



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 12511.1A
N1
2 Dec 2021

NETC INSTRUCTION 12511.1A

From: Commander, Naval Education and Training Command

Subj: POSITION CLASSIFICATION AND POSITION MANAGEMENT

Ref: (a) SECNAVINST 12511.1A
(b) 5 CFR

1. Purpose. To publish policy, assign responsibilities, and supplement the provisions of reference (a), and parts 511 and 532 of reference (b).
2. Cancellation. NETCINST 12511.1.
3. Policy. It is the policy of the Naval Education and Training Command (NETC) that positions are established and correctly classified to promote organizational effectiveness and mission accomplishment.
4. Scope. This instruction applies to all civilian positions, both bargaining and non-bargaining unit positions, under the General Schedule (GS) in grades 1 through 15, and the Federal Wage System (FWS) pay systems.
5. Delegation of Authority. Per reference (a), NETC is delegated classification and position management authority. Classification authority is hereby sub-delegated to the NETC Human Resources Office (HRO) Pensacola, Florida for NETC activities with positions covered under the GS and FWS pay systems.
6. Accountability. 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 description within that structure. The supervisor's certification on the position description cover sheet indicates acceptance of this responsibility.

7. Action/Responsibilities

a. NETC will:

(1) Ensure that headquarters components and subordinate activities have sound position management and classification programs that meet the requirements of the Department of Defense (DoD), Department of the Navy (DON), and the Office of Personnel Management (OPM).

(2) Provide guidance to subordinate activities, evaluate program effectiveness, and direct corrective action as appropriate.

(3) Provide advice and guidance on position classification and position management to subordinate activities.

(4) Conduct periodic assessments of classification and position management programs at subordinate commands and activities to evaluate their effectiveness.

b. NETC HRO will:

(1) Establish a training program in which line management and appropriate staff specialists receive training in the concepts and techniques of position management and classification.

(2) Advise activity managers and supervisors on proper execution of their position classification and position management authorities and responsibilities.

(3) Assist heads of command and activities in the conduct of periodic self-assessments of their position classification and position management programs.

(4) Properly assign the correct title, series, and grades to positions at the GS-15 level and below and FWS positions.

c. Activity Heads and Commanders will:

(1) Ensure classification and position management programs are established in compliance with statutes, regulations, policies, and guidance from higher-level authorities, e.g., OPM, DoD, and the Deputy Assistant Secretary of the Navy for Civilian Human Resources.

(2) Maintain workforce documentation that accounts for the organization structure of all manpower resources assigned to the activity.

(3) Require managers and supervisors to promptly prepare accurate position descriptions as changes in major duties and responsibilities occur.

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

(5) Conduct periodic assessments of position management programs.

(6) Submit properly prepared position descriptions of the major duties and responsibilities of the required mission related work. Job/position descriptions are to be submitted to NETC HRO for classification determination.

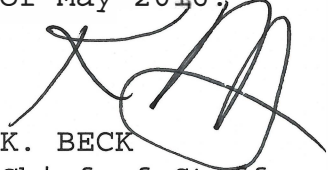
8. Effective Date. Activities or commands that have collective bargaining units/unions must meet their bargaining obligations before implementing this instruction. This instruction is effective immediately for activities not covered by a collective bargaining unit/union.

9. 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.

10. 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.



K. BECK
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Website (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil.