Position Classification (Civilian)
(This publication has been revised significantly and must be reviewed in its entirety.)

References: Refer to Enclosure 1.

1. PURPOSE: This instruction establishes the Defense Logistics Agency (DLA) policy for the DLA Classification Program for General Schedule (GS) and Federal Wage System (FWS) civilian positions to ensure equal pay for equal work and describes the process of classifying a Position Description (PD).

2. APPLICABILITY: This policy applies to all positions in Headquarters DLA and DLA Primary Level Field Activities (PLFAs) covered by the GS or FWS, and other defense activities serviced by the DLA Human Resources Services. Any provisions in a collective bargaining agreement (CBA) that conflict with this policy will take precedence and shall be enforced for employees covered by the applicable CBA. Any provisions in a service level agreement (SLA) with other defense activities that conflict with this policy will take precedence and shall be enforced for employees covered by the applicable SLA.

3. POLICY:
   a. It is DLA policy to standardize PDs for like and similar positions across the Enterprise in order to reduce the overall number of unique PDs. PDs will not be modified merely to add incidental duties, tasks, or reference to a local organization.
   
   b. All PDs must accurately describe the work assigned to the employee. PDs should be concise yet clearly and completely state the major duties, responsibilities and supervisory relationships.

   (1) The PD cover sheet used in DLA is the Optional Form (OF) 8. A PD is official only when the OF-8 contains the PD number, title, series, and grade, certification of PD accuracy by the supervisor/manager by means of signature, signature of the classification authority and date of each. Electronic signatures are authorized as affixed by use of an individual’s official Common Access Card.

   (2) All PDs will include the statement “Performs other duties as assigned.”
(3) Certain PDs require standard documentation on the OF-8 and/or in the body of the PD. Refer to Enclosure 2 for specific requirements.

(4) Establishment of certain positions requires a complete evaluation statement. This written record is particularly helpful for position management studies, a reference for classifying similar jobs, classification appeals, and reviews by higher echelons. Evaluation statements will be maintained with the PD and must be prepared when:

(a) Positions with no directly applicable grade criteria;
(b) Mixed series positions requiring clarification of series determination;
(c) Mixed grade borderline positions;
(d) Situations where classification findings are controversial, precedent-setting, or deviate significantly from normative factor patterns requiring explanation;
(e) Classification of GS-14 or GS-15 positions
(f) Correction of a substantive classification error impacting the pay plan, series, title or grade;
(g) Classification where impact of "person on the job" is used;
(h) When a classification appeal has been received; or
(i) Whenever a formal, detailed position audit is performed

(5) Changes to maintain currency and accuracy may be made to existing PDs using pen and ink (P&I) changes only if the changes are not substantial and do not affect the final grade of the position. The servicing HR Specialist will advise on a case by case basis if P&I changes become excessive requiring the need for the PD to rewritten.

(6) PDs for developmental/career ladder (CL) positions will be written in an abbreviated statement of difference (SOD) PD format. A SOD will be used at each level below the full performance level (FPL) of the position. In the event of a classification appeal, if not already developed, a full PD will be developed for each associated grade level to accompany the appeal package. Refer to Enclosure 2 for specific requirements.

c. DLA uses an automated classification program to document and maintain PDs for all DLA positions. The official copies of all PDs reside within the automated classification program, to include a scanned copy of the signed OF-8.

d. Requests to establish CL (developmental) positions for GS Supervisory or Leader positions must be reviewed and approved by the Administrator, DLA Human Resources
Services. Such positions will be used only in limited situations. Refer to Enclosure 2 for specific requirements.

e. Proposed classification of deputy positions as anything other than one grade below a chief or director position must be approved by the Deputy Director, DLA Human Resources. This authority may not be further delegated.

(1) Full civilian deputy/assistant chief positions share and assist in all aspects of the unit's work and are typically classified one grade below that of the director/chief position to whom they report, based on the Office of Personnel Management (OPM) classification standards and guides.

