



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

404

BO 12000.1Q
CPO/WRM/mp
30 SEP 1981

BASE ORDER 12000.1Q

From: Commanding General
To: Distribution List

Subj: Position Maintenance Review

Ref: (a) CMMI 511.4-4a-c (NOTAL)
(b) MCO P12000.7 Chapters 3 and 4 (NOTAL)
* (c) BO 12511.1B
* (d) BO 12532.2A
* (e) BO 5310.10

*Encl: (1) Position Maintenance Review Schedule

1. Purpose. To reissue the policy and procedures relative to the Position Maintenance Review of all Civil Service positions as prescribed by references (a) through (e), and to prescribe the schedule to be followed in conducting subject review during the current fiscal years.

2. Cancellation. BO 12000.1P.

3. Background. The annual Position Maintenance Review is to assure that all positions are properly classified based on current descriptions of work assignments. Over the past few years higher authority has issued many directives and imposed controls designed to achieve economy and efficiency through more effective management, more economical administration, and more effective utilization and control of manpower. References (a) through (e) require that all civilian positions be reviewed at least annually. This review must include determining that the position/job descriptions are current, that the classifications are proper, and that a need for each position exists. Line management has continuing responsibility for assuring that official position and job descriptions accurately reflect current work assignments of civilian employees. It is emphasized that changes in such work assignments are to be reported as they occur. The Position Maintenance Review will ensure that changes shall not go unreported for extended periods of time. All positions/jobs are subject to work audit by position classification specialists; such audits shall include positions/jobs the descriptions of which are certified to be current on the Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75).

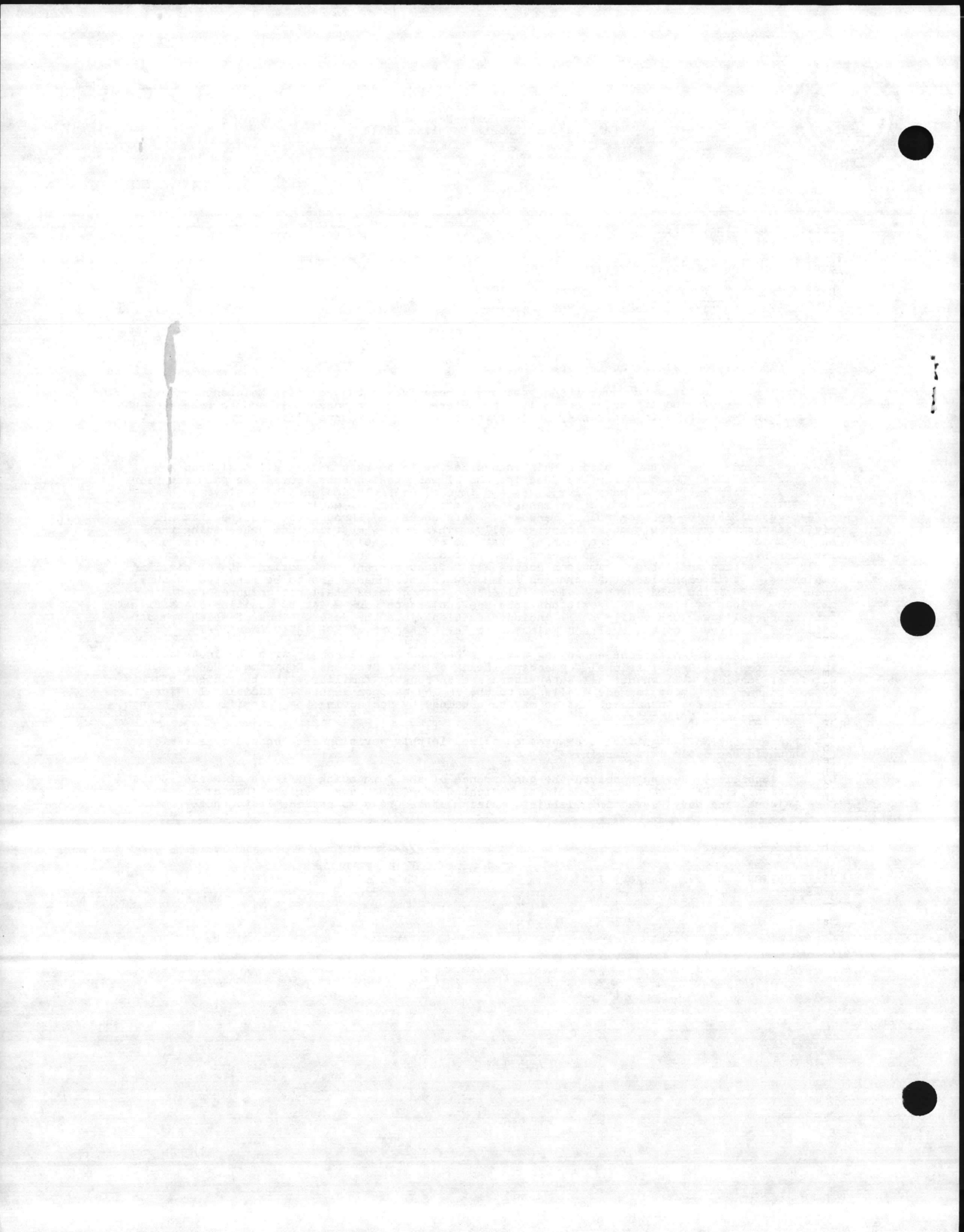
4. Action. All organizations employing civilian personnel shall comply with the instructions in enclosure (1). Organizational Commanders, Heads of Staff Sections, Department Heads, and Chiefs of Services will ensure all supervisors are thoroughly familiar with the content of this Order and that the Order is made available to the employees upon request. Additional information and assistance in subject matter may be obtained by contacting the Classification Branch, Civilian Personnel Office, extension 1532.

