



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 12000.12E  
PERS-05  
15 Sep 2004

BUPERS INSTRUCTION 12000.12E

From: Chief of Naval Personnel

Subj: HIGH-LEVEL POSITION MANAGEMENT (HLPM) REVIEW PROCESS

Encl: (1) NAVPERS 12312/1, Request for Establishing a  
High-Level Civilian Position  
(2) OF-8, Position Description  
(3) Organizational/Position Management Analysis  
Evaluation  
(4) Sample Position Assignment Chart

1. Purpose. To update policy and procedures for establishing and filling high-level civilian positions within the Chief of Naval Personnel (CHNAVPERS) claimancy. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 12000.12D.

3. Definitions

a. High-level positions are those proposed for or evaluated at grades GS-13, GS-14, GS-15, and Senior Executive Service (SES).

b. SES positions are those managerial positions classifiable above the grade GS-15 level. Positions proposed for the SES are subject to managerial policy expressed in this instruction as well as other rules, regulations, and procedures imposed by higher authority.

c. The "claimancy" is defined as all shore activities under the command of CHNAVPERS as delegated by the Chief of Naval Operations (CNO) and listed in the Standard Navy Distribution List (SNDL) part II, section II. Commander, Navy Personnel Command (COMNAVPERSCOM) and Commander, Navy Recruiting Command (COMNAVCRUITCOM) are subclaimants.

d. "Requesting officials," as used in this instruction are Assistant Chiefs of Naval Personnel (ACNPs), Staff Office

Directors (SODs), Special Assistants (SAs), commanders of subclaimancies, and Heads of Bureau of Naval Personnel (BUPERS) field activities.

#### 4. Background

a. CHNAVPERS is committed to managing high-level civilian positions within the claimancy. For this purpose, the Deputy CHNAVPERS is delegated high-level position control for the claimancy.

b. While commanders and heads of activities have been delegated authority to classify positions according to their approved "Full-Time Equivalent (FTE)" implementation plans, high-level positions are a critical resource throughout the claimancy and will be managed accordingly. Deputy CHNAVPERS is responsible for ensuring that only the most critical high-level positions are established. To carry out this responsibility, Deputy CHNAVPERS has established the High-Level Position Management (HLPM) review process. BUPERS Position Management Officer (PERS-051), has been tasked with the management of this process.

5. HLPM Review. The HLPM review process has been established to control the establishment of all high-level positions for the claimancy. The HLPM review process will

a. ensure that high-level position proposals are evaluated from the headquarters viewpoint of total claimant needs and priorities, and optimum use of resources.

b. ensure all requests are reviewed by BUPERS, Deputy, Equal Employment Opportunity (PERS-05E).

c. exercise classification authority of all high-level positions below the grade of SES.

d. act as the final position management review authority and recommend approval or disapproval of presented positions to Deputy CHNAVPERS.

e. annually review authorized high-level positions for the purpose of assuring optimum and judicious manpower distribution and organizational implications for greater efficiencies.

6. Policy

a. High-level positions are a claimancy-wide resource and their ceiling authorizations are not to be regarded as belonging to individual subclaimants or activities within the claimancy. Through the recommendations of BUPERS (PERS-051), Deputy CHNAVPERS exercises the claimancy authority to establish high-level positions when they fulfill the most essential requirement based on priority of need.

b. A high-level position may not be established without Deputy CHNAVPERS' approval. Positions awaiting authorization have no claim to seniority in the HLPM priority ranking system.

c. A proposed high-level position must meet the following conditions to qualify for consideration:

(1) The position must warrant classification at grade level GS-13 or above.

(2) The position must pass preliminary position management screening.

(3) Be properly funded (source of funding).

(4) FTE source available.

d. When an approved high-level position (encumbered or vacant) is rewritten or affected by an organization or supervisory change, the position must be submitted to BUPERS (PERS-051) for review.

e. COMNAVPERSCOM, COMNAVCRUITCOM, and heads of all field activities under CHNAVPERS, are authorized to refill approved high-level positions which have been vacant for less than 1 year without resubmitting such vacancies to BUPERS (PERS-051) provided no position description rewrite, organizational or supervisory changes are involved.

