



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI HRD/PPM
NUMBER 3510.10
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Position Management

/s/

Approved: Thomas R. Kane
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1. PURPOSE AND SCOPE

To provide a comprehensive position management program and sound management of fiscal resources.

a. Summary of Changes

- Eliminates Exception to Standardized category of positions.
- Eliminates Human Resource Office responsibility for classifying positions.
- Eliminates annual review of standardized and unique position descriptions.

b. Program Objectives. Expected results of this program are to define requirements of sound position management.

c. Institution Supplement. None required. Should local facilities make any changes outside the required changes in the national policy or establish any additional local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

REFERENCES

Title 5 U.S.C. Chapters 51 and 53
5 CFR 511
5 CFR 532

DOJ HR Order 1200.1

Classification Procedures Guide

A Supplemental Position Management System Online (PMSO) Guide

Master Agreement

Program Statements

P2100.04 Budget Execution Manual

P2000.02 Accounting Management Manual

ACA Standards (see P.S. Directives Management Manual, sections 2.5 and 10.3)

- Standards for Adult Correctional Institutions, 4th Edition: 4-4010.
- Performance Based Standards for Adult Local Detention Facilities, 4th Edition: 4-ALDF-7D-04.
- Standards for Administration of Correctional Agencies, 2nd Edition: 2-CO-1A-12, 2-CO-1A-13 2-CO-1C-06, 2-CO-1C-08.
- Standards for Correctional Training Academies: None.

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.

Part 1. POSITION CLASSIFICATION

1. DEFINITIONS

- a. **Federal Wage System (FWS).** The pay system that applies to most trade, craft, and labor positions in the Federal Government. Under this system, employees are paid according to the private industry rates paid for similar jobs in the area. WS and WG pay plans are included in this category.
- b. **General Schedule (GS).** The broadest subdivision of the classification system covered by Title 5. It includes a range of levels of difficulty and responsibility for covered positions for grades GS-1 to GS-15. It is designated by “GS” for supervisory and nonsupervisory positions at all grade levels. GL and GP pay plans are included in this category.
- c. **Grade.** The numerical designation that identifies the range of difficulty, responsibility, and level of qualification requirements of a position.
- d. **Identical Additional (IA).** These are individual positions, associated with a single master record number, which are in addition to the basic position.
- e. **Occupational Group.** A major subdivision of the GS, embracing a group of associated or related occupations; e.g., the Accounting and Budget Group, GS-0500.
- f. **Position Description (PD).** The official record of the position’s major duties, responsibilities, and the supervisory relationship to the position.
- g. **Series.** A subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by a title and number such as the 0007 Correctional Officer Series.
- h. **Standardized PD (SPD).** The most common PDs within the Bureau of Prisons (BOP). This is a single PD used for all like positions nationwide. Subject-matter experts in the Central Office are responsible for determining duties and writing the SPDs.
- i. **Unique PD.** Any PD not covered by a standardized position description.

2. RESPONSIBILITIES

a. **Human Resource Managers** (HRMs) are responsible for assuring integration of classification with other phases of Human Resource (HR) management and providing technical guidance in all phases of the classification process. They provide assistance to supervisors and managers on issues pertaining to position classification procedures.

HRMs are responsible for providing a copy of the approved SF-52 and revised organizational chart to Classification and Compensation Section (CCS) if an action abolishes a unique PD. These PDs are considered appropriate only when there are significant differences in the major duties performed when compared to those in an existing SPD. When CCS notifies the HRM of new classification standards for a non-standardized PD, the HRM must submit an updated PD.

HRMs will ensure supervisors are provided copies of the appropriate PD for issuance to employees upon entry into a new position or if changes are made to an existing PD. HRMs are required to ensure a position is essential, soundly designed, adequately described, and classified by the Classification and Compensation Section (CCS) prior to announcing a vacancy. HRMs consult with supervisors prior to the implementation of a PD to ensure appropriateness. HRMs are responsible for assisting staff with requests for desk audits and questions concerning position classification.

b. **Supervisors** are responsible for determining the duties and responsibilities of positions and for writing PDs for those positions not covered by a SPD. They are required to ensure accuracy of PDs prior to requesting a vacancy be announced. Supervisors must also ensure SPDs are appropriate for use at their location.

c. **Employees** are responsible for being familiar with and performing the duties and responsibilities outlined in their PD. Questions or discrepancies should be brought to their supervisor's attention.

