

NAWCWDINST 12500.1
731000D
21 Dec 2000

NAWCWD INSTRUCTION 12500.1

From: Commander, Naval Air Warfare Center Weapons Division

Subj: POSITION CLASSIFICATION FOR DEMONSTRATION PROJECT POSITIONS

Ref: (a) CPI 511.5 of 27 Jun 88
(b) Federal Register, Volume 45, No. 77 of 18 Apr 80
(c) SECNAVINST 12510.9

1. Purpose. To provide guidance and procedures for classification of Demonstration Project positions.
2. Cancellation. NAWCWPNSINST 12500.2.
3. Scope. Provisions of this instruction apply to positions in the Demonstration Project with the exception of DP-5 positions. SECNAV must grant final approval for classification of DP-5 positions. The position of Civilian Personnel Officer is also excluded per reference (a).
4. Background. Reference (b) established the Demonstration Project, which was designed to simplify the classification system to make it more flexible, manageable, and understandable. Reference (c) delegated increased personnel management authority to the line supervisor. Under the Demonstration Project, positions are grouped into broad pay categories with a significantly wider range of pay. Classification of employees under such a pay system is less subject to judgmental errors in precise grade placement. A key aspect of the Demonstration Project is recognition of the rank-in-person concept while retaining rank-in-position distinctions through classification into broad pay bands or levels of difficulty.
5. Policy
 - a. Naval Air Warfare Center Weapons Division (NAWCWD) policy is to delegate authority and responsibility for proper classification of Demonstration Project positions to line managers. This authority was delegated to the NAWCWD competency managers who may redelegate the authority to line managers in subordinate organizations. Normally, line managers with classification authority should have at least 50 people in their organization (this number is a guideline, not an absolute requirement). This authority is not redelegable to heads of staff, administrative officers, or other staff officials who do not have line authority (except for positions that they personally supervise). Line managers and supervisors cannot exercise position classification authority until they receive the required training from the Human

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Resources Department and are delegated classification authority in writing by the Competency Manager with a copy of the delegation memorandum sent to the Human Resources Department.

b. At the direction of the Commander, classification authority can be revoked at any time. Competency managers also can revoke this authority when it was redelegated within their organizations. If classification authority is revoked, the next higher management authority will exercise it.

c. Military and civilian supervisors should be assessed on their effectiveness in exercising this authority in their annual fitness reports and performance reviews. Unless identified separately, the appraisal position classification will be assessed as a part of continuing supervisory/managerial responsibilities.

6. Responsibilities

a. Supervisors. Before establishing a new position or changing the established promotion potential of an existing position, supervisors must contact their Personnel Management Advisor to discuss the duties and proposed classification.

b. Line Managers will:

(1) Ensure that positions are classified according to legal and regulatory requirements.

(2) Review and certify the accuracy of the personal activities and capabilities (PAC).

(3) Explain to employees the basis for the classification of their positions.

c. Departments are responsible for appropriate distribution of approved NAWCWD 12200/01 (Rev. 4-01) (op OF_08), Position Description Form, and attached position descriptions.

d. Human Resources Department personnel will provide advice and assistance to managers who are delegated classification authority. This could include conducting position audits when required to obtain supplementary facts and position information. Additionally, they are responsible for administration of the classification program, assisting management in monitoring and evaluating the program, and determining the position's status under the Fair Labor Standards Act.

7. Appeals

a. Employees who believe their position or job is erroneously classified can file a classification appeal according to the procedures given in reference (b). For first-level review, send classification appeals to the supervisor of the classification official. If the disputed

classification is not resolved at this level, it is forwarded to the principal classifier for a second-level review. Classification appeals not resolved at this level are sent to the principal classifier at the other Demonstration Project site for review and final decision.

b. Employees who file classification appeals are protected against supervisory retaliation or harassment.

8. Forms. NAWCWD 12200/1 (Rev. 4-01) (op OF_08), Position Description, is available on the NAWCWD Web Page at: <http://mailfilerecords.nawcwd.navy.mil/>.

9. Directive Responsibility. The Head, Human Resources Department, Code 730000E, is responsible for keeping this instruction current.

/s/
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