



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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Human Resources Regional Service Center

DoDEA Regulation 5511.1
April 2, 2007

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION**

SUBJECT: Position Management and Classification

- References: (a) DoDEA Regulation 5511.1, "Position Management and Classification," October 17, 1997 (hereby canceled)
- (b) Sections 901-907 of title 20, United States Code, Pay and Personnel Program for Overseas Teachers
 - (c) Title 5, Code of Federal Regulations, Part 511, "Classification Appeals," current edition
 - (d) DoD Directive 1403.1, "Senior Executive Service and Equivalent-Level Positions and Personnel," October 18, 1982, certified current December 1, 2003
 - (e) through (g), see enclosure 1

1. REISSUANCE AND PURPOSE

This Regulation reissues reference (a) to update policy and responsibilities for administering the position management and classification program for serviced employees of the Department of Defense Education Activity (DoDEA).

2. APPLICABILITY

This Regulation applies to the Office of the Director, Department of Defense Education Activity; the Director, Department of Defense Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependent Schools, Pacific, and the Department of Defense Domestic Dependents Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. POLICY

It is DoDEA policy that the Department of Defense Education Activity will ensure that position descriptions are current and accurate, observe established principles of position management

effectiveness and efficiency, and support the position management policies of the current Administration in designing position and organizational structures.

4. RESPONSIBILITIES

4.1. The Director, Department of Defense Education Activity, shall:

4.1.1. Provide all resources and management support to enable the position management and classification program to carry out applicable legal and regulatory program requirements in an effective, efficient, and cost beneficial manner.

4.1.2. Observe the criteria outlined in reference (b) and render the final determination on which positions are established in the Teaching Position (TP) pay plan.

4.2. The Director of Human Resources Regional Service Center (HRRSC), Department of Defense Education Activity, under the authority, direction, and control of the Principal Deputy Director, Department of Defense Education Activity, shall:

4.2.1. Provide human resources specialists and assistants trained in position classification and delegated official position classification authority to:

4.2.1.1. Conduct job audits,

4.2.1.2. Evaluate positions, and

4.2.1.3. Render final classification determinations for DoDEA.

4.2.2. Offer professional advice, guidance, and assistance in position management and classification related areas, such as writing position descriptions, advising on position and organization design (e.g., position management), advising on procedural requirements (e.g., submitting position action requests), explaining classification determinations and appeal rights, conducting training in position management and classification, and conducting periodic organizational reviews as outlined in references (c) through (f).

4.2.3. Maintain and update position management and classification related documents.

4.2.4. Assure position descriptions, evaluation reports, position classification standards and interpretive guidance, and any other documents available to employees, managers, and other HRRSC customers are consistent with the Privacy Act and Freedom of Information Act.

4.2.5. Keep abreast of new position management and classification related issues, policies, practices, and systems to include new automation initiatives.

4.3. All DoDEA Managers and Supervisors shall:

4.3.1. Ensure that duties and responsibilities are allocated effectively and efficiently as required to perform the DoDEA mission while observing sound position management principles and practices.

4.3.2. Describe positions accurately and review position descriptions for continued accuracy. At a minimum, this shall be done annually; and, if possible, in conjunction with the employee performance review.

4.3.3. Maintain a cooperative relationship with servicing classifiers in accomplishing their assigned responsibilities and notify the servicing classifier of any significant changes in duties and responsibilities involving one or more positions.

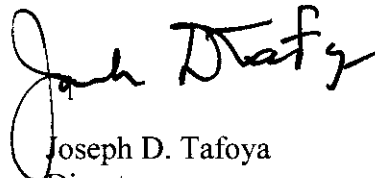
4.3.4. Inform subordinate employees of basic position classification principles. In the event an employee requests an informal classification review, managers shall afford employees a reasonable opportunity to prepare for a review or to present a classification complaint. Formal position review procedures are in enclosure E5.

4.3.5. Ensure subordinate employees are hired into only formally classified positions. Non-classified position descriptions, usually referred to as "unclassified set of duties," shall be used sparingly; and only for non-permanent personnel actions (i.e., details).

4.3.6. Ensure each subordinate employee is provided a copy of his or her official position description to which they are formally assigned.

5. EFFECTIVE DATE

This Regulation is effective immediately.



Joseph D. Tafoya
Director

Enclosures - 5

- E1. References, continued
- E2. Classification and Program Information
- E3. Occupational Series and Titling Practices
- E4. Teaching Position Occupational Salary Schedules and Academic Salary Lane Codes
- E5. Classification Reviews and Appeals

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Instruction 1205.13, "Junior Reserve Officers' Training Corps (JROTC) Program," February 6, 2006
- (f) Office of Personnel Management (OPM) publication TS-107, "The Classifier's Handbook," August 1991
- (g) United States Forces, Japan (USFJ), Instruction 36-25, "Employment of Non-US Citizen Family Members," August 1, 2002

E2. ENCLOSURE 2

CLASSIFICATION AND PROGRAM INFORMATION

E2.1. GENERAL

E2.1.1. Classification System. The classification system of serviced organizations involves positions established:

E2.1.1.1. Under the Senior Executive Service (SES) and potentially equivalent Senior Level (SL) or Scientific and Technical (ST) positions (reference (d)).

E2.1.1.2. Under the General Schedule (GS).

E2.1.1.3. Under the Federal Wage System (FWS), including related pay plan designations such as Wage Grade (WG), Wage Leader (WL), and Wage Supervisor (WS).