3. CLASSIFICATION FILES AND RECORDS

a. **Active Positions.** All original PDs will be maintained in CCS. Human Resources Offices (HRO) are required to maintain the following:

- **Standardized PD.** Standard Form (SF)-52 (authorizing establishment of a position or IA), keying sheet (BP-A0614) (screen prints may be filed with keying sheet), and IA tracking sheet (or appropriate report).
- **Unique PD.** SF-52 (authorizing classification and IAs), PD cover sheet, keying sheet (screen prints may be filed with keying sheet), IA tracking sheet (or appropriate report), and copy of PD.

b. **Abolished Positions.** CCS will maintain abolished PD paperwork in a separate file for five years.

4. **CLASSIFICATION MAINTENANCE**

HROs are required to reconcile PDs, organizational charts, Automated Staffing and Strength Report (ASSR), Position Management System On-Line (PMSO), and position accounting/ position management (P0/PZ) reports to accurately reflect authorized positions, to include documenting changes as they occur.

Prior to filling positions, HROs (in consultation with the supervisor) will review the PD to ensure the necessity, soundness of design (position management), and adequacy of description. Any position requiring major changes or not previously classified by CCS must be forwarded for classification prior to the position being announced.

SPDs will be reviewed on an as-needed basis per the request of Subject Matter Experts within appropriate divisions of the Central Office.

5. **APPLICATION OF NEW CLASSIFICATION STANDARDS**

CCS will review positions affected by a new or revised Office of Personnel Management (OPM) classification standard or guide. The review must be completed within 12 months from the official release date. In the event a new unique PD is required, the local HRO is responsible for submitting the PD and related documents to CCS for classification.

6. **CLASSIFICATION APPEALS**

Employees have the right to appeal the correctness of the title, series, grade, or pay category assigned to their position. GS employees may appeal through agency procedures or directly to OPM. FWS employees must exhaust agency procedures before appealing to OPM. HR Administrators/HRMs must contact CCS immediately when they become aware of an appeal filed with DOJ or OPM.

7. **POSITION DESCRIPTIONS**

a. **PD Format.** Guidance on writing PDs can be found in the Classification Procedures Guide, available on the Sallyport CCS Webpage.

b. **Master Record (MRN) and Individual Position Number (IPN).** CCS will create and assign the MRN to the PD. HROs will create and assign the IPN (see Attachment A).

Part 2. ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

1. RESPONSIBILITIES

HROs must publish and maintain current organizational charts depicting the administrative structure and lines of authority of the organization. Each authorized position will be located on the chart by official title, working title, pay plan, series, grade, master record number (MRN), and total number of positions. The information contained on the organizational charts must be consistent with the PD.

HROs will publish a functional statement describing the main functions and missions of each organizational unit (typically, each department).

Organizational charts and functional statements will be available to staff.

2. MAINTENANCE AND CERTIFICATION

Organizational charts will be updated (may be pen and ink) when there is a change in the lines of authority, position title, series, grade, or MRN. In June each year, HROs will publish current organizational charts that must include the Chief Executive Officer's (CEO) signature certifying accuracy.

3. REPORTING REQUIREMENT

Each year by June 30, current certified organizational charts must be forwarded to CCS.

Part 3. WORKFORCE UTILIZATION

1. RESPONSIBILITIES

Supervisors and managers at all levels are responsible for effective workforce utilization through planning and organizing work, developing work improvement methods and procedures, training and developing employees, and ensuring that resources allocated to their organizational segments are used to meet mission requirements cost-effectively. In addition to these general responsibilities, HRMs share responsibility with Business Administrators (BA) for maintaining records and data used by the Workforce Utilization Committee in making recommendations to CEOs on staffing plans and salary projections. Specific responsibilities and activities of the HRM include:

- Assisting supervisors and managers in workforce utilization activities.
- Maintaining accurate statistics on historical turnover rates, staffing patterns, and known and anticipated vacancies.
- Maintaining accurate organizational charts and position records, including current reconciliation and position management reports.
- Maintaining accurate data on personnel actions that affect salary and providing information to the BA for use in salary projections.
- Preparing SF-52s, PZ update memorandums, and any other required documents for reprogramming requests.

