



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 12351.3
N1
27 June 2013

CNIC INSTRUCTION 12351.3

From: Commander, Navy Installation Command

Subj: ESTABLISHMENT OF COMPETITIVE LEVELS FOR CNIC

Ref: (a) 5 CFR 351.403

1. Purpose. To establish the competitive levels required by reference (a) to be applied to every Appropriated Fund civilian position in preparation for Reduction-in-Force (RIF) within Commander, Navy Installation Command (CNIC).

2. Background.

a. Competitive levels consist of all positions in a competitive area which are in the same grade (or occupational level) and classification series, and which are similar enough in duties, qualification requirements, pay schedules, and working conditions, so that an agency may reassign the incumbent of one position to any of the other positions in the level without undue interruption.

b. In accordance with reference (a), the CNIC Competitive Level Definitions spreadsheet, available on the Gateway 2.0 Equal Employment Opportunity & Civilian Personnel Policy (N13) teamsite at <https://g2.cnic.navy.mil/TSCNICHQ/N1/N13/default.aspx>, defines the competitive levels for all of CNIC Headquarters employees.

3. Policy. Competitive levels are established separately for employees in the competitive and excepted service. The CNIC Competitive Level Definitions spreadsheet, available on the N13 teamsite, defines the occupational series and the competitive levels for each series. Assignments to competitive level are based on the employee's permanent position of record.

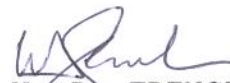
4. Responsibility

a. CNIC is responsible for establishing and defining the competitive levels.

b. The Human Resources Service Center (HRSC) is responsible for applying, maintaining and inputting the competitive levels into Defense Civilian Personnel Data System (DCPDS).

5. Action. CNIC will ensure that the competitive levels remain accurate and make adjustments when necessary with the assistance of the HRSC.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1 of January 2012.


W. D. FRENCH
Vice Admiral, U.S. Navy

Distribution:

Electronic only via CNIC Gateway 2.0:

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>