



**DEPARTMENT OF THE NAVY**

**BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000**

BUPERSINST 12000.12D  
PERS-08  
**31 OCT 2002**

BUPERS INSTRUCTION 12000.12D

From: Chief of Naval Personnel

Subj: HIGH LEVEL POSITION MANAGEMENT BOARD (HLPMB)

Encl: (1) NAVPERS 12312/1, Request for Establishing a  
High-Level Civilian Position  
(2) OF-8, Position Description

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 has been completely revised and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 12000.12C and NAVPERS 5310/1 (Oct 01), Request for High-Level Civilian Position.

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. Senior Executive Service (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 designated to manage high-level civilian positions for the claimancy. For this purpose, the Deputy Chief of Naval Personnel (DCNP) 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. DCNP is responsible for ensuring that only the most critical high-level positions are established. To carry out this responsibility, DCNP established the High Level Position Management Board (HLPMB).

5. High Level Position Management Board. The HLPMB is responsible for advising DCNP on controlling the establishment of all high-level positions for the claimancy. The HLPMB will

a. meet quarterly, or as frequently as requirements dictate, to consider high-level position proposals from the headquarters viewpoint of total claimant needs and priorities, and to ensure optimum use of resources.

b. call upon requesting officials to present justification arguments, if necessary. Requesting officials are encouraged to present their positions.

c. act as the final position management review authority and recommend approval or disapproval of presented positions to DCNP.

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

6. HLPMB Membership. Membership of the HLPMB is as follows:

a. Chief of Staff (Chairperson).

b. Director/Comptroller, Resources Management Office (PERS-02).

c. Director, Civilian Personnel Policy Office (DCPP)  
(PERS-08).

d. Director, Manpower and Organizational Plans Office  
(PERS-03).

e. An appointed representative from Washington, D.C.  
activities.

f. Assistant, Civilian Personnel Policy Office (PERS-08B)  
(advisor and recorder).

g. Deputy, Equal Employment Opportunity (DEEO) (PERS-08E)  
(ad hoc).

7. 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 the HLPMB, DCNP 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 DCNP's approval. Positions awaiting authorization have no claim to seniority in the HLPMB's priority ranking system.

c. A proposed high-level position must meet the following conditions to qualify for HLPMB 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); and

(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 the HLPMB 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 the HLPMB provided no position description rewrite, organizational or supervisory changes are involved.

#### 8. Procedures

a. Requesting officials will submit requests to the HLPMB via the BUPERS (PERS-08).

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 and the OF-8, Position Description (enclosure (2)).

(4) the written classification advisory prepared by the servicing Human Resources Office (HRO), Human Resources Service Center (HRSC), the BUPERS (PERS-08) office, or supervisor/manager who has been delegated classification authority.

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

(6) current organizational chart and functional statements, as approved by DCNP.

(7) current manpower listing.

31 OCT 2002

c. BUPERS (PERS-08) will pre-screen all submissions to the HLPMB and ensure compliance with Office of Personnel Management (OPM) guidelines and above requirements. Submissions that are not in compliance will be returned to the requesting official with appropriate comment.

d. The HLPMB will review, rank, and recommend approval or disapproval of positions to DCNP.

e. BUPERS (PERS-08) will officially classify, and forward positions approved by DCNP to the cognizant activity. BUPERS (PERS-08) will return positions not approved to the requesting officials with the HLPMB's recommendations (e.g., restructuring to a lower grade, combining organizational units to limit the need for supervisory positions, etc.).

f. Requesting officials may supplement required documentation provided to the HLPMB.

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

9. Reporting Requirements. Addressees are required to report to the BUPERS (PERS-08) any changes in high-level incumbencies as they occur.

10. Implications of HLPMB Actions and Reorganizations. Proposals for organizational changes which 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 HLPMB's recommendation and DCNP's approval of the high-level positions.

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

12. Forms Availability. NAVPERS 12312/1 (10-02), Request for Establishing a High-Level Civilian Position and OF-8, Position

BUPERSINST 12000.12D  
31 OCT 2002

Description may be obtained from BUPERS (PERS-08). (NOTE: Forms may be reproduced locally.)



S. J. TOMASZESKI  
Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

Distribution:

SNDL C55A (COMNAVPERSCOM DETACHMENTS)  
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FJA12 (NAVCONBRIG CHARLESTON SC/MIRAMAR CA)

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

31 OCT 2002

<b>REQUEST FOR ESTABLISHING A HIGH-LEVEL CIVILIAN POSITION</b>	
From: (Requestor's Name, Title and Organization)	
To: Position Management Board Via: PERS-08	
Organization Location (Department/Division/Branch)	Proposed Position Title and Grade:
Rational for establishing New or Revised Position: <ul style="list-style-type: none"> <li><input type="checkbox"/> New functions or responsibilities (explain and state authority in remarks).</li> <li><input type="checkbox"/> Organization change (attach before and after charts).</li> <li><input type="checkbox"/> Addition of supervisory duties (state in remarks why necessary and what is supervisory ratio).</li> <li><input type="checkbox"/> Other (specify in remarks, e.g. reestablishment for recruiting, amendment, application of new standard, etc.).</li> </ul>	
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 Board Action</b>		
Recommendation: <input type="checkbox"/> Approved. <input type="checkbox"/> Disapproved.		
Comments:		
Chairperson, Position Management Board:	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) Manpower listing	
(3) Organizational chart and functional statements	(6) Current PD (upgrade actions only)	

31 OCT 2002

<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"/> Hdqtrs. <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		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"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical 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. Supervisory Certification. <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 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.</i>												
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. Classification/Job Grading Certification. <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						Information for Employees. 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	Initials		Date
a. Employee <i>(optional)</i>												
b. Supervisor												
c. Classifier												
24. Remarks												
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>												

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U.S. Office of Personnel Management  
FPM Chapter 295