



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

DepO 12511.1C
1B:cg
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DEPOT ORDER 12511.1C

From: Commanding General
To: Distribution List

Subj: General Schedule (GS) Position Classification

Ref: (a) FPM 511 (NOTAL)
(b) CPI 511 (NOTAL)
(c) DepO 12510.1

Encl: (1) Instructions for Preparing General Schedule (GS) Position Descriptions
(2) Instructions for Preparing Optional Form 8, Position Classification Cover Sheet

1. Purpose. To provide instructions and guidelines to be utilized in the administration of the GS position classification program.

2. Cancellation. DepO 12511.1B.

3. Information

a. General. This directive has been prepared to supplement references (a) and (b) and to provide local guidance in administering the GS classification program. While some portions of the references have been included in this directive, it is not all inclusive. In the event of any conflict between the content of this directive and the references, the references take precedence.

b. Legal Basis. The Classification Act of 1949, as amended, is the legal basis for the GS classification program of the Department of the Navy. The Act is published in the Federal Personnel Manual, a copy of which is maintained in the Civilian Personnel Office. The Act provides a plan for classifying GS positions to determine grade levels and titles under which:

(1) The need to identify positions with appropriate qualification standards is met.

(2) The principle of equal pay for substantially equal work is followed.

(3) The principle that variations in ranges of basic compensation paid to different employees should be in proportion to the substantial differences in difficulty, responsibility, and qualification requirements of the work is applied.

c. Authority

(1) The Commandant of the Marine Corps has delegated to the Commanding General, Marine Corps Recruit Depot/Western Recruiting Region, authority to classify GS positions GS-1 through GS/GM-15. The Commanding General has further delegated this authority as set forth in reference (c). This delegated authority is to be exercised in accordance with this directive and reference (c).

(2) Classification actions by the Office of Personnel Management, the Department of the Navy, or Commandant of the Marine Corps take precedence over those of this Command. These offices are responsible for making appeal determinations as outlined in paragraph 11 below. Such actions may not be changed unless there is a significant change in position duties and responsibilities.

4. Policy. This Command will maintain an adequate and effective classification program which is soundly established, maintained and supported and which meets the following criteria:

a. Determinations are technically sound, accurate, and comply with controlling guides and instructions.

b. Methods and tools provide current and adequate information and appropriate guides.

c. Supervisors and employees understand and accept the purpose, requirements, and processes of position classification.

5. Responsibilities

a. The Civilian Personnel Officer is responsible for overall administration of the position classification program. Those officials who have been delegated managing to payroll authority per reference (c), are responsible for the administration and classification of positions within their respective organizations. This responsibility includes analyzing, auditing if necessary, evaluating, and recommending the classification of all position descriptions. The Civilian Personnel Officer will be responsible for maintaining the official Command file of position descriptions and coordinating the maintenance review of position descriptions.

b. Managers and supervisors have the full and exclusive responsibility for assigning the duties and responsibilities to be levied upon positions under their cognizance. Included in this responsibility is the relocation or deletion of duties and responsibilities and the preparation of new position descriptions and amendments.

c. The sharing of responsibility is necessary in order to ensure that both the supervisor and employee are aware of the duties being performed. Often duty and responsibility changes occur slowly over a period of time. These changes alone may be insignificant, but when viewed as a whole could have a significant impact on the classification of the position. Both the supervisor and employee should be fully cognizant of these changes in order to ensure that the position description accurately reflects the duties being performed.

6. Position Descriptions. Before any position can be filled, there must be a certified official position description for that position. A copy of the appropriate official position description will be provided each employee upon request to the supervisor.

a. New or Rewritten Position Descriptions. Descriptions being written for newly established positions or being rewritten due to major changes in the assigned duties and responsibilities should be submitted in a double-spaced rough draft to the head of the organizational unit for review and approval. The approved draft would then be submitted to the cognizant managing to payroll official who will screen the draft for such items as format, clarity of content, organizational relationships, and adequacy for classification action. Upon completion of the screening process, the draft will be returned with appropriate instructions for submission of the smooth description with the cover sheet, Optional Form 8.

