

Appendix E – Organization and Position Management Requirements

Changes to Organization and Position Management Requirements from Version 2.0		
Requirement	Changes Made	Reason
ORGP3 Comply with ADA Standards/Requirements.	Primary Reference, Requirements Description	Policy Update
ORGP12 Maintain the agency's standards in documenting and evaluating positions against OPM and agency standards for General Schedule positions.	Primary Reference	Policy Update
ORGP15 Determine the classification of positions in accordance with the applicable standards.	Primary Reference	Policy Update
ORGP16 Apply classification standards consistently across comparable work.	Primary Reference	Policy Update
ORGP56 Apply new or updated OPM position classification standards and/or classification guides to covered positions within 12 months of the date of issuance.	Added	
ORGP57 Use OPM's occupational series for CPDF or EHRI data submissions when agencies are not covered by the Governmentwide classification system in 5 USC.	Added	Policy Update
ORGP58 Subscribe to applicable OPM policy listservs through the OPM website.	Added	Policy Update

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The Shared Service Center *may* have a role in providing and operating the facility or system to address the functionality, transaction, or process described by these requirements in accordance with the priority specified.

If an SSC chooses to offer services for any of the non-core services, it must meet the applicable mandatory requirements at the time such services are provided to the customer.

Nothing in these requirements implies or authorizes the performance of inherently governmental functions by non-governmental entities.

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	ORGP1	Provide consultative support for the agency's organization design.	Service	Useful	Shared Service Center	All Activities		
Best Business Practice	ORGP2	Provide administrative support for the agency's organization design (e.g., reports, functional charts, description of duties).	Service	Useful	Shared Service Center	All Activities		
42 USC 12111-12117, 12201-12221; 29 CFR Part 1630; Sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended (29 USC 791, 794d; 29 CFR 1614.203(b), 36 CFR Part 1194)	ORGP3	Comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973 (as amended) standards and requirements.	Policy	Mandatory	Shared Service Center/ Agency	All Activities		
Best Business Practice	ORGP4	Provide data to agency personnel based on role.	Technology	Mandatory	Shared Service Center/ Agency	All Activities		
Best Business Practice	ORGP5	Provide data for analysis to appropriate personnel.	Technology	Mandatory	Shared Service Center/ Agency	All Activities		

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Best Business Practice	ORGP6	Respond to ad hoc requests for information and assistance as necessary.	Technology	Mandatory	Shared Service Center/ Agency	All Activities		
Best Business Practice	ORGP7	Limit access to employee data to appropriate personnel only.	Technology	Mandatory	Shared Service Center/ Agency	All Activities		
5 CFR 532.707; Chapter 99, NDAA of 2004	ORGP8	Release information in accordance with Freedom of Information Act/Privacy Act.	Policy	Mandatory	Shared Service Center/ Agency	All Activities		
Best Business Practice	ORGP9	Secure all employee data.	Technology	Mandatory	Shared Service Center/ Agency	All Activities		
5 USC 3133	ORGP10	Submit requirements for Senior Executive Services (SES) position authorization (biennial or off-cycle) to OPM.	Policy	Mandatory	Shared Service Center/ Agency	2.1.1 Determine Organization Structure	2.1.2 Administer Position Management Program	2.1.6 Maintain Positions
5 USC 3133	ORGP11	Ensure SES position is authorized.	Policy	Mandatory	Shared Service Center/ Agency	2.1.2 Administer Position Management Program	2.1.6 Maintain Positions	

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage
5 USC Chapter 51 Part III Subpart D; Position Classification, job grading, and position management (VA Procedure update) Part 4.a; Classifier's Handbook - Chapter 3 Position Description; Introduction to Position Classification Standards - Section III; Classifier's Handbook; Introduction to the Federal Wage System Job Grading System Section I 2301 Sub (b); Chapter 99, NDAA of 2004; Chapter 99, NDAA; Guidance for Implementing New Classification Standards	ORGP12	Maintain the agency's standards in documenting and evaluating positions against OPM and agency standards for General Schedule positions.	Service	Mandatory	Shared Service Center/ Agency	2.1.3 Establish Job Requirements		

