



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

OCT 17 1997

PERSONNEL CENTER

DoDEA Regulation 5511.1

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POSITION MANAGEMENT AND CLASSIFICATION

- References:
- (a) DS Regulation 5511.1, "Department of Defense Dependents Schools Position Classification," July 31, 1987 (hereby canceled)
 - (b) DS Regulation 5511.2, "Department of Defense Dependents Schools Position Classification Review Requests and Appeals," December 16, 1987 (hereby canceled)
 - (c) Chapter 25 of title 20, United States Code
 - (d) Title 5, Code of Federal Regulations, Part 5 11, Subpart F, "Classification Appeals"
 - (e) DoD Directive 1403.1, "Senior Executive Service and Equivalent-Level Positions and Personnel," October 18, 1982
 - (f) DoD Directive 1205.13, "Junior Reserve Officers Training Corps (JROTC) Program," December 26, 1995

A. PURPOSE

This regulation reissues policies and procedures for administering the position management and classification program for serviced employees of the Department of Defense Education Activity (DoDEA).

B. CANCELLATION:

This regulation supersedes-DS Regulation 5511.1, "Department of Defense Dependents Schools Position Classification," July 31, 1987, and replaces DS Regulation 55 11.2, "Department of Defense Dependents Schools Position Classification Review Requests and Appeals," December 16, 1987.

C. APPLICABILITY AND SCOPE

The provisions of this regulation apply to all DoDEA employees serviced by the DoDEA Personnel Center.

D. POLICY

DoDEA 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 positions and organization structures.

E. GENERAL

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

- a. Under the Senior Executive Service (SES), and, potentially, equivalent Senior Level (SL) or Scientific and Technical (ST) positions.
- b. Under the General Schedule (GS), including related pay plan designations such as Non-Manual (NM).
- c. Under the Federal Wage System (FWS), including related pay plan designations such as Wage Grade (WG), Wage Leader (WL), Wage Supervisor (WS), and Panama Canal Employment System equivalents.
- d. In accordance with international agreements and host nation requirements, normally serviced by the Military Departments in accordance with interservice support agreements.
- e. Under Sections 901-907 of 20 U.S.C. (reference (b)), as "Teaching Positions (TP)," and assigned to the TP pay plan.
- f. Others of a specified nature (e.g., NX, for Panama pay retention, AD for positions where pay is Administratively Determined), or as incorporated by program changes or future expansions in serviced organizations.

2. Standardized Position Descriptions. Following appropriate consultation and coordination, the Classification and Compensation Section of the DoDEA Personnel Center shall develop and publish standardized position descriptions (SPDs) for common positions in different organizational units or locations systemwide or in designated segments, e.g., area wide. Appropriate levels of management (e.g., District Superintendents, Area Superintendents, Service Center Chiefs, and DoDEA Headquarters Division Chiefs) 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.

F. PROGRAM ADMINISTRATION

1. Normally, managers will submit Requests for Personnel Action (SF52s), to establish, change, or abolish positions in accordance with standard procedures for submission of SF52s. Managers also may use Group Action Request Lists (GARLs) when an entire organizational unit or segment is affected. Frequently, managers will find it beneficial to contact the servicing classifier informally before requesting a position action. The Classification and Compensation Section shall only act upon requests to establish, abolish, or otherwise effect position actions initiated by the first full supervisor over the position or a higher level manager.

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 (d). Supervisory GS and TP positions shall be prepared in OPM's General Schedule Supervisory Guide (GSSG) format. Non-supervisory 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 (OSD).

3. Position Description and Optional Form 8, shall be used in describing duties and responsibilities for positions established in serviced organizations.

4. Position classification reviews and appeals shall be submitted according to the instructions provided in enclosure 4 and in current Department of Defense Civilian Personnel Management Service (CPMS), and OPM guidelines.

G. EVALUATION STANDARDS

1. The classification of covered positions shall be governed by position classification standards developed and published by OPM.

2. The classification of TP positions shall be governed by standards and SPDs issued by the Director DoDEA through the DoDEA Personnel Center.

3. The classification of host nation positions shall be governed by standards, contracts, or other agreements between the host nation and the US Government. Issues, problems, or concerns shall be resolved in accordance with the servicing Military Department's procedures.

H. RESPONSIBILITIES

At Enclosure 1.