E2.1.1.4. In accordance with international agreements and host nation requirements for the employment of Local Nationals normally serviced by the Military Departments in accordance with interservice support agreements.

E2.1.1.5. Under Sections 901-907 of 20 U.S.C. (reference (b)), as “Teaching Position (TP),” and assigned to the TP pay plan. TP Occupational Salary Schedules and Academic Salary Lane (ASL) Codes are at enclosure E4.

E2.1.1.6. Under the Local General Schedule (LGS), employment of non-US citizen family members in Japan (reference (g)).

E2.1.2. Standardized Position Descriptions. Following appropriate consultation and coordination, the Classification and Compensation Section of the DoDEA HRRSC shall develop and publish standardized position descriptions (SPDs) for common positions in different organizational units or locations system-wide or in designated segments, (i.e., area wide). Appropriate levels of management (i.e., Area Directors, District Superintendents, and DoDEA Headquarters Division) may identify positions for standardization. Where the major duties, responsibilities, and qualifications required of a position substantially match an existing SPD, the position shall be established using that SPD.

E2.2. PROGRAM ADMINISTRATION

E2.2.1. Normally, managers will submit Requests for Personnel Action (RPA) to establish, change, or abolish positions in accordance with standard procedures for submission of a RPA. Managers are encouraged to contact the servicing classifier informally before requesting a position action. The Classification and Compensation Section shall only approve requests to establish, abolish, or otherwise effect actions initiated by the first-level supervisor over the position or from a higher-level manager.

E2.2.2. Non-supervisory GS positions shall be prepared in the Factor Evaluation System (FES) format established by the Office of Personnel Management (OPM) under reference (f). Supervisory GS positions shall be prepared in accordance with OPM's General Schedule Supervisor Guide (GSSG) format. Supervisory positions for which the grade is established through evaluation of individual, non-supervisory duties and responsibilities shall be prepared in the FES format. TP positions shall be prepared in a four-part format consisting of an Introduction, Supervisory Controls, Major Duties and Responsibilities, and Other Significant Facts. FWS positions shall be described in the format of the OPM Job Grading Standard against which they are evaluated. SES and equivalent positions shall be described in the format currently prescribed for such positions by the Office of the Secretary of Defense.

E2.2.3. A position description and Optional Form 8 shall be used in documenting and describing duties and responsibilities for positions established in serviced organizations. Occupational Series and Titling practices are at enclosure E3.

E2.2.4. Position classification reviews and appeals shall be submitted according to the instructions provided at enclosure E5 and in accordance with current Department of Defense Civilian Personnel Management Service and OPM guidelines.

E2.3. EVALUATION STANDARDS

E2.3.1. The classification of covered positions shall be governed by position classification standards and guides developed and published by OPM (reference (f)).

E2.3.2. The classification of TP positions shall be governed by standards and SPDs issued by the Director, DoDEA, through HRRSC.

E2.3.3. The classification of Host Nation positions shall be governed by standards, contracts, or other agreements between the host nation and the U.S. Government. Issues, problems, or concerns with these positions shall be addressed to the servicing Military Department.

E2.3.4. New General Schedule and Federal Wage System classification standards issued by OPM will be applied to DoDEA's positions within six months of their issuance.

E3. ENCLOSURE 3

OCCUPATIONAL SERIES AND TITLING PRACTICES

E3.1. GENERAL

E3.1.1. Assignments of occupational series, titles, and grades to positions covered by General Schedule (GS), Federal Wage System (FWS), and related positions will be in accordance with the Office of Personnel Management (OPM) position classification and job grading standards. These standards may be supplemented by guidance from the Department of Defense and the Department of Defense Education Activity (DoDEA). Generally, OPM standards contain specific occupational series definitions, titling instructions, and grading information. Where OPM does not prescribe an official title for a particular position, common titles are used for similar positions.

E3.1.2. "Occupational Series" are four-digit numerical codes used to identify groupings and specific occupations. "Titles" are words or phrases used to describe the occupational nature of a position. Every position description shall be assigned an official occupational series and title. Similar positions shall be assigned the same occupational series and title. Parenthetical modifiers may be added where necessary to reflect a major duty or qualifications requirement not otherwise evident, following OPM's guidance which for this purpose is extended to all serviced positions.

E3.1.3. Titling of Local National positions is in accordance with the servicing Military Department's procedures. Where possible, the equivalent title, occupational series, and grade level under the Teaching Position (TP), GS, FWS or related system should be identified on the first page of the position description (PD), Optional Form (OF) 8.

E3.1.4. Positions established under reference (b) are identified as TP positions, regardless of whether such positions involve instructional, supervisory, or related professional staff services. TP positions are found in unit, elementary, middle, and high schools; and other Department of Defense Dependents Schools (DoDDS) activities generally involving direct educational program support. All TP positions are assigned to the following pay plan and occupational series: TP-1701. Official titles consist of a four-digit numerical designator code, descriptive title, and parenthetical modifier authorized for the position. For purposes of entering the pay plan, occupational series, and grade/level of the position on the OF 8, enter TP-1701, followed by the appropriate salary schedule code (enclosure E4) as the first field; and zero as the second field of the grade/level. For example, the pay plan, occupational series, and grade/level for a guidance counselor PD would be: TP-1701-E0.

E3.1.5. Specializations, subject matters, and occupational fields assigned to the TP pay system may change more frequently than it is practical to update this Regulation. Therefore, TP positions recognized in DoDEA's "Position Categories and Requirements Listing," also may be established as valid designator codes and will be incorporated into subject regulation upon reissuance.