(2) There are two exceptions to this principle which allow for the equivalent grading of the deputy and military director/military chief positions; or the equivalent grading of the deputy and civilian director position. These exceptions are considered only when:

(a) Equally graded deputy to military officer:

1. A military officer/manager is in charge of a very large, complex and diversified organization requiring the uninterrupted flow of operational direction/guidance to ensure consistent, world class customer services and/or the provision of items essential to the accomplishment of national military objectives – it is not anticipated that such positions would occur below the Directorate level;

2. The military officer’s duties and responsibilities require frequent extended travel, possibly necessitated by serving as the external “face to the military customer” providing personalized interface with major command level military customer personnel to develop, nurture and maintain the most effective and efficient work relationships;

3. The military director/chief position is subject to relatively frequent rotation of the military officer in charge (e.g., approximately every 2 years) and as a result there is a requirement for a fully comparable civilian managerial position to ensure the integrity/continuity of operations. Both during periods of extended travel by the director/chief and over a much longer period of time (typically many years) due to relatively regular military rotational assignments. While sharing fully in organizational and operational oversight of the unit, the general focus of such civilian positions may be on the internal workings of the organization due to the longevity of their service within the organization; and

4. Both the military director/chief and civilian deputy are held completely and equally accountable by the major Agency component (PLFA) Commander to whom they report.

(b) Equally graded Deputy to a Military Officer not meeting the above criteria or equally graded Deputy to a Civilian Director. In addition to the position serving as a Deputy to the Military Officer or Civilian Director, the position is assigned nonsupervisory duties/responsibilities which, based on application of the OPM Classification Standards, warrant classification at the equivalent grade of the Military Officer or Civilian Director.
(3) Due to the rarity of the work environments that justify the establishment of these kinds of civilian deputy positions, use of the above exceptions require full documentation and acceptance of the rationale provided for each such position by the Deputy Director, DLA Human Resources. Refer to Enclosure 2 for specific requirements.

f. Prior to implementing a classification determination that will change the pay system or grade of 20 or more positions which are identical or similar, the servicing DLA Human Resources Services office will inform the Staff Director, DLA Human Resources Policy office. PD certification (signature in block 21 of the OF-8) will be held in abeyance pending a response.

g. Vacant positions will be reviewed by management before requesting a recruitment action. The review will include determining whether the duties of the position can be eliminated, assigned to other positions, or modified to permit classification at a lower grade. Management will certify the accuracy of the PD at the time of a request to fill a vacancy.

h. Reorganizations/organizational alignment (OA): When an activity is considering reorganization, a management official must contact their servicing DLA Human Resources Services office to include them in the initial planning stages of any proposed reorganization/OA. The servicing DLA Human Resources Services office provides subject matter expertise in relation to supportability of positions, position management advisory services, and other issues that may impact civilian personnel. Requests to establish a new or revised organizational structure must be worked in accordance with the Enterprise Organizational Alignment (EOA) DLA Instruction (DLAI). Refer to Enclosure 2 for specific requirements related to civilian positions.

i. Classification of Enterprise Business System (EBS) PDs will be in accordance with the current version of EBS [formerly Business Systems Modernization (BSM)] Organization Roles and Responsibilities, Concept of Operations, Appendix J – EBS Position Description Process Guidelines.

j. Use of standardized PDs for positions in the GS-0081, Fire Protection and Prevention Series is mandatory. Refer to the Fire Protection and Prevention Position Management DLAI for specific requirements.

k. A formal position classification audit or position review may be conducted to gain pertinent information that is otherwise unattainable. An audit is only conducted when significant changes are being proposed or have occurred to a position, such as: mission changes; downsizing; reorganizations; technological advances; additional duties; elimination of obsolete programs, practices and requirements; etc. Position audits are conducted via telephone whenever possible. On-site audits are conducted only as a last resort to gain pertinent information that is otherwise unattainable.