b. Amendments. Changes often take place in an organization which may affect one or more position descriptions, but not to the extent that the descriptions should be rewritten. These changes can often be accomplished by the insertion of a sentence or two, striking out a few lines, or by adding a new paragraph to make the description current. An amendment should be initiated when it will result in an adequate description and the amended description will conform with reasonable standards for clarity and utility. Amendments may be accomplished by submission of an Optional Form 8 and an attached statement containing only what is necessary to explain the changes. Amendments should be submitted to the cognizant managing to payroll official via the normal chain of command and must state specifically the material to be deleted and/or added. A position description with many changes becomes cumbersome and difficult to follow, therefore, a position description may not be amended more than twice. When an amendment results in a change in series or grade, a new position description will be required. An amendment will not become a part of the official position description until the supervisor has received notification from the Civilian Personnel Officer that the amendment has been entered. Amendments which are no longer required should be deleted from the position description. This can be accomplished by submission of a memorandum to the Civilian Personnel Officer.

c. Pen-and-Ink Changes. Changes in minor duties and changes in nomenclature do not require a position description amendment or redescription, nor do they necessitate the submission of the position for classification action. Such changes may be recorded as pen-and-ink changes. Pen-and-ink changes will be submitted to the cognizant managing to payroll officer.

d. Identical Additional Positions. When a new position will be identical to one or more positions in the same organizational component, a separate statement of duties and responsibilities is not required. "Identical" in this sense means that the duties, responsibilities, qualification requirements, organizational patterns, and reporting relationships are the same. The identical additional procedure is not appropriate for use across organizational lines. A request for the establishment of the additional position may be made by completing a Standard Form 52 (Request for Personnel Action), identifying the basic position by position number and classification title, series, and grade. The position number and date of the establishment of identical additional positions will be inserted under Item No. 24 ("Remarks" section) of the basic position description. This entry must be dated and initialed by the cognizant managing to payroll officer taking the classification action. Each identical additional version of a position shall be individually numbered. This may be done on the cover sheet of the basic position description or as an attachment to that cover sheet. A separate Optional Form 8 cover sheet is not required for each additional position.

e. Interim Positions. An interim position is a temporary position which is identical to an existing position and is established under specific circumstances. The most common circumstance is providing a replacement for an employee on extended leave without pay (LWOP) when it is assumed that the employee will be returning to duty status. Specific procedures for establishing an interim position must be discussed with the Civilian Personnel Director.

7. Position Description Contents

a. Instructions for preparing a position description are contained in enclosure (1). A pamphlet providing instructions for preparing a position description in the Factor Evaluation System (FES) format is available in the Civilian Personnel Office. All GS positions will be prepared in the FES format.

b. Enclosure (2) outlines the procedure for preparing the position description cover sheet, Optional Form 8, titled "Position Description". These forms will be provided by the Civilian Personnel Office, as needed.

c. The supervisor is responsible for the contents of the position description and must certify to the fact the description is complete and accurate. Management has the sole responsibility for setting out the scope of the work to be performed and the degree of responsibility for accomplishing those duties. While it is not mandatory, it is suggested the supervisor discuss the contents of the position description with the incumbent. Not only will this provide input to the supervisor, it will also permit the supervisor to clarify and define the specific duties of the position. Determination of position content is a prerogative of management. Any supervisor or employee who certifies that a description is complete and accurate knowing that such is not the case is subject to disciplinary action on the basis of falsification of an official record.

8. Position Classification Standards. A set of Office of Personnel Management Position Classification Standards is maintained in the Civilian Personnel Office and may be examined by employees and supervisors upon request. A classification may be changed without a change in major duties and responsibilities in order to comply with newly published revisions to the standards, supplementary directives issued by appropriate authorities, or to correct a classification error.

9. Maintenance Review. A maintenance review of all positions will be conducted annually in conjunction with the performance appraisal program. At the time performance standards are set, each supervisor will certify on the performance appraisal form that the position description has been reviewed; it is accurate and complete; and the position is required. If the position description is no longer current, an amendment or rewritten position description will be submitted within 60 days to the cognizant managing to payroll officer.