E3.2. ESTABLISHMENT OF A NEW DESIGNATOR CODE

E3.2.1. A memorandum will be forwarded to the Human Resources Regional Service Center (HRRSC), Classification and Compensation Section, requesting to establish a new designator code, and will contain the following information:

E3.2.1.1. The proposed official title.

E3.2.1.2. A synopsis of the duties of the position. If the duties of the position require a position description other than the use of the standardized position description for a teacher, then a draft standardized position description should be included.

E3.2.1.3. The qualification requirements.

E3.2.1.4. A statement to verify this position should be included in the "Position Categories and Requirements Listing."

E3.2.1.5. The grade levels that a designator code should be established for (i.e., elementary, middle, and/or high school).

E3.2.1.6. A point-of-contact and telephone number for additional information.

E3.2.2. The Classification and Compensation Section will coordinate the establishment of a new designator code with the HRRSC Licensure Unit and the Education Directorate. Upon approval, the Classification and Compensation Section will assign a numeric designator code. The new designator code will be listed in the "Position Categories and Requirement Listing," if appropriate, notify appropriate staff of the establishment of the new designator code, and ensure that the new designator code is included in the next update of this Regulation. If the designator code is not approved, the reason for disapproval of the designator code will be provided in writing to the originator of the request.

E3.3. TP PAY SYSTEM POSITIONS

E3.3.1. ELEMENTARY TEACHING POSITIONS. The following designator codes, titles, and modifiers are authorized for elementary school instructional positions. Teaching positions involving responsibility for two or more grade levels, subjects, and/or areas of specialization are titled as indicated for code 0100.

Authorized Designator Code, Title, and Modifier

0090	Teacher (Pre-kindergarten)
0095	Teacher (Kindergarten)
0096	Teacher (Kindergarten, Language Immersion)
0100	Teacher (Mixed Elementary)
0101	Teacher (First Grade)
0102	Teacher (Second Grade)

0103	Teacher (Third Grade)
0104	Teacher (Fourth Grade)
0105	Teacher (Fifth Grade)
0106	Teacher (Sixth Grade)
0107	Teacher (Seventh Grade)
0108	Teacher (Eighth Grade)
0109	Teacher (Compensatory Education Reading-Elementary)
0110	Teacher (Compensatory Education Mathematics-Elementary)
0148	Teacher (Elementary Grades 1,2,3, Language Immersion)
0149	Teacher (Elementary Grades 4,5,6,7,8, Language Immersion)
0150	Teacher (Art)
0151	Teacher (Music)
0155	Teacher (Physical Education)
0156	Teacher (Reading Recovery)
0157	Teacher (Reading Recovery Leader)
0158	Teacher (Spanish, FLES)

E3.3.2. MIDDLE SCHOOL TEACHER AND INSTRUCTOR POSITIONS. The following designator codes, titles, and modifiers are authorized for middle school instructional positions. Teaching positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0200. When more than one is assigned, the codes of actual subjects and/or specializations are identified in the remarks section of the OF 8.

Authorized Designator Code, Title, and Modifier

0200	Teacher (Mixed Middle)
0210	Teacher (English)
0211	Teacher (Speech)
0212	Teacher (Journalism)
0220	Teacher (Social Studies)
0230	Teacher (General Science)
0234	Teacher (Health)
0240	Teacher (Mathematics)
0250	Teacher (Art)
0251	Teacher (Music)
0255	Teacher (Physical Education)
0261	Teacher (Computer Science)

E3.3.3. SECONDARY SCHOOL TEACHER AND INSTRUCTOR POSITIONS. The following designator codes, titles, and modifiers are authorized for secondary school instructional positions. Teaching positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0300. Mixed assignments involving instructor-type work in conjunction with teaching and/or work in another area of specialization are also titled under code 0300. Mixed assignments among instructor categories are titled under

0399. When more than one is assigned, the codes of actual subjects and/or specializations are identified in the remarks section of the OF 8.

Authorized Designator Code, Title, and Modifier

0300	Teacher (Mixed Secondary)
0301	Teacher (Video Communications)
0310	Teacher (English)
0311	Teacher (Speech)
0312	Teacher (Journalism)
0313	Teacher (Drama)
0320	Teacher (Social Studies)
0325	Instructor (Officer, Marine Corps) JROTC
0326	Instructor (NCO, Marine Corps) JROTC
0327	Instructor (Officer, Navy) JROTC
0328	Instructor (PO, Navy) JROTC
0330	Teacher (General Science)
0331	Teacher (Biology)
0332	Teacher (Chemistry)
0333	Teacher (Physics)
0334	Teacher (Health)
0336	Teacher (Health Care)
0340	Teacher (Mathematics)
0350	Teacher (Art)
0351	Teacher (Music)
0352	Teacher (Humanities)
0355	Teacher (Physical Education)
0360	Teacher (Business)
0361	Teacher (Computer Science)
0362	Teacher (Industrial Arts)**
0363	Teacher (Career Practicum)
0365	Teacher (Home Economics)
0366	Teacher (Technology Education)
0370	Teacher (Chinese Mandarin)
0371	Teacher (French)
0372	Teacher (German)
0373	Teacher (Latin)
0374	Teacher (Spanish)
0375	Teacher (Japanese)
0376	Teacher (Korean)
0377	Teacher (Turkish)
0378	Teacher (Italian)
0379	Teacher (Dutch)
0380	Instructor (Automotive Technology)
0381	Instructor (Electronic Technology)

