



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
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IN REPLY REFER TO
BUMEDINST 12500.3
BUMED-M1
1 Oct 2019

BUMED INSTRUCTION 12500.3

From: Chief, Bureau of Medicine and Surgery

Subj: STANDARD POSITION DESCRIPTION LIBRARY

Ref: (a) 5 U.S.C.
(b) SECNAVINST 12511.1A
(c) DoD Instruction 1400.25 of 28 May 2015
(d) 5 CFR

Encl: (1) Standard Position Description Template
(2) Standard Position Description Number System
(3) Establishing a Standard Position Description
(4) Completion of the Standard Position Description Cover Sheet
(5) Recruitment with a Standard Position Description
(6) Frequently Asked Questions

1. Purpose. To establish and implement policy, assign responsibilities, and standardize procedures for use of the Bureau of Medicine and Surgery (BUMED) standard position description (SPD) library. The SPD will ensure a consistent approach to position management in BUMED per references (a) through (d). Reference (c) information is located in volume 511.

2. Scope and Applicability. This instruction applies to all BUMED civilian positions that are subject to reference (a), chapters 51 and 53 and utilize the Office of Personnel Management's (OPM) published position classification standards and guides, when the position(s) have been identified for standardization.

3. Policy. The policies set forth within this instruction must be adhered to by all managers and supervisors of civilian personnel in budget submitting office 18 (BSO-18) activities.

4. Background. The SPD library is a resource for managers and supervisors to utilize SPDs that are readily available for use. The position descriptions (PD) in this library not only ensure efficiency and cost effectiveness in duty assignment, but they also ensure the series and grade assigned are appropriate and consistent with officially assigned duties and responsibilities and published OPM classification standards. The basis for determining the appropriate classification series is the duties and responsibilities of the position and the qualifications required by the duties and responsibilities. The basis for determining the appropriate grade is the level of difficulty, responsibility, and qualification requirements of the position. Use of these SPDs will improve efficiency of Human Resources service delivery by ensuring proper position management across BUMED, eliminating grade disparity across its activities, and simplifying

the hiring process by eliminating the need to create new positions, thereby minimizing the recruitment timeline. Use of PDs established in this library is mandatory across BUMED for filling positions.

5. Responsibilities

a. Deputy Chief, Total Force (DCTF) must:

- (1) Ensure consistent use of the SPDs established for this library across BSO-18.
- (2) Approve or deny exception requests (e.g., waivers) submitted on NAVMED 12500/1 Standard Position Description Exception Request.

b. Director, Civilian Human Resources (DCHR) (BUMED-M11) must:

- (1) Conduct periodic assessments of classification and position management activities throughout BSO-18 to evaluate the application and effectiveness of SPDs.
- (2) Ensure consistent use of the SPDs established for this library across BSO-18.
- (3) Develop and publish SPD library guidance and procedures.
- (4) Ensure policies and guidance issued comply with references (a) through (d).
- (5) Implement delegation of classification authority per reference (b).
- (6) Advocate for support of this initiative throughout BSO-18 to improve efficiency of civilian personnel management.

c. BUMED Human Resources Office (HRO) (BUMED-M11HRO) must:

- (1) Provide advice and guidance on classification and staffing per Navy standard practices for all BSO-18 activities serviced by BUMED-M11HRO.
- (2) Provide advice and guidance on proper execution of the SPD library per enclosures (1) through (6).
- (3) Lead in the development of SPDs per enclosure (1).
- (4) Exercise classification authority to classify positions for the SPD library.

(5) Review the requests for exceptions to use SPDs and recommend approval or disapproval to DCTF.

(6) Ensure proper use of the SPD numbering system per enclosure (2).

d. Deputy Corps Chiefs (BUMED-M00C) must:

(1) Provide technical expertise for development of SPDs within the timelines specified in enclosure (1).

(2) Ensure final SPD is distributed within community and mandate use.

e. Echelon 3 Commanders must: Ensure this instruction is implemented across all subordinate activities within their area of responsibility.

f. Commanding Officers must:

(1) Ensure maximum use of established SPDs across all BSO-18 activities.

(2) Justify any requests to use a PD other than an approved SPD, following the established exception process in NAVMED 12500/1.

g. Managers and Supervisors must:

(1) Certify the accuracy of a PD by signing the coversheet, OF-8 Position Description, block 20a, with understanding that they only reflect the officially assigned major duties and responsibilities, not 100 percent of the duties and responsibilities required of an incumbent.

(2) Ensure employees are provided with a copy of their classified PD.