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5 USC Chapter 51 Section III Subpart D; Delegated Examining Operations Handbook, 2003; Chapter 99, NDAA of 2004	ORGP13	Identify tasks to be performed and the competencies and qualifications needed to perform the tasks (e.g., through interviews with employees, managers/supervisors, subject matter experts and interest groups, review of the same or like positions, benchmarking).	Policy	Mandatory	Shared Service Center/ Agency	2.1.4 Analyze Job Requirements		
5 CFR 511: 5 CFR 532; 5 USC Chapter 51 Part III Subpart D (Exceptions are found in 5 USC, 5102); 5 USC Chapter 53 Part III Subpart D; Chapter 99, NDAA of 2004	ORGP14	Process an appeal in accordance with OPM and/or agency guidance.	Policy	Mandatory	Shared Service Center/ Agency	2.1.4 Analyze Job Requirements	2.1.7 Request Reevaluation	
5 USC Chapter 51 Part III Subpart D Section 5106 (a-b) and 5107; 5 USC, Part III, Subpart D, Chapter 53; 5 CFR 551; 5 CFR 532.703(a) and Classifier's Handbook – Determining Series; Chapter 99, NDAA of 2004; Guidance for Implementing New Classification Standards	ORGP15	Determine the classification of positions in accordance with the applicable standards.	Policy	Mandatory	Shared Service Center/ Agency	2.1.5 Evaluate Job Requirements Against Standards/ Criteria		

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Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage
5 USC Chapter 51 Part III Subpart D Section 5106 (a- b) and 5107; 5USC, Part III, Subpart D, Chapter 53; 5 CFR 532.703(a) and Classifier's Handbook - Determining Series; Chapter 99, NDAA of 2004; Guidance for Implementing New Classification Standards	ORGP16	Apply classification standards consistently across comparable work.	Performance	Mandatory	Shared Service Center/ Agency	2.1.5 Evaluate Job Requirements Against Standards/ Criteria		
Classifier's Handbook - Chapter 2, FES; Chapter 99, NDAA of 2004	ORGP17	Record the classification judgment.	Service	Mandatory	Shared Service Center/ Agency	2.1.5 Evaluate Job Requirements Against Standards/ Criteria		
5 USC Chapter 51 Section III Subpart D; Chapter 99, NDAA of 2004	ORGP18	Verify that authorizations for positions exist (e.g., payment of Federal funds).	Policy	Mandatory	Shared Service Center/ Agency	2.1.5 Evaluate Job Requirements Against Standards/ Criteria		
5 USC Chapter 51 Section III Subpart D ; Chapter 99, NDAA of 2004	ORGP19	Determine position requirements based on the agency's review of the inventory of positions.	Policy	Mandatory	Shared Service Center/ Agency	2.1.5 Evaluate Job Requirements Against Standards/ Criteria		

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Best Business Practice	ORGP20	Support pay banding.	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
5 USC Chapter 51 Section III Subpart D; Chapter 99, NDAA of 2004	ORGP21	Maintain the agency's inventory of positions to accommodate evolving organization competency needs and changes in laws, regulations, policies, organizational design and technology.	Policy	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP22	Align position data to the incumbent's data; when position data changes, make the new data available in the employee's record.	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP23	Support multiple organization structures (e.g., hierarchy, matrix, project team).	Service	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP24	Track actual geographic location of jobs.	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP25	Track positions by organization structure.	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP26	Capture position-related information.	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP27	Identify positions that should be deactivated or removed.	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP28	Execute position data changes (e.g., amending, establishing, activating, reactivating, and deactivating positions).	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		

