



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635

Human Resources Regional Service Center

DoDEA Regulation 5511.1
April 2, 2007

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION

SUBJECT: Position Management and Classification

- References:
- (a) DoDEA Regulation 5511.1, "Position Management and Classification," October 17, 1997 (hereby canceled)
 - (b) Sections 901-907 of title 20, United States Code, Pay and Personnel Program for Overseas Teachers
 - (c) Title 5, Code of Federal Regulations, Part 511, "Classification Appeals," current edition
 - (d) DoD Directive 1403.1, "Senior Executive Service and Equivalent-Level Positions and Personnel," October 18, 1982, certified current December 1, 2003
 - (e) through (g), see enclosure 1

1. REISSUANCE AND PURPOSE

This Regulation reissues reference (a) to update policy and responsibilities for administering the position management and classification program for serviced employees of the Department of Defense Education Activity (DoDEA).

2. APPLICABILITY

This Regulation applies to the Office of the Director, Department of Defense Education Activity; the Director, Department of Defense Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependent Schools, Pacific, and the Department of Defense Domestic Dependents Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. POLICY

It is DoDEA policy that the Department of Defense Education Activity will ensure that position descriptions are current and accurate, observe established principles of position management

effectiveness and efficiency, and support the position management policies of the current Administration in designing position and organizational structures.

4. RESPONSIBILITIES

4.1. The Director, Department of Defense Education Activity, shall:

4.1.1. Provide all resources and management support to enable the position management and classification program to carry out applicable legal and regulatory program requirements in an effective, efficient, and cost beneficial manner.

4.1.2. Observe the criteria outlined in reference (b) and render the final determination on which positions are established in the Teaching Position (TP) pay plan.

4.2. The Director of Human Resources Regional Service Center (HRRSC), Department of Defense Education Activity, under the authority, direction, and control of the Principal Deputy Director, Department of Defense Education Activity, shall:

4.2.1. Provide human resources specialists and assistants trained in position classification and delegated official position classification authority to:

4.2.1.1. Conduct job audits,

4.2.1.2. Evaluate positions, and

4.2.1.3. Render final classification determinations for DoDEA.

4.2.2. Offer professional advice, guidance, and assistance in position management and classification related areas, such as writing position descriptions, advising on position and organization design (e.g., position management), advising on procedural requirements (e.g., submitting position action requests), explaining classification determinations and appeal rights, conducting training in position management and classification, and conducting periodic organizational reviews as outlined in references (c) through (f).

4.2.3. Maintain and update position management and classification related documents.

4.2.4. Assure position descriptions, evaluation reports, position classification standards and interpretive guidance, and any other documents available to employees, managers, and other HRRSC customers are consistent with the Privacy Act and Freedom of Information Act.

4.2.5. Keep abreast of new position management and classification related issues, policies, practices, and systems to include new automation initiatives.

4.3. All DoDEA Managers and Supervisors shall:

4.3.1. Ensure that duties and responsibilities are allocated effectively and efficiently as required to perform the DoDEA mission while observing sound position management principles and practices.

4.3.2. Describe positions accurately and review position descriptions for continued accuracy. At a minimum, this shall be done annually; and, if possible, in conjunction with the employee performance review.

4.3.3. Maintain a cooperative relationship with servicing classifiers in accomplishing their assigned responsibilities and notify the servicing classifier of any significant changes in duties and responsibilities involving one or more positions.

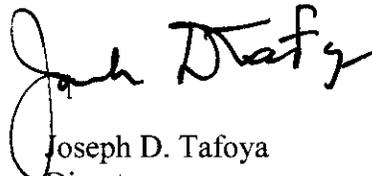
4.3.4. Inform subordinate employees of basic position classification principles. In the event an employee requests an informal classification review, managers shall afford employees a reasonable opportunity to prepare for a review or to present a classification complaint. Formal position review procedures are in enclosure E5.

4.3.5. Ensure subordinate employees are hired into only formally classified positions. Non-classified position descriptions, usually referred to as “unclassified set of duties,” shall be used sparingly; and only for non-permanent personnel actions (i.e., details).

4.3.6. Ensure each subordinate employee is provided a copy of his or her official position description to which they are formally assigned.

5. EFFECTIVE DATE

This Regulation is effective immediately.



Joseph D. Tafoya
Director

Enclosures - 5

- E1. References, continued
- E2. Classification and Program Information
- E3. Occupational Series and Titling Practices
- E4. Teaching Position Occupational Salary Schedules and Academic Salary Lane Codes
- E5. Classification Reviews and Appeals