



DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE
121 CUDDIHY STREET BLDG 680 SUITE A
PENSACOLA FLORIDA 32508-5171

NETCHROINST 12511.1
N00
12 December 2013

NETC HRO INSTRUCTION 12511.1

From: Director, Human Resource Office

Subj: POSITION CLASSIFICATION

Ref: (a) 5 CFR 511
(b) 5 CFR 532
(c) NETCINST 12511.1
(d) SECNAVINST 12511.1
(e) DODI 1400.25, Volume 511

Encl: (1) Glossary of Terms
(2) NETC HRO Classification Procedures
(3) Optional Form 8 (OF-8)
(4) Tips on Writing Position/Job Descriptions
(5) Classification and Appeals Process

1. Purpose. The purpose of this instruction is to establish policy and assign responsibilities in the classification of positions/job descriptions (PDs/JDs) throughout the Naval Education and Training Command (NETC) domain per references (a) through (e) and provide standard operating procedures per enclosures (1) through (5).

2. Policy. Per reference (c), NETC Human Resource Office (NETC HRO) will provide full classification services for all NETC activities, with the exception of those noted in this instruction. NETC is a non-manage-to-payroll (MTP) command, therefore all General Schedule (GS) positions submitted at the GS-1 thru GS-13 level and Federal Wage System (FWS) positions will be classified by NETC HRO. All high grade position descriptions, GS-14 and GS-15 submitted for establishment, revision/rewrite and/or recruit fill action will be classified by NETC N00V.

3. Scope. This instruction applies to all appropriated fund civilian positions covered by the General Schedule (GS) and Federal Wage System (FWS).

4. Delegation of Authority. NETC N00V and NETC HRO, as stated in paragraph 2, will provide position classification services

and guidance for the NETC domain, upon receipt of all relevant information from the Commanding Officer/Activity Head or appointed designee. All other delegation of classification authority granted by NETC was rescinded effective 29 April 2013.

5. Accountability. As stated in references (d) and (e) and enclosures (2) and (3) the immediate supervisor in any organizational element is responsible for the effective and efficient structure of the assigned positions and the accuracy of any position/job description in that approved structure. The supervisory certification statement affixed on block 20A of the PD/JD cover sheet, (Optional Form 8), enclosure (3), indicates acceptance of this responsibility.

6. Responsibility.

a. NETC HRO is responsible for ensuring the classification policies and procedures are in compliance with this instruction and its references by:

(1) Advising Head of activities/commands, management staff and the first level supervisors on the proper execution of their position management, classification program support role and responsibilities.

(2) Reviewing and classifying PDs/JDs and providing evaluation statements in accordance with applicable Office of Personnel Management (OPM) position classification standards and supplemental guides for all GS-1 thru GS-13 positions and the FWS.

(3) Advise and assist in the classification appeal process per enclosures (5).

(4) Providing position classification guidance and training to managers/supervisors on submission procedures.

(5) Coordinating requirements to execute the local Federal Wage Grade Surveys.

(6) Assisting Head of activities/commands in conducting periodic self-assessments of position classification.

(7) Maintaining official PD/JD on file and a copy of most current activity organizational chart with mission statement.

b. NETC Activity Heads and Commanders are responsible for:

(1) Providing guidance and necessary training to activity management officials regarding their duties and responsibilities as it relates to position management and classification as referenced in this instruction.

(2) Providing an unfettered channel to NETC HRO for employees seeking additional assistance regarding their classification entitlements after internal activity position review options have been exhausted as outlined in this instruction.

(3) Conducting periodic assessments of command classification practices/trends, evaluate effectiveness and direct corrective action, as appropriate, with guidance from NETC HRO, when required.

(4) Taking action to promptly correct misclassified positions and ensure that classification decisions directed by DON, DOD, or OPM are promptly implemented.

(5) Ensuring adequate funds are available to cover personnel actions, certifying the actions are in accordance with applicable position classification criteria; that the position management aspects of proposed actions are sound; and that NETC processing procedures are followed.

c. NETC Activity Manager/Supervisors are responsible for:

(1) Accepting accountability for organizing work in an efficient and effective manner and ensuring maximum utilization of resources to carry out their assigned mission to support the organization.