10. Effective Date of Classification Action. The following time limits apply, even though an appeal has been or is going to be filed.

a. When the classification is made by the Command, the effective date can be no sooner than the date the cover sheet is signed by the classification official (the

Commanding General or the official delegated classification authority), and no later than the beginning of the fourth pay period following this date.

b. When classification action has been taken by the Office of Personnel Management, the Department of the Navy, or the Commandant of the Marine Corps, the effective date can be no later than the beginning of the fourth pay period following the date of receipt of the notice of classification action.

c. Exceptions to the above time limits are as follows:

(1) When prior approval by the Office of Personnel Management of a proposed promotion or reassignment is required.

(2) When the employee is detailed, when permissible under instructions governing details, pending completion of a time requirement for promotion or reassignment.

(3) When the employee must be given advance notice before effecting a separation for reduction in grade or salary.

(4) When a background investigation is required for security clearance before effecting a personnel action.

(5) When a classification change is brought about by an appeal decision. The general rule in such cases is that the effective date shall be no earlier than the date of the appeal decision and no later than the beginning of the fourth pay period following the date of decision, unless a later date is specified in the decision. However, the classification change shall be retroactive to the date of the adverse action when all the following conditions are met:

(a) The appeal decision reverses, in whole or in part, a classification action that led to a loss in grade or pay;

(b) The appeal decision is based on duties and responsibilities existing at the time of the adverse classification action rather than to any assigned later; and

(c) The initial appeal, whether to the Office of Personnel Management or the Department of the Navy, and any subsequent appeals, are filed within the time limits specified for submission of appeals.

11. Appeals

a. Appeal Decisions. All employees who are contemplating the filing of a position classification appeal should be informed that the action taken by either the Office of Personnel Management or the Secretary of the Navy will result in a decision that the position is appropriately classified with regard to title, series, and grade, or will direct a change in the classification of the position to the appropriate title, series, and grade where the facts warrant. This means that a position classification appeal may result in continuation of the position at its current grade, evaluation to a higher grade, or reduction to a lower grade. Employees should be fully aware of the alternative outcomes which can result from a classification appeal.

b. Right of Representation. An employee, in presenting an appeal, has the right to be represented and advised by a representative of choice. If representation is elected, such representation must be designated in writing. The appellant's representative may be anyone who is willing and available except when such representation functions would constitute a conflict or apparent conflict of interest with the selected individual's official duties. A management official may be selected, but may be denied permission to serve if serving would constitute a conflict or apparent conflict of interest, or would contribute to the neglect of the representative's regular duties.

c. Employee Appeal. An employee, or designated representative, may appeal the classification of that employee's position at any time based on a belief that the existing classification is in error. An appeal may not be based upon disagreement with the accuracy or completeness of the position description. Such disagreements are handled under either the administrative or negotiated grievance procedures.

Additionally, an appeal may not be based upon a change in duties and responsibilities from those stated in the position description. In such cases, a new position description will be submitted for classification action.

(1) Although an employee may appeal directly to the Office of Personnel Management, that office encourages appealing via Navy channels first. An appeal through Navy channels will be in writing addressed to the Office of Civilian Personnel Management, Department of the Navy, via the Commanding General, Marine Corps Recruit Depot/Western Recruiting Region, and the Commandant of the Marine Corps (Code MPC-30), Headquarters, U. S. Marine Corps, Washington, D. C. 20380-5000. An employee appealing directly to the Office of Personnel Management should address the appeal to the Regional Director, Office of Personnel Management, Western Region, 211 Main Street, San Francisco, California, 94105, and provide the Commanding General, (Attention: Civilian Personnel Director) with a copy of such appeal.

(2) The appeal letter must contain the following information:

(a) The employee's name, mailing address, and office telephone number.

(b) Location of official headquarters, i.e., Marine Corps Recruit Depot/Western Recruiting Region, San Diego, California, 92140-5000.

(c) Exact organization location of position, e.g., Assistant Chief of Staff, Comptroller Office, Accounting Division, Resources Management Branch.

(d) Present title, series, and grade of the position.

(e) The requested title, series, and grade, or other classification action.

(f) A description of the work performed by the employee, or, if appropriate, a statement that the employee considers the present official position description to be a complete and accurate description of the work being performed.

(g) Reasons why the employee believes the assigned position is erroneously classified, or should be brought under or excluded from the GS.

