



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Position Classification Administration

Human Capital Directorate
OPR: DCMA-HCP

DCMA-INST 625
July 29, 2014

Administratively reissued, December 5, 2016

1. PURPOSE. This Instruction:

- a. Updates DCMA Instruction (DCMA-INST) 625, “Position Classification Administration” (Reference (a)).
- b. Implements policy on administering position classification. Position descriptions (PD) serve as an official record of the duties and responsibilities assigned by management to a position and are utilized to determine the pay plan, series, title, and grade of the position. Position descriptions for DCMA civilian positions must accurately reflect assigned duties and responsibilities.
- c. Is established in accordance with the authority in DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)).

2. APPLICABILITY. This Instruction applies to *all* DCMA ~~Headquarters, Operations, Special Programs, International, Contract Management Offices, and their subordinate offices activities.~~

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is located on the resource page.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. LABOR CODES. Located on resource page.

6. RESOURCE PAGE. <https://360.dcm.mil/sites/policy/HC/SitePages/625r.aspx>.

July 29, 2014

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective July 29, 2014, and all applicable activities shall be fully compliance within 60 days from this date.

A handwritten signature in black ink, reading "Kathleen A. Butera", enclosed in a thin black rectangular border.

Kathleen A. Butera
Executive Director
Human Capital

SUMMARY OF CHANGES

This Instruction has been revised to include the following:

- Updates language and format
- Includes financial interest statement used by the U.S. Office of Government Ethics (OGE) for the Critical Acquisition Positions
- Provides clarification on the use of standardized position descriptions
- Added guidance on Classification Appeals

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REFERENCES

- (a) DCMA-INST 625, "Position Classification Administration," January 6, 2012 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (d) OPM Guidance, "Introduction to the Position Classification Standards," August 2009
- (e) OPM Guidance, "The Classifier's Handbook," August 1991
- (f) OPM Guidance, "Introduction to the Federal Wage System Job Grading System," September 1981

CHAPTER 1

POLICY

1.1. POLICY.

1.1.1. The classification of positions will be consistent with the statutory principle of equal pay for substantially equal work. Positions will be placed in proper pay plans, occupational series, and grades by comparing the major duties and responsibilities of a position against the applicable Office of Personnel Management (OPM) classification standards and supplemental guidelines issued by the DoD and/or DCMA.

1.1.2. The Director has classification authority for all civilian positions within the Agency.

1.1.3. Managers/supervisors will ensure an employee's PD accurately describes the major duties and responsibilities of the job.

1.1.4. Standardized positions descriptions (SPD) shall be used to the maximum extent possible when appropriate for like and similar positions across the Agency in order to reduce the overall number of unique PDs. Use of non-standard (Non-SPD), unique, or special PDs by any DCMA activity requires chain of command approval. The functional activities must coordinate through their chain of command and the appropriate Executive Director for the functional series, for concurrence. The Executive Director for the functional series will forward the request to Human Capital (HC) for approval and classification.

1.1.5. All PDs must accurately describe the work assigned to the employee; be concise yet clearly and completely state the major duties, responsibilities, and supervisory relationship.

1.1.6. Changes to maintain currency and accuracy may be made to existing PDs using pen and ink changes only if the changes are not substantial and do not affect the final classification (grade) of the position. The pen and ink changes are not increasing or decreasing the major duties of the position to cause a grade change. The servicing human resources (HR) representative will advise managers and supervisors on pen and ink changes.

1.1.7. PDs for developmental/career ladder positions will be written in an abbreviated statement of difference PD format. A statement of difference will be used at each level below the full performance level (one grade below the target level) of the position.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DIRECTOR, DCMA (DIRECTOR). The Director has re-delegated classification authority responsibility to the Deputy Director, Executive Director HC, and the Army Servicing Team (AST). The Director, Deputy Director, and Executive Director HC may exercise classification override authority for any position, if applicable.

2.2. ARMY SERVICING TEAM (AST). AST will provide position classification advisory services in accordance with the Memorandum of Agreement between the Agency and the Civilian Human Resources Agency (CHRA); maintain classification requirements for SPDs; and act as subject matter experts and repository for DCMA-wide classification practices.

2.3. EXECUTIVE DIRECTOR, HUMAN CAPITAL (HC). The Executive Director, HC will promulgate policy for the classification program for civilian positions; furnish final Agency classification decisions; provide position classification advisory services; approve the use of non-SPDs; and function as a point of contact with AST, OPM, DoD, and other authorities on classification matters affecting DCMA as they relate to the civilian positions within the Agency.