(3) Fairly consider employees' concerns over accuracy of their PD per reference (d), sections 511 and 532.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

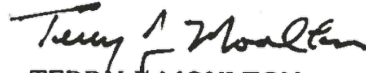
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-M1 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms

a. NAVMED 12500/1 Standard Position Description Exception Request is available at <https://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

b. OF-8 Position Description is available at https://www.opm.gov/forms/pdf_fill/of8.pdf.


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>

STANDARD POSITION DESCRIPTION TEMPLATE

CLASSIFIED TITLE
PP-SERIES-GRADE

***Font: Use Times New Roman, 12 point only**

INTRODUCTION

Answer the following in paragraph format:

- Purpose of the position
- Describe organizational goals of this position

MAJOR DUTIES AND RESPONSIBILITIES

- This section describes the important, regular, and recurring duties and responsibilities of a position and should not include every task that the employee must accomplish. Three to five duties are recommended and if percentages are included, must total 100 percent. One additional duty may be included to address other duties as assigned (no more than 5 percent).
Tips for writing major duties and responsibilities:

- Use plain and clear language.
- Are the duties 25 percent or more of the time?
- Do the duties govern the qualification requirements?
- Does it answer what the employee in the position will do?
- Does it answer what the employee is responsible for?
- Does it use action verbs?

FACTORS

FACTOR ONE – KNOWLEDGE REQUIRED BY THE POSITION

Describe the knowledge, skills, and abilities (KSA) that the incumbent must possess in order to successfully perform the duties of the position. Should clearly describe if professional knowledge is required. Answer each question in paragraph format:

- What kind and level of knowledge and skills are needed?
- How are the knowledge and skills used in doing the work?

Example: Knowledge of terminology used with a variety of diagnostic and treatment procedures provided general medical patients to record and report medical information such as x-ray and test results.

FACTOR TWO – SUPERVISORY CONTROLS

Answer each question in paragraph format:

- How is the work assigned?
- What are the employee's responsibilities in carrying out the work?
- How is the work reviewed?

FACTOR THREE – GUIDELINES

Answer each question in paragraph format:

- What kind of guidelines are used in doing the work?
- How much judgment is needed to use them?

FACTOR FOUR – COMPLEXITY

Answer each question in paragraph format:

- What is the nature of the assignments? (*Briefly describe the general nature and variety of the tasks, methods, functions, projects, or programs carried out in the position described*)
- What facts or conditions does the employee consider when deciding what needs to be done to carry out the assignments?
- How difficult and original are the employee's actions or responses?

FACTOR FIVE – SCOPE AND EFFECT

Answer each question in paragraph format:

- What is the purpose of the work? (*describe the ultimate goal of the position or end-objective such as conclusions reached, decisions or recommendations made, treatment or service provided, reports written, results of tests or research performed, and approvals or denials made*)
- What is the impact of the work product or service (who does the work impact)?

FACTOR SIX – PERSONAL CONTACTS

Answer each question in paragraph format:

- Who are the people that are contacted?
- What are the conditions under which the contacts will take place?

FACTOR SEVEN – PURPOSE OF CONTACTS

Describe the purpose of the personal contacts described above.

FACTOR EIGHT – PHYSICAL DEMANDS

Describe the physical demands placed on the employee.

FACTOR NINE – WORK ENVIRONMENT

Answer each question in paragraph format:

- What are the physical surroundings in which the employee works?
- Are there any special safety regulations or precautions that the employee must observe to avoid mishaps or discomfort?

SPECIAL REQUIREMENTS

List any other significant facts pertaining to this position:

For example:

- Testing designated position
- Clearance requirement
- Travel requirements (include percentage of time)
- Certifications or licenses required as a condition of employment

STANDARD POSITION DESCRIPTION NUMBER SYSTEM

The SPD library is a critical tool for many positions at BUMED. As such, it is important to conduct periodic assessments to evaluate the application and effectiveness of SPDs. To ensure accurate reporting and consistency, the below numbering system has been established and will be implemented by the classifier when utilizing any SPD.

Upon classification of an SPD, the HRO will complete a PD coversheet, OP-8 Position Description form per enclosure (4). Block 1 of this form is titled: Agency Position No. This block is a 7-digit alpha-numeric number and will be issued by the HRO and the classification official. The following numbering system has been established for the SPD library:

1st character: “L” (for library)

2nd character: “C” for continental United States or “O” for outside continental United States

3rd – 6th character: Unique alpha-numeric number established by the HRO upon classification of SPD

7th character: Alpha character after the 4-digit number identifies the level of the position

- “A” represents the full performance level or journey level and all developmental and intermediate levels will follow with “B,” “C,” “D,” etc.