5. Change Notation. Significant changes contained in this revision are denoted by asterisks (*) shown in the outer left margin.

6. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center, and Naval Regional Dental Center, Camp Lejeune, and Navy Recruiting District, Raleigh, this Order is applicable to those commands.

J. R. FRIDELL
Chief of Staff

DISTRIBUTION: C less Category III



POSITION MAINTENANCE REVIEW SCHEDULE

1. The position maintenance review consists of concurrent review of all General Schedule and Trades and Labor positions within a single organization. For example, all General Schedule and Trades and Labor positions for Base Maintenance are to be reviewed during the scheduled period of 5 October through 6 November 1981.

2. Procedures. The applicable procedures for conducting the Position Maintenance Review are as follows:

a. The Civilian Personnel Division will forward the review forms, Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75), to the organization to be reviewed prior to the review date listed in the schedule.

b. Each position description shall be reviewed by the incumbent of the position and the immediate supervisor to determine the accuracy of the description. In this connection all descriptions must be thoroughly and carefully reviewed to determine if any duties and/or physical requirements are unnecessarily restrictive to the employment of the handicapped, e.g., in a clerical position the requirement to lift and carry objects weighing 100 pounds. A careful review should be made to ensure that the stated physical requirements are realistic for the position. Such requirements must be a prerequisite to fill the position in order to be valid.

c. When a description is found to be inaccurate the supervisor will:

(1) Determine what duties have changed, and what necessitated the change, i.e., new regulations have been published, new equipment, improved work procedures, change initiated for convenience of the incumbent.

(2) Determine if the change is really appropriate.

(a) If found to be unjustified, instruct the employee to return to the duties as described in the current position description.

(b) If the changes are necessary, redescribe the duties by either amending the current description or preparing a new description.

d. Positions whose current descriptions require no changes will be certified as current and accurate by a check mark in column (4) of the Position Maintenance and Review Report Form.

(Note: Optional Form 8 (Rev. 8-77) must be used as the cover sheet for all position/job descriptions. The source of supply for Optional Form 8 (Rev. 8-77) is the Self-Service Center, Building 1606.)

e. The revised descriptions or amendments shall be certified by the incumbent and the immediate supervisor. The Position Maintenance Review Report, including any proposed new descriptions or amendments, shall be forwarded to the Head of the Department.

f. The Department Head will review the Report and all attached proposed new descriptions or amendments. When fully satisfied that all descriptions, both current and proposed, are accurate and reflect the needs of the organization, the Department Head so certifies by signing and dating the Review Report. The completed report form and the original plus one copy of the revised position/job description(s) and amendment(s) along with current functional organization charts, prepared in accordance with the current edition of BO 12511.1 and BO 12532.2, shall be forwarded to the Civilian Personnel Division in accordance with the schedule. Any deviation from the scheduled submission dates must be approved by the Civilian Personnel Officer.

g. In the event tentative classification of the proposed descriptions or amendments reveal any changes in grade levels or position titles, the affected descriptions will be returned to the organization for compliance with the current edition of BO 5310.10.

3. The Following Schedule is Established for the Position Maintenance Review:

<u>5 Oct - 6 Nov 81</u>	<u>30 Nov - 4 Dec 81</u>	<u>7 - 11 Dec 81</u>
Base Maintenance	Civilian Personnel Division Provost Marshal	MCSSS Navy Recruiting District, Raleigh, NC
<u>4 - 15 Jan 82</u>	<u>18 - 22 Jan 82</u>	<u>18 Jan - 5 Feb 82</u>
Comptroller Dept.	Public Works	NavRegMedCtr

ENCLOSURE (1)

BO 12000.1Q
30 SEP 1981

8 - 19 Feb 82

CL Dep Schools
Mgmt Asst Division
Base Adjutant
Postal Section

8 - 12 Mar 82

Logistics Dept. (Cont.)
Food Svcs. Div.
Property Control Div.
Motor Transport Div.

29 Mar - 2 Apr 82

Logistics Dept. (Cont.)
DSSC Div.

19 - 23 Apr 82

Logistics Dept. (Cont.)
Pur. and Cont. Div.

10 - 14 May 82

NavRegDenCtr
Base Inspector
Safety Office
SJA, MCB
SJA, 2d FSSG
SJA, 2dMarDiv.

31 May - 11 Jun 82

MCAS(H)
Base Education Office
Trng. Facilities Br.
Trng. and AV Support Br.

22 - 26 Feb 82

Family Housing
Special Services
Base Comm-Elect
Telephone Division

15 - 19 Mar 82

Logistics Dept. (Cont.)
Laundry Div.
Printing Div.

5 - 9 Apr 82

Logistics Dept. (Cont.)
Traffic Mgmt. Div.

26 - 30 Apr 82

Hq., Support Bn.
Hq., Hq. Bn.
Unaccompanied Personnel Housing

17 - 21 May 82

MCAS(H)
Base Chaplain
MCES

14 - 18 Jun 82

Offices of:
Commanding General
AC/S, Facilities
AC/S, Manpower
AC/S, Personnel Services
AC/S, Training

1 - 5 Mar 82

Fire Dept.
Logistics Dept.
Hq. Div.
Operations Div.

22 - 26 Mar 82

Logistics Dept. (Cont.)
Commissary Div.

12 - 16 Apr 82

Logistics Dept. (Cont.)
Maint. Cadre
PP&P Platoon

3 - 7 May 82

Consolidated ASC

24 - 28 May 82

MCAS(H)
Base Mil. Personnel Office
Joint Public Affairs Office

ENCLOSURE (1)