I. EFFECTIVE DATE

This regulation is effective immediately.

for *Jerald E. Bloom*
William Gonzalez
Director

Enclosures:

1. Responsibilities
2. Series and Titling Practices
3. TP Occupational Salary Schedule
and Academic Salary Lane Codes
4. Classification Reviews and Appeals

DISTRIBUTION: X

Cancelled

RESPONSIBILITIES

1. The Director, DoDEA, shall:

a. 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.

b. Following consultation with the Chief, DoDEA Personnel Center, and observing the criteria outlined in reference (c), render the final determination on which positions are established in the TP pay plan.

2. The Chief, DoDEA Personnel Center, shall:

a. Provide personnel management or position classification specialists, trained in position classification and delegated official position classification authority, to conduct job audits and render final classification determinations for DoDEA.

b. Offer professional advice, guidance, and assistance in position management and classification-related areas, such as writing position descriptions, advising on position and organization design (i.e., 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.

c. Establish and implement performance standards pertaining to position management and classification accuracy, timeliness, and customer service.

d. Maintain and update position management and classification-related records and files.

e. Make position descriptions, evaluation reports, position classification standards and interpretive guidance, and any other documents, files, or records available to employees, managers, and other Personnel Center customers, consistent with Privacy Act and Freedom of Information Act requirements.

f. Independently, or in concert with other DoD organizations, OPM, or others, support and keep current on new position management and classification-related developments, policies, practices, and systems, to include new automation initiatives.

3. Managers and Supervisors shall:

a. In establishing, modifying, or abolishing positions, 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.

b. Describe positions accurately, and review position descriptions for continued accuracy at least once per year, normally in conjunction with the annual employee performance review.

c. Maintain a cooperative relationship with servicing classifiers in the conduct of their assigned responsibilities, and notify the servicing classifier of all significant changes in duties and responsibilities involving one or more positions.

d. Inform employees under their supervision of the basic principles of the position classification system employing classifiers assistance as needed. In the event an employee requests a classification review, managers shall afford employees a reasonable opportunity to prepare for a review or to present a classification complaint.

e. Use non-classified position descriptions, usually referred to as "sets of duties," sparingly, and only for non-permanent personnel actions (e.g., details).

f. Assign work consistent with the duties and responsibilities described in the official position description:

g. Ensure that major duties and responsibilities are appropriately reflected in employee performance plans.

OCCUPATIONAL SERIES AND TITLING PRACTICES

1. GENERAL

Assignments of occupational series, titles, and grades to positions covered by GS, FWS, and related positions will be in accordance with OPM position classification and job grading standards. These standards may be supplemented by guidance from Headquarters, DoDEA. Generally, OPM standards contain specific occupational series definitions, titling instructions, and grading information. Where OPM does not prescribe an official title for a particular position, common titles are used for similar positions.

“Occupational Series” are four-digit numerical codes used to identify groupings and specific occupations. “Titles” are words or phrases used to describe the occupational nature of a position. Every position description shall be assigned an official occupational series and title. Similar positions shall be assigned the same occupational series and title. Parenthetical modifiers may be added where necessary to reflect a major duty or qualifications requirement not otherwise evident, following OPM’s guidance which, for this purpose, is extended to all serviced positions.

Titling of host nation positions is in accordance with the servicing Military Department’s procedures. Where possible, the equivalent title, occupational series, and grade level under the TP, GS, FWS or related system should be identified on the first page of the PD.

Positions established under reference (c) are identified as “Teaching Position (TP)” positions, regardless of whether such positions involve instructional, supervisory, or related professional staff services. TP positions are found in unit, elementary, middle, junior, and senior high schools, and college programs, and other Department of Defense Dependents Schools (DoDDS) activities generally involving direct educational program support. All TP positions are assigned to the following pay plan and occupational series: TP-1701. Official titles consist of a four-digit numerical designator code, descriptive title, and parenthetical modifier authorized for the position. For purposes of entering the pay plan, occupational series, and grade/level of the position on the position description form (OF 8), enter TP-1701, followed by the appropriate salary schedule code (see enclosure 3) as the first field, and 0 (zero) as the second field of the grade/level. For example, the pay plan, occupational series, and grade/level for a guidance counselor PD would be:
TP-1701-E0

Specializations, subject matters, and occupational fields assigned to the TP pay system may change more frequently than it is practical to update this regulation. Therefore, TP positions recognized in the annual “Overseas Employment Opportunities for Educators” issuance, or in an appropriately authenticated supplement, also may be established.

