

E2. ENCLOSURE 2

CLASSIFICATION AND PROGRAM INFORMATION

E2.1. GENERAL

E2.1.1. Classification System. The classification system of serviced organizations involves positions established:

E2.1.1.1. Under the Senior Executive Service (SES) and potentially equivalent Senior Level (SL) or Scientific and Technical (ST) positions (reference (d)).

E2.1.1.2. Under the General Schedule (GS).

E2.1.1.3. Under the Federal Wage System (FWS), including related pay plan designations such as Wage Grade (WG), Wage Leader (WL), and Wage Supervisor (WS).

E2.1.1.4. In accordance with international agreements and host nation requirements for the employment of Local Nationals normally serviced by the Military Departments in accordance with interservice support agreements.

E2.1.1.5. Under Sections 901-907 of 20 U.S.C. (reference (b)), as “Teaching Position (TP),” and assigned to the TP pay plan. TP Occupational Salary Schedules and Academic Salary Lane (ASL) Codes are at enclosure E4.

E2.1.1.6. Under the Local General Schedule (LGS), employment of non-US citizen family members in Japan (reference (g)).

E2.1.2. Standardized Position Descriptions. Following appropriate consultation and coordination, the Classification and Compensation Section of the DoDEA HRRSC shall develop and publish standardized position descriptions (SPDs) for common positions in different organizational units or locations system-wide or in designated segments, (i.e., area wide). Appropriate levels of management (i.e., Area Directors, District Superintendents, and DoDEA Headquarters Division) may identify positions for standardization. Where the major duties, responsibilities, and qualifications required of a position substantially match an existing SPD, the position shall be established using that SPD.

E2.2. PROGRAM ADMINISTRATION

E2.2.1. Normally, managers will submit Requests for Personnel Action (RPA) to establish, change, or abolish positions in accordance with standard procedures for submission of a RPA. Managers are encouraged to contact the servicing classifier informally before requesting a position action. The Classification and Compensation Section shall only approve requests to establish, abolish, or otherwise effect actions initiated by the first-level supervisor over the position or from a higher-level manager.

E2.2.2. Non-supervisory GS positions shall be prepared in the Factor Evaluation System (FES) format established by the Office of Personnel Management (OPM) under reference (f). Supervisory GS positions shall be prepared in accordance with OPM's General Schedule Supervisor Guide (GSSG) format. Supervisory positions for which the grade is established through evaluation of individual, non-supervisory duties and responsibilities shall be prepared in the FES format. TP positions shall be prepared in a four-part format consisting of an Introduction, Supervisory Controls, Major Duties and Responsibilities, and Other Significant Facts. FWS positions shall be described in the format of the OPM Job Grading Standard against which they are evaluated. SES and equivalent positions shall be described in the format currently prescribed for such positions by the Office of the Secretary of Defense.

E2.2.3. A position description and Optional Form 8 shall be used in documenting and describing duties and responsibilities for positions established in serviced organizations. Occupational Series and Titling practices are at enclosure E3.

E2.2.4. Position classification reviews and appeals shall be submitted according to the instructions provided at enclosure E5 and in accordance with current Department of Defense Civilian Personnel Management Service and OPM guidelines.

E2.3. EVALUATION STANDARDS

E2.3.1. The classification of covered positions shall be governed by position classification standards and guides developed and published by OPM (reference (f)).

E2.3.2. The classification of TP positions shall be governed by standards and SPDs issued by the Director, DoDEA, through HRRSC.

E2.3.3. The classification of Host Nation positions shall be governed by standards, contracts, or other agreements between the host nation and the U.S. Government. Issues, problems, or concerns with these positions shall be addressed to the servicing Military Department.

E2.3.4. New General Schedule and Federal Wage System classification standards issued by OPM will be applied to DoDEA's positions within six months of their issuance.