7. Procedures

a. Requesting officials will submit requests to BUPERS (PERS-051).

b. Requests must include

(1) a memorandum from the requesting official prioritizing multiple submissions in the desired order of establishment.

(2) NAVPERS 12312/1, Request for Establishing a High-Level Civilian Position (enclosure (1)).

(3) the proposed position description (soft copy provided in MS WORD) and the OF-8, Position Description (enclosure (2)).

(4) the written classification advisory prepared by the servicing Human Resources Office, Human Resources Service Center, BUPERS (PERS-05), or supervisor/manager who has been delegated classification authority.

(5) current position description (for position upgrades only).

(6) organization/position management analysis evaluation (enclosure (3)).

(7) current organizational chart, position assignment chart (see enclosure (4)) and function/task statements, as approved by Deputy CHNAVPERS. Previous organizational and position assignment charts are required for positions where an organizational change has affected the quality of the position.

c. BUPERS (PERS-051) will review all submissions and ensure compliance with Office of Personnel Management guidelines and above requirements. Submissions that are not in compliance will be returned to the requesting official with appropriate comment.

d. BUPERS (PERS-051) will review, classify, prioritize, and recommend approval or disapproval of positions to Deputy CHNAVPERS.

e. BUPERS (PERS-051) forward positions approved by Deputy CHNAVPERS to the cognizant activity. BUPERS (PERS-051) will return positions not approved to the requesting officials with recommendations (e.g., restructuring to a lower grade, combining

organizational units to limit the need for supervisory positions, etc.)

f. Requesting officials may withdraw a request from consideration at any time.

8. Reporting Requirements. Addressees are required to report to BUPERS (PERS-051) via E-Mail any changes in high-level incumbencies as they occur. Notification must include

- a. Billet Sequence Code (BSC).
- b. Unit Identification Code (UIC).
- c. Organizational Code.
- d. Position Skill.
- e. Name of Incumbent.
- f. Date of Change.

9. Implications of the HLPN Review Actions and Reorganizations. Proposals for organizational changes that depend on the establishment of, or have implications for, additional high-level positions must document the requesting official's awareness that the final outcome of the organizational change hinges on the HLPN review recommendations and Deputy CHNAVPERS' approval of the high-level positions.

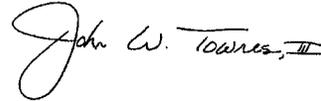
10. Action. Addressees will comply with the policy and procedures for establishing high-level positions as delineated in this instruction.

11. Forms and Report

a. NAVPERS 12312/1 (Rev. 07-04), Request for Establishing a High-Level Civilian Position and OF-8 (Rev. 01-85), Position Description, may be obtained from BUPERS (PERS-051). (NOTE: Forms may be reproduced locally.)

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b. Reporting requirement contained in paragraph 8 is exempt from reports control per SECNAVINST 5214.2B.



J. W. TOWNES, III  
Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

Distribution:

SNDL C55A (COMNAVPERSCOM DETACHMENTS)  
C55F (NAMALA WASHINGTON DC)  
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FJA11 (NAVJNTSERVACT NS TOKYO JA)  
FJA12 (NAVCONBRIG CHARLESTON SC/MIRAMAR CA)