0382	Instructor (Cosmetology)
0383	Instructor (Graphic Arts)
0384	Instructor (Welding)
0385	Instructor (Dental Technology)
0386	Instructor (Health Care)
0388	Instructor (Musical Instrument Repair)
0389	Instructor (Computer Technology)
0390	Instructor (Fashion Design)
0391	Instructor (Power Technology)
0392	Instructor (Agriculture)
0394	Instructor (Video Communications)
0395	Instructor (Officer, Air Force) JROTC
0396	Instructor (NCO, Air Force) JROTC
0397	Instructor (Officer, Army) JROTC
0398	Instructor (NCO, Army) JROTC
0399	Instructor (Mixed Secondary)

E3.3.4. SUBSTITUTES. Regardless of assignment, substitutes for elementary, middle, and secondary schools are titled as follows:

Authorized Designator Code, Title, and Modifier

2000	Substitute
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E3.3.5. PUPIL PERSONNEL SERVICES AND EDUCATION SUPPORT POSITIONS. Pupil personnel services (PPS) and education support (ES) positions are assigned to the “0400” series. Mixed PPS and ES assignments covering more than one occupational area are titled under the 0400 code. Mixed positions which involve both teaching (0300 codes) and PPS/ES responsibilities (0400 codes) on a regular and recurring basis are assigned and titled under the specific codes having the highest scheduled rate of pay. If the scheduled rates of pay are identical, positions will be assigned to the mixed assignment code which reflects the basic purpose of the position. Absent these distinctions, positions will be assigned to the mixed code which best represents the highest knowledge, skills, and abilities required of the position. Where more than one area is assigned, the actual codes for grades, subjects, and/or areas of specialization are reflected in the remarks section of the OF 8.

Authorized Designator Code, Title, and Modifier

0400	(OPEN)* Mixed Teacher/Specialist positions
0401	Teacher, AVID (Middle)
0402	Dormitory Counselor
0403	School Psychologist
0404	School Social Worker
0405	Teacher, AVID (Secondary)
0410	Teacher (Communications Impaired)

0411	Language Arts/Reading Specialist (Elementary)
0412	Language Arts/Reading Specialist (Middle)
0413	Language Arts/Reading Specialist (Secondary)
0414	Speech/Language Pathologist (Assessor)
0415	Assessor (Special Education)
0416	Teacher, Severely Learning Impaired/Multiple Disabilities (Elementary)**
0417	Teacher, Severely Learning Impaired/Multiple Disabilities (Middle)**
0418	Teacher, Severely Learning Impaired/Multiple Disabilities (Secondary)**
0420	Teacher, Mildly to Moderately Learning Impaired (Elementary)
0421	Teacher, Mildly to Moderately Learning Impaired (Middle)
0422	Teacher, Mildly to Moderately Learning Impaired (Secondary)
0423	Teacher, Moderately to Severely Learning Impaired (Elementary)
0424	Teacher, Moderately to Severely Learning Impaired (Middle)
0425	Teacher, Moderately to Severely Learning Impaired (Secondary)
0426	Teacher, Emotionally Impaired (Elementary)
0427	Teacher, Emotionally Impaired (Middle)
0428	Teacher, Emotionally Impaired (Secondary)
0429	Teacher, Preschool Disabled
0433	Teacher, Gifted Resource (Elementary)
0434	Teacher, Gifted Resource (Middle)
0435	Teacher, Gifted Resource (Secondary)
0436	Teacher, ESL (Elementary)
0437	Teacher, ESL (Middle)
0438	Teacher, ESL (Secondary)
0446	Educational Prescriptionist (Elementary)**
0447	Educational Prescriptionist (Middle)**
0448	Educational Prescriptionist (Secondary)**
0460	Teacher, Compensatory Education (Elementary)**
0461	Teacher, Compensatory Education (Middle)
0462	Teacher, Compensatory Education (Secondary)
0470	Teacher, Hearing Impaired
0471	Teacher, Visually Impaired
0472	Speech/Language Pathologist
0478	School Nurse
0480	Information Specialist (Elementary)
0481	Information Specialist (Middle)
0482	Information Specialist (Secondary)
0485	Educational Technologist
0486	Career Education Coordinator
0490	Guidance Counselor (Elementary)
0491	Guidance Counselor (Middle)
0492	Guidance Counselor (Secondary)
0493	International Baccalaureate Program Coordinator
0494	International Baccalaureate Program Specialist

* Except as stated in subparagraph E3.3.7 below, “OPEN” means an appropriate title reflecting the combined duties assigned to this position.

** Incumbency Only – Not to be used for recruitment purposes.

E3.3.6. SCHOOL MANAGEMENT POSITIONS. Certain teaching positions involve broad school program management responsibilities for one or more schools. These school-year positions are assigned to the TP pay plan and 1701 occupational series. The following designator codes, titles, and modifiers are authorized for use. In the case of mixed assignments, the code and title appropriate for the assignments to which the highest scheduled rate of pay applies are normally used, providing such responsibilities are performed on a regular and recurring basis. When scheduled rates of pay are the same, assignment is to the code which most accurately reflects the basic purpose of the position; or, absent this distinction, to the code which best represents the highest knowledge, skills, and abilities of the incumbent in the position. There is no “mixed assignment” code or title for positions under this category.