l. New or revised OPM classification standards will be applied by the servicing DLA Human Resources Services office. Implementation will begin 1-3 months from the official release date and be completed no later than 12 months after the date of issuance. Should the application
result in significant grade and/or pay category changes, the servicing DLA Human Resources Services office will contact the Staff Director, DLA Human Resources Policy, who will assess any potential agency-wide impact and provide further implementation guidance.

m. Department of Defense (DoD) and/or DLA classification guidance will be applied within the time period specified in the transmittal memorandum.

n. Delegations of classification authority covering GS and FWS positions at DLA will be determined by the Director, DLA. Classification authority may be delegated as follows:

(1) The Director, DLA Human Resources, may delegate classification authority, in writing, to the Administrator, DLA Human Resources Services and Staff Director, DLA Human Resources Policy. These authorities may be redelegated in writing to qualified subordinates. Further delegation must be in writing, to individuals who have been fully trained and certified in position classification. Any redelegation will include the exclusions identified in paragraph (2) below.

(2) Specific exclusions from these delegations as listed below require the approval of the Deputy Director, DLA Human Resources (refer to Enclosure 2 for specific requirements):

   (a) Any action to reclassify a Secretary position to a Management Analyst or other series, including actions to establish such positions as substitutes for existing Secretary jobs.

   (b) Reclassification of existing positions to a grade level that is not consistent with similarly situated positions.

   (c) Classification of a Deputy at a grade level equal to that of the pertinent Director’s position.

(3) Any delegation of classification authority under this chapter is subject to suspension or revocation whenever a responsible authority finds that a delegatee is not classifying positions consistent with applicable standards and guides.

o. DLA will adhere to Subchapter 511 of DoD 1400.25-M Civilian Personnel Classification. Appeals submitted by DLA employees to the Defense Civilian Personnel Advisory Services at DoD will be coordinated through the Staff Director, DLA Human Resources Policy. Refer to Enclosure 2 for specific requirements.

4. RESPONSIBILITIES:

a. The Staff Director, DLA Human Resources Policy, will promulgate policy for the classification program for civilian positions; act for the Director, DLA to furnish final Agency classification decisions; provide position classification and related position management advice; monitor DLA-wide classification practices and procedures and direct corrective actions as
necessary; and function as point of contact with OPM, DoD and other authorities on classification matters affecting DLA as they relate to the civilian positions within the Agency.

b. The servicing DLA Human Resources Services offices will issue local implementing guidance as necessary in classification functions; provide advisory services to supervisors and managers in relation to position classification and position management; and provide for proper classification of serviced positions by the servicing DLA Human Resources Services office staff.

c. Commanders, directors, managers and supervisors must design organizations that ensure balance and efficiency (formerly referred to as “position management”) that use the lowest grades feasible to accomplish the mission, generally provide for career progression, eliminate excessive layers of supervision, and avoid the assignment of employees to PDs that do not match the work assigned and performed.

d. Managers and supervisors will work with their servicing HR office when submitting requests to establish a new PD which may exist in another organization within the Enterprise in order to eliminate duplication of PDs and reduce the overall number of PDs in DLA. New PDs will not be established if they merely add incidental duties, tasks, or reference to a local organization.

e. Managers and supervisors will certify to the accuracy of duties and responsibilities of each PD for which they are accountable.

5. PROCEDURES: Refer to Enclosure 2.

6. EFFECTIVE DATE: This Instruction:

   a. Is effective on April 10, 2013.

   b. Must be reissued, cancelled, or certified current within 5 years of it publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective April 10, 2023 and be removed from the DLA Issuances Website.