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Best Business Practice	ORGP29	Maintain position history.	Service	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP30	Capture position revisions.	Technology	Mandatory	Shared Service Center/ Agency	2.1.6 Maintain Positions		
5 USC Chapter 51 Part III Subpart D Section 5112; Chapter 99, NDAA of 2004	ORGP31	Process a request for reclassification in accordance with OPM and agency guidance.	Policy	Mandatory	Shared Service Center/ Agency	2.1.7 Request Reevaluation		
5 USC Chapter 51 Part III Subpart D Section 5112; Chapter 99, NDAA of 2004	ORGP32	Gather and forward position documentation (i.e., organizational charts, position descriptions, etc.) to the agency or OPM in support of the classification appeal process.	Policy	Mandatory	Shared Service Center/ Agency	2.1.7 Request Reevaluation		
5 USC Chapter 51 Part III Subpart D Section 5112; Chapter 99, NDAA of 2004	ORGP33	Examine reevaluation request rationale in order to determine whether a reevaluation is warranted.	Policy	Mandatory	Shared Service Center/ Agency	2.1.7 Request Reevaluation		
5 CFR 532.705; Chapter 99, NDAA of 2004	ORGP34	Process cancellation of employee's request for reconsideration of appeal decision in accordance with OPM and/or agency guidance.	Policy	Mandatory	Shared Service Center/ Agency	2.1.7 Request Reevaluation	2.1.8 Evaluate Job	

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5 CFR 511.603(a)(1); 5 USC Chapter 51 Part III Subpart D (Exceptions are found in 5 USC, 5102); Chapter 99, NDAA of 2004	ORGP35	Inform the employee or an employee's designated representative of the opportunity to request an agency and/or OPM decision as to the classification of the employee's official position.	Policy	Mandatory	Shared Service Center/ Agency	2.1.7 Request Reevaluation		
5 USC Chapter 51 Part III Subpart D Section 5112; Chapter 99, NDAA of 2004	ORGP36	Reevaluate positions against appropriate position classification/job grading standards before formal appeal is filed.	Policy	Mandatory	Shared Service Center/ Agency	2.1.7 Request Reevaluation	2.1.8 Evaluate Job	
5 CFR 532.703; 5 USC Chapter 53, Part III, Subpart D; Chapter 99, NDAA of 2004	ORGP37	Process cancellation of employee's classification appeal in accordance with OPM and/or agency guidance.	Policy	Mandatory	Shared Service Center/ Agency	2.1.7 Request Reevaluation		
5 CFR 532.605; Chapter 99, NDAA of 2004	ORGP38	Forward to OPM required documentation in accordance with agency or OPM policy.	Policy	Mandatory	Shared Service Center/ Agency	2.1.8 Evaluate Job	2.1.12 Implement Appeal Decision	
5 CFR 532.705; Chapter 99, NDAA of 2004	ORGP39	Evaluate facts of appeal using appropriate classification standards and law during its adjudication.	Policy	Mandatory	Shared Service Center/ Agency	2.1.8 Evaluate Job		
5 USC Chapter 51 Part III Subpart D Section 5112; Chapter 99, NDAA of 2004	ORGP40	Gather the required documentation to support OPM and/or agency when an appeal is filed for general schedule positions.	Policy	Mandatory	Shared Service Center/ Agency	2.1.8 Evaluate Job		
5 CFR 511.605(c); 5 CFR 532.705; Chapter 99, NDAA of 2004	ORGP41	Process an appeal reconsideration request in accordance with agency and/or OPM guidance.	Policy	Mandatory	Shared Service Center/ Agency	2.1.8 Evaluate Job		