E3.3.7. The school management category consists of the following:

E3.3.7.1. School Principal and Assistant Principal Positions: The following designator codes, titles, and parenthetical modifiers are authorized for positions involving school-level management of DoDDS schools:

Authorized Designator Code, Title, and Modifier

1021	School Principal (Elementary)
1022	School Principal (Middle)
1024	School Principal (High)
1025	Assistant Principal (Elementary)
1026	Assistant Principal (Middle)
1028	Assistant Principal (High)

E3.3.7.2. Type School: Many DoDDS schools do not fit the standard pattern of elementary, middle, or high schools because grade ranges in DoDDS schools may overlap the more traditional school grade ranges. For the purpose of determining the appropriate designator code, title, and modifier; and therefore salary schedule code in the case of mixed grade-level principal or assistant principal positions, the type school will normally be recognized according to the following format:

<u>Grade Range</u>	<u>Type School</u>
Any school with a grade structure terminating in grade 12 (i.e., K-12, 6-12, 7-12, 9-12)	High School
Any school with a grade structure terminating in grade 8 (i.e., K-8, 4-8, 5-8, 6-8, 7-8)	Middle School
Any school with a grade structure terminating in grade 6 or below (i.e., K-6, K-5, K-2, 4-5)	Elementary School (includes preschool)

E3.3.8. This information will be used to determine the type of school and the specific salary schedule from which a principal will be paid. For assistant principals who serve as full deputies to school principals, pay is based upon the same school type. In some situations, however, particularly mixed school types such as the medium to larger sized elementary and middle schools, or middle and high schools, the assistant principal’s particular responsibilities must be considered before determining the type of school applicable for pay purposes. For example, in a combination elementary and middle school, where an assistant principal’s responsibilities are primarily in the elementary school segment, the assistant principal would be considered an elementary school assistant principal. The fact that the assistant principal may periodically act as the principal in his or her absence does not change the school type designation for the assistant principal. Position management principles are to be taken into account in assigning duties and responsibilities.

E3.3.9. SALARY SCHEDULES. School principals are assigned to Salary Schedule K. Assistant principals are assigned to Salary Schedule L.

E3.3.10. ABOVE SCHOOL LEVEL TEACHING POSITIONS. The following designator codes, titles, and modifiers are authorized for above school level positions. When (Open) is indicated in the title for above school level positions, insert assigned curriculum area or authorized above school level position title.

Authorized Designator Code, Title, and Modifier

1070	Instructional Systems Specialist (Open)
1071	Educational Technologist (Above School Level)
1072	Reading Recovery Leader (Above School Level)
1082	Principal in Residence (Open)
1083	Assistant Principal in Residence (Open)
1084	Chief of Staff
1085	Educational Business Manager

E3.3.11. SUPERVISORY POSITIONS. “Supervisory” is prefixed to any title which does not indicate supervision through another term such as administrator, manager, or principal. Only positions delegated authority to effect or recommend substantive personnel management actions as outlined in OPM classification guidelines for supervisory positions may be designated “supervisory.”

E4. ENCLOSURE 4TEACHING POSITION OCCUPATIONAL SALARY SCHEDULES
AND ACADEMIC SALARY LANE CODES

Salary Schedules	Salary Schedule Codes (SSC)
<u>Elementary and Secondary</u>	
Substitutes	A
Educators and Specialists	C
Speech Pathologists or Social Workers	D
Guidance Counselors	E
School Psychologists	F
<u>Management</u>	
School Principals	K
Assistant Principals	L
Management and Education Specialists	M
Management and Education Specialists	N

E4.1. Salary Schedules K and L are only for use by school principals and assistant principals, respectively, and were effective school year 1987-88. Both of these salary schedules contain salary range rates according to three school types (i.e., elementary, middle, and high school). Authorized designator codes (enclosure E3) for such positions will distinguish the position and school type.

E4.2. Salary Schedule D is only for use for speech/language pathologists who possess a master's degree and are assigned the 0472 designator code. Otherwise, speech/language pathologists who do not possess a master's degree will be placed on Schedule C and assigned the 0410 designator code "Teacher (Communications Impaired)" will be used for titling purposes.

Salary Lanes	Academic Salary Lane Codes (ASLC)
No Lane Provided	A
Bachelor's Degree	B
Bachelor's Degree Plus 15 Semester Hours	C
Bachelor's Degree Plus 30 Semester Hours	L
Master's Degree	D
Master's Degree Plus 15 Semester Hours	M
Master's Degree Plus 30 Semester Hours	E
Education Specialist Degree	E
Doctorate Degree	G
Juris Doctorate Degree	G

E4.3. Authorized Salary Schedule Codes Combinations: Each of the following Salary Schedule Codes (SSC) is authorized for use in conjunction with the following Academic Salary Lane Codes (ASLC). For example, since the minimum academic qualification for a guidance counselor (SSC "E") is a master's degree, only ASLC's D, E, G and M are authorized for this occupation.

Salary Schedule Codes	Academic Salary Lane Codes (ASLC)
A	A
C	B-E, G, L, M
D	D, E, G, M
E	D, E, G, M
F	D, E, G, M
K	D, E, G
L	D, E, G
M	C-E, G, L, M
N	C-E, G, L, M

E5. ENCLOSURE 5

CLASSIFICATION REVIEWS AND APPEALS

E5.1. CLASSIFICATION REVIEWS

E5.1.1. An informal position classification review is an analysis of the classification of a position description (PD) at the lowest level possible followed by prompt communication of the determination to affected personnel. Any employee covered by this Regulation who has been officially assigned to a position for a minimum of 180 calendar days may request an informal review of the classification of their PD by submitting a request to their immediate supervisor. The servicing classifier may be called upon to assist the supervisor in providing an informal determination. Determinations resulting from an informal review are not binding and will be implemented only upon the request of the immediate supervisor.