(2) Ensuring subordinate employees are furnished a copy of their official PD/JD (which includes a signed OF-8 coversheet and position evaluation statement) upon initial appointment and upon any subsequent changes. Objectively, expeditiously, and fairly address employee concerns about the content and accuracy of their PDs/JDs, and requests for classification appeal submission process.

(3) Promptly preparing and submitting accurate and completed PD/JD of the major duties and responsibilities of the required mission related work and PD/JD input as changes in major duties and responsibilities occur, via the chain of

command to the NETC HRO for proper position classification action using procedures outline in enclosures (2) through (5).

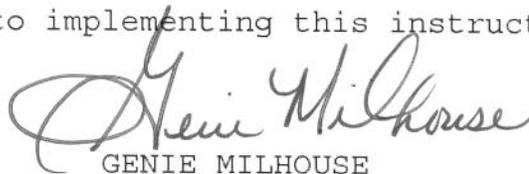
(4) Assisting with the classification appeal process including, the supervisory and appellant PD/JD accuracy certification statement, and subsequent consistency review requirements, when applicable.

d. NETC Domain employees. While the immediate supervisor is held responsible for the accuracy and currency of subordinate PDs/JDs, employees are responsible for:

(1) Notifying their supervisor of significant changes in major duties, skill requirements and responsibilities that are not accurately described in their official permanent PD/JD of record; and

(2) Supplying NETC HRO classification official(s) with information or rationale about their positions and any related position (upon request).

7. Effective date. This instruction is effective immediately. Activities or commands with unions must ensure their bargaining obligations are met prior to implementing this instruction.



GENIE MILHOUSE

Distribution: (NETCHROINST 12511.1)

NETC N00V

List I and II

Electronic only, via NETC HRO Issuances Web site:

<https://netcentral.cnet.navy.mil/index.cfm?fuseaction=hrocom.pageview>

Glossary of Terms

This glossary contains definitions of terms frequently used in the field of Federal Position Classification, with particular application to the Department of the Navy. The glossary's purpose is not to prescribe official definitions of these terms, but rather to simply indicate their more common meanings.

Alignment	Proper relationship among the grades of positions so that the differences in grade reflect differences in difficulty and responsibility of the work performed.
Amendment	An official written statement of changes in major duties of a position already classified where the changes are material, but not sufficient to warrant a complete rewriting of the description. NETC HRO classification official will determine if amendment impacts the title, series, and/or grade of the position. Amendments must not exceed one page in length and a position may only be amended twice.
Appeal	A written request by a Federal employee to have an officially designated deciding official (DoD/OPM) review the classification of the position occupied.
Benchmark	Description of actual work situations which typically represent a significant number of positions in the covered occupation. Consists of a statement of the duties performed and a description of the nine factors as each relates to those duties. These benchmark descriptions are often found in OPM position classification standards.
Blue Collar	A trade, craft, or laborer-type position, covered by Public Law 92-392, the Henderson Act, now codified into Chapter 53 of Title 5. Wage-grade position or Federal Wage System (FWS) position are preferred terms.
Career Ladder	Refers to a position with an established non-competitive grade progression path to a target journeyman grade or full performance level.
Classification Process	Assigning the proper pay plan, title, series and grade to a position based upon its major duties, responsibilities, qualifications required, and level of responsibility by a NETC HRO classification official.

Glossary of Terms

Classification Standards	Controlling guides, issued by the Office of Personnel Management (OPM) which provide the basis for assigning each position the appropriate title, series, and grade determined by a NETC HRO classification official.
Detail	A temporary assignment of an employee to a different position or set of duties for a specified period, with the employee returning to his or her regular duties at the end of the detail.
Factor Evaluation System (FES)	A system of classifying General Schedule (GS) non-supervisory positions, grades GS-01 through GS-15, by comparison of nine evaluation factors with established standards, to include: <ol style="list-style-type: none">1. Knowledge Required by the Position2. Supervisory Controls3. Guidelines4. Complexity5. Scope and Effect6. Personal Contacts7. Purpose of Contacts8. Physical Demands9. Work Environment
Federal Wage System (FWS)	The pay system devised to provide for equity and uniformity in grading and paying Federal employees in trades and labor jobs. By coordinating Federal agency wage systems, trades and labor employees in a local wage area will receive the same pay for similar work.
General Schedule (GS)	The pay system applicable to positions which require knowledge and experience of an administrative, clerical, professional, scientific, artistic, or technical nature not connected with trades and crafts. GS positions are subject to Chapter 51, Title 5 of the U.S. Code of Federal Regulations.