2. TP PAY SYSTEM POSITIONS

a. **ELEMENTARY TEACHING POSITIONS.** The following designator codes, titles, and modifiers are authorized for elementary school instructional positions. Teaching positions involving responsibility for two or more grade levels, subjects, and/or areas of specialization are titled as indicated for code 0100. In cases of mixed positions, the actual grades, subjects, and/or specialization codes -of work assigned to the position are identified in the remarks section of the Optional Form 8 (Position Description).

Authorized Designator Code, Title, and Modifier

0090	Teacher (Prekindergarten)
0095	Teacher (Kindergarten)
0096	Teacher (Kindergarten, Language Immersion)
0100	Teacher (Mixed Elementary)
0101	Teacher (First Grade)
0102	Teacher (Second Grade)
0103	Teacher (Third Grade)
0104	Teacher (Fourth Grade)
0105	Teacher (Fifth Grade)
0106	Teacher (Sixth Grade)
0107	Teacher (Seventh Grade)
0108	Teacher (Eighth Grade)
0148	Teacher (Elementary Grades 1,2,3, Language Immersion)
0149	Teacher (Elementary Grades 4,5,6,7,8, Language Immersion)
0150	Elementary Teachers (Art)
0151	Elementary Teacher (Music)
0155	Elementary Teacher (Physical Education)
0156	Teacher (Reading Recovery)
0157	Teacher (Reading Recovery Leader)

b. **MIDDLE SCHOOL TEACHER AND INSTRUCTOR POSITIONS.** The following designator codes, titles, and modifiers are authorized for middle school instructional positions. Teaching positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0200. Mixed assignments involving instructor-type work in conjunction with teaching and/or work in another area of specialization are also under code 0200. Mixed assignments among instructor categories are under 0299. When more than one is assigned, the codes of actual subjects and/or specializations are identified in the remarks section of the Optional Form 8 (Position Description).

Authorized Designator Code, Title, and Modifier

0200	Teacher (Mixed Middle)
0210	Teacher (English)
0211	Teacher (Speech)
0212	Teacher (Journalism)
0220	Teacher (Social Studies)
0230	Teacher (General Science)
0234	Teacher (Health)
0240	Teacher (Mathematics)
0250	Teacher (Art)
0251	Teacher (Music)
0255	Teacher (Physical Education)
0261	Teacher (Computer Science)

c. **SECONDARY (JUNIOR HIGH AND HIGH) SCHOOL TEACHER AND INSTRUCTOR POSITIONS.** The following designator codes, titles, and modifiers are authorized for secondary (Junior High and High) school instructional positions. Teaching positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0300. Mixed assignments involving instructor-type work in conjunction with teaching and/or work in another area of specialization are also under code 0300. Mixed assignments among instructor categories are under 0399. When more than one is assigned, the codes of actual subjects and/or specializations are identified in the remarks section of the Optional Form 8 (Position Description).

Authorized Designator Code, Title, and Modifier

0300	Teacher (Mixed Secondary)
03 10	Teacher (English)
03 11	Teacher (Speech)
03 12	Teacher (Journalism)
03 13	Teacher (Drama)
0320	Teacher (Social Studies)
0325	Instructor (Officer, Marine Corps) JROTC
0326	Instructor. (NCO, Marine Corps) JROTC
0327	Instructor (Officer, Navy) JROTC
0328	Instructor (P.O., Navy) JROTC
0330	Teacher (General Science)
033 1	Teacher (Biology)
0332	Teacher (Chemistry)
0333	Teacher (Physics)
0334	Teacher (Health)
0335	Teacher (Outdoor Education)
0340	Teacher (Mathematics)
0350	Teacher (Art)
035 1	Teacher (Music)
0352	Teacher (Humanities)

