

**DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO**  
BUPERSINST 12510.3  
PERS-08  
15 Jun 01

BUPERS INSTRUCTION 12510.3

From: Chief of Naval Personnel

Subj: DELEGATION OF POSITION CLASSIFICATION AUTHORITY AND  
POSITION MANAGEMENT RESPONSIBILITIES CONSISTENT WITH  
PAYROLL MANAGEMENT

Ref: (a) SECNAVINST 12510.9

1. Purpose. To implement the Department of the Navy (DON) policy and requirements established by reference (a) on position management, and to provide guidance for the delegation of position classification authority to permit line managers to manage civilian personnel resources consistent with approved funding levels.

2. Discussion. Reference (a) established policy and requirements in the management of civilian personnel resources by placing greater authority, incentive, and flexibility for the position classification and position management programs at appropriate management levels. This instruction conveys to military and civilian line managers the authority for establishing and classifying civilian positions, subject to approved payroll dollar resources available to their organization.

3. Policy and Authority

a. It is the policy of Chief of Naval Personnel (CHNAVPERS) that all positions and organizations be structured to achieve efficiency and economy in support of the mission of the organization. The delegation of position classification authority and authorized payroll funding levels to line managers provides greater responsibility and accountability for managing civilian employment as an element of cost.

b. The authority to classify General Schedule (GS) and General Manager (GM) positions at grades GS-1 through GS/GM-12, and Federal Wage System (FWS) positions at grades defined in job grading standards issued by Office of Personnel Management (OPM)

or Office of Deputy Assistant Secretary of the Navy (ODASN) was delegated to commands and subordinate activities by reference (a). This delegation is affirmed and must be exercised per guidance in this instruction.

c. Commanders and heads of activities are authorized and encouraged to redelegate this authority and associated civilian payroll funds to subordinate managers and supervisors at the lowest practicable level of supervision. Position classification authority may only be redelegated to line managers with commensurate sub-allocation of civilian payroll spending authority.

d. Delegation of classification authority will usually be to at least one organization level below the commander/executive officer or equivalent civilian positions. When it is not practicable to redelegate to line managers and supervisors, classification authority may be redelegated to the servicing Human Resources Service Center (HRSC). Personnel servicing agreements must be modified as necessary to implement the delegation of classification authority.

e. Allocation of approved payroll funding levels will be issued concurrent with the authority to establish and classify civilian positions. Payroll funds are civilian personnel compensation costs included under Object Class 11 in the Navy Budget. Payroll funding authorized to activities will be based on the current year column of the approved budget, subject to the enactment of a Department of Defense Appropriation Act or Continuing Resolution and the provisions of whichever act becomes applicable.

f. Position management programs will be designed to ensure efficient distribution of staff resources, and aid in identifying, preventing, and eliminating unnecessary organizational fragmentation; excessive layering and use of deputies and assistants; improper design of jobs; outmoded work methods; and inappropriate span of control. CHNAVPERS commands and activities will minimize the number of deputies and assistants, with emphasis on line responsibility, and minimize the number of organizational levels, with emphasis on delegation and decentralization of authority to the lowest appropriate working levels.

g. Position classification actions must be consistent with the criteria contained in position classification standards and job grading standards issued by OPM and Navy, and per CHNAVPERS guidance on high grade positions.

h. Military and civilian managers must be assessed on their effectiveness in exercising these authorities in their annual fitness reports and performance reviews. This appraisal may be included in other supervisory/managerial objectives, if not identified separately.

#### 4. Guidelines

a. If classification authority is exercised by line managers, a written advisory opinion will be requested from the servicing HRSC and utilized in the following situations:

(1) Proposed classification of positions outside an established career ladder or above the normal full performance level.

(2) Positions not directly covered by published classification standards (mixed positions).

(3) When a classification dispute arises or when a classification over-ride is contemplated.

(4) When an employee classification appeal is submitted prior to forwarding to Field Advisory Service (FAS) or OPM.

(5) When establishing standard position descriptions (PDs).

(6) Local commanders or heads of activities may require classification advice in additional situations as they deem appropriate.

b. The advice and assistance of the servicing HRSC will be requested in the application of new OPM or Navy classification standards, in the implementation of OPM or Navy classification appeal decisions and prior to conducting an OPM or Navy initiated consistency review.

c. Development and use of standard PDs is highly encouraged in order to simplify the process of preparing and classifying PDs.

d. CHNAVPERS Inspector General visits will be augmented to include the review of position management, position classification and fiduciary responsibility for the program. This may include job audits, a review of control systems and conformance to classification standards and higher level directives.

e. Classification authority may not be exercised until line managers with the delegated authority, are properly trained. This training should be provided by a team consisting of at least an Human Resource Office (HRO)/HRSC representative.

f. Managers exercising delegated classification authority may not classify their own positions. Request to classify these positions must be submitted to the next higher level in the chain-of-command.

g. The payroll to be managed will include Object Class 11 costs for Basic Salary, Lump Sum Leave Pay, Overtime/Holiday/Sunday Pay, Suggestions and Awards, and Shift/Differential Pay. Costs will cover U.S. citizen civilian hires (both direct and reimbursable) for Senior Executive Service (SES), GS, and FWS.

(1) Activities having reimbursably funded personnel must ensure that funding authorization and collections from the funding activity are received promptly.

(2) Activities are to establish internal time-phased financial plans for activity use in managing, monitoring, and reporting pay costs.

(3) Activity commanders and heads will be held accountable for managing within approved payroll authorization at the activity level, regardless of any redelegation of payroll management authority.

(4) Payroll authorizations covering U.S. Direct Hire programs will be issued separately.

## 5. Action

a. Addressees must have a plan for implementing these delegated authorities. As a minimum the plan must contain the following key provisions:

(1) Identification for organizational levels to which these authorities will be delegated.

(2) Identification of positions for which classification authority will be delegated.

(3) A process for training current and new military and civilian managers delegated these authorities.

(4) A process to administer and monitor this program on behalf of the activity commander including records of PDs, classification determinations, and other reporting documentation deemed necessary.

(5) A process for resolving disagreements over the correctness of classification actions.

(6) Circumstances under which these delegated authorities may be revoked, and a process for revocation.

(7) Verification of accuracy of PDs as part of the annual performance appraisal process.

(8) Notification procedures to activity employees about the key provisions of this program.

(9) Proposed implementation date.

b. Proposed changes to the approved plan must be submitted for approval to CHNAVPERS (PERS-08) at least 30 days prior to implementation.

c. Designate a point of contact for this program and provide name and telephone number upon receipt of this instruction.

6. Point of Contact. Point of contact is Director, Civilian Personnel Programs, (PERS-08) at (Comm) 901-874-3058/DSN 882.

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Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

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