BUPERSINST 5218.3F  
LIST 1A, 1B, and 2A

<b>REQUEST FOR ESTABLISHING A HIGH-LEVEL CIVILIAN POSITION</b>	
From: (Requestor's Name, Title and Organization)	
To: Position Management Officer (PERS-051) Via: Deputy, Equal Employment Opportunity (PERS-05E)	
Organization Location (Department/Division/Branch)	Proposed Position Title and Grade:
Rational for establishing New or Revised Position:  <input type="checkbox"/> New functions or responsibilities (explain and state authority in remarks).  <input type="checkbox"/> Organization change (attach before and after charts).  <input type="checkbox"/> Addition of supervisory duties (state in remarks why necessary and what is supervisory ratio).  <input type="checkbox"/> Other (specify in remarks, e.g. reestablishment for recruiting, amendment, application of new standard, etc.).	
Remarks:	
<b>APPLICATION OF POSITION MANAGEMENT STANDARDS</b>	
Source of Duties and Responsibilities:	
Impact on Military and Civilian Interface, if any. (Ensure clear justification for full-time Deputy or "Assistant to" position.)	

Source of FTE for Position:		
Certification Funds are Available & Source of Funding for Position:		
Commanding Officer or Designee:	Signature:	Date:
<b>Position Management Officer</b>		
Recommendation: <input type="checkbox"/> Approved. <input type="checkbox"/> Disapproved.		
Comments:		
Position Management Officer:	Signature:	Date:
<b>Deputy Chief of Naval Personnel Action</b>		
<input type="checkbox"/> Approved. <input type="checkbox"/> Disapproved.		
Comments:		
Deputy Chief of Naval Personnel:	Signature:	Date:
<b>Submit this request (original) along with:</b>		
(1) Memo prioritizing multiple submission,	(4) Original copy of written classification advisory	
(2) Original of proposed position description (including OF 8)	(5) Organization/position management analysis evaluation.	
(3) Organizational chart, position assignment chart, and function/task statements, as approved by DCNP.	(6) Current PD (upgrade actions only)	

NAVPERS 12312/1 (Rev. 07-04)

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>						1. Agency Position No.				
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.		
Explanation <i>(Show any Positions replaced)</i>				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management										
b. Department, Agency or Establishment										
c. Second Level Review										
d. First Level Review										
e. Recommended by Supervisor or Initiating Office										
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>				
18. Department, Agency, or Establishment						c. Third Subdivision				
a. First Subdivision						d. Fourth Subdivision				
b. Second Subdivision						e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>				
20. <b>Supervisory Certification.</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the</i>						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature			Date			Signature			Date	
21. <b>Classification/Job Grading Certification.</b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position				
Typed Name and Title of Official Taking Action						<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature			Date							
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										
24. Remarks										
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>										

Previous Edition Usable

OF 8 (Rev. 1-95) (EG)  
U.S. Office of Personnel Management  
FPM Chapter 295

**ORGANIZATIONAL/POSITION MANAGEMENT ANALYSIS EVALUATION**

Position: \_\_\_\_\_ Org Code: \_\_\_\_\_  
 BSC/BIN: \_\_\_\_\_ UIC: \_\_\_\_\_ Billet Authorized: Y/N

Organizational Background: Provide a brief summary of the organization's mission, functions, tasks for the high-level position requested.

FACTOR	EVALUATION FACTORS	DETAILED ANALYSIS
1	UNITY OF COMMAND	Summarize the report chain. Are clear lines of authority established? Are employees accountable to one individual?
2	FUNCTIONAL LAYERING/GROUPING	Are functions appropriately grouped within the organization? Are there fragmented, duplicative or redundant processes that should be addressed before approving this position?
3	STRUCTURE/TITLES	Are organizational structure/titles appropriate? If not should these be addressed prior to the approval of this position?
4	SPAN OF CONTROL/SUPERVISORY RATIO	Is span of control appropriate for the organization? If position is a supervisory position, is the span of control for this position appropriate? If not, should position be approved?
5	POSITION QUANTITY	Summarize the authorizations for the organization. Are their unfunded issues surrounding this organization or this position that need to be addressed?
6	POSITION SKILLS/COMPETENCIES	Summarize the skills and competencies required to perform the work. Would the approval of this position conflict with current position skill/competency issues?
7	POSITION TYPE	Summarize the position type (military, civilian, contractor) for the organization. Is it appropriate for the work being performed?

### Sample Position Assignment Chart