Glossary of Terms

General Schedule Supervisory Guide (GSSG)	<p>A guide for classifying General Schedule (GS) supervisory positions, grades GS-01 through GS-15, by comparison of six evaluation factors with established standards, to include:</p> <ol style="list-style-type: none">1. Program Scope and Effect2. Organizational Setting3. Supervisory and Managerial Authority Exercised4. Personal Contacts5. Difficulty of Typical Work Directed6. Other Conditions
Identical Additional Position (IA)	<p>A position which is identical to another position already classified and located within the same organizational unit.</p>
Job Description (JD)	<p>An official written statement of the major duties, responsibilities, knowledge required, qualifications requirements and supervisory relationships of a position. JDs are the basis for determining pay, qualifications performance standards, and training requirements for Federal Wage System (FWS) positions.</p>
Job Factors	<p>Elements to be considered in grading a Federal Wage System (FWS) job. There are four factors for non-supervisory jobs:</p> <ol style="list-style-type: none">1. Skill and Knowledge2. Responsibility3. Physical Effort4. Working Conditions
Job Grading Standards	<p>Federal Wage System controlling guides, issued by the Office of Personnel Management and/or the DON (when authorized), which are used by classifiers to place jobs in "job grades."</p>

Glossary of Terms

Major Duty	A duty or responsibility which, in conjunction with the other major duties, comprises the reason for the position's existence, and which either (a) occupies a significant amount of the employee's time (10 percent or more), or (b) governs the qualification requirements of the position. In the aggregate, major duties occupy a majority of the time of the position; are permanently assigned and are regular and recurring. Any duty performed less than 10 percent is considered a minor duty.
Optional Form 8 (OF 8)	Formal document used as the cover sheet for position descriptions and job descriptions. It specifies the current position data such as location, organizational structure, supervisory certification and approval signatures, the classifier's signature, and other significant data. The supervisory certification contained on the OF 8 is the formal official certification that the position/job description is an accurate statement of the major duties and organizational relationships of the position.
Pen-and-Ink Change	A minor change to a PD/JD (e.g., minor changes to duties, organizational name change, references, position sensitivity code). Questions/inquiries about whether or not a change is minor should be referred to the NETC HRO classification official for clarification.
Position Designation/ Position Sensitivity	Determining and identifying the proper level of investigation and the screening required for a position based on the assessment of risk and national security sensitivity. There are four sensitivity levels as follows: <ul style="list-style-type: none">a. Special-Sensitive (SS)b. Critical-Sensitive (CS)c. Noncritical Sensitive (NCS)d. Non-Sensitive (NS)

Glossary of Terms

Position Description (PD)	An official written statement of the major duties, responsibilities, knowledge required, qualifications requirements and supervisory relationships of a position. PDs are the basis for determining pay, qualifications performance standards, and training requirements for General Schedule (GS) positions.
Position Management	The structuring of positions, functions, and organizations in a manner that optimizes productivity, efficiency, and organizational effectiveness.
Statement of Difference (SOD)	Explanation of the differences between an entry/intermediate level and the full performance level of developmental positions.
Wage Grade (WG)	A pay plan under the Federal Wage System (FWS) for non-supervisory (WG) workers.
Wage Leader (WL)	A pay plan under the Federal Wage System (FWS) for employees who lead and (WL) perform work, but do not have the degree of responsibility of a supervisor.
Wage Supervisor (WS)	A pay plan under the Federal Wage System (FWS) for employees with full supervisory responsibility.

NETC HRO CLASSIFICATION PROCEDURES

1. General Procedures and Guidelines for Carrying Out This Policy

a. All management officials will discharge their responsibilities for position classification in compliance with established policy.

b. The primary major duties of every assigned employee will be documented in an official position description (PD)/job description (JD).

(1) The PD/JD is a factual statement of the duties and responsibilities assigned to one or more employees by a supervisor or manager and does not control or limit assignments; instead, it records the current assignments and the organizational design of a position. The PD/JD is in no way a promise to the employee that his/her duties and responsibilities will remain unchanged. Management may at any time add, remove, or change an employee's assignments and an employee (including a supervisor) cannot refuse to perform reasonably assigned duties merely because they are not described in the employee's current PD/JD.

