

AIRS DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
052			CLASSIFICATION / POSITION MANAGEMENT Functional Area Manager: MPC-10 Point of Contact: Brunk, Cheryl (DSN) 278-9379 (COML) 703-784-93835 Date Last Revised: 28 September 2011
052	00		NO SUBCATEGORIES FOR THESE STATEMENTS
052	00	001	Have the position descriptions been properly prepared/certified for all established positions? Reference MCO 12510.2C 5 CFR AND 511.101 (B)-(E)
052	00	002	Are management officials, re-describing positions, warranted? Reference MCO 12510.2C 5 CFR AND 511.101 (E); 5 CFR AND 511.202 AND 511.601
052	00	003	Does the command have or did it exercise a proper position management program? Reference 5 CFR AND 511.101 (C) AND (E); MCO 12510.2C
052	00	004	Are classification appeal procedures communicated to employees or properly processed/documented? Reference 5 CFR AND 511.601, 602, 603, 604, AND 606
052	00	005	Are new/revised OPM standards applied within set time-frames? Reference 5 CFR AND 511.605 MCO 12510.2C
052	00	006	Are positions being classified correctly? Reference 5 CFR AND 511.101(C), CFR AND 511.601; MCO 12510.2C
052	00	007	Has the command conducted a position management review of all civilian positions within the last 3 years? Reference 5 CFR 511.101 (B)-(E), 5 CFR AND 430,432, 451,531; MCO 12510.2C
052	00	008	Are OPM/DON classifications certifications properly exercised? Reference 5 CFR AND 511.203; MCO 12510.2C
052	00	009	Are pay differentials properly documented and paid? Reference MCO 12510.2C

- 052 00 010 Are the requirements of classification of positions to higher grades based on accretion of duties met?
Reference
5 CPR AND 511.701; MCO 12510.2C
- 052 00 011 To the extent reviewed, are appropriate positions exempted from FLSA?
Reference
5 CFR AND 551.201
- 052 00 012 Are covered positions rewritten in NSPS format?
Reference
MC LOI FOR NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)
POSITION CLASSIFICATION AND POSITION MANAGEMENT;
5 CFR XCIX AND SUBPART B