Enclosure(s)
   Enclosure 1 – References
   Enclosure 2 – Procedures
ENCLOSURE 1

REFERENCES

(a) DLAI 7514, Position Classification, February 10, 2003, Modified September 8, 2009, superseded
(b) DLA National Security Personnel System Implementing Policy, Classification and Qualifications, March 2009, superseded
(c) DoD 1400.25-M, Subchapter 511, Classification Program, December 1996
(d) OPM Position Classification/Job Grading Standards
(e) 5 Code of Federal Regulations
(f) Title 5, United States Code
(g) Memorandum, Subject: Delegation of Authority, dated August 17, 2011 signed by Director, DLA Human Resources
(h) Memorandum, Subject: Delegation of Authority, dated August 30, 2011, signed by Administrator, DLA Human Resources Services
(i) BSM Release 2, Organization Roles and Responsibilities, Concept of Operations (CONOPS), Version 11, November 2009
ENCLOSURE 2

PROCEDURES

1. CLASSIFICATION OF PD
   a. Management provides a draft PD with a request for personnel action (i.e., establish, establish and fill, reassign) to the servicing DLA Human Resources Services office. At a minimum, management must identify the following additional information:

      (1) Proposed title, pay plan, series, and grade for the position
      (2) Financial Statements Required – refer to servicing legal office for assistance
      (3) Position Sensitivity (i.e., Non-Sensitive, Noncritical Sensitive, Critical Sensitive) – use of Office of Personnel Management Position Designation Tool (OPM PDT) is mandatory
      (4) Security Access (i.e., None, Secret, Top Secret, Confidential)
      (5) Civilian Expeditionary Workforce (i.e., NCE or EE)
      (6) Acquisition information (i.e., position category, career field and certification level)
      (7) Information assurance (i.e., type, level and duty hours)
   b. Submit the request for personnel action to your servicing HR team within the DLA Human Resources Services office.
   c. HR specialist reviews draft to determine adequacy of format and content, and if there are like or similar PDs already established within DLA which could be used to fulfill the request from management.
   d. HR specialist conducts necessary fact-finding to verify duties and to obtain additional information/clarification as necessary.
   e. If an existing PD is to be used, the HR specialist validates with the manager and processes the requested action (i.e., competitive or non-competitive fill, reassignment).
   f. If an existing PD cannot be located or used, the HR specialist edits/revises the draft PD and determines pay plan, title, series and grade by comparing draft PD to appropriate position classification standard(s).
   g. HR specialist advises manager on possible classification problems such as supervisory ratio, potential grade impact to existing supervisory positions (i.e., up or down), whether the organizational structure and mission/functions support the requested position.
h. HR specialist submits to manager for review/concurrence.

i. Manager certifies that the PD is an accurate statement of the major duties and responsibilities of the position and its organizational relationships, and that the position is necessary to carry out Government functions for which he/she is responsible by signing block 20 of the OF-8.

j. Manager returns signed PD to the servicing DLA Human Resources Services office.

k. HR specialist completes action by signing block 21 of the OF-8, certifying the pay plan, title, series and grade of the PD.

l. HR specialist processes the requested action (i.e., competitive or non-competitive fill, reassignment).

2. MANDATORY DOCUMENTATION/REMARKS ON PDS. Certain remarks must be incorporated within the body of a PD, as appropriate depending on the position.

a. Acquisition Technology and Logistics (AT&L): All AT&L positions require multiple statements, as appropriate for the specific position (refer to Defense Acquisition Workforce Improvement Act Handbook for further information).

(1) Insert the following on ALL AT&L PDs:

(a) This is an Acquisition, Technology & Logistics (AT&L) Workforce Position IAW 10 USC Section 1721 and regulations issued by the Under Secretary of Defense for AT&L.

(b) AT&L Position category and code: (insert appropriate cat & code)

(c) AT&L Career Field certification level: (insert appropriate cert level)

(2) IF the position is designated as Critical Acquisition Position (CAP), add the following to the above statements:

(a) This is a Critical Acquisition Position (CAP), as designated by the Component Acquisition Executive (CAE) for DLA.