2. SALARY/WORKFORCE UTILIZATION COMMITTEE

The Salary/Workforce Utilization Committee will be established annually, no later than October 31. CEOs will appoint members to the committee, including a Union representative in accordance with Article 10 of the Master Agreement. The functions of the committee at each level of the organization are:

a. Institution Committees

- Upon receipt of the annual budget, formulate a staffing plan based on allotted positions and budget, historical turnover data, known and anticipated vacancies, and anticipated workload and/or mission changes. The annual staffing plan should be reviewed and revised by the committee throughout the year as changes occur that affect the institution's staffing situation.
- Review departmental rosters to determine whether positions and salary funds, including overtime, are efficiently utilized.

- Review findings of program reviews, operational reviews, and other management indicators to identify workforce needs, especially those that may have a negative effect on the efficiency of programs.
- Recommend actions to eliminate anticipated deficits or to use anticipated surpluses.
- Recommend actions designed to increase the effective use of resources, such as consolidation of functions, reorganization, greater use of technology, and similar activities.

b. Regional Committees

- Develop workforce impact assessments for expansion, renovation, or changes in mission of existing institutions.
- Develop workforce plans and proposals for new institutions.
- Review institution staffing guidelines and current authorized complements. Make recommendations regarding the distribution of new positions based on staffing guidelines, program review reports, operational review reports, strategic planning goals, and other management indicators.
- Review institution workforce utilization committee meeting minutes and the activities of institution committees.

3. POSITION MANAGEMENT AND CONTROL

Responsibility for maintaining accurate position records is shared between the HRO and Financial Management.

The Business Office generates a position reconciliation report for all budget activities (Salaries and Expenses [S&E], Trust Fund, Buildings and Facilities [B&F], and UNICOR) and provides it to the HRM.

If there are no differences reflected in the reconciliation report, the BA and HRM sign the report, certifying it is in balance and accurately reflects the authorized positions.

If the report reflects differences, the HRM provides the BA with the correct position management (PZ) coding, which adds or deletes positions to accurately reflect the authorized complement. Changes must be supported by approved SF-52s that abolish, establish, or reprogram positions. Changes are given to the BA so they can be keyed and the report balanced by the last day of each month.

HRMs are responsible for providing Financial Management with PZ coding changes whenever the classification of a position changes, whether or not decision unit totals are affected.

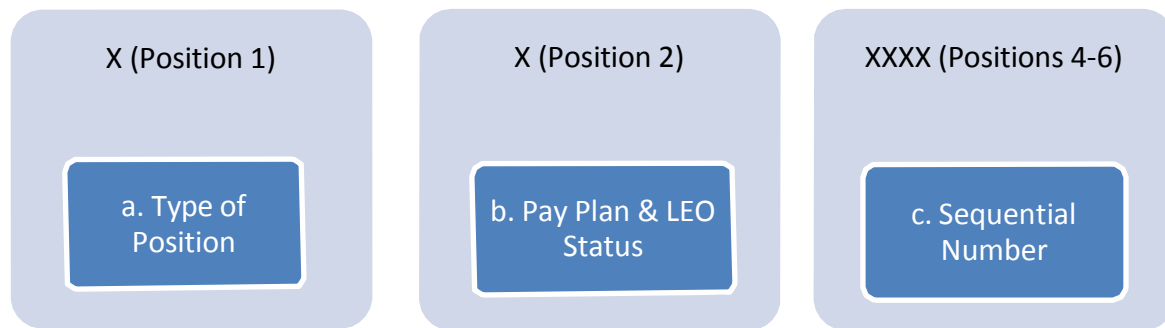
HRMs establish and maintain position management files containing copies of position reconciliation reports, PZ changes, and supporting SF-52s.

The object class code dictionary (OCCD) includes all PZ codes. The HRM should obtain a current dictionary from local Financial Management staff. Requests for additional codes may be made by the HRO, through appropriate channels, to CCS. Prior to requesting additional PZ codes, check the current OCCD to determine whether the desired code already exists. New codes and titles are added only in rare instances.

Attachment A. CREATING MASTER RECORD NUMBERS (MRN)

The MRN contains six characters that identify the type of position (**Standardized** or **Unique**), pay plan, and law enforcement status, and includes a four-digit sequential number. CCS will be responsible for assigning and maintaining a log of MRNs.

MRN STRUCTURE:



a. **Type of Position** (1st field).

S – Standardized

U – Unique

b. **Pay Plan and LEO Status** (2nd field). This is a one-character alpha code based on the pay plan and law enforcement status of the employee. Alphanumeric I is not used to avoid confusion with similar numeric characters.

