NETCINST 12351.1B
N1CP
12 May 2023

NETC INSTRUCTION 12351.1B

From: Commander, Naval Education and Training Command

Subj: REDUCTION IN FORCE COMPETITIVE AREA AND COMPETITIVE LEVEL
       CODES

Ref: (a) 5 CFR 351

1. Purpose

    a. To establish the competitive area boundaries within
which appropriated fund civilian employees assigned to Naval
Education and Training Command (NETC) compete in a reduction in
force (RIF). This area is defined by organizational unit and
location. Subordinate commands headed by its own commanding
officer (CO) or officer in charge under separate administration
will have their own area.

    b. To establish that NETC Human Resources Office (HRO) will
assign the competitive level (CL) codes used in running and
maintaining retention registers for the purpose of RIF regarding
appropriated fund civilian employees assigned to NETC. A CL is
a group of similar positions in a competitive area (CA) for
competition during round one of RIF.

2. Cancellation. NETCINST 12351.1A.

3. Background. Per sections 402 and 403 of reference (a), each
federal activity is required to establish CAs and CL codes in
which employees compete for retention. Employees in a CA
compete only with each other; they do not compete with employees
in another CA. CLs consist of all positions in a CA which are
in the same grade (or occupational level) and classification
series, and are similar enough in duties, qualification
requirements, pay schedules, and working conditions, so that an
agency may reassign the incumbent of one position to any of the
other positions in the level; without any loss of productivity
beyond that normally expected in the orientation of any new, but
fully qualified, employee. CL determinations are based on each
employee's official position of record (including the official

position description), not the employee's personal
qualifications.

4. <u>Policy</u>. CL codes are created at the NETC HRO and based on
the capabilities of the AutoRIF software, and will assist in the
select and sort process when running the retention register.
The series listed are only for the current workforce at NETC
activities.

    a. Per section 403 of reference (a), an activity may not
establish a CL based solely upon:

      (1) A difference in the number of hours or weeks
scheduled to be worked by other-than-full-time employees who
would otherwise be in the same CL.

      (2) A requirement to work changing shifts.

      (3) The grade promotion potential of the position.

      (4) A difference in the local wage area when a CA
includes positions covered by more than one wage-board or
similar wage-determining procedure.

      (5) A difference in locality payments when a CL includes
more than one locality pay area.

      (6) Representative rates in different local commuting
areas when a CA includes General Schedule (GS) and Federal Wage
System (FWS) positions in multiple GS locality pay areas and/or
FWS local wage areas.

      (7) Supervisory or managerial probationary period.

    b. Per section 403 of reference (a), each activity shall
establish separate CLs according to the following categories:

      (1) By service. Separate levels shall be established
for positions in the competitive service and in the excepted
service.

      (2) By appointment authority. Separate levels shall be
established for excepted service positions filled under
different appointment authorities.

(3) By pay schedule. Separate levels shall be established for positions under different pay schedules.

(4) By work schedule. Separate levels shall be established for positions filled on a full-time, part-time, intermittent, seasonal, or on-call basis. No distinction may be made among employees in the CL on the basis of the number of hours or weeks scheduled to be worked.

(5) By trainee status. Separate levels shall be established for positions filled by an employee in a formally designated trainee or developmental program.

c. The CL is determined at the time the position is established and must be certified annually to ensure it is consistent and accurate.

5. Action. It is the responsibility of each CO to establish the CAs and CLs for their commands. Each activity will provide their respective HRO and NETC N1CP with a copy of their internal instruction outlining their established CAs. Ensure NETC HRO and NETC N1CP are kept up to date on any changes, updates, and additions.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV

5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.