



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 12510.8
24/HRD
23 AUG 95 CH-1

USNA INSTRUCTION 12510.8

From: Superintendent

Subj: DELEGATION OF POSITION MANAGEMENT AND POSITION CLASSIFICATION AUTHORITY

Ref: (a) SECNAVINST 12510.9
(b) OPNAVINST 12500.3
(c) CNO ltr 7000 Ser N09BF/4U504613 of 6 Sep 94

1. Purpose. To issue the policy and requirements for the delegation of position management and position classification authority.

2. Cancellation. USNA Instruction 5310.2A and USNA Instruction 12510.7

3. Background

a. Per references (a) and (b), the Superintendent is authorized to delegate position management and position classification authority to appropriate levels of line management. Commensurate with this authority is the requirement to manage within authorized allocations; to structure all positions and organizations in a manner that optimizes economy, productivity, and organizational effectiveness; and to ensure that positions are properly classified in accordance with classification standards and directives published by the Office of Personnel Management (OPM) and other appropriate authorities.

b. An effective position management program is essential to ensure that these requirements are met and that the resources needed to accomplish the Academy's mission are not dissipated by the costs resulting from poorly structured organizations and positions.

c. Per reference (c), the Department of Defense is assigned a statutory ceiling on the total number of full time equivalent (FTE) work years which may be executed by the end of each fiscal year (FY). The Department of the Navy, and in turn the Naval Academy and Academy Cost Centers, will be issued FTE work year controls.

d. The straight-time hours for direct and reimbursable funded employees, including personnel employed under student and cooperative education programs, are included in the computation of FTE work years. Overtime hours are not included.

4. Policy

a. All positions and organizations will be structured to achieve optimal economy, productivity, and organizational effectiveness.

b. Per reference (b), delegated classification authority will not be exercised without the required training in position management, position classification, and labor execution. The Human Resources Department (HRD) and the Comptroller Department will jointly provide this training. Training received at another command will satisfy this requirement.

c. Classification determinations will be made per appropriate OPM and agency position classification standards and guides.

d. Those delegated position classification authority must briefly document (one page or less) the basis for their classification decisions, citing the appropriate OPM/agency position classification standards and guides.

e. The accuracy of position descriptions will be verified as part of the annual performance appraisal process by having the employee and supervisor discuss the accuracy of the position description. The supervisor will certify the accuracy of the position description and, if it is inaccurate, will ensure that the position is redescribed and classified within 30 days.

f. Per reference (a), military and civilian supervisors will be evaluated in their annual fitness reports and performance appraisals on their effectiveness in executing their position management, position classification, and fiscal responsibilities.

g. Position classification authority may be revoked by the Superintendent if there is evidence of serious misclassification of positions or failure to control FTE work years and labor costs.

h. Classification disagreements between managers and the HRD will be resolved by an Adjudication Committee comprised of a representative from the cognizant cost center, the principal classifier, and the Deputy for Management.

i. An employee may appeal the correctness of the pay category, title, series, or grade of his/her position to the Defense Civilian Personnel Management Services and/or OPM at any time.

5. Delegation

a. Position classification and position management authority are delegated to the Commandant of Midshipmen, Academic Dean and Provost, Deputy for Operations, Deputy for Management, Commanding Officer of the Naval Station, Dean of Admissions, and the Director of Information Technology Services for all General schedule (GS), Federal Wage system (FWS), faculty, and Nonappropriated Fund positions in their organizations. Redlegation of this authority requires the approval of the Superintendent. Redlegation requests must be submitted in writing to the Superintendent via the Deputy for Management.

b. The Human Resources Director and principal classifier are delegated authority to take classification action on all GS and FWS positions. This authority may be redelegated to qualified personnel specialists.

6. Responsibilities

a. Position Management Board. The Superintendent is the chairperson of the Position Management Board. The Board is composed of members of the Executive Steering Committee (ESC). The Comptroller and the Human Resources Director serve as nonvoting members. The Board will:

(1) Establish USNA position management policy and guidelines to ensure the effective and proper use of personnel resources and conformity to position management criteria provided by higher authority.

(2) Review and approve the proposed distribution of labor dollars, FTE work years, and high grade resources, annually or as necessary to accommodate changing priorities and program requirements.

(3) Review and approve proposed reorganizations.

(4) Review and approve changes to the Activity Manpower Document (AMD).

(5) Direct special studies and reviews.

b. Cost Center Heads will manage civilian compensation costs, i.e., salaries, overtime, leave, and awards (when authorized) and FTE work years for appropriated fund employees within their authorized control numbers. Additionally, Cost Center Heads and other line managers will:

(1) Involve the HRD in the initial and planning stages of reorganizations.

