



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:
PERSUPPACTWESTINST 12510.1B
Code N1CP

AUG 30 2002

PERSUPPACT WEST INSTRUCTION 12510.1B

Subj: DELEGATION OF POSITION CLASSIFICATION, POSITION MANAGEMENT, AND
PAYROLL AUTHORITY UNDER FULL TIME EQUIVALENT

Ref: (a) SECNAVINST 12510.9
(b) CINCPACFLTINST 12510.2A
(c) CINCPACFLT ltr 7100 Ser N82111/8232 of 11 Oct 94

1. Purpose. To provide procedures for redelegation of position classification, position management and payroll management under Managing to Payroll (MTP) for Full Time Equivalent (FTE) GS-1 through GS-12.

2. Cancellation. PERSUPPACTWESTINST 12510.1A

3. Background. By reference (a), the Secretary of the Navy established "Full Time Equivalent" (FTE) Managing to Payroll (MTP) authority within the Navy. This concept places greater authority, incentive, and flexibility for the position classification and position management programs at appropriate management levels. It also provides for delegation of authority to military civilian managers in establishing and classifying civilian positions, subject to the civilian payroll resources available to their organizations. Reference (b) provides Commander in Chief, U.S. Pacific Fleet requirements under the "Full Time Equivalent" concept.

4. Policy. The work force will be structured per sound position management practices as described in references (a) through (c). Positions will be classified by the application of Office of Personnel Management (OPM) and Navy Classification Standards and guidelines. This organization will be managed within budgeted payroll limits.

5. Delegation of MTP Authority within PERSUPPACT West

a. Per reference (a), classification authority is redelegated to the Fleet Industrial Support Center (FISC) San Diego Human Resources Office (HRO).

b. Per reference (b), the Executive Officer is designated Position Management Officer (PMO). Authority is delegated to the Executive Officer for classification, position, and payroll management; subject to funds budgeted to the command for payroll purposes.

6. Action

a. The Commanding Officer shall:

(1) Ensure position classification and position management programs are managed consistent with civilian payroll available for the command.

(2) Identify the organizational levels to which classification and payroll authorities are delegated.

(3) Ensure that an effective position management program is carried out per applicable directives.

(4) The Executive Officer (N01) is delegated FTE authority.

(5) Resolve all disagreements involving classification or position management actions as final authority at the command level for all classification and position management decisions made on any position within the command. Resolution of classification disagreements must include written rationale signed by the Commanding Officer.

b. The Executive Officer shall:

(1) Ensure position descriptions are accurately described and include major duties and responsibilities of the position.

(2) Classify position descriptions per published OPM and Navy classification standards and forward them to FISC HRO to be validated.

(3) Obtain an advisory opinion from a FISC HRO Position Classification Specialist prior to taking formal classification action on the following types of positions:

(a) Supervisory or leader positions,

(b) Positions for which no classification standard or directly applicable grade levels criteria exist,

(c) Mixed series or grade positions,

(d) Positions proposed for classification at the GS-11 level or above, and

(e) Other positions, as deemed appropriate.

As a minimum, Position Description (PD) cover sheets must be annotated with the classification standard(s) used to classify the position. For those PDs classified in a series for which Factor Evaluation System (FES) standards have been published, a position evaluation statement showing, as a minimum, the points assigned for each factor and total points must be completed. A formal evaluation statement is not required, but a brief statement expressing the rationale for classification decisions shall be prepared and retained with the command master copy of the PD. This statement should be available in the event of review or challenge by any internal or external audit or evaluation authority.

c. The Position Management Officer (Code N01) shall:

(1) Convene the Position Management Board (PMB) as necessary to review all proposals to establish, upgrade, and downgrade, or abolish positions.

(2) Refer controversial PM matters to the Commanding Officer for resolution.

d. The Civilian Personnel Assistant (N1CP) shall:

(1) Under the guidance of the PM Officer, cause the recruitment of, select and hire employees to fill staff and detachment vacancies.

(2) Maintain liaison with FISC HRO on civilian employee related matters.

(3) Maintain the command master file of current PDs.

e. The Comptroller (N8) shall:

(1) Monitor actual monthly payroll obligations per existing financial management policy.

(2) Ensure the Executive Officer is kept abreast of current and projected funding climate.

f. Managers and Supervisors shall:

(1) Verify the accuracy of PDs under their control annually as part of the annual performance appraisal process.

(2) Forward a list of PDs found to be inaccurate to PERSUPPACT West (Code N1CP) not later than 20 July annually.

(3) Forward redescribed/corrected PDs to the Executive Officer (Code N01) for classification action not later than 31 August annually.

g. FISC HRO (Code HE) shall:

(1) Evaluate and classify positions as delegated by the Commanding Officer.

(2) Assist in developing standard position descriptions.

(3) Respond to consistency reviews directed by higher authority.

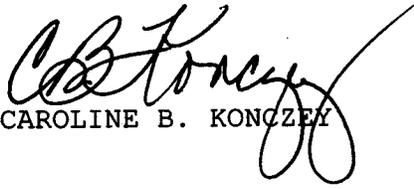
(4) Monitor position classification accuracy and provide results to the Commanding Officer semiannually.

(5) Provide training on position classification processes and procedures to individuals assigned MTP authority.

(6) Assist the command and individual managers/supervisors in resolving or processing classification appeals by employees.

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(7) Provide desk guides and abbreviated versions of classification standards to the Executive Officer as they are developed by OPM.



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Distribution:
PERSUPPACTWESTINST 5216.1K, Lists I and II