The SPD can be found at <https://es.med.navy.mil/bumed/HRO/WebPartPages/SearchStandardPDs.aspx>.

ESTABLISHING A STANDARD POSITION DESCRIPTION

1. Step 1. Identify PDs to be standardized for the BUMED PD library. (30-45 days):
 - a. BUMED HRO identifies the need to standardize a job series and grade based upon information obtained from the BUMED HRO; or Deputy Corps Chief contacts the HRO to request development of a standardized PD.
 - b. Analysis will be completed by the BUMED HRO and is based on the following factors:
 - (1) Number of impacted positions across BUMED.
 - (2) Grade disparity across BUMED.
 - (3) Difficulty in recruiting.
 - (4) Local use of recruitment authorities.
 - (5) Review of current PDs.
 - (6) Other concerns raised from Deputy Corps Chief.
 - c. If standardization of PD is not approved, the HRO will contact the Deputy Corps Chief with discussion points for decision. If standardization of PD is approved, proceed to Step 2.
2. Step 2. HRO specialist drafts SPD based on analysis of current classified PDs established across BUMED that perform similar functions and work. (14 days)
3. Step 3. HRO specialist releases first draft of SPD to Deputy Corps Chiefs or designee(s) for comments. (14 days)
4. Step 4. HRO specialist consolidates all comments received and prepares final SPD. (7 days)
5. Step 5. BUMED HRO specialist completes final classification. (7 days)
6. Step 6. HRO specialist prepares an OF-8 Position Description per PD library guidelines and other supporting documentation required to officially classify finalized PD. (3 days)
7. Step 7. Upon final classification HRO specialist will establish a tasker to implement the PD across BUMED. HRO specialist will also upload PD to the BUMED HRO Portal and notify the BUMED HRO to begin use of the SPD. (1 day)

COMPLETION OF THE STANDARD POSITION DESCRIPTION COVER SHEET

The PD library cover sheet, OF-8 Position Description will be prepopulated for the SPD by the BUMED HRO with few blocks subject to local change and or updates. This enclosure outlines what is standard language and clearly identifies what blocks may be changed locally.

Completed by Classifier and Cannot be Changed:

Block 1. Agency Position No

To be assigned using standard numbers per directions in enclosure (2)

Block 2. Reason for Submission

Other. Explanation: BUMED Standard Position Description

Block 3. Service

Field

Blocks 4 and Block 5. Employing Office Location and Duty Station

Various locations

Block 7. Fair Labor Standards Act

Proper designation will be determined by classifier

Block 9. Subject to IA Action

Yes

Block 10. Position Status

Competitive

Block 11. Position is

Proper position information will be determined by classifier

Block 12. Sensitivity

Proper sensitivity designation will be determined by classifier

Block 13. Competitive Level Code

Proper competitive level code will be determined by classifier

Block 15a-e. Classified/Graded by

Proper title, PP-SER-GR will be determined by classifier

Block 18. Department, Agency, or Establishment

DEPARTMENT OF NAVY

Block 18a. First Subdivision
CHIEF, BUREAU OF MEDICINE AND SURGERY

Block 21. Classification or Job Grading Certification
Signed by BUMED HRO classification specialist

Block 22. Position Classification Standards Used in Classifying/Grading Position
Proper information will be determined by classifier

Block 24. Remarks
Testing designation position; and supervisory level code

Remarks will be completed in the following format:
Testing designation position: xxx; supervisory level code: xx

Completed by Local Supervisor:

Required:

Blocks 18b-e. Second Subdivision – Fifth Subdivision
(Completed by local activity)

Block 20a. Supervisory Certification
(Updated and signed by immediate supervisor)

Recommended:

Block 20b. Supervisory Certification
(Updated and signed by higher level-supervisor)

Block 24. Remarks
Physicians and Dentists Pay Plan Table and Tier (if applicable); (local HRO to provide)
Emergency Essential Designation (see below for codes);
Position Telework Eligibility Code (see below for codes);
UIC;
Cost Code;
Organizational Code; and
Bargaining Unit Status Code

Remarks will be completed in the following format:
Physicians and Dentists Pay Plan Table and Tier: xxx; Emergency Essential: x; Position
Telework Eligibility Code: xxxxx; UIC: xxxxx; Org Code: xxxxx; Cost Code: xxxx;
Bargaining Unit Status Code: xxxx

Emergency Essential Codes:

C – Emergency essential (E-E)
N – Not EE
2 – Designated key
X – Non-combat essential (NCE)
Y – Not contingency essential (LN)
M – Mission essential
6 – Key emergency essential

Position Telework Eligibility Codes:

