



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO
PO BOX 95001
SANTA ANA CA 92709-5001

ABO 12510.1C
AB/90
10 Jun 97

AIR BASES ORDER 12510.1C

From: Commander
To: Distribution List

Subj: DELEGATION OF CLASSIFICATION AUTHORITY AND POSITION MANAGEMENT
RESPONSIBILITIES

Ref: (a) SECNAVINST 12510.9
(b) MCO 12510.2C
(c) ABO 5310.4E
(d) CPI 511.1 (NOTAL)

1. Purpose. To implement Department of the Navy (DON) and Commandant of the Marine Corps (CMC) policies on responsibilities for the subject within Marine Corps Air Bases Western Area (MCABWA).

2. Cancellation. ABO 12510.1B.

3. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

4. Background

a. References (a) and (b) established DON and CMC policy on delegation of classification authority and responsibility to Station Commanders and encouraged the redelegation of this authority to the lowest practical level of management. However, it was specified that this redelegation must be coupled with civilian payroll spending authority for the organizational entity for which the manager is responsible.

b. Reference (c) stated MCABWA Position Management Program policy/objectives and established the MCABWA Position Management Review Board (PMRB).

5. Information

a. Payroll spending authority must be delegated before Position Classification authority is granted and that authority is assigned to specific individuals by the Station Commander, as fund administrators. Squadron commanding officers/department heads and a designated individual (i.e., executive officer, deputy/assistant department head) may be delegated the authority to classify General Schedule positions at grades GS-1 through GS-12 and Federal Wage System positions at grades defined in job grading standards issued by the Office of Personnel Management (OPM) or DON. The authority to classify GS-13

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through GS-15 positions may not be redelegated by the Station Commander, who will forward the classification package to this headquarters (AB/AF) for review and advisory classification (ABF) by the PMRB prior to approval by COMCABWEST. COMCABWEST will forward approved requests to CMC for review.

b. All designated squadron commanding officers/department heads, and the above designated subordinates, must complete the required training prescribed by reference (a) before authority can be delegated. The Classification Authority Training Program will consist of training in classification, financial management and position management. Should the position with delegated authority for a squadron/department become vacant, and the person acting in that capacity has not received the required training, classification authority will revert to the Station Commander, who may redelegate to the Human Resources Manager, Marine Corps Air Station (MCAS) El Toro or MCAS Yuma, until a new squadron commanding officer/department head is appointed and the prescribed training is completed. All delegations of classification authority will be in writing from the Station Commander and coordinated with the Human Resources Manager to ensure technical compliance.

c. The positions listed below may be granted delegated authority by the Station Commander in accordance with reference (d).

(1) Assistant Chief of Staff (AC/S), G-1, MCABWA/MCAS El Toro and the S-1 Officer of other Stations, as applicable.

(2) AC/S, G-3, MCAS El Toro and the S-3 Officer of other Stations, as applicable.

(3) AC/S, G-4, MCABWA/MCAS El Toro and the S-4 Officer of other Stations, as applicable.

(4) AC/S, G-6, MCAWBA/MCAS El Toro and the Communications, Data, Electronics Officer of other Stations, as applicable.

(5) AC/S, Comptroller, MCABWA/MCAS El Toro and the Station Comptroller of other Stations, as applicable.

(6) Director, Installations Department, MCAS El Toro and other Stations, as applicable.

(7) AC/S, Training, MCABWA/MCAS El Toro and Training Officer of other Stations, as applicable.

(8) Director, Security Department, MCAS El Toro and the Security Officer of other Stations, as applicable.

(9) Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON) at MCAS El Toro and other Stations, as applicable.

(10) AC/S, Morale, Welfare and Recreation (MWR), MCAS El Toro and the MWR Officer of other Stations, as applicable.

d. Classification differences that may arise between the squadron commanding officer/department head at all MCABWA air stations and Human Resources Manager will be resolved by the Chief of Staff, MCABWA.

e. The Human Resources Offices at MCAS El Toro and MCAS Yuma will develop and administer the classification portion of the Program and assist department heads/commanding officers when needed.

f. The AC/S, G-1, MCABWA/MCAS El Toro and S-1 Officers at all other air stations, will develop and administer the position management portion of the Program and assist squadron commanding officers/department heads when needed.

g. The AC/S, Comptroller, MCABWA/MCAS El Toro, and other Station Comptrollers, as applicable, will develop and administer the financial management portion of the Program and assist squadron commanding officers/department heads when needed.