(2) PDs/JDs will be as clear and concise as possible. Flowery phrases, meaningless generalities, repetition, and terms which unnecessarily limit applicability should be excluded.

c. All positions will be evaluated in accordance with the appropriate Office of Personnel Management (OPM) classification standards and/or Department of the Navy (DON) supplemental guidance. Classification decisions will be made in accordance with the most appropriate standards and/or guidance.

d. Each employee will be provided a copy of his/her official PD/JD. An official PD/JD is one that has been certified by the appropriate supervisory officials and classified by the appropriate classification authority, including signed OF-8, enclosure (3).

e. At any time, employees may contest the pay plan, title, series, or grade of their assigned position using established appeal procedures (enclosure (5)) or consult with NETC HRO.

f. A classification appeal decision which was effected by higher authority (OPM, DOD) cannot be changed, except when justified by a significant change in the duties and

NETC HRO CLASSIFICATION PROCEDURES

responsibilities of a position or a change in applicable classification standards or criteria.

g. Management officials must not make real or implied promises to employees when positions are being revised, such as those involving potential grade reclassification. To do so could lead to broken promises, hurt employee morale, and result in unnecessary grievances or complaints/activity.

h. For employees on positions covered by a bargaining unit, management officials will adhere to any applicable provisions of a negotiated agreement.

i. No employee will be assigned to duties essentially different from those described by the employee's official permanent PD/JD of record without proper documentation (e.g., detail, temporary promotion) nor for an extended period (maximum of 120 days).

j. When changes to an employee's duties occur, the PD/JD will be updated in accordance with procedures set forth in this guidance by either re-description, amendment or pen-and-ink change.

2. Command Managers and Supervisors will:

a. Determine the primary mission, the duties and the responsibilities of each position under their control. Duty assignments should not conflict, overlap, or duplicate the primary duties of positions in other functions.

b. Accurately describe and document the major duties, knowledges and responsibilities of each position in a PD/JD.

(1) PDs will be written in the Factor Evaluation System (FES) format.

NOTE: Active and occupied NSPS formatted PDs **MUST** be submitted for reclassification in the FES format upon vacancy or when modifications become necessary.

(2) JDs will be written in accordance with Federal Wage System (FWS) Job Description Preparation Instructions.

NETC HRO CLASSIFICATION PROCEDURES

c. Complete and route a PD/JD cover sheet (OF-8) with each PD/JD, via appropriate management channels (instructions for completing the cover sheet can be found on the back of the OF-8.

(1) Complete the Remarks Section (Block 24). Identify the Unit Identification Code (UIC), Organizational (Org) Code, Bargaining Unit Status (BUS) Code, Telework Indicator Code, Testing Designated Position (TDP) Code, pre-employment physical exam requirement, if applicable, etc., in the remarks section.

(2) Sign/Certify the OF-8. Signature/certification on block 20A of the OF-8 indicates that the description is current and accurately describes the duties and responsibilities of the position. This signature/certification is used for statutory purposes for appointment and payment of employees with public funds. False or misleading statements are violations of applicable Federal laws and regulations. All other levels of supervision who propose or approve official statements of duties and responsibilities are also certifying their accuracy.

d. Submit the following documents to their command liaison for each applicable PD/JD:

(1) Position Establish. An unclassified PD/JD listing the official duties of the position, a signed OF-8, and a current organizational chart.

(2) Developmental/Career Ladder Positions. A signed OF-8 and a Statement(s) of Difference (SoD) for each developmental grade level attached to a properly classified full performance level position.

(3) Position Changes/Revisions and Redescriptions. A PD/JD, with clearly outlined changes to the major duties and/or factors identified in each area, as well as a justification for the changes and the source from which the new duties/changes originate, signed OF-8, current organizational chart and current/new PD/JD.

(4) Amendment. A signed OF-8, current organizational chart, statement containing the additional information to amend the PD/JD. Amendments **MUST** not exceed one page in length and a position may only be amended twice.

(5) Pen-and-Ink Changes. A memorandum delineating the minor changes which does not impact the pay plan, title, series, or grade.

NETC HRO CLASSIFICATION PROCEDURES

(6) Supporting Documentation. Any applicable supporting documents for the PD/JD (e.g., current and proposed organizational charts for the affected organizational component, PDs/JDs of subordinates, etc.).

e. Review each PD/JD annually as part of the annual performance appraisal process. This review will be noted on the performance appraisal form. If the PD is found to be inaccurate, a new PD, amendment, or pen-and-ink change will be submitted to NETC HRO within 90 days following the certification of inaccuracy by the supervisor.