- 0355 Teacher (Physical Education)
- 0360 Teacher (Business)
- 0361 Teacher (Computer Science)
- 0362 Teacher (Industrial Arts)
- 0363 Teacher-Coordinator (Work Experience)
- 0364 Teacher (Driver Education)
- 0365 Teacher (Home Economics)
- 0366 Teacher (Technology Education)
- 0371 Teacher (French)
- 0372 Teacher (German)
- 0373 Teacher (Latin)
- 0374 Teacher (Spanish)
- 0375 Teacher (Japanese)
- 0376 Teacher (Korean)
- 0377 Teacher (Turkish)
- 0378 Teacher (Italian)
- 0379 Teacher (Dutch)
- 0380 Instructor (Automotive Technology)
- 0381 Instructor (Electronic Technology)
- 0382 Instructor (Cosmetology)
- 0383 Instructor (Graphic Arts)
- 0384 Instructor (Welding)
- 0385 Instructor (Dental Technology)
- 0386 Instructor (Medical Technology)
- 0387 Instructor (Small Engine Repair)
- 0388 Instructor (Musical Instrument Repair)
- 0389 Instructor (Computer Technology)
- 0390 Instructor (Fashion Design)
- 0391 Instructor (Power Technology)
- 0392 Instructor (Agriculture)
- 0393 Instructor (Industrial Equipment Repair)
- 0395 Instructor (Officer, Air Force) JROTC
- 0396 Instructor (NCO, Air Force) JROTC
- 0397 Instructor (Officer, Army) JROTC
- 0398 Instructor (NCO, Army) JROTC
- 0399 Instructor (Mixed Secondary)

d. **SUBSTITUTES.** Regardless of assignment, substitutes for elementary, middle, and secondary schools and for the Panama Canal College are titled as follows:

Authorized Designator Code, Title, and Modifier

2000 Substitute
 2001 Substitute Instructor (College)

e. PUPIL PERSONNEL SERVICES AND EDUCATION SUPPORT POSITIONS. Pupil personnel services (PPS) and education support (ES) positions are assigned to the “400” series. Mixed PPS and ES assignments covering more than one occupational area are assigned to the 0400 code. Mixed positions which involve both teaching (300 codes) and PPS/ES responsibilities (400 tides) on a regular and recurring basis are assigned and titled under the specific codes having the highest scheduled rate of pay. If the scheduled rates of pay are identical, positions will be assigned to the mixed assignment code which reflects the basic purpose of the position. Absent these distinctions, positions will be assigned to the mixed code which best represents the highest knowledge, skills, and abilities the position requires. Where more than one area is assigned, the actual codes for grades, subjects, and/or areas of specialization are reflected in the remarks section of the Optional Form 8 (Position Description).

Authorized Designator Code, Title, and Modifier

0400 (OPEN)* Mixed Teacher/Specialist positions
 0402 Dormitory Counselor
 0403 School Psychologist
 0404 School Social Worker
 0411 Language Arts/Reading Specialist (Elementary)
 0412 Language Arts/Reading Specialist (Middle)
 0413 Language Arts/Reading Specialist (Secondary)
 0416 Teacher (Severely Learning Impaired/Multiple Disabilities-Elementary)
 0417 Teacher (Severely Learning Impaired/Multiple Disabilities-Middle)
 0418 Teacher (Severely Learning Impaired/Multiple Disabilities-Secondary)
 0419 Teacher, Physically Impaired (Grade K-12)
 0420 Teacher, Mildly to Moderately Learning Impaired (Elementary)
 0421 Teacher, Mildly to Moderately Learning Impaired (Middle)
 0422 Teacher, Mildly to Moderately Learning Impaired (Secondary)
 0423 Teacher, Moderately to Severely Learning Impaired (Elementary)

* “OPEN” means an appropriate title reflecting the combined duties assigned to this position.

- 0424 Teacher, Moderately to Severely Learning Impaired (Middle)
- 0425 Teacher, Moderately to Severely Learning Impaired (Secondary)
- 0426 Teacher, Emotionally Impaired (Elementary)
- 0427 Teacher, Emotionally Impaired (Middle)
- 0428 Teacher, Emotionally Impaired (Secondary)
- 0429 Teacher, Preschool Disabled
- 0433 Teacher, Talented and Gifted (Elementary)
- 0434 Teacher; Talented and Gifted (Middle)
- 0435 Teacher, Talented and Gifted (Secondary)
- 0436 Teacher, ESL-Elementary
- 0437 Teacher, ESL-Middle
- 0438 Teacher, ESL-Secondary.
- 0446 Educational Prescriptionist (Elementary)
- 0447 Educational Prescriptionist (Middle)
- 0448 Educational Prescriptionist (Secondary)
- 0460 Teacher (Compensatory Education-Elementary)
- 0461 Teacher (Compensatory Education-Middle)
- 0462 Teacher (Compensatory Education-Secondary)
- 0470 Teacher, Hearing Impaired
- 0471 Teacher, Visually Impaired
- 0472 Teacher, Communications Impaired
- 0478 School Nurse
- 0480 Information Specialist (Elementary)
- 0481 Information Specialist (Middle)
- 0482 Information Specialist (Secondary)
- 0485 Educational Technologist
- 0486 Career Education Counselor
- 0490 Guidance Counselor (Elementary)
- 0491 Guidance Counselor (Middle)
- 0492 Guidance Counselor (Secondary)
- 0493 International Baccalaureate Program Coordinator
- 0494 International Baccalaureate Program Specialist

