



SUBJECT: Requests for Classification for Command/Staff Agencies with Delegated Classification Authority

REFERENCES:

- (a) Defense Civilian Personnel Data System (DCPDS) Desk Guide
- (b) MCO 12510.2C
- (c) MCO 5311.1E
- (d) MARADMIN 229/13
- (e) 5 USC, Section 2301 Merit System Principles

ATTACHMENTS:

- (1) Request for Personnel Action, Classification Checklist
- (2) Accretion of Duties Justification Form
- (3) Supervisory Determination Sheet

1. **PURPOSE:** To establish formal, consistent and efficient operating procedures for submitting requests for classification to the Human Resources & Organizational Management Branch (HROM).

2. **SCOPE:** This standard operating procedure applies to Commands/Staff Agencies with signature authority for classification.

3. **ROLES AND RESPONSIBILITIES:**

a) **Commanders.** Responsible for position classification and position management for subordinate positions within respective Command/Staff Agency. Ensures classification determinations are consistent with applicable laws, agency guidelines, classification standards, principles, and practices. Ensures civilian payroll remains within assigned payroll limitations. Signs as classification authority after receiving delegation of authority from HROM.

b) **Managers and Supervisors.** Assigns duties and responsibilities; writes position descriptions; updates position descriptions as changes occur; coordinates any changes to position descriptions with HROM, including pen and ink changes; coordinates changes in organizational structure and/or realignment of duties with HROM; and, conducts annual review of position descriptions.

c) **HROM**. Serves as the technical advisor to Commands/Staff Agencies; reviews reorganization plans; provides sound position management advice to managers and supervisors; evaluates position descriptions and provides classification advisory to Command/Staff Agency; alerts management, where feasible, to alternative organizational structure for efficiency and economy of operations; provides training on writing position descriptions; reviews and endorses requests for promotions due to Accretion of Duties; conducts periodic position management and position classification reviews; participates in Command-level strategic workforce planning; and reports and recommends to DC M&RA (MPC) rescinding delegated classification authority where evidence exists of repeated misapplication of classification standards.

d) **Employees**. Ensures understanding of duties and responsibilities; discusses questions and/or concerns with supervisor; and informs supervisor when position description is inaccurate.

4. PROCEDURES:

a) Command/Staff Agency determines need for new position description; determines need for statement of difference; requests pen/ink changes to current job description; or requests redescription of current position description.

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b) Command/Staff Agency submits a Request for Personnel Action (RPA) for classification review to HROM via DCPDS inbox, NV_C_LK_QHR_class. The following documentation must be submitted with the RPA, as applicable:

	Establish Position	Accretion of Duties	Re-description	Statement of Difference	Pen & Ink Change
OF-8 Required for each grade level	✓	✓	✓	✓	
Position Description (Editable/Word Document)	✓	✓	✓		
Current Position Description		✓	✓	✓	✓
Current and Proposed Organizational Charts	✓	✓	✓	✓	✓
Supervisory/Leader Sheet	✓	✓	✓		
Summary of Requested Changes, supporting docs					✓
Current/Proposed T/O	✓	✓	✓		✓
Accretion of Duties Form		✓			
RPA Classification Checklist	✓	✓	✓		✓
Statement of Difference Required for each grade level below Full Performance Level. (Editable/Word Document)	✓			✓	
Position Designation Record. Must be dated November 2015 or later. https://www.opm.gov/investigations/background-investigations/position-designation-tool/pdt/	✓	✓	✓		
Civilian Acquisition Assignment Coding Sheet, if applicable	✓	✓	✓		

