



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

SECNAVINST 12511.1  
ASN(M&RA)  
21 October 2010

SECNAVINST 12511.1

From: Secretary of the Navy

Subj: POSITION CLASSIFICATION AND POSITION MANAGEMENT

Ref: (a) 5 U.S.C.  
(b) DoD 1400.25-M, Chapter 511, of Dec 1996  
(c) DoD 1400.25-M, Chapter 1920, of 1 Dec 2008  
(d) SECNAVINST 12250.6

1. Purpose. To establish and implement policy, assign responsibilities, and prescribe procedures under references (a) through (d) for position classification and position management in the Department of the Navy (DON).

2. Policy. It is the policy of the DON that positions are established and correctly classified per references (a) through (d) to promote organizational effectiveness and mission accomplishment.

3. Background. This instruction applies to all DON civilian positions under the General Schedule, Administratively Determined, Federal Wage System, Wage Mariner, National Security Personnel System, and other pay systems, unless exempted by the regulations governing the pay system concerned; e.g., demonstration projects, for which DON holds position classification authority. This instruction does not apply to the Senior Executive Service, to positions above the grade GS-15, or non-appropriated fund positions.

4. Responsibilities

a. Assistant Secretary of the Navy (Manpower and Reserve Affairs). Responsible for the issuance of position classification and position management policy and delegations of authority in the DON.

b. Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)). Responsible for management, oversight, and administration of position classification and position management. The DASN(CHR) is responsible for:

- (1) Establishing DON wide position classification and position management policy per references (a) through (d);
- (2) Developing and publishing program guidance and procedures;
- (3) Ensuring classification consistency within DON; and
- (4) Conducting periodic assessment of classification and position management programs throughout DON to evaluate their effectiveness.

c. Director, Office of Civilian Human Resources. Responsible for interpreting statutory and regulatory guidance as it is received and for the preparation of implementing guidance as applicable.

d. Directors of Human Resources Service Centers. Responsible for ensuring that the policies and procedures in classification matters are in compliance with this instruction by:

- (1) Providing services for the non-manage to payroll segment of their serviced population; and
- (2) Taking action to promptly correct classification errors and ensuring that classification decisions directed by the DON, Department of Defense (DoD), and or Office of Personnel Management (OPM) are implemented without delay.

e. Chief of Naval Operations, Commandant of the Marine Corps, and DON Assistant for Administration. Responsible for assuring that this policy is implemented within their respective organizations.

f. Heads of Major Commands. Responsible for:

- (1) Ensuring subordinate commands and activities comply with statutes, regulations, policies, and guidance from higher level authorities, e.g., DASN(CHR), DoD, OPM;
- (2) Implementing delegation of classification authority per DON policy;

(3) Ensuring that subordinate activities are provided or aligned with sufficient resources to ensure effective position classification and position management program accomplishment;

(4) Providing advice and guidance on position classification and position management to subordinate commands and activities; and

(5) Conducting periodic assessments of classification and position management programs at subordinate commands and activities to evaluate their effectiveness.

g. Activity Heads and Commanders. Responsible for:

(1) Ensuring programs are established in compliance with statutes, regulations, policies, and guidance from higher level authorities;

(2) Requiring managers and supervisors to promptly prepare accurate position descriptions as changes in major duties and responsibilities occur;

(3) Taking action to promptly correct misclassified positions and ensuring that classification decisions directed by DON, DoD, and or OPM are promptly implemented; and

(4) Conducting periodic assessments of classification and position management programs to evaluate their effectiveness.

h. Directors of Human Resources Offices. Responsible for ensuring that the policies and procedures in classification and position management matters are in compliance with the instruction by:

(1) Advising activity managers and supervisors on the proper execution of their position classification and position management authorities and responsibilities;

(2) Ensuring appropriate position classification and position management training is provided to activity or command personnel exercising delegated classification authority; and

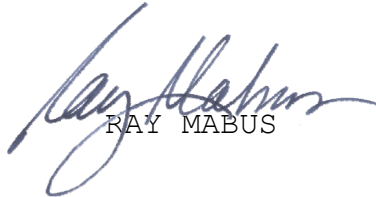
(3) Assisting heads of commands and activities in the conduct of periodic self-assessments of their position classification and position management programs.

i. Managers and Supervisors. Responsible for:

(1) Implementation and execution of classification and position management at the local command level; and

(2) Ensuring that actions are accomplished following applicable DON, DoD, and OPM guidance and criteria, when exercising delegated classification and position management authority.

5. Records Management. Records created by this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



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