



**UNITED STATES MARINE CORPS**  
Marine Corps Base  
Camp Lejeune, North Carolina 28542-5001

BO 12000.1S  
CPD/mp  
19 Oct 1984

BASE ORDER 12000.1S

From: Commanding General  
To: Distribution List

Subj: Position Maintenance Review

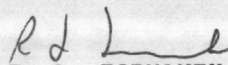
Ref: (a) CPI 511 (NOTAL)  
(b) BO 12511.1C  
(c) BO 12532.2B  
(d) BO 5310.10A

Encl: (1) Position Maintenance Review Schedule for FY 85 and FY 86

1. Purpose. To reissue the policy and procedures relative to the Position Maintenance Review of all civil service positions as prescribed by references (a) through (d), and to establish the biennial schedule to be followed in conducting subject review during fiscal years FY 85 and FY 86.
2. Cancellation. BO 12000.1R.
3. Background. The Position Maintenance Review is to assure that all positions are properly classified based on current descriptions of work assignments. Over the past few years higher authority has issued many directives and imposed controls designed to achieve economy and efficiency through more effective management, more economical administration, and more effective utilization and control of manpower. Reference (a) requires that all civilian positions be reviewed no less than every two years. This review must include determining that the position/job descriptions are current, that the classifications are proper, and that a need for each position exists. Line management has continuing responsibility for assuring that official position and job descriptions accurately reflect current work assignments of civilian employees. It is emphasized that changes in such work assignments are to be reported as they occur. The Position Maintenance Review will ensure that changes shall not go unreported for extended periods of time. All positions/jobs are subject to work audit by position classification specialists; such audits shall include positions/jobs the descriptions of which are certified to be current on the Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75).
4. Action. All organizations employing civil service personnel shall comply with the instructions in the enclosure. Organizational Commanders, Heads of Command Staff Sections, and Department Heads will ensure all supervisors are thoroughly familiar with the contents of this Order and that the Order is made available to the employees upon request. Additional information and assistance in subject matter may be obtained by contacting the Classification Branch, Civilian Personnel Division, extension 1532.
5. Change Notation. Significant changes contained in this revision are denoted by asterisks (\*) shown in the outer left margin.

BO 12000.1S

6. Applicability. Having received the concurrence of the Commanding Generals of 2d Marine Division and 2d Force Service Support Group (Rein) and the Commanding Officers of Marine Corps Air Station (H), New River; Naval Hospital, Naval Dental Clinic, and Complex Officer, East Coast Commissary Complex, Camp Lejeune; and Commanding Officer, Navy Recruiting District, Raleigh, this Order is applicable to those commands.

  
R. L. FORMANEK  
Chief of Staff

DISTRIBUTION: C less Category III plus  
CPD (70)  
LOG (CPD-65)  
CG, 2d MarDiv (2)  
CG, 2d FSSG (Rein) (2)



## POSITION MAINTENANCE REVIEW SCHEDULE FOR FY 85 AND FY 86

1. The position maintenance review will be conducted on a biennial basis. The schedule for Fiscal Year 85 is provided in paragraph 3. The schedule for Fiscal Year 86 is provided in paragraph 4. The position maintenance review consists of concurrent review of all General Schedule and Trades and Labor positions within a single organization. For example, all General Schedule and Trades and Labor Positions for Base Maintenance are to be reviewed during the same scheduled period.

2. Procedures. The applicable procedures for conducting the Position Maintenance Review are as follows:

a. The Civilian Personnel Division will forward the review forms, Position Maintenance Review Report, MCBCL 12510 (Rev. 7-75), to the organization to be reviewed prior to the review date listed in the schedule.

b. Each position description shall be reviewed by the incumbent of the position and the immediate supervisor to determine the accuracy of the description. In this connection all descriptions must be thoroughly and carefully reviewed to determine if any duties and/or physical requirements are unnecessarily restrictive to the employment of the handicapped, e.g., in a clerical position the requirement to lift and carry objects weighing 100 pounds. A careful review should be made to ensure that the stated physical requirements are realistic for the position. Such requirements must be a prerequisite to fill the position in order to be valid.

c. When a description is found to be inaccurate the supervisor will:

(1) Determine what duties have changed, and what necessitated the change, i.e., new regulations have been published, new equipment, improved work procedures, change initiated for convenience of the incumbent.

(2) Determine if the change is really appropriate.

(a) If found to be unjustified, instruct the employee to return to the duties as described in the current position description.

(b) If the changes are necessary, redescribe the duties by either amending the current description or preparing a new description.

d. Positions whose current descriptions require no changes will be certified as current and accurate by a check mark in column (4) of the Position Maintenance and Review Report Form.

