may seek advice and assistance from their supervisor and/or the HRO and may examine records or standards pertinent to the classification of their position and it is recommended that they do so.

6. During the adjudication of a position classification appeal, the CPMS or OPM will:

a. Decide whether the position is appropriately classified with regard to title, series, and grade, or

b. Change the classification of the position with regard to the title, series, and grade.

This means that a position classification appeal may result in the continuation of the position at its current grade level, a higher-grade level, or a lower grade level.

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PROCEDURES FOR PROCESSING REQUESTS FOR PERSONNEL ACTIONS (SF-52)1. Personnel Action Requests

a. Department Heads and Special Assistants will prepare and approve all Position Management (PM) and Analysis Review Sheets on personnel action requests within their organizations.

b. PM and Analysis Review Sheets (Enclosure 8) will be prepared and approved by Departments or Special Assistants and forwarded to Code N831 for PM review. Upon completion of the review, SF-52s and PM and Analysis Sheets will be forwarded to the PM officer for approval/disapproval. Once signed, the SF-52 will be forwarded to the HRO for appropriate action.

c. Code N831 will update appropriate manpower documents.

d. Conditions of employment based upon security clearances and the position sensitivity must be entered on the SF-52. Position sensitivity must correspond with that checked in Block 12 of the Optional Form 8 (PD/JD Cover Sheet).

e. All SF-52s, generated by N831, will be assigned a tracking number in the SF-52 Command Tracking System. Preparation of SF-52s and assignment of tracking numbers by Code N831 will ensure uniformity and centralized control of all personnel action requests.

f. All personnel actions will be forwarded to the HRO for appropriate processing.

g. After the HRO completes the action requested by the SF-52, they will forward the original copy of the Notification of Personnel Action (SF-50) to N831. N831 will make a copy of the SF-50, close out the pending personnel action, and update personnel records and reporting systems. The original SF-50 will then be forwarded to the appropriate Department Head or Special Assistant for distribution to the employee.

h. Copies of all PD/JDs, appropriate PM documentation and copies of documentation supporting the classification will be maintained in N831.

2. Request for PD/JD Advisory Classification Actions

a. Enclosures (2) and (3) must be complied with before a request for personnel action is forwarded to N831.

b. All requests for PD/JD classification advisories will be submitted in the proper format, with a completed Optional Form 8 to N831.

**POSITION MANAGEMENT (PM) AND ANALYSIS SHEET**

FROM: CODE \_\_\_\_\_  
VIA: DEPARTMENT HEAD \_\_\_\_\_  
      MANPOWER N831 \_\_\_\_\_  
TO: PM OFFICER N8 \_\_\_\_\_

DATE: \_\_\_\_\_

**CURRENT POSITION**

TITLE/SERIES/GRADE \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_  
DIVISION \_\_\_\_\_  
BRANCH \_\_\_\_\_  
SECTION \_\_\_\_\_

**PROPOSED POSITION #**

TITLE/SERIES/GRADE \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_  
DIVISION \_\_\_\_\_  
BRANCH \_\_\_\_\_  
SECTION \_\_\_\_\_

**ACTION REQUESTED: (CHECK APPROPRIATE BLOCK) EXISTING POSITION**

<input type="checkbox"/> RECRUIT	<input type="checkbox"/> PAY ADJ TO P/T (EFF _____)
<input type="checkbox"/> RECRUIT(TEMP)	<input type="checkbox"/> PAY ADJ TO F/T (EFF _____)
<input type="checkbox"/> LWOP (NTE _____)	<input type="checkbox"/> EXTEND TEMP APPT (NTE _____)
<input type="checkbox"/> EXTEND LWOP (NTE _____)	<input type="checkbox"/> REALIGNMENT
<input type="checkbox"/> RETURN TO DUTY (EFF _____)	<input type="checkbox"/> CHANGE TO LOWER GRADE (EFF _____)
<input type="checkbox"/> DETAIL (NTE _____)	<input type="checkbox"/> RESIGN (EFF _____)
<input type="checkbox"/> EXTEND DETAIL (EFF _____)	<input type="checkbox"/> EXPIRATION OF DETAIL (EFF _____)
<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> TEMP PROMOTION (NTE _____)
<input type="checkbox"/> NAME CHANGE	<input type="checkbox"/> OTHER: _____
<input type="checkbox"/> CONVERSION TO _____	

**ACTION REQUESTED: NEW OR REVISED POSITION #**

<input type="checkbox"/> ESTABLISH	<input type="checkbox"/> ESTABLISH/ABOLISH	<input type="checkbox"/> ESTABLISH IA
<input type="checkbox"/> ESTABLISH/RECRUIT	<input type="checkbox"/> AMENDMENT PD-JD	<input type="checkbox"/> REWRITE PD-JD
<input type="checkbox"/> ESTABLISH/RECRUIT(TEMP)	<input type="checkbox"/> ESTABLISH/REASSIGN	<input type="checkbox"/> PROMOTE (ACCRETION) **

*\* If other than existing position, proposed new or revised positions must include PM justification as outlined below  
\*\* Must provide answers to questions outlined in enclosure (4)*

**POSITION MANAGEMENT JUSTIFICATION FOR REVISED OR NEW POSITION ACTIONS:**

On an attached document, the supervisor will answer the questions listed below. Enclosure (2), paragraph 4 of NETPDTICINST 12510.1, clarifies the PM analysis criteria. All personnel request will be in compliance with the guidance contained in this instruction.

1. What is the rationale for establishing the new/ revised position?
2. What changes have occurred to necessitate revisions to the existing position or establishment of a new position?
3. Where did the new duties and responsibilities originate?
4. Provide current and proposed organizational charts if organizational changes are to occur.
5. What will be the costing/funding impact?
6. What is the impact on military and civilian interface, if any?
7. Identify any exceptions to enclosure (1) of this instruction.

POSITION MANAGEMENT OFFICER:  APPROVAL  DISAPPROVAL

\_\_\_\_\_  
PM OFFICER SIGNATURE/DATE