f. PANAMA CANAL COLLEGE FACULTY POSITIONS. The following designator codes, titles, and/or modifiers are authorized for Panama Canal College faculty positions. Faculty positions involving responsibility for two or more subjects and/or areas of specialization are titled under code 0700. Where more than one subject is assigned, the codes of actual subjects and/or area of specializations are identified in the remarks section of the Optional Form 8 (Position Description). For college faculty positions, titles denote academic rank. The following four basic titles are authorized for use in conjunction with the instructional designator codes and modifiers listed below:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

Academic rank is determined individually (see enclosure 3) for the method, used to identify the proper pay schedule) in accordance with the academic rank policy. The following designator codes and modifiers are used in conjunction with the appropriate academic rank title for instructional positions. An example of a complete title is: 0730 Assistant Professor (General Science)

Authorized Designator Code and Modifier

0700	(Mixed College)
0710	(English)
0711	(Forensics)
0720	(Social Studies)
0721	(Behavioral Science)
0722	(US History)
0723	(World Civilization)
0730	(General Science)
0731	(Biology)
0732	(Chemistry)
0733	(Physics)
0738	(English as a Second Language)
0740	(Mathematics)
0745	(Library Science)
0746	(Education)
0747	(Criminal Science)
0755	(Physical Education)
0760	(Business)
0761	(Computer Science)
0766	(Accounting)
0767	(Business Law)
0768	(Business Administration)
0769	(Secretarial Administration)
0772	(German)
0774	(Spanish)

The following designator codes and modifiers are to be used in conjunction with the appropriate academic rank title for certain college specialist positions.

Designator Code and Modifier:

0783 (Library-Media Specialist)

0793 (Guidance Counselor)

g. FEE FACULTY. Part-time fee faculty positions are assigned to the above-indicated academic rank titles, codes, and modifiers.

h. SCHOOL MANAGEMENT AND SPECIALIST POSITIONS. Certain “Teaching Positions” involve broader school program management responsibilities for one or more schools. These school-year positions are assigned to the TP pay plan and 1701 occupational series. The following designator codes, titles, and modifiers are authorized for use. In the case of mixed assignments, the code and title appropriate for the assignments to which the highest salary schedule rate applies are normally used; providing such responsibilities are performed on a regular and recurring basis. Where scheduled rates of pay are the same, assignment is to the code which most accurately reflects the basic purpose of the position or, absent this distinction, to the code which best represents the highest knowledge, skills, and abilities of the incumbent in the position. There is no “mixed assignment” code or title for positions under this category. The parenthetical modifier “Open” indicates that the manager and the servicing position classification specialist should assign an appropriate descriptive modifier. The modifier “DSO Only” indicates that use of this position is limited to District Superintendents’ Offices.

Where more than one assignment or a special project exists, including teaching or similar non-managerial, non-supervisory duties, the remarks section of the Optional Form 8 will reflect actual teaching levels, subjects, and/or areas of specialization and the approximate percentage of time spent in each area.

The school management category consists of the following:

School Principal and Assistant Principal positions: The following designator codes, titles, and parenthetical modifiers are authorized for positions involving school-level management of DoDDS schools:

Authorized Designator code, Title, and Modifier

For schools with an enrollment of fewer than 150 students:

1001	School Principal (Elementary)
1002	School Principal (Middle)
1003	School Principal (Junior High)
1004	School Principal (High)
1005	Assistant Principal (Elementary)
1006	Assistant Principal (Middle)
1007	Assistant Principal (Junior High)
1008	Assistant Principal (High)

For schools with an enrollment of 150 students or more:

1021	School Principal (Elementary)
1022	School Principal (Middle)
1023	School Principal (Junior High)
1024	School Principal (High)
1025	Assistant Principal (Elementary)
1026	Assistant Principal (Middle)
1027	Assistant Principal (Junior High)
1028	Assistant Principal (High)
1044	Dean (College)
1048	Assistant Dean (College)

