



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 12511.1B
N00CP
29 Sep 2021

COMNAVRESFOR INSTRUCTION 12511.1B

From: Commander, Navy Reserve Force

Subj: POSITION CLASSIFICATION AND MANAGEMENT

Ref: (a) SECNAVINST 12511.1A
(b) DOD Instruction 1400.25 , Vol 511
(c) DOD Instruction 1400.25 , Vol 2007
(d) COMNAVRESFORINST 5320.2A
(e) COMNAVRESFORINST 12430.5A

1. Purpose. To establish and implement policy, assign responsibility and prescribe procedures per references (a) through (e) for position classification and position management within Commander, Navy Reserve Force (COMNAVRESFOR).
2. Cancellation. COMNAVRESFORINST 12511.1A.
3. Collective Bargaining Agreements (CBA). Provisions of an existing CBA, memorandum of understanding (MOU), and or memorandum of agreement (MOA) applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rule, or regulation.
4. Discussion. Position management is the process of designing, structuring, and aligning an organization to effectively and efficiently blend the skills, assignments, and responsibilities of employees in order to carry out the COMNAVRESFOR mission or program. Grades should be commensurate with the work performed to accomplish the COMNAVRESFOR mission and should not exceed those grades needed to perform the work of the unit. Position management is the inherent responsibility of each manager and supervisor. Position classification is the process of assigning the appropriate title, series and pay grade to positions based on relevant facts concerning the assigned work, the level of difficulty and responsibility and the qualification requirements. The position classification determination sets the basic rate of pay for an employee. The establishment of new civilian positions or modification of existing positions requires approval of the COMNAVRESFOR resources management board (RMB) per reference (d).
5. Policy. Positions and organizations will be established, structured, and correctly classified to effectively, efficiently, and economically support the mission of the organization. Responsibility and accountability for control, utilization, and proper management of civilian positions is a line management function. Performance of this function requires line managers and supervisors to assign work and develop and maintain position descriptions (PD) per sound position management principles.

6. Responsibilities

a. COMNAVRESFOR will:

(1) Ensure all COMNAVRESFOR commands comply with applicable statutes, regulations, policies, and guidance in implementing and executing position classification position management authority.

(2) Delegate position classification and position management authority per reference (a).

(3) Per reference (a), COMNAVRESFOR has responsibility for monitoring the classification program to ensure compliancy with the Office of Personnel Management, Department of Defense and Navy policies, procedures, and standards, as well as ensuring all subordinate levels of military and civilian management exercise their responsibilities within the program and ensuring descriptions and classificationsof positions are kept accurate and up to date.

b. Director, Civilian Human Resources (DCHR), N00CP will:

(1) Exercise position classification authority for all COMNAVRESFOR civilian positions with the exception of positions covered by the defense civilian intelligence personnel system (DCIPS). This authority can be delegated to appropriate positions within the DCHR staff positions who are exercising classification authority as part of their responsibility.

(2) Provide advice and assistance to managers and supervisors on their position management responsibilities and the position classification process. Provide information to employees on the position classification process.

(3) Prepare and coordinate position classification appeal packages as required.

(4) Monitor adherence to statutory and regulatory requirements associated with position management and position classification and continuously monitor the quality and integrity of these programs throughout all COMNAVRESFOR echelons.

(5) Ensure compliance with position classification actions directed by higher authority and coordinate findings of studies and reviews with COMNAVRESFOR Financial Management (N8) and Manpower (N1) offices to facilitate the review of actions and issues having a broad impact within COMNAVRESFOR.

(6) Periodically conduct assessments to monitor COMNAVRESFOR PD accuracy and classification and position management adequacy.

(7) Apply draft and new classification standards issued by the Office of Personnel Management, the Department of Defense, and the Department of Navy to applicable COMNAVRESFOR positions.

c. Director, Naval Intelligence Activity (NIA) Human Resources Office (HRO) will:

(1) Per reference (c), position classification authority for positions assigned to the DCIPS is delegated to the Director, NIA HRO Navy Civilian Intelligence Personnel Office (CIPO). This authority may be further delegated to appropriate positions exercising classification authority on the Director, CIPO staff. Any further delegation of classification authority must be in writing.

(2) Provide advice and assistance to managers and supervisors on their position management responsibilities and the position classification process. Provide information to employees on the position classification process.


(3) Monitor adherence to statutory and regulatory requirements associated with position management and position classification of DCIPS positions.

(4) Ensure that all DCIPS positions are systematically evaluated using systemic application of DCIPS position alignment criteria, and are reviewed to ensure appropriate alignment as they become vacant or as mission requirements change.

d. Managers and supervisors will:

(1) Ensure accuracy of PDs for assigned positions. The importance of maintaining the integrity of position classification and annual performance reviews for all civilians will include review and certification of PDs for factual accuracy.

(2) Certify the accuracy of PD under their authority annually when establishing civilian employee performance plans per reference (e) and when initiating recruitment to fill the position. Proposed changes to correct inaccurate position classifications must be submitted within 60 days to COMNAVRESFOR Civilian Human Resources (CHR) or the NIA HRO accordingly. For classification changes which may impact the organizational setting, pay plan, series and grades of existing general schedule, federal wage system, and DCIPS positions, RMB approval will be required per reference (d).


R. B. JOHNSON
By direction