(h) A statement of facts that the employee thinks may affect the appeal.

(3) In order to receive retroactive benefits when a favorable decision is made on an employee's appeal of a classification action which resulted in a downgrading loss of compensation, the appeal must be filed no later than 15 calendar days after the effective date of the personnel action downgrading the employee or resulting in loss of pay. If the initial appeal is made to the Department of the Navy, a subsequent appeal must be filed with the Office of Personnel Management within 15 calendar days of receipt of the Department of the Navy decision, if retroactive benefits are to be preserved.

(4) Classification decisions by this Command, the Commandant of the Marine Corps, or the Department of the Navy are management decisions. Therefore, management personnel and supervisors of this Command may not favorably endorse an employee appeal in separate correspondence to the Office of Personnel Management.


J. V. SULLIVAN
Chief of Staff

DISTRIBUTION: VII

INSTRUCTIONS FOR PREPARING GENERAL SCHEDULE (GS) POSITION DESCRIPTIONS

Begin description with an introductory sentence stating the specific organization in which the duties are performed.

List major duties as concisely as possible. Answer the question, "What does the employee do in this position?" Describe the duties by using active verbs. Since incumbents may be of either sex, pronouns such as he, she, him, her, etc., should not be used. List major duties by determining the function(s) of the position and by considering the work performed in carrying out each function. List duties performed during an entire functional cycle. Similar duties or functions may be grouped together.

Percentages of time spent on major duties are required. Duties may be combined for percentage purposes. "Major" duties denote regular, recurring duties. If incidental duties are described, explanation of the regularity should be added, e.g., once a month..., in the absence of..., as requested..., etc. In lieu of describing related minor duties, the following statement should be entered on all position descriptions or amendments. "Performs miscellaneous related duties as assigned for less than five percent of the time." It is not correct to use the standard statement "Performs other duties as required" without some qualification to indicate that other duties would be minor and performed less than five percent of the time.

When describing supervisory positions, the supervisory and/or managerial duties should be described under the Major Duties paragraph(s) rather than under Factor 2, Supervisory Controls, which deals with control of the position from above rather than with supervisory duties over subordinate positions. Such position responsibilities as planning, assigning, and reviewing work, and personnel functions such as selecting personnel for vacancies, time card review and authorizations, annual and sick leave authorizations, etc., should be addressed. Subordinate employees must be identified as to number, kind, grade levels, position/job description numbers, T/O line number, etc. Except for very large organizations, listing the official position/job description number and classification with the number of employees on each position is usually the most effective way of covering each subordinate. The percentage of time spent in performing these supervisory duties should be included.

Example:

Major Duties

Performs clerical/typing duties in the Typing Pool, Civilian Personnel Office. This organization is engaged in providing typing and clerical support to various organizations.

A. Typing Duties 50%

Types memorandum, letters, and reports in final form from handwritten notes.

B. Filing Duties 35%

Receives a variety of incoming material and files it in the proper file folder. If material indicates action is required, delivers it to the senior clerk.

C. Other Duties 15%

Receives visitors and answers telephone. Refers visitors and callers to the correct party.

Performs miscellaneous related duties as assigned for less than five percent of the time.

Factor 1. Knowledge Required by the Position

Under this factor, describe:

ENCLOSURE (1)

The extent of information or facts, e.g., procedures, work practices, rules and regulations, policies, theories and concepts, principles, processes, etc., needed to perform the duties assigned.

The level of skill necessary to apply knowledge, e.g. skill of a qualified typist or preparing engineering drawings, schematics, etc. Educational requirements or degrees of proficiency should not be described in position descriptions.

Show the kinds of information, facts, or skills needed and how these capabilities are used. Example:

A professional knowledge of the theories, principles, practices, and techniques of civil engineering to design flood control structures such as high retaining walls, closed box channels, and simple bridges.

Knowledge of types of appointment situations and how they affect the processing of payroll actions.

Knowledge of English grammar, spelling, and punctuation to correct obvious errors in material being typed.

Skill in using a calculator to compute totals and discounts.

Skill in taking dictation at hearings and furnishing verbatim transcriptions.