E5.1.2. If an employee desires a more formal position review, a written request shall be submitted via the supervisor to the Classification and Compensation Section. The written request will include an updated PD which accurately describes the duties of the position currently being performed. In most cases, a written determination will be provided to the supervisor and employee within 30 working days. A determination may be issued at a later date in cases when the results are potentially precedent-setting. The servicing classifier shall ensure the determination includes the basis for the classification of the position (e.g., title, pay plan, series, and grade level) and cite the controlling classification standards, guides, and precedent decisions used to classify the position. The results of a formal position review will be implemented within 30 calendar days of the date of the classification determination.

E5.1.3. The servicing classifier may request the Office of Personnel Management (OPM) or the Department of Defense (DoD) Civilian Personnel Management Service (CPMS) to provide an advisory opinion on the classification of an unusual, precedent setting or complex position. An advisory opinion is considered to be an official interpretation of applicable classification standards and guidelines, which DoDEA will observe.

E5.1.4. In the event an employee believes that the formal determination is not accurate, he or she may file a classification appeal using the procedures as outlined in Classification Reviews and Appeals. (See enclosure E5.2.)

E5.2. FORMAL APPEAL RIGHTS

E5.2.1. An employee of the Department of Defense may appeal the classification of their official position (i.e., the pay plan, series, grade, and title) at any time. The avenue(s) of appeal depends on the employee's pay plan.

E5.2.2. General Schedule (GS). A GS employee has two avenues of appeal. The employee may appeal to either the Department of Defense or to OPM. If the employee appeals first to the Department of Defense, an appeal can later be filed with OPM if the employee is not satisfied

with the decision rendered by the Department of Defense. An appeal to OPM cancels any GS appeal pending with CPMS. An appeal to OPM is the final administrative avenue of appeal.

E5.2.3. Federal Wage System (FWS). A FWS employee cannot appeal to OPM until they first appeal to the Department of Defense. If the employee is not satisfied with the decision rendered by the Department of Defense, the employee may then appeal to OPM. There is one exception: FWS employees may appeal directly to OPM if the appeal covers the issue of pay category only, and no other appealable issues. Again, an appeal to OPM is the final administrative avenue of appeal.

E5.2.4. Teaching Position (TP). A TP employee may only file an appeal to the Director, DoDEA, through the Director, Human Resources Regional Service Center (HRRSC).

E5.2.5. All classification appeals to the Department of Defense must first be filed with the DoDEA HRRSC. Upon receipt of an appeal, the HRRSC has 15 calendar days to assemble the appeal package and forward it to DoD CPMS, Field Advisory Services Division. Classification appeals to OPM must follow the same timeline.

E5.2.6. OPM and DoD CPMS will not accept an appeal that has been filed electronically.

E5.3. NONAPPEALABLE ISSUES. Employees may not appeal:

E5.3.1. The content or accuracy of the official PD, including the inclusion or exclusion of a major duty.

E5.3.2. An assignment or detail to duties performed outside the duties outlined in the official PD.

E5.3.3. The accuracy, consistency, or decision to use agency supplemental classification guidance.

E5.3.4. The title of the position, unless a specific title is authorized in a published OPM classification standard or guide, or the title reflects a qualification requirement or authorized area of specialization.

E5.3.5. The classification (i.e., pay plan, series, grade) of a proposed position or one to which the employee is not officially assigned by an official personnel action.

E5.3.6. An agency's proposed classification decision.

E5.3.7. The series, grade, pay system, or title of a position to which the employee is officially detailed or promoted to on a time-limited basis. However, employees serving under a time-limited promotion for 2 years or more may appeal the classification of the position to which he or she is temporarily promoted.

E5.3.8. The classification of the employee's position based on position-to-position comparisons instead of OPM classification standards.

E5.3.9. The accuracy of grade level criteria contained in an OPM classification guide or standard.

E5.3.10. The classification of a position which is currently under appeal to OPM or has been decided by OPM when there has been no significant change in the governing classification standard(s) or the major duties of the position. (The classification of GS and FWS positions which are under appeal or have been decided by CPMS may be appealed to OPM).

E5.3.11. The content or construction of Federal pay schedules and the salary or pay rate resulting from a conversion from one pay system to another.

E5.3.12. A position inclusion in or exclusion from the Senior Executive Service (SES). Within the SES, there are no rights of appeal for a higher pay level.

E5.3.13. The adequacy, accuracy, or consistency of a classification standard.

E5.3.14. Matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.

E5.4. REPRESENTATION

E5.4.1. An employee may designate in writing a representative of his or her choice to assist in the preparation and presentation of an appeal. The employee's choice of representative will be disallowed under the following conditions:

E5.4.1.1. The individual's activities as a representative would cause a conflict of interest. (i.e., someone with management or classification authority over the position).

E5.4.1.2. The individual's release from his or her official duties to provide representation would disrupt the priority needs of the Government.

E5.4.1.3. The individual's release for representation would result in unreasonable costs to the Government.

E5.4.2. There is no right of representation in the job audit process.

E5.5. TIME LIMITS FOR FILING AN APPEAL. Classification appeals may be filed at any time. However, in cases of downgrading or loss of pay resulting from a classification action when the employee is not entitled to retained grade or pay, the employee must appeal, in writing, within 15 calendar days of the effective date of the subject personnel action. Failure to adhere to the time limit will result in ineligibility for retroactive adjustments. Appeals to CPMS must be coordinated with the HRRSC prior to filing. Additionally, employees are encouraged to first coordinate with the HRRSC when filing an appeal to OPM.