Note: Optional Form 8 (Rev. 8-77) must be used as the cover sheet for all position/job descriptions. The source of supply for Optional Form 8 (Rev. 8-77) is the Self-Service Center, Building 1606. Note also that completion of item 20b on the cover sheet is not optional, even though the form indicates optional. The current edition of Department of the Navy Civilian Personnel Instruction 511 requires that item 20b be signed.

e. The revised descriptions or amendments shall be certified by the incumbent (item 19), the immediate supervisor (item 20a) and the next higher level supervisor or department head (item 20b). The Position Maintenance Review Report, including any proposed new descriptions or amendments, shall be forwarded to the Head of the Department.

f. The Department Head will review the Report and all attached proposed new descriptions or amendments. When fully satisfied that all descriptions, both current and proposed, are accurate and reflect the needs of the organization, the Department Head so certifies by signing and dating the Review Report. The completed report form and the original plus one copy of the revised position/job descriptions and amendments along with current functional organization charts, prepared in accordance with the instructions contained in the current edition of BO 12511.1 and BO 12532.2 shall

ENCLOSURE (1)

be forwarded to the Civilian Personnel Division in accordance with the schedule. Any deviation from the schedule must be approved by the Civilian Personnel Officer.

g. In the event tentative classification of the proposed descriptions or amendments for Marine Corps Base positions/jobs reveal any changes in grade levels or position titles, classification action will be withheld pending compliance by the organization with the requirements of the current edition of BO 5310.10.

3. The following organizations are scheduled for Position Maintenance Review during Fiscal Year 85:

October 1984 (Due NLT 1 Nov 84)

MANPOWER DEPARTMENT

Office of AC/S, Manpower  
Adjutant Division  
Base Personnel Division  
Civilian Personnel Division  
Management Assistance Division  
Postal/Locator Division  
Safety Division

December 1984 (Due NLT 1 Jan 85)

TRAINING DEPARTMENT

Office of AC/S, Training  
Training Facilities Division  
Training & Audiovisual Supt. Ctr.  
STAFF JUDGE ADVOCATE (MCB)  
STAFF JUDGE ADVOCATE (2dFSSG)  
NAVAL DENTAL CLINIC  
HQ SUPPORT BN

February 1985 (Due NLT 1 Mar 85)

FACILITIES DEPARTMENT (Cont'd)

Family Housing Division

April 1985 (Due NLT 1 May 85)

FACILITIES DEPARTMENT (Due NLT 1 May 85)

Fire Protection Division

July - Sep 1985 (Due NLT 1 Oct 85)

FACILITIES DEPARTMENT (Cont'd)

Maintenance Division

November 1984 (Due NLT 1 Dec 84)

PERSONNEL SERVICES DEPARTMENT

Office of AC/S, Personnel Services  
CamLej Dep School Division  
Education Services  
Family Services Center  
Command Club Management System  
JOINT PUBLIC AFFAIRS OFFICE  
SPECIAL SERVICES DEPARTMENT

January 1985 (Due NLT 1 Feb 85)

2d MARINE DIVISION

Office of Commanding General  
Office of Adjutant

FACILITIES DEPARTMENT

Office of AC/S, Facilities  
Comm-Elect Division  
Public Works Division

March 85 (Due NLT 1 April 85)

FACILITIES DEPARTMENT (Cont'd)

Natural Resources & Environmental  
Affairs Division  
Unaccompanied Personnel Housing Div.

May - June 1985

(Reserved for Processing Annual Performance Appraisals)

4. The following organizations are scheduled for Position Maintenance Review during Fiscal Year 86:

October 1985 (Due NLT 1 Nov 85)

NAVAL HOSPITAL

November 1985 (Due NLT 1 Dec 85)

COMPTROLLER DEPARTMENT  
HQ, HEADQUARTERS BN  
CONSOLIDATED ACCOUNTING OFFICE (2dFSSG)  
CORRECTIONAL FACILITY

December 1985 (Due NLT 1 Jan 86)

OFFICE OF COMMANDING GENERAL  
CHAPLAIN DIVISION  
INSPECTOR DIVISION  
MILITARY POLICE DIVISION  
NAVY RECRUITING DISTRICT, RALEIGH  
EAST COAST COMMISSARY COMPLEX

February 1986 (Due NLT 1 Mar 86)

LOGISTICS DEPARTMENT (Cont'd)

Commissary Division  
Motor Transport Division

April 1986 (Due NLT 1 May 86)

LOGISTICS DEPARTMENT (Cont'd)

DSSC Division  
Property Control Division

July 1986 (Due NLT 1 Aug 86)

REGIONAL AUTOMATED SERV CENTER

September 1986 (Due NLT 1 Oct 86)

MCES  
MCSSS  
FIELD MED SVC SCHOOL

January 1986 (Due NLT 1 Feb 86)

LOGISTICS DEPARTMENT

Office of AC/S, Logistics  
Budget Division  
Personnel Division  
Operations Division  
Purchasing & Contracts Division  
Food Services Division

March 1986 (Due NLT 1 April 86)

LOGISTICS DEPARTMENT (Cont'd)

Printing Division  
Traffic Management Division  
Maintenance Cadre  
PP & P Platoon  
Laundry Division

May - June 1986

(Reserved for Processing Annual Performance Appraisals)

August 1986 (Due NLT 1 Sep 86)

MCAS(H)



