



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

BUPERSINST 12510.3B  
BUPERS-05  
16 Aug 2021

BUPERS INSTRUCTION 12510.3B

From: Chief of Naval Personnel

Subj: POSITION MANAGEMENT AND POSITION CLASSIFICATION AUTHORITY

Ref: (a) SECNAVINST 12250.6B  
(b) SECNAVINST 12511.1A  
(c) BUPERS Guide to Position Management and Classification, July 2021

1. Purpose. To implement policy and requirements established by references (a) and (b) on position management and classification, and to provide guidance for the delegation of position classification authority for Bureau of Naval Personnel (BUPERS) positions. Major revision to this instruction includes updating the position classification authority for BUPERS from the Director, Civilian Human Resources to BUPERS-05.
2. Cancellation. BUPERSINST 12510.3A.
3. Scope and Applicability. This instruction applies to BUPERS and its subordinate commands. These policies cover both bargaining unit and non-bargaining unit positions under the General Schedule (GS) for grades 1 through 15 and the Federal Wage System (FWS) pay systems. Excluded from this instruction are positions in the Senior Executive Service and foreign national positions.
4. Policy and Authority
  - a. Position Management. BUPERS policy is that all positions and organizations be structured to achieve the greatest efficiency in support of the organization's mission.

(1) Position management is a responsibility of BUPERS supervisors and managers, who will accomplish the optimal distribution of staff resources by organizing tasks into position structures, assigning duties and responsibilities to positions, and evaluating positions for need. This responsibility entails identifying, preventing, and eliminating unnecessary organizational fragmentation, excessive layering and use of deputies and assistants, improper design of jobs, and inappropriate span of control.

(2) In overseeing command organization structure and the development of new positions or changes to existing positions, BUPERS will follow these fundamental principles: minimize the number of deputies and assistants, with emphasis on line responsibility; and minimize the number of organizational levels, with emphasis on delegation and decentralization of authority to the lowest appropriate working levels.

b. Position Classification Authority. Per reference (a), BUPERS-05 has been delegated classification authority for BUPERS. This delegation covers GS positions at grades 1 through 15 and FWS positions as defined in job grading standards identified in the Office of Personnel Management (OPM) Federal Classification and Job Grading Systems, Classifying Trades, Craft, and Labor Positions. Commensurate with this classification responsibility is the authority to determine position management structures and organizations.

(1) All classification actions will be processed per the criteria contained in the OPM classification standards, any applicable Department of Defense and Department of the Navy guidance, and reference (c).

(2) All classification files, including active position descriptions (PD), position designation records, evaluation statements, and classification appeal decisions will be maintained by BUPERS-05.

## 5. Guidelines

a. The development and use of standard PDs is highly encouraged in order to simplify the process of preparing and classifying PDs.

b. The use of career ladder positions is encouraged when management is willing to recruit at a level lower than the full performance level of a position and then train an employee to achieve the full performance level.

c. Requests for position classification should not be submitted for positions that are not funded or available for recruitment.

6. Action. Commanders, commanding officers, officers in charge, and department heads must ensure distribution and compliance of this instruction and reference (c).

## 7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division

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(DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD Program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-, Total Force Human Resources and Manpower Office (BUPERS-05) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



A. HOLSEY

Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS

Web site at: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.