- c) HROM reviews RPA to ensure all required documents have been submitted and acknowledges receipt to the Command/Staff Agency within 5 business days. RPAs submitted without the required documentation are returned and Command/Staff Agency points of contact are informed of missing documentation.
- d) Within 14 calendar days from receipt of RPA, HROM assigns RPA to Classification Specialist for review. Classification Specialist provides status to Command/Staff Agency via email.
- e) Within 21 calendar days from receipt of RPA, Classification Specialist reviews documents and prepares classification advisory. If additional information/documentation is required to complete classification advisory, the Classification Specialist contacts the Command/Staff Agency supervisor to discuss. Supervisor is provided 3 business days to respond. If no response is received, the RPA is returned and the Command/Staff Agency is notified via email. Requests for additional time to respond will be considered on a case-by-case basis.
- f) HROM may make minor changes to the OF-8 or position description in order to complete the classification advisory. The Classification Specialist will inform the Command/Staff Agency supervisor of these changes. Minor changes include, but are not limited to, sensitivity level, reason for submission, moving text within position description to appropriate section, etc.
- g) If the classification advisory results in the same series and grade as requested, HROM closes out the request by assigning a job description number, signing line 15d on the OF-8 and returning the OF-8, final job description and classification advisory to the Command/Staff Agency.
- h) If the classification advisory results in a different series and/or grade from the original request, the Classification Specialist contacts the Command/Staff Agency supervisor to discuss.
- i) The supervisor is afforded a one-time opportunity to provide written clarification of discrepancies that impact the final classification advisory. Written clarification/revisions must be submitted to HROM within 14 calendar days. If clarification/revisions are not received within 14 calendar days, the RPA is returned as

a classification advisory and the action is closed by HROM. Clarification/revisions submitted beyond 14 calendar days require Command/Staff Agency to submit new RPA.

- ii) If clarification/revisions still result in a different series and/or grade from the original request, the Classification Specialist contacts Command/Staff Agency supervisor to discuss final results. RPA will be completed or returned, as requested by the supervisor.
- iii) Requests from Command/Staff Agency to provide additional clarification/revisions must be endorsed by Command/Staff Agency classification authority and approved by HROM's Classification Supervisor.
- iv) If clarification/revisions still result in a different series and/or grade from the original request, the Classification Specialist contacts Command/Staff Agency classification authority to discuss final results. If the Command/Staff Agency classification authority believes HROM has incorrectly applied the classification standards, a request for appeal can be submitted to MPC-10 via HROM. Appeals must be submitted in writing to HROM and include a description of which factor(s) the Command/Staff Agency believes should be credited differently and why factor(s) meets a different level based on application of appropriate guidelines and standards. If HROM and the Command/Staff Agency cannot reach agreement, a request for final review and determination will be sent to M&RA, MPC-10 via HROM. MPC-10's determination is final and binding.

i) When HROM provides a final classification determination to the Command/Staff Agency, the classification authority signs and dates block 22 of the OF-8 and returns to the Classification Specialist within 10 calendar days.

5. DEFINITIONS:

a) **Accretion of Duties**. An accretion of duties promotion is a promotion of an employee whose position is reclassified at a higher grade because of additional duties and responsibilities. This type of non-competitive promotion may be made if the "old" position has been absorbed into the new position; the employee continues to perform the same basic functions and the duties represent an outgrowth over a significant period of time; and/or

when a program change requires the performance of new duties that only one employee is capable of performing.

- b) **Classification Advisory**. A written analysis of a job description against classification standards. The final classification advisory documents how the appropriate pay plan, title, series and grade are determined.

- c) **Classification Appeal**. A request by an employee to review the official position description when the employee believes the pay plan, titles, series, and/or grade is inaccurate.

- d) **Desk Audit**. A supervisor's request to review the work of a position to determine if the position description is accurate and appropriately classified.

- e) **Establish Position**. A request to classify a new position description for duties not currently performed by another position.

- f) **Position Description**. A statement of the knowledge required, major duties and responsibilities, and supervisory relationships of a position. In its simplest form, a position description indicates the work to be performed by the position. Position Descriptions are often referred to as PDs or Position Requirements Document (PRD).

- g) **Misclassification**. A position classified to the wrong pay plan, title, series and/or grade.

- h) **Pen and Ink Change**. Minimal changes to add, delete or modify the position description. The changes cannot impact the pay plan, series or grade.