(2) Review subordinate position descriptions for currency and accuracy as part of the performance appraisal process.

(3) Exercise sound position management practices to achieve an organizational structure which will maximize return on labor dollars.

(4) Adhere to appropriate published classification guidance and briefly document the basis for their decisions when exercising delegated position classification authority. Cost Center Heads may request classification assistance from their servicing personnel specialists in the HRD. Classification advisories may be requested via memorandum and should include a copy of the proposed position description and other pertinent information.

(5) Inform the Position Management Board about organizational and position changes which affect the AMD.

c. The Deputy for Management will:

(1) Serve as Deputy Chairperson of the Position Management Board.

(2) Administer the Academy's Position Management Program, including operating procedures, to create an organizational structure that optimizes economy, productivity, and effectiveness.

(3) Develop position management guidelines to ensure that organization and utilization of Academy resources are effective and efficient and in accordance with criteria provided by higher authority.

(4) Assist Cost Center Heads and managers in carrying out the objectives of the program.

(5) Advise the ESC on the distribution of funds and FTE work years.

(6) Keep the Superintendent informed on specific position management matters and the overall strength of the program.

(7) Assess Academy and cost center trends relative to established position management guidelines and brief the ESC annually on the results.

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(8) Ensure adherence to the requirements of the Efficiency Review (ER) and Commercial Activities (CA) Programs.

d. The Comptroller will:

(1) Monitor overall labor execution for appropriated fund employees relative to allocated funds and FTE work year controls. Advise the Deputy for Management concerning potential problem areas which require corrective action.

(2) Administer the annual review of Academy programs and develop a proposed budget strategy for the ESC based on this review.

(3) Provide assistance to Cost Center Heads in tracking and projecting the execution of their authorized budgets and FTE work year controls.

(4) Maintain the AMD.

(5) Serve on the Position Management Board.

e. The HRD will:

(1) Administer the position classification program for the Superintendent.

(2) Provide guidance on the interpretation and application of position classification and job grading standards.

(3) Inform managers when new or revised classification standards are issued and the date by which they must be applied. Apply new standards to current positions, informing managers and supervisors of any resulting changes prior to implementation so they can restructure positions as necessary.

(4) In conjunction with managers, write justifications for positions appealed by Naval Academy employees.

(5) Determine Fair Labor Standard Act status.

(6) Determine pay and grade retention eligibility.

(7) Monitor the accuracy and quality of classification actions for the Superintendent and refer proposed classification decisions considered improper and/or which adversely affect consistency with similar positions to the Adjudication Committee for resolution.

(8) Classify positions when so directed by the Superintendent or Cost Center Head.

(9) The Human Resources Director will serve as Secretary of the Position Management Board.

7. Requirements

a. Organization Changes. The Position Management Board is the approving authority for organization changes. Requests for approval will be submitted to the Board via the Human Resources Director. In proposing a change in the current structure of the organization such as establishing or disestablishing subunits, Cost Center Heads will:

(1) Briefly summarize the need for the change including the effect, if any, on personnel assigned and the target date for implementation.

(2) Provide proposed functional statements, organizational charts, and proposed staffing plans.

(3) Provide an impact statement addressing the personnel management implications for the proposed change, including impact on average grade, supervisory/worker ratio, and high grades.

b. Individual Position Actions. Cost Center Heads are the approving authority for personnel actions involving individual positions within approved organizational structures. They must ensure that all hiring and promotion actions:

(1) Are consistent with assigned funds and FTE work years.

(2) Take into account the impact that personnel actions taken during the FY will have on future payroll costs.

(3) Adhere to the requirements of the ER and CA programs and are reflected in the AMD.

8. Action. This instruction will be followed in a manner which optimizes organizational effectiveness and achieves efficiencies.



C. R. LARSON

Distribution:
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USNA INSTRUCTION 12510.8 CHANGE TRANSMITTAL 1

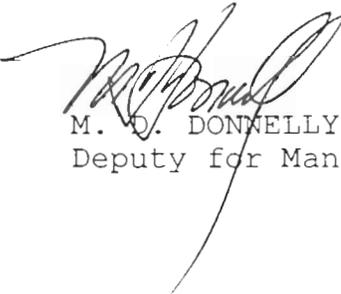
From: Superintendent

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CLASSIFICATION AUTHORITY

1. Make the following pen and ink changes:

a. Page 2, paragraph 4, under Delegation - renumber as paragraph 5. Renumber remaining paragraphs as 6, 7, and 8.

b. Page 2, renumbered paragraph 5a, line 4 - delete the words "and the" after Naval Station, insert a comma, and add "and the Director, Division of Information Technology Services" after Dean of Admissions.


M. D. DONNELLY
Deputy for Management