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5 CFR 532.705; Chapter 99, NDAA of 2004	ORGP42	Gather the required documentation to support OPM when an appeal is reopened and/or reconsidered.	Policy	Mandatory	Shared Service Center/ Agency	2.1.8 Evaluate Job		
5 USC Chapter 51 Part III Subpart D Section 5112; Chapter 99, NDAA of 2004	ORGP43	Implement appeal decisions for General Schedule positions.	Policy	Mandatory	Shared Service Center/ Agency	2.1.12 Implement Appeal Decision		
5 USC Chapter 51 Part III Subpart D Section 5112; 5 CFR 532.703(b)(12); 5 USC Chapter 53 Part III Subpart D; Chapter 99, NDAA of 2004	ORGP44	Document the classification appeal decision in accordance with agency and/or OPM guidance.	Policy	Mandatory	Shared Service Center/ Agency	2.1.11 Adjudicate Appeal		
5 CFR 532.703(b)(10); 5 USC Chapter 53 Part III Subpart D; Chapter 99, NDAA of 2004	ORGP45	Implement appeal decision in accordance with OPM and/or agency guidance for wage grade positions.	Policy	Mandatory	Shared Service Center/ Agency	2.1.12 Implement Appeal Decision		
5 CFR 511.703(b)(10); 5 USC Chapter 53 Part III Subpart D; Chapter 99, NDAA of 2004	ORGP46	Effect retroactive reclassification based only on duties and responsibilities existing at the time of downgrading or loss of pay.	Policy	Mandatory	Shared Service Center/ Agency	2.1.12 Implement Appeal Decision		

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5 CFR 511.606(c); Chapter 99, NDAA of 2004	ORGP47	Make the appellate record available to the employee, an employee's representative, or the agency upon request.	Policy	Mandatory	Shared Service Center/ Agency	2.1.12 Implement Appeal Decision		
5 CFR 532.705; Chapter 99, NDAA of 2004	ORGP48	Implement changes that result from readjudication decisions in accordance with agency and/or OPM instructions.	Policy	Mandatory	Shared Service Center/ Agency	2.1.12 Implement Appeal Decision		
5 CFR 511.606; Chapter 99, NDAA of 2004	ORGP49	Complete the follow-up activities required to implement the appeal decision (e.g., rewriting descriptions of duties, reclassifying jobs, and initiating personnel actions) for General Schedule positions.	Policy	Mandatory	Shared Service Center/ Agency	2.1.12 Implement Appeal Decision		
Best Business Practice	ORGP50	Route revised position descriptions to related systems (e.g., staffing acquisition, etc).	Technology	Critical	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP51	Align positions to projects.	Technology	Critical	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Best Business Practice	ORGP52	Align position to funding source.	Technology	Critical	Shared Service Center/ Agency	2.1.6 Maintain Positions		
Classifier's Handbook - Chapter 2 FES; Chapter 99, NDAA of 2004	ORGP53	Establish benchmarks that describe work situations which represent significant numbers of positions in the particular occupation.	Policy	Useful	Shared Service Center/ Agency	2.1.4 Analyze Job Requirements		
Best Business Practice	ORGP54	Track both funded and unfunded vacancies.	Technology	Useful	Shared Service Center/ Agency	2.1.6 Maintain Positions		

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Best Business Practice	ORGP55	Track non-Federal employees (e.g., volunteers, contractors).	Technology	Useful	Shared Service Center/ Agency	2.1.6 Maintain Positions		
5 USC Chapter 51 Part III Subpart D Section 5107; OPM Memorandum for Chief Human Capital Officers, Change in Classification Implementation Policy, January 20, 2006; Guidance for Implementing New Classification Standards	ORGP56	Apply new or updated OPM position classification standards and/or classification guides to covered positions within 12 months of the date of issuance.	Policy	Mandatory	Shared Service Center/ Agency	2.1.5 Evaluate Job Requirements Against Standards/ Criteria		
5 USC Chapter 51 Part III Subpart D Section 5107; OPM Memorandum for Chief Human Capital Officers, Change in Classification Implementation Policy, January 20, 2006; Guidance for Implementing New Classification Standards	ORGP57	Use OPM's occupational series for CPDF or EHRI data submissions when agencies are not covered by the Governmentwide classification system in 5 USC.	Policy	Mandatory	Shared Service Center/ Agency	2.1.5 Evaluate Job Requirements Against Standards/ Criteria		

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Best Business Practice	ORGP58	Subscribe to applicable OPM policy listservs through the OPM website.	Policy	Mandatory	Shared Service Center/ Agency	All Activities		