3. **Command Liaison will:**

a. Assist supervisors and managers in creating/collecting required classification documents.

b. Create and forward a completed Position Establish/Position Review Request for Personnel Action (RPA) via the Defense Civilian Personnel Data System (DCPDS), attaching all necessary documents (e.g., new PD/JD, change, revision, amendment, re-description, pen-and-ink change, OF-8, and other supporting documentation), transmit to the NV_C_M3_NETC_CLASSIFICATION group box.

4. **NETC HRO Classification Officials will:**

a. Provide technical advice to command leadership, managers and supervisors concerning the proper title, series, and grade for all classification actions at the GS-1 thru GS-13 grade level and FWS.

b. Classify PDs/JDs accurately, promptly, and timely, in accordance with OPM classification standards and/or supplemental guidance.

c. Attach a certified position evaluation statement to every officially classified position.

d. Assign appropriate competitive level code.

e. Ensure UIC, Org Code, BUS Code, Telework Indicator Code, TDP code, pre-employment physical exam requirement, if

NETC HRO CLASSIFICATION PROCEDURES

applicable, etc., are annotated in the remarks section of the OF-8 (Block 24).

f. Certify the PD/JD by completing block 15(d), signing block 21 and assigning a PD/JD number in block 1 of the OF-8. Upload a copy of the newly established or modified PD/JD to the NETC HRO official PD Library (official custodian for the NETC Domain).

g. Add notes to RPA annotating that the PD/JD has been established/modified (including the date and new PD/JD number) and transmit the RPA to the activity with the final PD/JD and position evaluation statement attached.

h. The NETC HRO classification official will address classification concerns raised by command leadership, upon request.

5. OCHR Stennis Operation Center will process RPAs and complete Position Builds in DCPDS.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
<input type="checkbox"/> New <input type="checkbox"/> Other		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
Explanation (Show any positions replaced)		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 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 official title) _____

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

18. Department, Agency, or Establishment	c. Third Subdivision
a. First Subdivision	d. Fourth Subdivision
b. Second 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		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks _____

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

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 285, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1s" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in Items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

TIPS FOR WRITING POSITION DESCRIPTIONS/JOB DESCRIPTIONS

Format of Nonsupervisory General Schedule (GS) Positions	Format of Supervisory and Managerial General Schedule (GS) Positions	Format of Federal Wage System (FWS) Positions
<ul style="list-style-type: none"> ✓ Written in Factor Evaluation System (FES) format ✓ Nine factors (see below) with subfactors 	<ul style="list-style-type: none"> ✓ Written in supervisory FES format ✓ Six factors (see below) with subfactors ✓ If the employee performs nonsupervisory work, PD should be submitted with the 9 FES factors AND the 6 supervisory FES factors 	<ul style="list-style-type: none"> ✓ Written in FWS format ✓ Four factors (see below) with subfactors ✓ Applies to Wage Grade (WG), Wage Leaders (WL), and Wage Supervisor (WS) Positions
<p>FACTORS</p> <ul style="list-style-type: none"> Factor 1-Knowledge Required By The Position Factor 2-Supervisory Controls Factor 3-Guidelines Factor 4-Complexity Factor 5-Scope and Effect Factor 6-Personal Contacts Factor 7-Purpose of Contacts Factor 8-Physical Demands Factor 9-Work Environment 	<p>FACTORS</p> <ul style="list-style-type: none"> Factor 1-Program Scope and Effect Factor 2-Organizational Setting Factor 3-Supervisory and Managerial Authority Exercised Factor 4-Personal Contacts Subfactor 4A-Nature of Contacts Subfactor 4B-Purpose of Contacts Factor 5-Difficulty of Type of Work Directed Factor 6-Other Conditions 	<p>FACTORS</p> <ul style="list-style-type: none"> Factor 1-Skill and Knowledge Factor 2-Responsibility Subfactor 1-Complexity of Work Subfactor 2-Scope of Work Subfactor 3-Nature and Degree of Effort Factor 3- Physical Effort Factor 4- Working Conditions