(b) Tenure Requirements: Incumbent must remain in position for a minimum of three years and must sign a written tenure agreement (DD Form 2888). Waiver and deviations may be appropriate under certain circumstances (refer to agreement for acceptable deviations).

(3) IF the position is designated as Key Leadership Position (KLP), add the following to the above statements:
(a) This is a Critical Acquisition Position (CAP) Key Leadership Position (KPD), a subset of CAP as designated by the Component Acquisition Executive (CAE) for DLA.

(b) Tenure Requirements: Incumbent must remain in position for a minimum of (insert time period designated by the CAE) and must sign a written tenure agreement (DD Form 2889). Waiver may be appropriate under certain circumstances; however, there are no acceptable deviations.

d. Civilian Expeditionary Workforce:

- This is a Civilian Expeditionary Workforce position. The incumbent will be designated as ________ (insert EE, NCE, etc. as appropriate). In the event of a crisis situation, the incumbent may be required to deploy via temporary reassignment or be required to stay in place to support contingency operations. This position may require deployment in support of a contingency operation where such deployment may subject the incumbent to Uniform Code of Military Justice (UCMJ) jurisdiction. The incumbent may be required to take part in readiness exercises. This position cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively; therefore, the position requires the incumbent to be screened from military recall. Positions identified as EE are subject to deployment to combat support situations. Deployment will be via Temporary Duty (TDY) orders. Deployment may entitle the employee to additional monetary compensation dependent upon the deployment location. Additional allocations are based on the Department of State’s determination of a combat zone.

c. Information Assurance (IA):

1. This position has been identified as covered by DoD 8570.1-M, Information Assurance (IA) Workforce Improvement Program. This position is designated as:

   (a) Information Assurance Technical (IAT)
       IAT Level ___ (insert I, II or III, as appropriate) – OR –

   (b) Information Assurance Manager (IAM)
       IAM Level ___ (insert I, II or III, as appropriate) – OR –

   (c) Computer Network Defense – Service Provider
       CND-SP Level___ (insert CND-A, CND-AU, CND-IR, CND-IS, or CND-SPM, as appropriate)

   (d) Information Assurance Workforce System Architecture & Engineer (IASE)
       IASE Level ___ (insert I, II or III, as appropriate)

2. IA Duty Hours as they pertain to the position are:

   (a) Primary (25-40 hours per week)
(b) Additional (15-25 hours per week)

(c) Embedded (1-14 hours per week)

d. Position Designation (risk designation and sensitivity):

(1) RISK DESIGNATION LEVEL: Tier 1: Low Risk, non-sensitive – OR –

(2) RISK DESIGNATION LEVEL: Tier 2: Moderate Risk, non-critical sensitive – OR –

(3) RISK DESIGNATION LEVEL: Tier 3: High Risk, critical sensitive

e. Testing Designated Position (TDP):

(1) Testing Designated Position/TDP due to collateral duties – OR –

(2) Testing Designated Position/TDP due to clearance

f. Supervisory/Managerial Positions: The following three paragraphs are mandatory on all supervisory and managerial PDs.

(1) Equal Employment Opportunity (EEO) Responsibilities: Ensures a continuing affirmative application of DLA policies concerning equal opportunity. Ensures that personnel management within the organizational entity under supervision is accomplished without regard to race, color, religion, sex, age, handicap, or national origin. Is responsible for keeping abreast of developments, policy issuances, and other similar material in the equal opportunity field, and for fully supporting the DLA EEO Program.

(2) Internal Control Responsibilities: Incumbent is accountable and responsible for the assigned program(s) to include development, documentation, and operation of both internal processes and administrative controls. Controls assure that obligations and costs are in compliance with applicable laws, and that funds, property, and other assets are safeguarded against waste, loss, and unauthorized use or misappropriation. Internal records assure that revenue and expenditures are properly recorded and accounted for, permitting preparation of sound and reliable financial or inventory reports.