TYPE SCHOOL: Many DoDDS schools do not fit the standard pattern of elementary, junior high, or high schools because grade ranges in DoDDS schools may overlap the more traditional school grade ranges. For the purpose of determining the appropriate designator code, title, and modifier, and therefore salary schedule code in the case of mixed grade-level principal or assistant principal positions, the type school will normally be recognized according to the following scheme:

<u>Grade Range</u>	<u>Type School</u>
9-12 or 10-12; or any combination of grades 9 and below with grade 10, 11, and/or 12 (e.g., K-12, 6-10, 8-12)	High School (includes College)
any combination of grade 8 or 9 and below (e.g., 8-9, 7-8, K-8, 4-9, 5-8)	Middle School (includes Junior High School)
grade 7 and below (any combination; e.g., K-7, K-6, 1-5, 5-7)	Elementary School (includes Preschool)

This information will be used to determine the type of school and, in conjunction with the school enrollment, the specific salary schedule from which a principal will be paid. For assistant principals who serve as full deputies to school principals, pay is to be based upon the same school type. In some situations, however, particularly mixed school types such as the medium to larger sized elementary and junior high schools, or junior and senior high schools, the assistant principal's particular responsibilities must be considered before determining the type of school applicable for

pay purposes. For example, in a combination elementary and junior high school, where an assistant principal's responsibilities are primarily in the elementary school segment, the assistant principal would be considered an elementary school assistant principal. The fact that the assistant principal may periodically act as the principal in his or her absence does not change the school type designation for the assistant principal. Position management principles are to be taken into account in assigning duties and responsibilities.

SALARY SCHEDULES: School principals are assigned to Schedule K. Assistant principals are assigned to Schedule L. Each schedule is further divided according to the enrollment appropriate for the position as discussed in the following paragraph.

ENROLLMENT BANDS: Schedules K and L provide rate ranges for positions according to student enrollment. Within each schedule, pay is determined in part on the basis of two enrollment bands. Enrollment band 1 is for positions in schools (or school segments) with enrollments of fewer than 150 students.- Enrollment band 2 is for positions in schools with average enrollment of 150 or more students. In determining the appropriate enrollment band for a position in a given school, the average enrollment for the preceding school year is used (the average of the end of the month enrollment figures for September, October, November, January, February, March, and April of the same school year). In the case of new schools, projected September enrollments should be used. In planning to move a principal in the same position across enrollment bands as a result in a change of enrollment, the changed enrollment must be experienced for a full school year prior to movement. The enrollment figure for assistant principals is the enrollment for which the assistant principal is responsible. As in the case of determining the appropriate type school for an assistant principal position, an assistant principal responsible for the elementary segment of a combination elementary-junior high school, the appropriate salary schedule would be determined by reference to the elementary student enrollment.

i. **SUPERVISORY POSITIONS.** "Supervisory" is prefixed to any title above which does not connote supervision through another term such as administrator, manager, or principal. Only positions delegated authority to effect or recommend substantive personnel management actions as outlined in OPM classification guidelines for supervisory positions may be designated "supervisory." Supervisory positions which meet the criteria of reference (c) TP pay plan and the 1701 occupational series.

TEACHING POSITION OCCUPATIONAL SALARY SCHEDULE AND ACADEMIC
SALARY LANE CODES

Salary Schedules

Salary Schedule Codes (SSC)

Elementary and Secondary

-Substitute	A
-JROTC	B
-Comprehensive for Educators and Specialists	C
-Social Workers	D
-Guidance Counselors	E
-School Psychologists	F
-Special Retained, Panama	G

Management and Specialist

-School Principal	K
-Assistant Principal	L
-Administrative	M*
-Administrative	N*

Panama Canal College

-Fee Instructors	S
-Fee Assistant Professors	T

Salary Lanes

Academic Salary Lane Codes (ASLG)

-No Lane Provided	A
-Bachelor's Degree	B
-Bachelor's Degree Plus 15 semester hours	C
-Bachelor's Degree Plus 30 semester hours	L
-Master's Degree	D
-Master's Degree plus 15 semester hours	M
-Master's Degree plus 30 semester hours	E
-Master's Degree plus 60 semester hours	F
-Doctorate's Degree	G
-High College Fee Rate, Academic	H
-Low College Fee Rate, Academic	I
-High College Fee Rate, Non-academic	J
-Low College Fee Rate, Non-academic	K

*scheduled for phase-out

Each of the following Salary Schedule Codes (SSC) are authorized for use in conjunction with the following Academic Salary Lane Codes (ASLC). For example, since the minimum academic qualification for a guidance counselor (SSC "E") is a master's degree, only ASLC's D, E, G, and M are authorized for this occupation.

