



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 12510.2
N04R
29 OCT 2001

COMNAVREGSW INSTRUCTION 12510.2

Subj: CIVILIAN POSITION MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 12510.9
(b) CINCPACFLTINSTR 12510.2A
(c) COMNAVREGSWINSTR 12510.1

Encl: (1) Position Management Review Form

1. Purpose. Reference (a) provides Department of Navy policies, objectives and guidelines for the development, implementation and administration of effective position management programs. This instruction outlines the Command's guidelines for position management review and is directed to all personnel having responsibilities for position management and/or planning, recommending, evaluating or approving organization and position structures.
2. Line Managers/Supervisors. Line Managers and Supervisors are responsible for structuring positions and organizations in a manner that optimizes economy, productivity and organization effectiveness. To that end, basic position management objectives should be followed and include: (1) position structures that achieve a proper balance among efficiency, economy, skills utilization, and employee motivation and development; (2) utilizing the most effective work processes, methods, equipment and techniques; (3) distributing resources efficiently to aid in identifying, eliminating and preventing unnecessary organizational fragmentation, excessive layering and use of deputy/assistant positions, improper design of jobs, and inappropriate span of control.
3. Position Management Board. The Position Management Board is composed of the Chief of Staff, Regional Business Manager, Regional Finance Manager, and Director, Civilian Personnel Programs. The Board is designed to oversee and manage personnel resources by ensuring that they are allocated and expended in alignment with strategic initiatives and sound position management practices and principles.

29 OCT 2001

4. Actions Requiring Review. The following actions will be submitted to the Position Management Review Board:

- a. Establishment and/or filling of high-grade (GS-14/15) and SES positions;
- b. Deviations from approved staffing plans or authorized FTE;
- c. Any personnel action that will result in expenditure of funds beyond those authorized for the program/functional area in a given fiscal year.

5. Review Criteria. Actions will be reviewed against the following criteria:

- a. critical nature or critical needs of the program area as reflected by the request;
- b. availability of funding/FTE; and
- c. degree to which the request reflects and promotes economy and efficiency.

6. Content of Requests for Position Management Review. Position management review requests will address the Review Criteria factors discussed above and those reflected in Enclosure 1, Position Management Review Form. When applicable, organization charts, workload data, on-board history or other information may be appropriately provided. Program Managers or their representatives may appear before the Board to present their request(s).


D. C. KENDALL
Deputy and
Chief of Staff

