



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

March 26, 2008

MEMORANDUM FOR HQ DODEA  
DIRECTOR, DODDS EUROPE  
DIRECTOR, DDESS AND DODDS CUBA  
DIRECTOR, DODDS PACIFIC AND DDESS GUAM

SUBJECT: Department of Defense Education Activity (DoDEA) National Security  
Personnel System (NSPS) Classification Guidance

I have approved the release of this guidance for implementing the Classification component of NSPS within the Department of Defense Education Activity (DODEA). This document provides DoDEA with supplemental guidance to the DoD implementing issuance, "DoD Civilian Personnel Manual, 1400.25-M" and the DoD Fourth Estate NSPS implementing issuances, dated October 3, 2006.

This guidance applies to all non-bargaining unit employees in DoDEA organizations that converted to NSPS under Spiral 2.2b. Spiral 2.2b includes non-bargaining unit employees in DoDEA Headquarters, DoDDS-Europe, DoDDS-Pacific, and Cuba. This guidance does not apply to employees in DDESS (except DoDDS-Cuba).

This DoDEA guidance for NSPS Classification (attached) is effective immediately. This policy is subject to change. Any revisions will be dated and adherence will be given to the most current guidance.

If there are any questions, please contact the DoDEA NSPS Program Manger, Ms. Rita Terhaar, at 703-588-3993 or e-mail: [rita.terhaar@hq.dodea.edu](mailto:rita.terhaar@hq.dodea.edu).

A handwritten signature in black ink that reads "Shirley A. Miles".

Dr. Shirley A. Miles  
Principal Deputy Director, DoDEA

Attachments:  
As stated

SUBJECT: Department of Defense Education Activity (DoDEA) National Security Personnel System Classification Guidance

- References:
- (a) Section 9902 of title 5, United States Code
  - (b) Title 5, Code of Federal Regulations, Part 9901, “Department of Defense Human Resources Management and Labor Relations System”
  - (c) Chapter 1900, DoD Civilian Personnel Manual, 1400.25-M, Sub-Chapter 1920
  - (d) Fourth Estate Interim Guidance, The National Security Personnel System (NSPS), Classification, dated October 1, 2006
  - (e) Department of Defense Education Activity Regulation 5511.1, “Position Management and Classification,” dated April 2, 2007, is superseded by this Classification Guidance for employees covered by NSPS

1. PURPOSE. This guidance is to establish the DoDEA classification policy under the National Security Personnel System (NSPS).

2. APPLICABILITY. This guidance applies to all NSPS covered employees in DoDEA organizations to include the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, and Support Staff.

3. POLICY. DoDEA classification policy and procedures are applied in accordance with DoD and 4<sup>th</sup> Estate guidelines outlined in references (a) through (d). Reference (e) is superseded by this guidance. NSPS Position Descriptions will be classified consistent with DoDEA position management and certified by authorized classification officials’ delegated authority. All DoDEA classification officials will be held accountable for ensuring consistent application of NSPS classification standards in assigning career group (CG), pay schedule (PS), pay band (PB), occupational series, and titles.

a. NSPS organizes occupations into four career group categories which involve similar work and have similar career and pay progression patterns. They are the Standard Career Group, Scientific and Engineering Career Group, the Medical Career Group, and the Investigative and Protective Service Career Group.

b. Pay Schedules break down the career groups into categories based on similarities in the type of work being performed, knowledge or skill required, and pay ranges. The pay schedules for example cover professional, analytical, technician and support, student, and supervisory/managerial work.

c. Pay Bands provide a natural progression from entry/developmental to journeyman and expert levels of work. Each pay schedule has two to four pay bands that group levels of work historically covered by multiple grade levels. The NSPS pay system establishes a pay range for each PB, with a minimum and a maximum pay rate.

d. Occupational Titles and Codes. It is mandatory that NSPS positions use the prescribed basic titles listed in Appendix 4 of Reference (c). Where there is no prescribed basic title, users may construct a basic title. User-created titles should not include one that has been prescribed as an official title for positions in another occupational code. All supervisory positions are assigned the appropriate occupational title preceded by the abbreviation "SUPV." Positions that do not meet criteria for classification as supervisory are not titled as such. Occupational codes are numeric designators that replace the occupational series established by OPM in the Title 5 classification system. They are similar but not always identical to Title 5 series codes.