<u>SSC</u>	<u>Authorized Code Combinations</u>
A	<u>ASLC</u> A
B	A
C	B-E, G, L, M
D	D, E, G, M
E	D, E, G, M
F	D, E, G, M
G	B-G, L
K	D, E, G
L	D, E, G
M	C-E, G, L, M
N	C-E, G, L, M
S	H-K
T	H, J

NOTES

1. Schedule G is reserved for use in Panama for educators paid from a "Special Retained Educator Salary Schedule" issued under authority-of PL 96-70, Section 1231.C.1.
2. Schedules K and L are only for school principals and assistant principals, respectively, and were effective SY 1987-88. Both of these schedules contain range rates according to two enrollment bands and three school types (elementary, junior high, and high school). Authorized designator codes (see enclosure 2) for such positions will distinguish type position, type school, and enrollment. band.

CLASSIFICATION REVIEWS & ADVISORY OPINIONS

1. CLASSIFICATION REVIEWS

An informal position classification review involves an analysis of the classification of a position at the lowest level possible and prompt communication of any related determination. Each employee covered by this regulation is entitled, upon request, to receive a review of the classification of the position to which assigned. To obtain a review and determination, an employee must have officially occupied the position for a minimum of 180 calendar days, and submit a request to the immediate supervisor. If needed, the servicing classifier will assist the immediate supervisor in providing an informal determination. Determinations resulting from an informal review are not binding and will be implemented only upon the request of the immediate supervisor.

Only supervisors may initiate a formal review. If the employee desires a formal review by the servicing classifier, a written determination will be provided to the supervisor and employee, normally within 30 working days. A determination may be issued later in cases when the results potentially could set a precedent. The servicing classifier shall ensure that the determination includes the following information: the basis for the classification of an employee's position to include title, pay plan, series, and grade level determination, and citation of the controlling classification standards, guides, and precedent decisions used to classify the position. The results of a formal review will be implemented within 30 days of the date of the classification determination.

In the event an employee feels the determination is not accurate, he or she may file a classification appeal using the procedures outlined in Classification Appeals, paragraph IV and V, of the Classification Appeals Section of this enclosure.

2. ADVISORY OPINIONS

The servicing classifier may request the Office of Personnel Management (OPM) to provide an advisory opinion on the classification of a position. Normally, such requests are first submitted to the DoD Civilian Personnel Management Service (CPMS), which may either issue an advisory opinion, or forward to OPM. Advisory opinions issued by OPM or DoD CPMS are considered to be an official interpretation of applicable classification standards and guidelines which DoDEA will observe.

CLASSIFICATION APPEALS

3. APPEAL RIGHTS

Each employee has the right to file a formal appeal of the employee's occupational series or grade level. General Schedule (GS) employees have the option of first submitting an appeal to the DoD CPMS or to OPM. GS-equivalent employees assigned to Panama have the option of filing with the CPMS or the Panama Canal Board of Appeals (PCBOA). Since classification decisions rendered by OPM and the PCBOA are final, GS and GS-equivalent employees may consider first appealing to CPMS. Wage Grade (WG) and WG-equivalent employees, including WG and WG-equivalent employees assigned to Panama, must file an appeal with CPMS prior to submitting an appeal to OPM. Employees assigned to TP positions may only file an appeal to the Director, DoDEA, through the Personnel Center.

4. NONAPPEALABLE ISSUES

Employees may not appeal the following issues:

- (a) The accuracy of their assigned position description (including the inclusion or exclusion of a major duty);
- (b) An assignment or detail performed outside the duties outlined in the position description;
- (c) The accuracy, consistency, or decision to use agency supplemental classification guides;
- (d) The title of the position, unless a specific title is authorized in a published OPM classification standard or guide, or the title reflects a qualification requirement or authorized area of specialization.
- (e) The class, grade, or pay system of a position to which the employee is not officially assigned by an official personnel action;
- (f) An agency's proposed classification decision;
- (g) The class, grade, or pay system of a position to which the employee is detailed or promoted on a time-limited basis, except that employees serving under time-limited promotion for 2 years or longer may appeal the classification of the position to which temporarily promoted;
- (h) The classification of the employee's position based on position-to-position comparisons instead of OPM standards;