Helpful Hints on Describing Knowledge Required by the Position

Show only the knowledges, skills, or abilities that are essential for full performance of the work. Generally, Factor 1 can be adequately described by four or five knowledges or skills.

Don't list vague abilities. "Ability to plan and organize" is vague. Instead, show what the employee has to know to plan and organize. Don't describe personal characteristics such as patience, adaptability, integrity, or creativity under Factor 1. (When important, job-related aspects of personal characteristics are credited in other ways, e.g. the need for patience is inherent in considering Factor 7, Purpose of Contacts).

After Factor 1 is completed, double check the listed knowledges, skills, and abilities to assure consistency with the duties. For example, if "Skill in operating an electric typewriter" is listed, the duties statement must show that the employee is assigned typing duties.

Factor 2. Supervisory Controls

Under this factor, answer the following questions in the sequence indicated:

How does the supervisor assign work to the employee? For example: with detailed instructions concerning how to do the work; with instructions for new, difficult, or unusual aspects of the work; with suggestions for procedures; with information in terms of the objective to be achieved, priorities, and deadlines, etc.

What responsibility does the employee have for carrying out the work? For example: performs as instructed with no deviation; performs routine assignments independently without specific instructions; refers situations not covered by instruction to supervisor; etc.

How is the work reviewed? For example: work is reviewed in detail for accuracy, adequacy, and compliance with instructions; review is in the form of comments from recipients of the work; part of the work is spot checked and part is given detailed review; work is reviewed to determine appropriateness, soundness of decisions, etc.

ENCLOSURE (1)

Examples:

The file room supervisor assigns work, advises of changes in procedures, and is available for assistance when required. Routine work is performed independently following prescribed procedures. The work is reviewed for accuracy by spot checking the facility with which filed items are retrieved, and through complaints from users.

The administrative law judge dictates without interruption and provides any special instructions that differ from prescribed procedures. The clerk-stenographer proceeds independently to transcribe and collate material into final form, with responsibility for format, word usage, and grammar. Completed work is relied upon for accuracy; however, errors may be detected when content is reviewed.

The engineering supervisor assigns work in terms of project objectives and basic priorities. The engineer independently plans and carries out the projects, selecting the approaches and methods to be used in solving problems. Completed projects are reviewed in terms of meeting objective and sound engineering principles.

Factor 3. Guidelines

In two or more sentences, answer the following:

What guides are regularly referred to in performing the work? For example: desk manuals, established procedures and policies, traditional practice.

How are these guides used? Describe in terms of judgment used in applying or (following established procedures) deviating from the guides.

Examples:

Written and oral guides provide specific instructions for processing filing material. A substantial portion of these instructions are easily memorized and little interpretation is necessary.

Guidelines include agency regulations and directives, manufacturers' catalogs, handbooks, precedents, and files of previous projects. While these guidelines are generally applicable, the engineer makes adaptations in dealing with problems such as limited funds or increased loads and stresses.

Factor 4. Complexity

What is the nature of the assignment? (A few related tasks, related sequential steps, different processes, independent assignments with varying duties etc.) Describe the tasks, steps, processes, assignments, etc.

What kinds of factors and conditions are considered in arriving at the work product or performing a service? (Clear-cut/directly related; apparent, applicable, comparable; different according to the subject, phase of work or specific issues; etc.)

What kinds of variations exist in the work? Is there little variation? Or is the employee concerned with factual situations, with identifying interrelationships or deviations, with originating new techniques, or with establishing standards?

Examples:

The mail clerk opens and sorts a wide variety of mail and documents, identifies misdirected mail, determines correct routing and forwarding. Handling procedures differ according to the type of form and require consideration of several obvious factors.

Projects involve development of designs, plans, and specifications for plumbing, heating, ventilating, and other systems of major size and complexity for use in multi-story office buildings, steam plants, hospitals, etc. The employee considers such factors as unusual local conditions, energy conservation, combinations of unusual features, etc. Projects often require significant departure from previous approaches.

ENCLOSURE (1)

Factor 5. Scope and Effect

Scope and effect can usually be described in one or two sentences. Describe the effect of the work or service performed. For example: whether it facilitates the work of others; provides timely services of a personal nature; affects accuracy, reliability, or acceptability, etc.