- ❖ All PDs/JDs must have an OF 8 (coversheet) with signatures
- ❖ All PDs/JDs must have an organizational chart attached
- ❖ Factor levels should be assigned to all proposed PDs
- ❖ Major Duties should reflect percentages of time that the incumbent is required to perform the assigned duties
 - “Other duties as assigned” should be added under this section of PD
- ❖ Grade controlling duties are 25% or more
- ❖ Percentages under Major Duties must total 100%
- ❖ The information supplied under each factor must be supported by the Major Duties and Responsibilities
- ❖ Additional position requirements should be listed at end of PD, e.g.:
 - Percentage of temporary duty (TDY) and other travel requirements
 - Uncommon tours of duty
 - Type of security clearance required
 - Certifications/license requirements
 - Physicals/drug testing requirements

CLASSIFICATION AND THE
CLASSIFICATION APPEALS PROCESS

NETC is committed to sound position management and correct position classification decisions to ensure fair and consistent treatment of employees in all levels of responsibility.

In the Federal government, Congress establishes the basic law governing classification and OPM provides implementing regulations. The DOD and DON are responsible for ensuring the proper application of OPM classification standards. Individual positions are classified and the results of the classification - the determination of pay-plan, title, series, and grade - form the legal basis for paying an employee in the position.

Responsibilities:

- Supervisors and managers are responsible for identifying the work to be performed and for describing that work in the PD/JD.
- Employees are responsible for knowing and understanding the content of their PD/JD and for requesting explanations from their supervisor if they do not.

A PD/JD should contain all tasks and duties that occur regularly and account for a substantial portion of the position. Duties no longer performed should be deleted. Incomplete or inaccurate PD/JD content can result in an improper classification.

Classification of a position may take some time to complete. The classifier gathers background information about the position under evaluation and about other positions in the organization where it is located. In addition, the classifier reviews relevant classification standard(s). The classification process involves a lot of research and it involves communication with the supervisor of record over the position.

When an Employee Does Not Agree With the Classification

An employee may submit a classification appeal at any time. Classification appeals for GS positions are submitted to DOD or to OPM, but not both at the same time. Appeals for FWS positions must first be submitted to DOD before filing an appeal with OPM.

DOD or OPM Classification Appeals - General Information

If an employee believes the position to which he/she is permanently assigned is not properly classified, the classification can be appealed. The following information

CLASSIFICATION AND THE
CLASSIFICATION APPEALS PROCESS

provides additional background and a description of the appeals process, as well as an outline of the specific process that NETC Domain employees must follow in filing an appeal.

Appeal Options

Only a current Federal employee may appeal the classification of his/her position. Further, the employee may only appeal the classification of his/her current position - an employee may not appeal a proposed classification. The appeal choices available to an employee depend on whether the employee is a GS employee or an FWS employee.

GS employees: Once permanently assigned to a position, an employee may file an appeal to either DOD Defense Civilian Personnel Advisory Service (DCPAS) or to OPM, but not to both at the same time. If the employee appeals first to OPM and the decision is unfavorable, the appeal cannot then be filed with DOD, as the OPM decision is always final.

FWS employees: FWS employees **MUST** first appeal to DOD DCPAS. If the employee is dissatisfied with DOD's decision, the employee may appeal to OPM. The appeal to OPM must be filed within 15 calendar days of the date the employee receives DOD's decision. The employee must indicate in the appeal to OPM which specific part of DOD's decision he/she does not agree with and why.

Appeals May Not Be Filed Electronically

Requests for appeal cannot be filed electronically because they **MUST** have the original signature of the employee and/or the employee's designated representative and frequently contain supporting documentation that is incompatible with electronic transmission.

If you decide to appeal a Classification with DOD DCPAS, you must submit your appeal to:

Defense Civilian Personnel Advisory Service
4800 Mark Center Drive
Compensation Division
Classification Section
Suite 05G21
Alexandria VA, 22350-1100

Additional information on the DOD appeal process may be obtained by calling (703) 882-5194.

CLASSIFICATION AND THE
CLASSIFICATION APPEALS PROCESS

If you decide to appeal a Classification with the OPM, you must file the appeal in writing with the office serving the area where your position is located.

Additional information on the OPM appeal process may be obtained at
<http://www.opm.gov/PolicyOversight/ClassificationQualification/index.aspx> or you can send an email to fedclass_appeals@opm.gov.

General questions on classification can be referred to the NETC HRO classification official.