h. All departments will submit Requests for Personnel Action, (SF-52), which will effect changes to the Table of Organization (T/O), i.e., Recruitments, Reassignments, Temporary Promotions and Details, change in status and all other SF-52 requests, in accordance with reference (c), to the AC/S, G-1 (Manpower Management Officer), MCAS El Toro, or the S-1 of the other air stations, as applicable, for review/approval. All Requests for Personnel Action, SF-52's, must have the T/O line number indicated in the remarks section. If the position is new, a proposed T/O line number must be indicated.

i. If unsound classification practices are evidenced and there is unacceptable compliance with the Position Management program, delegated authority will be revoked and classification authority for that organizational element will be retained by the Station Commander or redelegated to the appropriate Human Resources Office. All changes in designation of classification authority will be in writing and coordinated with the Human Resources Office, who will maintain a current record of classification authority status.

j. A review of all position descriptions will be accomplished annually to verify their accuracy. This will be accomplished by the supervisor when the annual performance standards are set.

6. Action

a. The Human Resources Managers at MCAS El Toro and MCAS Yuma will:

(1) Coordinate necessary training to those squadron commanding officers/department heads and other designated individuals (paragraph 5c above) who have classification authority under the Program.

(2) Forward all classification actions required by reference (d) to be reviewed by the Secretary of the Navy or a designee via the CMC (MPC).

(3) Submit a copy of all classified high grade positions (GS-13 through GS-15) to CMC (MPC) and MCABWA AC/S, G-1 (Manpower Management Officer) in a letter format within 5 workdays after classification action. A copy of the new position description will be included with any replaced position description, organization chart, functional statement and/or evaluation statement.

(4) Review all classification actions received, advise activity squadron commanding officers/department heads of any unsound practices and recommend necessary corrections.

(5) Provide guidance in the application of new standards.

(6) Provide advisory classification when requested by squadron commanding officers/department heads.

(7) Monitor accuracy and quality of program.

(8) Determine Fair Labor Standards Act (FLSA) status.

(9) Determine pay and grade retention eligibility.

(10) Determine pay adjustments for supervisors.

(11) Ensure consistent use of OPM standards.

b. AC/S, G-1, MCABWA/MCAS El Toro and S-1 officers of other Stations, as applicable, will:

(1) Provide guidance regarding the application of sound position management criteria.

(2) Conduct position management reviews:

(a) When requested by commanding officers/department heads.

(b) When squadron commanding officers/department heads are not able to accomplish mission requirements within budget constraints.

(c) As an ongoing process for each vacancy that is filled, as per reference (c).

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(3) Provide personnel for the position management portion of the training program.

c. The AC/S, Comptroller, MCABWA/MCAS El Toro and other Station Comptrollers, as applicable, will:

(1) Allocate approved funding levels to support the authorized civilian personnel and mission of the activity.

(2) Monitor actual payroll obligations, following existing financial management policy, to ensure compliance with authorized levels, and taking corrective action as necessary.

(3) Provide monthly status reports on civilian payroll funding to those staff officers delegated position classification and payroll authority.

(4) Provide procedure to reallocate funds periodically for the most effective use of approved resources.

(5) Provide personnel for Financial Management portion of the training program.

7. Certification. Reviewed and approved this date.


S. F. MUGG
Chief of Staff

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PO BOX 99001
SANTA ANA CA 92709-5001

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AIR BASES ORDER 12510.1C Ch 1

From: Commanding General
To: Distribution List

Subj: DELEGATION OF CLASSIFICATION AUTHORITY AND POSITION
MANAGEMENT RESPONSIBILITIES

1. Purpose. To direct pen change to basic order.

2. Action

a. On page 2, paragraph 5b, 10th and 11th lines change from "Marine Corps Air Station (MCAS) El Toro or MCAS Yuma until a new squadron..." to read "Marine Corps Air Station (MCAS) El Toro, MCAS Yuma, or MCAS Miramar until a new squadron..."

b. On page 3, paragraph 5c, add "(11) AC/S, Environmental, MCAS El Toro and the Environmental Officer of other Stations, as applicable."

c. On page 3, paragraphs 5e and 6a, change from "MCAS El Toro and MCAS Yuma" to read "MCAS El Toro, MCAS Yuma, and MCAS Miramar".

d. On page 3, paragraph 5i, line 7, change from "Human Resources Office, who will maintain" to read "Human Resources Office which will maintain".

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


S. F. MUGG
Chief of Staff

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