E5.6. DOCUMENTATION REQUIRED FOR AN APPEAL TO DoD CPMS.

E5.6.1. INDIVIDUAL AND GROUP APPEALS. Individual and group appeals must include:

E5.6.1.1. Employee Identification. Employee's name, mailing address, office telephone, and fax numbers. Group appeals must identify all members of the group by name, mailing address, office telephone and fax numbers. Group appeals must also include a signed statement from all members designating the representative, if any.

E5.6.1.2. Employer and Employee Position Address. Employing DoD Component, and the exact location of the employee's position within the DoD Component (i.e., installation name, mailing address, organization, division, branch, section, unit).

E5.6.1.3. Current and Requested Position Information. Employee's current and requested position title, pay plan, occupational series, and grade.

E5.6.1.4. Copy of Official PD and Accuracy Statement. A copy of the official PD to which the employee is officially assigned, and either a statement affirming that it is accurate or a detailed explanation of the inaccuracies and an explanation of the efforts made to correct the PD. Also, include any signed decision resolving the dispute, if applicable.

E5.6.1.5. Technical Rationale. Reasons why the employee believes the position classification is in error. The employee should refer to position classification standards that support the appeal and should state specific points of disagreement with the evaluation statement. The employee may also include a statement of facts that he or she thinks may affect the final classification decision.

E5.6.1.6. Employee Claims of Classification Inconsistency. If classification inconsistency is claimed, the appeal file must include: title, series, and grade of positions believed to be classified inconsistently with the employee's position; specific location of the positions, including the activity and organization to which they are assigned and, if possible, the rationale for citing the positions, including evidence that the cited positions are essentially identical to the employee's position. In order to find classification inconsistency, cited positions must perform the same grade-controlling duties as the employee's position in a similar organization.

E5.6.1.7. Employee Representative Address. Name, address, business telephone and fax numbers of the employee's or group's representative, if any.

E5.6.1.8. Additional Information. Any additional information about the position that will aid in understanding it.

E5.6.2. DoDEA HRRSC ADMINISTRATIVE REPORT. All of the information in the above section is included as part of the record. In addition, the DoDEA HRRSC shall provide the following information with the classification appeal file:

E5.6.2.1. Appealed Position Documentation. Complete identification of the appealed position including a copy of the official PD and evaluation statement. In addition, if the appealed position is supervisory, provide copies of subordinates' PDs (with evaluation statements) that are used to determine the base level of work. If subordinate positions include local national employees, show equivalent GS/FWS grade levels.

E5.6.2.2. Appealed Position Organization Documentation. The exact location of the position within DoDEA, including organization charts with positions shown in detail. Also, the agency's mission and functional statements should be included.

E5.6.2.3. Statement of Accuracy. A current (not older than 90 calendar days) signed statement from the immediate supervisor or higher-level management official certifying that the official PD is complete and accurate.

E5.6.2.4. Official Personnel Action. A copy of the latest SF-50, "Notification of Personnel Action," showing the position to which the employee is permanently assigned and the Central Personnel Data File (CPDF) organization.

E5.6.2.5. Previous Appeal Decisions. Copies of any previously issued DODEA, CPMS, DoD, or OPM appeal or review decisions which address the classification of the position or similar positions within DoDEA or throughout DoD.

E5.6.2.6. Response to Employee Issues. DoDEA's response to any classification issues presented in the employee's appeal.

E5.6.2.7. Supplemental Information. Any supplemental information bearing on the duties and responsibilities of the position, including a complete analysis of any point on which the agency disagrees with the employee's description of the work, and copies of any issued DoDEA interpretive guidance.

E5.6.2.8. Supervisory Documentation. A copy of the official PD and evaluation statement of the employee's immediate supervisor, if applicable.

E5.6.2.9. Performance Standards. Performance standards for the position (i.e., not the performance evaluation of the employee).

E5.6.2.10. Servicing HRRSC Contact Information. Name, address, business telephone number, and fax number of the servicing DoDEA HRRSC point-of-contact.

E5.7. DOCUMENTATION REQUIRED FOR AN APPEAL TO OPM

E5.7.1. Employee appeals (individual and group) must contain the following information in writing:

E5.7.1.1. Employee Identification. Employee's name, mailing address, office telephone and fax numbers. Group appeals must identify all members of the group by name, mailing

address, office telephone and fax numbers. Group appeals must also include a signed statement from all members designating the representative, if any.

E5.7.1.2. Employer and Employee Position Address. Name of the employing DoD Component, the exact location of the employee's position within the DoD Component (installation name, mailing address, organization, division, branch, section, unit), and the duty location of the employee.

E5.7.1.3. Current and Requested Position Information. Employee's current and requested position title, pay plan, occupational series, and grade.

E5.7.1.4. Copy of Official PD and Accuracy Statement. A copy of the official PD to which the employee is officially assigned, and either a statement affirming that it is accurate or a detailed explanation of the inaccuracies and an explanation of the efforts made to correct the PD. Also, include any signed decision resolving the dispute, if applicable.

E5.7.1.5. Technical Rationale. Reasons why the employee believes the position classification is in error. The employee should refer to position classification standards that support the appeal and should state specific points of disagreement with the evaluation statement. The employee may also include a statement of facts that he or she thinks may affect the final classification decision.