2.4. EXECUTIVE DIRECTORS FOR FUNCTIONAL SERIES. The Executive Directors for Functional series, or their designees, will fully support the development and maintenance of SPDs for their associated job functions/series; and develop the functional series technical content of SPDs in coordination with HC Directorate.

2.5. MANAGERS AND SUPERVISORS. Managers and supervisors will avoid the assignment of employees to PDs that do not match the work assigned and performed; will work with their servicing HR representative when submitting requests to establish a new PD which may exist in another organization within the Agency in order to eliminate duplication of PDs and reduce the overall number of PDs in DCMA; and will not establish new PDs if they merely add incidental duties, tasks, or reference to a local organization.

CHAPTER 3

PROCEDURES

3.1. IDENTIFY POSITION REQUIREMENTS FOR THE AGENCY.

3.1.1. The Financial and Business Operations Directorate (FB) Manpower Office Director will review and approve funding for any modified or newly established position to ensure the action is in compliance with the current manning document (list of authorized positions) and/or position updates as required. FB budget will ensure funding is available to support authorized position.

3.1.2. Managers and supervisors will identify position requirements, major duties, responsibilities, and competencies requirements of subordinate positions, such that the work to be performed is structured in the most efficient and effective method to meet mission requirements.

3.1.3. Managers and supervisors will be cautious when adding or deleting duties from PDs. The addition or deletion of duties may result in the grade of the position increasing or decreasing. Minor duties can influence both grade and series determination and the qualifications required for the work. Managers and supervisors should contact an HR specialist to discuss the proposed assignment of duties.

3.2. DOCUMENT POSITION REQUIREMENTS FOR THE AGENCY.

3.2.1. The major duties, responsibilities, and any special requirements (such as level of typing skill, foreign language proficiency, licensure, etc.) assigned to a position will be documented in the form of a PD. All PDs must accurately describe the work assigned to the position. PDs should clearly state the major duties, responsibilities, and supervisory controls.

3.2.2. SPDs will be used for all positions when major duties and responsibilities are substantially matched. SPDs can cover positions in more than one organization and/or in more than one geographical location. When minor differences in actual assignments occur, these minor differences can be documented in individual performance plans. If the manager concludes that a SPD does not meet the requirements of the position, a justification package must be prepared and contain the necessary documents: an action memo explaining the justification of the proposed position description, the proposed new position description, an organizational chart, coordination sheet, and general order, if applicable. The package must be submitted through the appropriate operational chain and functional lead. The package must be submitted to the Executive Director, HC for review and determination. The process flow for this action is located on the resource page of this Instruction. If the request is approved, employees will be assigned to a new or revised SPD within 30 days of determination.

3.2.3. Locally developed PDs may be established for positions not covered by an Agency SPD. These PDs fall into the categories of series that were not developed to be standardized but written to give flexibility to organizations. The managers have the responsibility to organize

work to accomplish the agency's mission in the most efficient and economical manner in developing local PDs. The manager should work with their HR representative to ensure the local PD is developed in accordance with the classification standards. Proposed locally developed PDs must be submitted to AST for classification. Reference the resource page and glossary definition section.

3.2.4. Positions subject to drug-testing, emergency-essential, financial disclosure, the Civilian Mobility Program, and positions determined by management to be acquisition positions under the provisions of the Defense Acquisition Workforce Improvement Act (DAWIA) must be so designated in the sequence PD issued to the respective employee. The statement, "This position is designated as an Acquisition Position, subject to the provisions of the Defense Acquisition Workforce Improvement Act and associated DoD and DCMA policies and guidelines," and DCMA guidelines will be automatically populated by Fully Automated System for Classification (FASCLASS) when selecting "yes" for acquisition position only.

3.2.5. If the position is a Critical Acquisition Position (CAP), the acquisition career field to which the position is assigned will be identified on the PD. In addition, CAP descriptions must contain the following statements: "Incumbent is required to submit a Financial Disclosure Statement, OGE-450, according to part 2634 of title 5, Code of Federal Regulations. Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 23 March 2006," and "This position is designated as an Acquisition Position, subject to the provisions of the Defense Acquisition Workforce Improvement Act and associated DoD and DCMA policies and guidelines".