(3) Safety Responsibilities: Furnishes employees assignments and place of employment which is free from recognized hazards that are likely to cause death or serious physical harm; refers matters that exceed the incumbent’s authority to higher levels of management for decision. Complies with occupational safety and health standards applicable to DLA and with all rules, regulations, and orders issued by DoD/DLA with respect to the occupational safety and health program.

3. STATEMENTS OF DIFFERENCE
a. PDs for CL positions will be written in an abbreviated SOD format. A SOD includes a brief narrative statement and an OF-8. A SOD will be used at each level below the FPL of the position.

b. In order for a SOD to be available in the PD Library, the SOD must be created in PDQ.

c. In the event of a classification appeal involving a CL position, a full PD will be developed and certified by management for the appellant’s current grade level for each successive developmental grade level up to the FPL PD to accompany the appeal package requested by DCPAS or OPM.

d. The following information is to be used for each grade level SOD, using the Narrative PD format in PDQ:

   Summary:

   SOD

   • Incumbent serves in a developmental capacity. The position has noncompetitive growth potential to [insert PP/Series/Grade], PD# [insert PD number or numbers if more than one level below FPL]. Incumbent participates in formal and on-the-job training designed to prepare for advancement to the target level based on completion of training, supervisor’s recommendation, and availability of work at the time of promotion.

   Major Duties:

   • The duties and responsibilities of this position are essentially the same as those in the FPL PD identified above, except the incumbent is under closer supervision and receives more detailed instructions. As the incumbent progresses, the amount of supervision is gradually reduced.

4. REORGANIZATIONS/OA

   a. Initial draft/proposed reorganization package:

      (1) When a servicing DLA Human Resources Services office receives a request from management to review their initial draft/proposed reorganization package [prior to formal Enterprise Organizational Alignment Board (EOAB) submission], the servicing DLA Human Resources Services office will, at a minimum, review the following materials as provided by management:

      (a) Existing and changed missions and functions - to determine if the removal or addition of functions could potentially impact the grade of existing positions and/or to identify other issues such as duplication/overlap of functions with other established organizations, etc.
(b) Existing and proposed organization structure – to assess the ratio of supervisory to non-supervisory positions, determine the supportability of all supervisory and team leader positions and verify they meet established “base level” requirements to justify the grades shown, and to determine if the proposal results in excess employees requiring placement elsewhere.

(c) Proposed PDs – to assess proposed title, series and grade to provide feedback to management on potential impact and/or supportability issues.

(2) The servicing DLA Human Resources Services office will provide appropriate written comments, recommendations and alternatives to management.

(3) Management will consider this information in the development of their formal EOA package.

b. Formal EOA packages will be reviewed using the same assessment criteria and procedures described in paragraphs a.(1) and a.(2) of this section.

(1) The servicing DLA Human Resources Services office will recommend DLA Human Resources concurrence/non-concurrence and provide appropriate coordination and comments for the formal EOAB proposal package.

(2) Management will consider all DLA Human Resources and servicing DLA Human Resources Services office input and ensure appropriate balance and efficiency of the organizational design prior to finalizing the reorganization.

5. REQUESTS TO ESTABLISH DEVELOPMENTAL/CL POSITIONS FOR GS SUPERVISORY OR LEAD POSITIONS

a. When a servicing DLA Human Resources Services office receives a request to establish a CL position for a GS supervisory or lead position, the servicing Customer Account Manager (CAM) will coordinate with the requesting office to ensure receipt of all required documentation, and advise the PLFA Commander/Deputy, JCode Director/Deputy, or Chief of Staff for the D staff, of the requirement to submit a signed, dated justification explaining the necessity for the requested position.

b. The servicing DLA Human Resources Services office conducts an initial recruitment at the FPL with an area of consideration (beyond the commuting area) appropriate for the position and location.

c. If there are no available candidates after the initial recruitment, or recruitment did not produce any well qualified, FPL candidates, the servicing DLA Human Resources Services office must request approval to recruit a CL development position from the Administrator, DLA Human Resources Services. The servicing DLA Human Resources Services office will compile/prepare the Staff Summary package including the following documentation:
(1) DLA 1891, Staff Summary Form