(i) The accuracy of grade level criteria contained in an OPM classification guide or standard;

(j) The Classification of a position which is currently under appeal to the OPM or has been decided by the OPM when there has been no significant change in the governing classification standard(s) or the major duties of the position. (The classification of GS and WG positions which are under appeal or have been decided by CPMS may be appealed to OPM);

(k) The content or construction of Federal pay schedules and the salary or pay rate resulting from a conversion from one pay system to another;

(l) A position's inclusion in or exclusion from the Senior Executive Service (SES). Within the SES, there are no rights of appeal for a higher pay level.

5. REPRESENTATION

An employee may select a representative of his or her choice to assist in the preparation and presentation of an appeal. The employee's choice of representative will be disallowed under the following conditions:

(a) The individual's activities as a representative would cause a conflict of interest or position;

(b) The individual's release from his or her official duties to provide representation would disrupt the priority needs of the Government;

(c) The individual's release for representation would result in unreasonable costs to the Government.

There is no right of representation in the job audit process.

6. TIME LIMITS FOR FILING AN APPEAL

Classification appeals may be filed at any time. However, in cases of downgrading or loss of pay resulting from a classification action when the employee is not entitled to retained grade or pay, the employee must appeal, in writing, within 15 calendar days after receiving a determination from DoDEA headquarters. Failure to adhere to the time limit will result in ineligibility for retroactive adjustments. Employees are encouraged to coordinate with the Personnel Center prior to filing an appeal.

7. CONTENT OF AN APPEAL,

Appeals (individual and group) must contain the following information in writing:

- (a) Employee(s) name(s) (group appeals must also include a signed statement from all members designating the representative, if any), commercial telephone number, and fax number;
- (b) The present classification of the employee's position and the requested classification, including the position title, pay plan, series, and grade;
- (c) Reference to position classification standards that support the appeal, including specific points of disagreement with the evaluation statement;
- (d) The complete mailing address of the agency/office to which the employee is assigned to e.g., organization or school name, division, branch, section, unit, and zip code;
- (e) A copy of the employee's official position description and a statement affirming that it is accurate or a detailed explanation of the inaccuracies and an explanation of the efforts made to correct the position description;
- (f) Name, address, office telephone number, and fax number of the Personnel Center point of contact;
- (g) Any additional information about the position that will aid in understanding it.

Classification appeals filed with CPMS should be forwarded to the following address:

Civilian Personnel Management Service
1400 Key Blvd., Suite B 200
Arlington, VA 22209-5144

Appeals to OPM may be forwarded through DoDEA headquarters or, if submitted directly, should be mailed to the following address:

Office of Personnel Management
1900 E St. NW, Room 7455
Washington, DC 20415

Appeals to the PCBOA should be forwarded to the following address:

Panama Area Personnel Board
Unit 2300
APO, AA 34011-2300

8. APPEAL DECISIONS

Appeal decisions will be based on information supplied by the employee(s), and DoDEA. Additional information may be obtained through correspondence, telephone calls, or desk audits.

Decisions are based on work assigned to the employee's position and performed by the employee, qualifications required to perform that work, and proper application of OPM classification standards. Factors such as the following may not be considered in reaching an appeal decision: qualifications an employee has but are not required to perform the work of his or her position, the quality of performance, or volume of work assigned to the position.

Employees may appeal unfavorable decisions issued by CPMS to OPM. Employees assigned to the Panama Area may appeal unfavorable CPMS decisions to the PCBOA. Appeal decisions will be issued to the employee in writing and will contain information related to effective dates of any position changes. An OPM/PCBOA appeal decision is binding on DoDEA, and all administrative, certifying, payroll, disbursing, and accounting officials in the Government. Employees should be aware that an appeal decision could result in their position being changed to a lower or higher grade level. In either case, DoDEA retains control over the assignment of duties to a position and choice of who performs those duties. In rare cases, an unfavorable decision issued by OPM may receive reconsideration. Reconsideration may be granted when either the employee or DoDEA submits written evidence or arguments that establish a reasonable doubt as to the technical accuracy of the decision, or presents new, relevant, and substantive information that was not considered in the original decision. In such cases, OPM may, at its own discretion, reconsider its decision.