3.2.6. For trainee/developmental positions, the PD will identify the position title, series, grade, and position number for the target position and all intervening positions.

3.2.7. Position sensitivity and security access requirements must be so designated on the sequence PD issued to the respective employee.

3.3. CLASSIFICATION OF POSITIONS FOR THE AGENCY.

3.3.1. Positions are classified on the basis of comparison with standards published by OPM and utilizing guidance contained in the OPM Introduction to the Position Classification Standards (Reference (d)), OPM Classifier's Handbook (Reference (e)), and OPM Guidance, "Introduction to the Federal Wage System" (Reference (f)).

3.3.2. Positions will only be classified by those officials who have been given delegated position classification authority.

3.4. CLASSIFICATION APPEALS FOR THE AGENCY.

3.4.1. Employees are encouraged to resolve classification issues at the lowest level possible with their immediate supervisor, other management officials in the organization, or the servicing classification specialist at AST.

3.4.2. General Schedule (GS) employees may appeal the classification of their position (i.e., its pay plan, series, title, and/or grade) to the Defense Civilian Personnel Advisory Service (DCPAS), OPM, or through DCPAS to OPM. If DCPAS's decision is unfavorable, an employee may still appeal to OPM. However, if an employee appeals first to OPM, the appeal decision is final. The information for classification appeals links can be found on the resource page.

3.4.3. A Federal Wage System (FWS) employee who wishes to appeal the classification of their position must first file with DCPAS and receive an appeal decision from DCPAS prior to appealing with OPM.

3.4.4. All classification appeals must be submitted through AST.

3.5. POSITION MANAGEMENT REVIEW FOR MANAGERS/SUPERVISORS. Prior to initiating a request for personnel action (RPA), the manager or supervisor must review the position for need, economy, and efficiency. The PD must be reviewed to ensure it accurately describes the major duties and responsibilities required of the incumbent. Approval of the RPA is a statement by the supervisor certifying the accuracy of the PD upon submission.

GLOSSARY

DEFINITIONS

Classification. Classification pertains to a position or job and the evaluation process that determines the appropriate pay system, occupational series, title, and grade/pay band.

Locally Developed PDs. The PDs that are outside of the job functional series which were not standardized.

Non-Standardized PDs (Non-SPD). A PD that is in the functional series but did not fit with the usual standardized process.

Position Classification. Position classification is a process through which Federal jobs (i.e., positions) are assigned to a pay system, series, title, and grade or band, based on consistent application of position classification standards.

Position Classification Standards. Position classification standards encourage uniformity and equity in the classification of positions by providing a common reference across organizations, locations, and agencies. Classification standards may cover one or many occupations. They usually include a description of the work performed; official titles; and criteria for determining grades. Classification flyers describe the work, but refer the user to other standards or guides for grading guidance. Some broad standards are issued as “functional guides” and provide criteria for determining the grade level of work in multiple occupations. Position classification standards and guidance covering most Federal positions are accessible on the internet at: <http://www.opm.gov/fedclass/index.asp> for white collar positions, and <http://www.opm.gov/fedclass/html/fwsdocs.asp> for trades, craft, and labor positions.

Position Description (PD). A position description or “PD” is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. The purpose of a PD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity during the work day. A description of the officially assigned duties and responsibilities that also includes sufficient information on classification and qualification factors.

Qualifications. Qualifications pertain to a person and describe the knowledge skills and/or abilities a person must have to be successful in a particular occupation.

Sequence Position Description. The unique number assigned to an individual employee’s PD to identify the employee. The position sensitivity and security access requirements must be designated on the sequence PD.

Standardized Position Descriptions (SPD). A description of the officially assigned work that is general enough to cover many positions and has sufficient information on classification and qualification factors.

Unique (Special) PDs. The PDs in the job functional series that were standardized but these PDs major duties were unique or special so they were developed outside the SPDs. Authorization is needed to develop or use these types of PDs.

GLOSSARY

ACRONYMS

AST	Army Servicing Team
CAP	critical acquisition position
DCMA-INST	DCMA Instruction
DCPAS	Defense Civilian Personnel Advisory Service
FB	Financial and Business Operations Directorate
FWS	Federal Wage System
HC	Human Capital
HR	human resources
OGE	U.S. Office of Government Ethics
OPM	Office of Personnel Management
PD	position description
PLAS	Performance Labor Accounting System
RPA	request for personnel action
SPD	standardized position description