Note. All GS positions are classified as GS, regardless of the pay plan of the incumbent, and are assigned an “A” or “B”. If a position is filled with a GM employee, the HRO changes the MRN on the keying sheet to a “C” or “D”.

A = GS/LEO

B = GS/Non-LEO

C = GM/LEO

D = GM/Non-LEO

E = WS/LEO

F = WS/Non-LEO

G = WG/LEO

H = WG/Non-LEO

J = ES/LEO

K = ES/Non-LEO

L = Non-LEO Retirement with LEO Pay

M = SL/LEO

N = SL/Non-LEO

Z = Primary LEO when Non-LEO and Secondary LEO already covered.

Note. LEO covers primary and secondary covered positions.

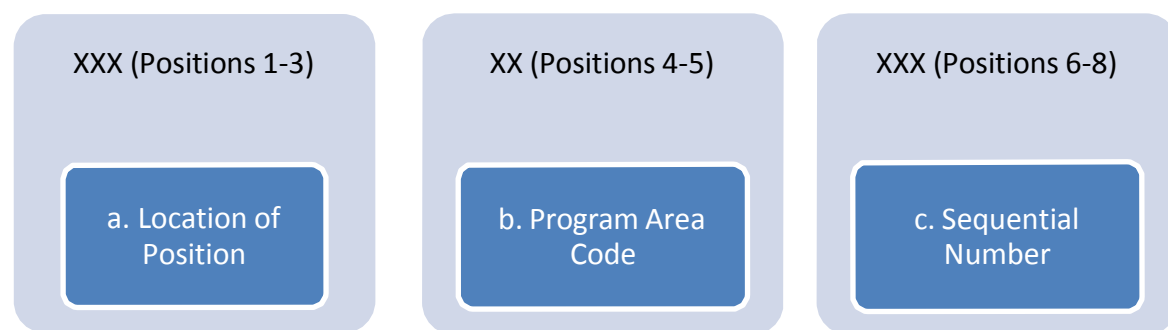
c. **Sequential Number** (3rd – 6th field). The sequential number is a four-digit field containing only numeric characters. The first position classified will be 0001, the second 0002, and so on. The sequential number remains the same for positions with more than one incumbent, regardless of pay plan or law enforcement status.

CREATING INDIVIDUAL POSITION NUMBERS (IPN)

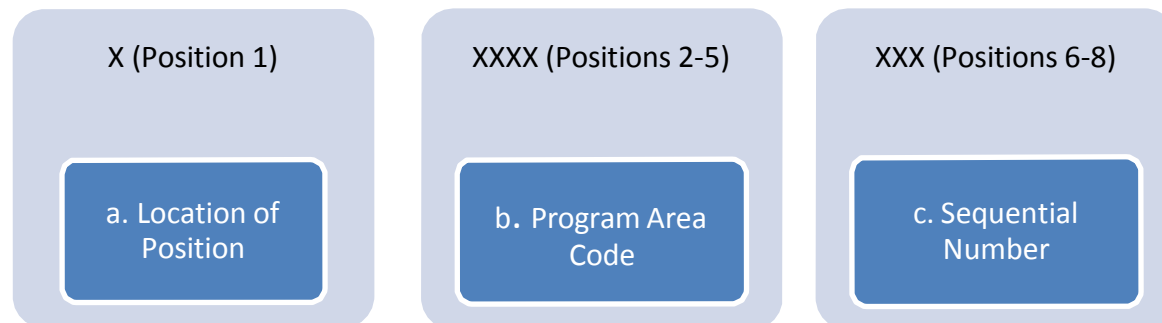
The IPN is an eight-digit number (represented by X in the following diagrams) that is assigned by the HRO servicing the position/employee. The IPN identifies the location of the position (or servicing HRO), program area code (except UNICOR positions), and sequential number. The program area code for institution UNICOR positions is “UN”.

IPNs are tracked using Attachment 2 in the CCS Supplemental Position Management System On-Line guide or the appropriate National Finance Center (NFC) report.

IPN INSTITUTION:



CENTRAL OFFICE, REGIONAL OFFICE, AND TRAINING CENTER IPN:



a. **Location of Position.** This field represents the location of the HRO actually servicing the position/employee. The number of characters in this field differs for institution and non-institution positions.

For institution positions, this is a three-digit alpha field using the SENTRY code for that location.