#### 4. RESPONSIBILITIES:

a. The Director, Department of Defense Education Activity or Designee, exercises authority and responsibility under the NSPS classification program in accordance with the regulations, policies and guidance established by DoD. The Director, DoDEA will:

- (1) Classify positions consistent with DoD classification standards.
- (2) Administer internal classification programs.
- (3) Exercise and delegate classification authority in accordance with governing laws and DoD regulations.
- (4) Emphasize the following NSPS guiding classification principles:
  - (a) Merit system principles.
  - (b) Accomplishment of the national security mission.
  - (c) Recruitment and retention by considering financial and labor market conditions.
  - (d) Broad Pay Bands that provide greater advancement opportunities.
  - (e) Preserve employee rights.
  - (f) Classification simplification.

b. Director of Human Resources Regional Service Center (HRRSC), Department of Defense Education Activity under the general direction of the Director, DoDEA, the will:

- (1) Oversee the establishment of NSPS classification guidance and practices.
- (2) Ensure compliance with proper record keeping.

(3) Provide oversight and direction to the classification specialists who provide classification advisory information to recommending and classifying officials.

c. DoDEA HQ Human Resources Regional Service Center (HRRSC) Classification and Compensation Section. The Classification and Compensation Section will:

(1) Provide advisory information to authorized classification officials, supervisors and managers regarding the application of NSPS classification standards, architecture and documentation to support classification decisions.

(2) Review each classification determination and position description to verify that the classification is completed by management in accordance with DoD policy.

d. Authorized Classification Officials. Authorized classification officials must use the NSPS Occupational Definitions, Codes and Titles in accordance with reference (c) to classify NSPS positions and document their decisions using the most current DD Form 2906 embedded in the PAA.

e. DoDEA Supervisors and Managers. Supervisors and Managers must objectively, expeditiously, and fairly consider employee concerns about the classification of the employee’s official position and formal classification appeals.

5. PROCEDURES. Authorized management officials use Department of Defense (DoD) criteria in accordance with reference (c) to classify positions in an occupational code, title, and PB; classification of occupations to Career Groups (CGs) and Pay Schedules (PSs) is determined by the Under Secretary of Defense for Personnel and Readiness. Classification is the assignment of a career group (CG), pay schedule (PS), pay band (PB), occupational code, and title to a position. Refer to Appendices 1 – 5 of Reference (c) for the following criteria:

Appendix 1 and 2	Career Groups and Pay Schedules/Pay Plan Codes
Appendix 3	Occupation and Occupational Codes
Appendix 4	Occupational Definition and Authorized Position Titles
Appendix 5	Pay Band Classification Criteria and Functional Designation Codes for Engineers and Scientists

a. Classification Process. Under NSPS managers with delegated classification authority determine the formal classification of a position. Each Career Group, Occupational Code, Pay Schedule and Pay Band represents a broad range of work. The classification process requires a thorough review of NSPS classification standards based upon the primary work that is assigned and performed by the incumbent. A position’s classification is based on work that is performed on a regular and frequent basis; is crucial to the position’s primary purpose; and governs the

position’s primary qualifications. Information about the position’s level of difficulty, occupational qualifications, competency requirements, mission of the organization, and relationship to other positions or organizational levels is also taken into account when classifying positions. The duties assigned and performed, compared to the NSPS classification criteria, are the ONLY considerations in classifying positions. Comparison to military rank is not a valid consideration in classifying positions. Position classification based upon work assigned on a temporary basis and/or strictly for training or career development purposes is classified to positions in PB-1 of YA, YD, YH, or YK Pay Schedules. Authorized classification officials are provided full classification guidance in Reference (c) to include general classification instructions for positions where work falls within a single occupation, mixed positions that include work that can be classified in different occupations or pay band, interdisciplinary positions that include more than one professional occupation, interoccupational positions that include work involving more than one analytical occupation, criteria for Fair Labor Standards Act (FLSA) determinations, and procedures for classification appeals.

