



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 5310.1

M1

14 Mar 07

NAVY MEDICINE EAST INSTRUCTION 5310.1

Subj: POSITION MANAGEMENT COMMITTEE

Ref: (a) OPNAVINST 1000.16J

Encl: (1) Justification for Position Questionnaire
(2) Projected Gains and Losses Spreadsheet

1. Purpose. To define the role and assign responsibilities of the command's Position Management Committee (PMC).

2. Cancellation. HLTHCARESUPPONORINST 5310.1A

3. Background. Reference (a) directs that the Efficiency Review (ER) process be used to determine billet requirements. The Position Management Committee is established to provide a means to discuss personnel actions and changes in billet/positions.

4. Discussion. Position management is the process of structuring positions to combine logical and consistent duties and responsibilities into an orderly, efficient, and productive organization to accomplish the mission. Position management involves the determination of the needs for the position, required skills, knowledge, and assignment of duties. In applying position management principles, a balance must be maintained between the escalation of grades and duplication of work, career progression, and examination of vacant positions.

5. Program Administration

a. The Position Management Committee will consist of the following members:

Assistant Chief of Staff, Chairman
Deputy Chief of Staff for Human Resources
Deputy Chief of Staff for Operations
Deputy Chief of Staff for Resource Management
Admin Support Civilian Personnel Liaison

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b. The committee will meet quarterly or as directed by the Chairman.

6. Responsibilities

a. Chief of Staff (COS). Receives reports of the PMC's meetings for review and approval/disapproval; makes decisions or comments thereon.

b. Chairman, PMC

(1) Announces and convenes the PMC at least quarterly or as may be situationally required.

(2) Forwards the PMC Meeting minutes, including the PMC's recommendations, to the COS for approval/disapproval, decision, or comment.

(3) Receives personnel action and SF-52 recommendations for approval or disapproval.

c. Deputy Chiefs of Staff (DCOS)

(1) Ensure that positions within their directorates are staffed as needed, ensuring grade, series, and number are congruent with mission-justified needs. Determine whether billets being vacated need to be filled or realigned within the command.

(2) Notify the Chairman to request a committee meeting. Justification for new or existing positions will be submitted to the Chairman, using enclosure (1), prior to the meeting.

(3) The DCOS for Resource Management shall be prepared to report on the command's execution of civilian fulltime equivalents (FTEs) and make appropriate recommendations.

(4) The DCOS for Human Resources will ensure that enclosure (2) is provided for each meeting to reflect prospective gains and losses.

(5) Attend or send a representative to the meetings.

(6) Contribute information from directorate viewpoint and experience.

(7) Conduct research into technical issues as required.

(8) Validate directorate submitted changes in position series, number, or grade.

d. Administrative Support Civilian Personnel Liaison

(1) Serves as recorder for PMC meetings.

(2) Prepares and submits minutes of PMC meetings for the Chairman's signature and the COS's approval/disapproval within five business days of the meeting.

(3) Disseminates meeting minutes to the committee members after COS's approval.

(4) Reports on the status of submitted SF-52s.

7. The PMC Chairman, will be responsible for this instruction's currency and annual review.


P. H. NETZER

Distribution: (HLTHCARESUPPONORINST 5215.1F)
List A

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Date:

From:

Subj: JUSTIFICATION FOR POSITION REQUESTED

1. Type of position:

- Permanent
- Temporary
- Full Time
- Part Time
- Contractor

2. Date employee required:

3. Physical Location of proposed position:

4. Immediate supervisor of proposed position:

5. Who presently performs these duties?

6. What new or existing requirements, increase in workload, etc., have caused the need for this position or change in position?

7. What new equipment will be required to support this position?

8. Impact if position not filled?

9. Please attach a draft of proposed position description.

10. Additional comments and/or justification:

Signature:

Enclosure (1)