For Central Office, regional offices, and training centers, the following codes are used:

C – Central Office

R – Regional Office

T – Training Center

b. **Program Area Code.** The number of characters in this field also differs for institution and non-institution positions. This is a two-digit field for institution positions and a four-digit field for Central Office, regional office, and training center positions. This field represents the location of the position within the institution, regional office, etc. A current listing of program area codes can be obtained from the local Business Office, with the exception of program area codes for institution UNICOR positions, which is “UN”.

c. **Sequential Number.** This is a three-digit field containing only numeric characters. Each MRN has an IPN with a sequential number starting at 0001. Each identical additional (IA) position is numbered sequentially (0002, 0003, etc.).

DEALING WITH STATEMENTS OF DIFFERENCE (SOD)

When a position is filled at a grade lower than the full performance level, the same MRN is used for all employees assigned to the position, regardless of employees' grade levels. PMSO block A5 (grade) reflects the grade of the incumbent(s) and block C10 (target grade) reflects the full performance grade level of the position. It is not required to prepare an SF-52 to establish an SOD. If you require a SOD two or more grades below the full performance, contact CCS.

Attachment B. POSITION DESCRIPTION COVER SHEET

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

A. Reason for Classification Action									
Standardized Position						MRN:			
New Position									
Replace/Inactivate MRN:									
B. Classification									
Official Title:					Pay Plan	Occupational Series		Function Code	Grade
Working Title:					Classifier's Initials:				
					Date:				
C. Organizational Structure									
1 st	Department of Justice				4 th				
2 nd	Federal Bureau of Prisons				5 th				
3 rd					6 th				
Duty Station (If Different):									
D. Supervisor's Certification									
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.									
Signature:					Date:				
Name/Title:									
E. Classification Certification									
I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.									
Signature:					Date:				
Name/Title:									
F. Remarks				INCUMBENT:					
Standards Referenced:									
Position Review History		Initials	Date	Initials	Date	Initials	Date	Initials	Date
Employee (Optional)									
Supervisor									
Classifier									

MASTER RECORD/INDIVIDUAL POSITION DATA							
A. KEY DATA							
1. FUNCTION:		2. DEPT-CD/AGCY-BUR-CD:	DJ FP				
3. SON:		4. MR-NO:		5. GRADE:		6. IP-NO:	
B. MASTER RECORD							
1. PAY-PLAN:		2. OCC-SER:					
3. OCC-FUNC-CD:		4. OFF-TLE-PF/CD/SF:					
5. OFF-TITLE:							
6. HQ-FLD-CD:		7. SUP-CD:					
8. CLASS-STD-CD:		9. INTERDIS-CD:					
10. DT-CLASS:		11. EARLY-RET-CD:					
12. INACT/ACT:		13. DT-ABOL:					
14. DT-INACT/REACT:		15. AGCY-USE:					
16. INTERDIS-SER:							
17. INTERDIS-PF/CD/SF:							
18. PATCO-CD:	(SYSTEM GENERATED)		19. PROF-CATEGORY:				
C. INDIVIDUAL POSITION							
1. FLSA-CD/PAY-TBL:		2. FIN-DS/PROC-INTG:					
3. POS-SCHED:		4. POS-SENS/ADP/DRUG-TS:					
5. COMP-LEV:		6. WK-TITLE-CD:					
7. WK-TITLE:							
8. ORG-STR-CD:	FP						
9. VAC-REV-CD:		10. TARGET-GD:					
11. LANG-REQ:		12. PROJ-DTY-IND:					
13. DUTY-STATION:		14. BUS-CD/COPR-ST:					
15. DT-LST-AUDIT:		16. PAS-IND/LEO-IND:					
17. DATE-EST:		18. GD-BASIS-IND:					
19. DT-REQ-REC:		20. NTE-DT:					
21. POS-ST-BUD:		22. MT-REV/CL-ACT-CD:					
23. DT-EMP-ASGN:	(SYSTEM GENERATED)		24. DT-ABOL:				
25. INACT/ACT:		26. DT-INACT/REACT:					
27. ACCTG-STAT:		28. INT-ASGN-SER:					
29. AGCY-USE:		30. OBLIG-SSN:	(SYSTEM GENERATED)				
31. DT-VACATED:	(SYSTEM GENERATED)		32. INCUMBENT-SSN:	(SYSTEM GENERATED)			
REMARKS:							