b. Classification Authority Matrix. DoDEA activities will use the following matrix for delegation of classification authority. Redlegation of classification authority must be in writing using enclosure (1) and may only be redelegated by the authorized official to a designated Deputy or acting supervisor/manager. Positions classified in the 1101, 1102, 1005 & 1106 Procurement/Contracting series assigned to Schools, DSO or Area Offices in DoDDS Europe and Pacific will by exception follow the Classification Authority Matrix established for DoDEA Headquarters.

<b>ORGANIZATIONAL LEVEL</b>	<b>PAY SCHEDULE</b>	<b>PAY BAND</b>	<b>AUTHORIZED TO CLASSIFY</b>
Schools	ALL Pay Schedules	All PB	DoDEA HR Director
DSO	ALL Pay Schedules	All PB	Area Director
Area Office	ALL Pay Schedules	All PB	Area Director
DoDEA Headquarters	Professional/Analytical YA / YD	1 – 2	Division Chief
DoDEA Headquarters	Professional/Analytical YA / YD	3	Principal Deputy Dir / Assoc Director FBO
DoDEA Headquarters	Technician/Support & Student YB / YE / YI / YP	1 – 2	Division Chief
DoDEA Headquarters	Technician/Support & Student YB / YE / YI / YP	3 - 4	Principal Deputy Dir / Assoc Director FBO
DoDEA Headquarters	Supervisor/Manager YC / YF	1	Division Chief
DoDEA Headquarters	Supervisor/Manager YC / YF	2 - 3	Principal Deputy Dir / Assoc Director FBO

c. Documentation. Documentation of NSPS classification decisions must be certified using a DD Form 2906 and include the position's occupational code, title, CG, PS, and PB, along with the basis for making the decision (i.e., citation of the DoD classification criteria). Documentation

must include the name and signature (or electronic validation) of the authorized management official, certifying as to the accuracy of the position description. It must also include the name and signature (or electronic validation) of the authorized management official, certifying its consistency with DoD regulations and classification standards. (Note: the same official may exercise both certifying authorities.)

d. Record Keeping. Positions established under the NSPS classification system must be recorded in a position description (PD). The PD must be made available to each employee occupying the position. At a minimum position descriptions must include information about the duties, qualifications, supervisory status, Fair Labor Standards Act status, and other requirements of jobs. The information must be in sufficient detail to classify the position, and to serve as the basis for advertising vacancies and evaluating candidates. A PD Library containing copies of all DoDEA positions descriptions will be maintained by the HQ HRRSC, Classification and Compensation Section.

e. Classification Appeals. DoDEA employees are entitled to appeal the classification of their position under the provisions for Reconsideration of Classification Decisions (Classification Appeals) outlined in reference (c).

f. Evaluation. Periodic reviews may be conducted to ensure that this delegated authority to classify positions is being used in accordance with prescribed law and regulation. Classification authority may be revoked based upon a finding of consistent misclassification of positions.

8. EFFECTIVE DATE. This Operating Guidance is effective immediately.

Enclosure – 1

E1. Sample Letter Delegating Classification Authority

E1. ENCLOSURE 1  
SAMPLE LETTER DELEGATING CLASSIFICATION AUTHORITY TO  
MANAGERS/SUPERVISORS

MEMORANDUM FOR

SUBJECT: Delegation of Classification Authority

Through the authority delegated to me, you are delegated authority to determine and approve the classification of the positions in your organization within the guidance provided by the National Security Personnel System and applicable laws, regulations, and local implementing guidance for organizations serviced by Department of Defense Education Activity. You are not authorized further delegation of this authority.

Name  
Title

\*Specify Career Group, Series, Pay Bands

Enclosure 1