Examples:

The maintenance of the control and reference files for incoming correspondence contributes to the efficiency of daily operations of the bureau.

The technical expertise provided by the engineer affects the design of mechanical systems aboard floating plants and equipment used in dredging activities throughout the agency nationwide.

Factor 6. Personal Contacts

Describe the kind of people with whom the employee deals in carrying out the work, e.g., co-workers, workers in related support units, recipients of direct services, members of the general public or representatives of other operating organizations, headquarters, or field offices, managers, etc.

Examples:

Contacts are with co-workers of the mail unit, personnel on the mail route in units throughout the installation, and U. S. Postal Service employees.

Intra-agency personal contacts include other engineers and architects on the Depot, procurement personnel, officials and managers of the user services, and headquarters engineering experts. Additional contacts include private architectural and engineering and other firms.

Factor 7. Purpose of Contacts

Describe the purpose of the personal contacts. For example: to give or exchange factual information; to resolve problems; to provide service; to motivate, influence, interrogate persons; or to justify, defend, negotiate, or settle matters, etc. As appropriate, include other information which might affect the nature of the contacts, e.g., dealing with persons who are skeptical, uncooperative, unreceptive, hostile (such as patients or inmates).

Examples:

The personal contacts involve exchange of information regarding the processing, delivering, or dispatching of mail.

Contacts are for making arrangements for recording the proceedings of the grand jury, identifying attorneys, and securing seating charts.

Contacts are to resolve difficulties and control the work performed by engineers within the offices. Some persuasion may be necessary to obtain adoption of technical points and methods. Discusses contract requirements or developments in the specialty field with firms in the private sector.

Factor 8. Physical Demands

Describe the nature of physical activity involved in the work and give some indication of the frequency or intensity of this activity. Include any special physical abilities needed.

Examples:

The work is mostly sedentary, although there is some walking, bending, and climbing.

ENCLOSURE (1)

The work requires long periods of sitting in one position.

Factor 9. Work Environment

Indicate the kind of environment in which the employee works. For example: office, library, hospital, etc. Include any unusual risks, discomforts, or unpleasantness.

Examples:

The work is performed in an office setting.

Most work is performed in an office setting, but there is some exposure to conditions in facilities inspected such as...

ENCLOSURE (1)

INSTRUCTIONS FOR PREPARING OPTIONAL FORM 8, POSITION CLASSIFICATION COVER SHEET

1. This form must accompany the new position description when it is submitted for classification action. The form must bear the signature of the immediate supervisor before the description can be classified.

2. Some blocks will be completed by the Civilian Personnel Office (CPO) and some by the Division submitting the position description. Below are block by block instructions.

<u>BLOCK</u>	<u>INSTRUCTION</u>
1	To be completed by CPO.
2	To be completed by submitting office. "Redescription" signifies the attached position description will replace a position description presently in force. The superseded position description must be identified completely, e.g., "Replaces PD #123, Clerk-typist, GS-322-3". Other reasons will be supplied by the CPO.
3	Submitting office should check the "field" block.
4 - 5	MCRD/WRR, SD CA to be entered by submitting office.
6 - 15d	To be completed by CPO and/or managing to payroll officer, as appropriate.
15e	May be completed by submitting office if desired.
16	The working title may be placed here if so desired. However, all official references to this position or the incumbent of this position must utilize the title, series and grade as shown in block 15.
17	Name of present incumbent may be entered in pencil due to changes of incumbency.
18 - 18e	The location of the position must carry the titles of the organizations as shown in the Tables of Organization (T/O). Example: "18. MCRD San Diego, CA; a. Assistant Chief of Staff, G-4; b. Services and Supply Division; c. Direct Support Stock Control Branch; d. Accounting Section; e. Customer Service Unit".
19	Optional.
20a	If immediate supervisor is a civilian, identify by name, official title, and position description number. A military supervisor will be identified by name, rank, and T/O line number.
20b	Optional.
21 - 24	To be completed by CPO and/or managing to payroll officer.

3. The immediate supervisor and other signing officials are urged to read the "Supervisory Certification" in block 20 before signing the Optional Form 8.

ENCLOSURE (2)