- i) **Redescription**. Major changes to a position description (addition or removal of major duties; changes to scope, etc.,) that may or may not impact the pay plan, title, series and/or grade.

- j) **Statement of Difference**. A statement that clearly defines significant differences in assigned duties and supervisory relationships from grade levels up to the full performance level of a position

k) **Organizational Chart**. A diagram that shows the supervisory reporting relationships of positions within a Command/Staff Agency or sub-part of a Command/Staff Agency.

Request for Personnel Action Classification Checklist

Command _____ UIC _____ Organizational Code _____

Supervisor of Position _____ Phone# _____ Email _____

Command Liaison POC _____ Phone# _____ Email _____

Replacing PD#-Title-Series-Grade _____

Provide Attachments with RPA, as applicable

ESTABLISH POSITION

- Signed OF-8 for each grade level requested
- Editable PD w/ proposed title, series, & grade
- Current/Proposed Organizational Chart w/ Grade Levels
- Supervisory or Leader Determination Sheet
- Current/Proposed Table of Organization
- Position Designation Record
- SF-178, DAWIA Coding Sheet

REDESCRIPTION

- Signed OF-8 for each grade level requested
- Editable PD w/ proposed title, series, & grade
- Original PD w/ OF-8 (being replaced)
- Current/Proposed Organizational Chart w/ Grade Levels
- Supervisory or Leader Determination Sheet
- Current/Proposed Table of Organization
- Position Designation Record
- SF-178, DAWIA Coding Sheet

ACCRETION OF DUTIES

- Signed OF-8
- Editable PD w/ proposed title, series, & grade
- Original PD w/ OF-8 (being replaced)
- Current Organizational Chart w/ Grade Levels
- Accretion of Duties Sheet
- Supervisory or Leader Determination Sheet
- Position Designation Record
- SF-178, DAWIA Coding Sheet

STATEMENT OF DIFFERENCE (SOD)

- Copy of Full Performance PD w/ OF-8
- OF-8 for each grade level below full performance
- Editable SOD statements
- Current Organizational Chart w/ Grade Levels

PEN & INK CHANGE

- Copy of Full Performance Level PD w/ OF-8
- Supporting policy/directive/reason for changes
- List of changes required (can be listed in RPA notepad)
- Current Organizational Chart w/ Grade Levels
- Current/Proposed Table of Organization

Other Information

**ACCRETION OF DUTIES JUSTIFICATION FORM
UPGRADE RESULTING FROM THE ADDITION OF
DUTIES AND RESPONSIBILITIES**

Incumbent: _____

Old PD#: _____

Old Org Code: _____ **New Org Code:** _____

Current position title, series and grade:

New/recommended position title, series and grade:

1. In accordance with the Secretary of the Navy Instruction (SECNAVINST) 12300.9, "Staffing, Placement, and Employment," and the Guidance/Advisory Memorandum (GAM) #63 contain the Department of the Navy (DoN) criteria that supplement Chapter 23 of Title 5, United States Code (U.S.C.) and the Code of Federal Regulations (CFR). The following DoN criteria must be met to support the upgrade of a position resulting from the addition of duties and responsibilities:

a. The major duties of the employee's old position are absorbed into the new position, and the former position is cancelled. The new position is classified at a higher grade due to the addition of higher grade duties directly related to the primary purpose of the former position.

b. The new position has no known promotion potential.

c. The additional duties do not adversely affect another encumbered position. In other words, the higher level duties cannot be taken from another encumbered position resulting in the downgrade of that position or a reduction-in-force.

2. Such actions must meet the intent of 5 U.S.C. 23 and result in the promotion of all employees assigned to that position; or the positions must be filled competitively (i.e., management identification of candidate, planned management action); or the situation must be reviewed for mis-assignments (possibly resulting in reassignments).