E5.7.1.6. Employee Claims of Classification Inconsistency. If classification inconsistency is claimed, the appeal file must include: title, series, and grade of positions believed to be classified inconsistently with the employee's position; specific location of the positions, including the activity and organization to which they are assigned and, if possible, the rationale for citing the positions, including evidence that the cited positions are essentially identical to the employee's position. In order to find classification inconsistency, cited positions must perform the same grade-controlling duties as the employee's position in a similar organization.

E5.7.1.7. Employee Representative Address. Name, address, business telephone and fax numbers of the employee's or group's representative, if any.

E5.7.1.8. Additional Information. Any additional information about the position that will aid in understanding it.

E5.7.2. DoDEA HRRSC ADMINISTRATIVE REPORT. All of the information in the above section is included as part of the record. In addition, the DoDEA HRRSC shall provide the following information with the classification appeal file:

E5.7.2.1. Appealed Position Documentation. Complete identification of the appealed position including a copy of the official PD and evaluation statement. In addition, if the appealed position is supervisory, provide copies of subordinates' PDs (with evaluation statements) that are used to determine the base-level of work. If subordinate positions include local national employees, show equivalent GS/FWS grade levels.

E5.7.2.2. Appealed Position Organization Documentation. The exact location of the position within DoDEA, including organization charts with positions shown in detail. Mission and functional statements also should be included.

E5.7.2.3. Statement of Accuracy. A current (not older than 90 days) signed statement from the immediate supervisor or higher-level management official certifying that the official PD is complete and accurate.

E5.7.2.4. Official Personnel Action. A copy of the latest SF-50, "Notification of Personnel Action," showing the position to which the employee is permanently assigned and the CPDF organization.

E5.7.2.5. Previous Appeal Decisions. Copies of any previously issued DoDEA, CPMS, or OPM appeal or review decisions which address the classification of the position or similar positions within DoDEA or throughout the Department of Defense.

E5.7.2.6. Response to Employee Issues. DoDEA's response to any classification issues presented in the employee's appeal.

E5.7.2.7. Supplemental Information. Any supplemental information bearing on the duties and responsibilities of the position, including a complete analysis of any point on which the agency disagrees with the employee's description of the work, and copies of any issued DoDEA interpretive guidance.

E5.7.2.8. Supervisory Documentation. A copy of the official PD and evaluation statement of the employee's immediate supervisor.

E5.7.2.9. Performance Standards. Performance standards for the position (i.e., not the performance evaluation of the employee).

E5.7.2.10. Servicing HRRSC Contact Information. Name, address, business telephone number, and fax number of the servicing DoDEA HRRSC point-of-contact.

E5.8. WHERE TO SUBMIT CLASSIFICATION APPEALS

E5.8.1. THE DEPARTMENT OF DEFENSE: DoDEA employees who wish to file a classification appeal must file via DoDEA's HRRSC where an administrative report will be appended to the appeal prior to forwarding to CPMS. A copy of the HRRSC administrative report will be provided to the employee or employee's representative.

Department of Defense Education Activity
Attn: Human Resources Regional Service Center
Classification and Compensation Section
4040 North Fairfax Drive
Arlington, VA 22203-1634

Department of Defense
Civilian Personnel Management Service
Field Advisory Services, Classification and Pay Branch
Classification Appeals Adjudication Section
1400 Key Blvd., Suite B200
Arlington, VA 22209-5144

E5.8.2. OFFICE OF PERSONNEL MANAGMENT: Appeals filed with the OPM may be forwarded through DoDEA headquarters or, if submitted directly, should be mailed to the OPM office servicing the geographical area where the position is located. The following OPM address is provided for employees located in the Washington, DC metropolitan area:

OPM Center for Merit System Compliance
1900 E St. NW, Room 6484
Washington, DC 20415-0006

E5.9. CANCELLATION OR WITHDRAWAL OF AN APPEAL

E5.9.1. An employee may withdraw an appeal at any time before a decision is issued by either CPMS or OPM.

E5.9.2. An appeal may be cancelled if the employee or their designated representative fail to provide requested information or if they leave the position that is being appealed.

E5.10. APPEAL DECISIONS

E5.10.1. Appeal decisions will be based on information supplied by the employee(s) and DoDEA, from additional information obtained through correspondence, telephone calls, or desk audits. Employees should be aware that an appeal decision might result in their position being changed to a lower or higher grade level. In either case, DoDEA retains control over the assignment of duties to a position and which position performs those duties.

E5.10.2. Decisions are based on work assigned to the employee's position and performed by the employee, qualifications required to perform that work, and proper application of OPM classification standards. Factors such as the following may not be considered in reaching an appeal decision: qualifications an employee has but are not required to perform the work of his or her position, the quality of performance, or volume of work assigned to the position.

E5.10.3. Employees may appeal unfavorable decisions issued by CPMS to OPM. Appeal decisions will be issued to the employee in writing and will contain information related to effective dates of any position changes. An OPM appeal decision is binding on DoDEA and all administrative, certifying, payroll, disbursing, and accounting officials in the Government.

E5.10.4. In rare cases, an unfavorable decision issued by OPM may receive reconsideration. Reconsideration may be granted when either the employee or DoDEA submits written evidence or arguments that establish a reasonable doubt as to the technical accuracy of the decision, or

presents new, relevant, and substantive information that was not considered in the original decision. In such cases, OPM may, at its own discretion, reconsider its decision. The deadline for submitting a request for reconsideration is 45 calendar days after the date of the decision.