YA001 – Eligibility
YA002 – Eligible for situational telework only, including emergency and OPM prescribed
“unscheduled telework”
NE001 – Not eligible

RECRUITMENT WITH A STANDARD POSITION DESCRIPTION

1. The SPDs in this library have been carefully developed by a community of experts to ensure appropriate classification and consistency across the enterprise. Recruitment is one of the most important responsibilities that managers and supervisors have that impact organizational performance and an accurately classified PD is crucial to the success of the recruitment process. These PDs will lessen the hiring timeline significantly by following the below process:

a. Upon validation of a recruitment need and submission of a Request for Personnel Action to your BUMED HRO, the HRO recruitment advisor will provide the management official with the SPD and the SPD cover sheet to be used for the position.

b. The management official will review the PD. Since these PDs are standardized and no changes may be made to the SPD, the management official's review will consist of:

(1) Update the OF-8 Position Description per enclosure (4).

(2) Sign Block 20 of OF-8 to certify accuracy of the position description with understanding that it only reflects the major duties and responsibilities and not 100 percent of the duties and responsibilities required of the incumbent.

c. The human resources advisor is responsible for uploading the new OF-8 with SPD to the BUMED HRO Portal.

2. Upon the management official's certification of an accurate PD the management official may begin recruitment for the position. The HRO advisor will follow the standard recruitment process. The use of a statement of work may be included with the recruitment action if the SPD does not include all desired experience for optimal applicant screening. If the management official determines the established PD is not an accurate reflection of the duties and responsibilities, please see NAVMED 12500/1. The BUMED HRO advisor will follow the standard recruitment process.

FREQUENTLY ASKED QUESTIONS

Q: What is an SPD?

A: A 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. An SPD has been reviewed and pre-classified to ensure that it is accurate as to title, series, and grade per the OPM classification standards. SPDs are useful tools that enable a supervisor to document the more commonly occurring work assignments in a particular occupation.

Q: Who has final classification authority for PDs in the SPD library?

A: The BUMED HRO has authority to classify PDs for both manage to payroll and non-manage to payroll activities for the SPD library.

Q: How do I determine the appropriate SPD to select?

A: There may be multiple PDs that describe work in the occupation for which you need a description. Some of these descriptions may be similarly worded but are classified at different grade levels. Work at different levels typically involves varying levels of responsibility, knowledge, complexity, supervision, and impact. Other distinguishing factors (such as the organizational mission, size, and setting) may also impact the title, series, and grade. You must carefully choose the PD that matches your environment. Distinctions between grade levels may be subtle, so careful reading of duties and factor levels is required.

Q: What if the duties of the position have changed and the SPD does not recognize the level of work required for the position any longer?

A: The supervisor will need to coordinate with the HRO advisor to ensure the employee is assigned to an accurate PD. If the SPD is not accurate, the BUMED HRO will inform the classification team of the need for a review and the possible need to request an SPD exception.

Q: What changes can I make to an SPD?

A: SPDs cannot be changed, this includes the addition of addendums, amendments, or any pen and ink changes. If an SPD cannot be used as written, it may be used as a model for drafting a new PD, which should be customized to fit a specific work situation. If words in an SPD are changed, the job description is no longer considered an SPD because changing a word or phrase could potentially impact the title, series, and grade level. Any changes to an SPD will require the position to be reviewed by the HRO using the justification form, NAVMED 12500/1 and may require reclassification.

Q: When should I use a more specific PD?

A: If a supervisor is documenting a unique job with specialized job characteristics and knowledge requirements, then use of an SPD may not be advisable. When establishing a job for recruitment, a supervisor should be especially careful to consider if there are any specific knowledge requirements or critical job characteristics beyond those stated in the SPD. A job description should identify all specialized knowledges, skills, and other characteristics which candidates will be required to meet to be considered qualified for the position.

Q: Can I utilize a non-competitive promotion authority, like accretion of duties, when an employee is on an SPD?

A: An accretion of duties promotion to an SPD is not permitted.

Q: What if I do not believe I am assigned to an accurate PD?

A: You should discuss your concerns with your supervisor. Management determines the duties and responsibilities assigned to a position, so you should first verify with your supervisor what work they have determined as required. If there is still a question concerning accuracy, you may request a position audit through your supervisor. The audit will be a review of the position's duties and responsibilities by a classification specialist. All employees may file a classification appeal with the Department of Defense or OPM if they believe their positions are not properly classified.

Q: Can I recruit for a career ladder position using the SPD?

A: Yes, some of the SPDs have career ladder SPDs already developed. If a career ladder SPD is not already established, you will need to work with the HRO to have one developed by the SPD classification team.