3. All parties participating in this process will be held accountable for the determinations made. The primary accountability lies with activity managers who control the assignment of work. The manager's role/responsibilities include providing required information for completion of Justification for Upgrade Resulting from the Addition of Duties and Responsibilities. Classification's role/responsibilities are to classify the position descriptions (identifying title, series, and grade) and/or coordinate MTP actions. OCHR SAN role/responsibilities are to make qualification and Priority Placement Program (PPP) determinations, and to ensure the 5 U.S.C. 23 and DoN criteria are met in determining whether an exception or competition is needed/required to fill the position.

4. The upgrade of a position resulting from the addition of duties and responsibilities is not a technique to circumvent PPP placements. This type of noncompetitive promotion action involves joint discussions/processes with managers and the classifier (activity manager or HR Specialist) and OCHR SAN Staffing Specialists.

5. The following situations are considered inappropriate for consideration as upgrades resulting from additional duties and responsibilities: (1) transition from a one-grade interval position to a two-grade interval position; (2) accretion across occupational series; (3) movement to vacant higher level position; (4) accretion from an Identical Additional (IA) position; (5) accretion from a non-supervisory position to a supervisory position; (6) accretion from a non-leader position to a leader position; and (7) accretion across organizational lines.

6. The concept of upgrading a position due to the addition of duties and responsibilities implies that major changes have taken place in a position in the form of higher level, more complex duties that are directly related to the primary purpose of the position being replaced, and that the employee will also continue to perform most or all of the duties of the former position. If you have specifically identified that such is the case, the following questions must be addressed on a separate page to explain what events caused the position to be re-described and recommended for classification/classified at a higher grade.

1. Where did the new, additional duties come from?
2. How long has the employee been performing the additional duties?
3. What were the reasons for assignment of the additional duties, i.e., vacant position/billet - civilian or military; reorganization; new programs/projects/mission requirements mandated from major claimant level or above; new technology, etc.?
4. Are other employees occupying the same position? If so, why was this individual assigned the duties?
5. How long has the incumbent occupied this position?
6. What were the primary duties of the old position?
7. Could you as the manager have reasonably known that the additional duties were of a higher level before they were assigned?
8. Did the position remain in the same organization and retain the same supervisor?

Supervisor

Date

SUPERVISORY DETERMINATION SHEET

Request for Personnel Action Number: _____

Requested Position Title/Series/Grade: _____

Please complete the following information as it pertains to the above position:

1. Does this position provide both technical and administrative supervision to the unit's assigned employees? Yes ___ No ___

2. What percentage of time does the position spend on supervisory responsibilities (as defined in #3 below) _____

3. Please check the following supervisory duties that this position performs:

Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work

Assign work to subordinates based on priorities, selective consideration of the difficult and requirements of assignments, and the capabilities of employees

Evaluate work performance of subordinates

Give advice, counsel, or instruction to employees on both work and administrative matters

Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions

Hear and resolve complaints from employees referring group grievances more serious unresolved complaints to a higher level supervisor or manager

Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases

Identify developmental and training needs of employees, providing or arranging for needed development and training

Find ways to improve production or increase the quality of the work directed

Develop performance standards

NOTE: Supervisor positions should carry out at least three of the first four, and a total of six or more of the 10 supervisory duties listed above.

4. List the positions supervised, including military, civil service and contractor personnel by providing their BIC number, title/series/grade level or rank. For each subordinate, indicate if requested position is the first or second level supervisor. Identify subordinate positions that are also supervisors, if any:

4.a. Establish Position: Provide the BIC number and grade level/ rank of the position that previously supervised the subordinates identified above. Indicate if the previous supervisory position will be eliminated, redescribed, or other. Provide rationale that necessitates these changes.

4.b. Redescribe Position: if the grade level/ranks and/or number of subordinate position is changing from original classification, provide rationale that necessitates these changes. If reducing number or subordinates, provide BIC number and grade level/rank of position that is assuming additional positions.

5. This position reports to: _____
NAME/TITLE/GRADE LEVEL OR RANK

6. Signature below must be at least the first level supervisor of the position.

TYPED NAME/TITLE

SIGNATURE

DATE