(2) Draft SOD CL PD, to include the OF-8 and the full potential level PD

(3) Organization chart depicting the entire subordinate structure including who reports to both the Director and proposed CL positions

(4) Signed and dated justification statement from the PLFA Commander/Deputy, JCode Director/Deputy, Chief of Staff for the D Staff, or DoD Agency Staff Director/Deputy which justifies the requirement to establish the CL position including the characteristics and complexities of the organization and a discussion of any cross-coordination previously undertaken between PLFAs, if the position is intended to be used at multiple locations (e.g., EBS position). It must include a description of the recruitment issues experienced.

d. The servicing DLA Human Resources Services office will route the final package for review/concurrence within the HR office to the servicing DLA Human Resources Services office CAM, Deputy Director and Director. The servicing DLA Human Resources Services office will then forward the package to the Administrator, DLA Human Resources Services, as approving official.

e. The servicing DLA Human Resources Services office CAM notifies PLFA Commander/Deputy, JCode Director/Deputy, Chief of Staff for the D Staff, or DoD Agency Staff Director/Deputy of decision and the action is either cancelled or PD finalized.

6. REQUESTS TO RECLASSIFY SECRETARY (GS-0318) POSITION TO ANOTHER SERIES

a. When a servicing DLA Human Resources Services office receives a request to reclassify a secretary (GS-0318) position to a management analyst or other series, including actions to establish such positions as substitutes for existing secretary positions, the servicing CAM will coordinate with the requesting office to ensure receipt of all required documentation, and advise the PLFA Commander/Deputy, JCode Director/Deputy, or Chief of Staff for the D Staff, of the requirement to submit a signed, dated justification explaining the necessity for the requested position.

b. The requesting office will prepare and provide the draft PD and submit it to the servicing DLA Human Resources Services office. The servicing DLA Human Resources Services office will review to ensure it meets all established Agency requirements for such positions to include the assignment of the position title, series and grade in accordance with established OPM guidelines.

c. The servicing DLA Human Resources Services office will compile/prepare the Staff Summary package including the following documentation:

(1) DLA 1891, Staff Summary Form
(2) Draft PD, to include the OF-8 prepared for the Deputy Director, DLA Human Resources signature in block 21

(3) Evaluation statement

(4) Organization chart identifying the location of the requested position

(5) Signed and dated statement from the PLFA Deputy Commander which justifies the requirement to establish the position.

d. The servicing DLA Human Resources Services office will route the final package for review/concurrence within the HR office to the servicing DLA Human Resources Services office CAM, Deputy Director and Director. The servicing DLA Human Resources Services office will then provide a copy to the DLA Human Resources Services Administrator and forward the package to DLA Human Resources Policy.

e. DLA Human Resources Policy will review and coordinate, as appropriate. A recommendation will be prepared for submission through the Staff Director, DLA Human Resources Policy to the Deputy Director, DLA Human Resources.

f. The Deputy Director, DLA Human Resources, renders decision and the package is returned to DLA Human Resources Policy, who will provide the decision to the servicing DLA Human Resources Services office CAM. If approved, the Deputy Director, DLA Human Resources signs the OF-8 in block 21.

g. The servicing DLA Human Resources Services office CAM notifies PLFA of decision and action is either cancelled or PD finalized.

7. REQUESTS TO ESTABLISH A DEPUTY/ASSISTANT CHIEF POSITION TO A MILITARY OFFICER OR CIVILIAN POSITION

a. When a servicing DLA Human Resources Services office receives a request to establish a deputy position as something other than one grade below the chief or director position, the servicing CAM will coordinate with the requesting office to ensure receipt of all required documentation, and advise the PLFA Deputy Commander of the requirement to submit a signed, dated justification explaining the necessity for the requested position.

b. The requesting office will prepare and provide the draft PD and submit it to the servicing DLA Human Resources Services office for review to ensure it meets all established agency requirements for such positions to include the assignment of the position title. Position titles are assigned in accordance with established OPM guidelines and may not include the words “co-equal deputy.”

c. The servicing DLA Human Resources Services office will compile/prepare the Staff Summary package including the following documentation:
(1) DLA 1891, Staff Summary Form

(2) Draft deputy PD, to include the OF-8 prepared for the Deputy Director, DLA Human Resources signature in block 21

(3) Limited evaluation of the military officer’s position

(4) If request is for an equally graded deputy to a military officer where the criteria identified in the DLAI is met – a narrative justification will be prepared that reflects how the criteria identified in paragraph 3e of the DLAI are met.

(5) If the deputy position (either to a military officer or civilian) is based on nonsupervisory duties responsibilities, a full evaluation statement is required which supports the position at the equal grade of the Military Officer or Civilian position. The added responsibility for supervising the subordinate staff would be one grade lower than the military officer/civilian director position.

(6) Organization chart depicting the entire subordinate structure including who reports to both the Director and proposed Deputy Director Positions

(7) Signed and dated statement from the PLFA Deputy Commander which justifies the requirement to establish the position including the characteristics and complexities of the organization and a discussion of any cross-coordination previously undertaken between PLFAs, if the position is intended to be used at multiple locations.

(8) Information, from their files, relating to other similar deputy positions already in existence.

d. The servicing DLA Human Resources Services office will route the final package for review/concurrence within the HR office to the servicing DLA Human Resources Services office CAM, Deputy Director and Director. The servicing DLA Human Resources Services office will then provide a copy to the DLA Human Resources Services Administrator and forward the package to DLA Human Resources Policy.

e. DLA Human Resources Policy will review and coordinate, as appropriate (i.e., to the DLA Human Resources Human Capital Business Integration Staff Director and Process Owner(s) for EBS positions). A recommendation, based on documentation provided by the respective DLA Human Resources Services, will be prepared for submission through the Staff Director, DLA Human Resources Policy to the Deputy Director, DLA Human Resources. (DLA Human Resources Policy will also provide information, from their files, relating to other similar deputy positions already in existence.)

f. The Deputy Director, DLA Human Resources renders decision and the package is returned to DLA Human Resources Policy, who will provide the decision to servicing DLA Human
Resources Services office CAM. If approved, the Deputy Director, DLA Human Resources signs the OF-8 in block 21.

g. The servicing DLA Human Resources Services office CAM notifies PLFA of decision and action is either cancelled or PD finalized.

8. RECONSIDERATION OF CLASSIFICATION DECISIONS (CLASSIFICATION APPEALS)

a. A DLA employee may appeal the classification of his/her position (e.g., the pay plan, series, title, and grade level) at any time.

   (1) GS employees may file an appeal with either the Agency (DoD) Defense Civilian Personnel Advisory Service (DCPAS), directly with OPM, or through DCPAS to OPM.

   (2) FWS employees must appeal to, and receive an appeal decision from, DCPAS before appealing to OPM. There is one exception--an FWS employee may appeal directly to OPM if the appeal covers the issue of pay category only, and there are no other appealable issues.

b. For an appeal to DCPAS, DLA employees must submit their appeal package to their servicing DLA Human Resources Services office for coordination of required documentation. A copy of the package will be sent to the Staff Director, DLA Human Resources Policy.

c. When a servicing DLA Human Resources Services office is notified that an employee has appealed the classification of his/her position directly to OPM, the servicing DLA Human Resources Services office will coordinate the submission of information requested by OPM in support of the request. A copy of the package will be sent to the Staff Director, DLA Human Resources Policy.

d. Required documentation for submission of an appeal to DCPAS or to OPM may be found at http://www.cpms.osd.mil/fas/classification/class_filing_appeal.aspx.