



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 12511.1
S-1

MAR 21 2023

AIR STATION ORDER 12511.1

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: POSITION MANAGEMENT PROGRAM

Ref: (a) MCIEAST-MCB CAMLEJO 12510.1 (PMRB)
(b) SECNAVINST 12511.1A (Classification and Position Management)
(c) MCO 5311.1E (TFS Process)
(d) MCO 12250.3 (CHRM in the USMC)
(e) Prohibited Personnel Practices (5 USC § 2302(b))
(f) 5 USC 2 (Merit System Principles and Prohibited Personnel Practices)

Encl: (1) Recruitment Justification Request Form
(2) Non-Disclosure Agreement
(3) Resume Point Summary
(4) Statement of Accuracy

1. Situation. To establish a Position Management Program (PMP) and assign responsibilities for administration at Marine Corps Air Station (MCAS) New River, as encouraged by reference (a) and in accordance with references (b) through (f).

2. Cancellation. ASO 5310.1M.

3. Mission. To ensure efficient distribution of staff resources and to aid in identifying, preventing, and eliminating unnecessary organizational fragmentation, excessive layering, excessive use of deputies and assistants, improper design of jobs and inappropriate supervisory spans of control as directed by reference (b), and encourage exceptional performance.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Develop and implement a comprehensive Position Management Board (PMB) to support and maintain an effective PMP. The PMB will review and prioritize proposed new positions, re-organizations, and position changes in accordance with the intentions of the Strategic Workforce Planning (SWP) initiatives for MCAS New River per the references.

(2) Concept of Operations

(a) This Order constitutes significant revision to current practices and should be read in its entirety.

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(b) Position Classification. Position descriptions (PD) must be established and correctly classified to promote organizational effectiveness and mission accomplishment as defined in reference (b).

1. PDs should be re-written five years following the date of classification unless duties and responsibilities change in their entirety, or significant organizational changes occur.

2. Pen and ink changes may be requested to make minor updates to a PD between classifications, usually one to three sentences in total.

3. An amendment may be requested to add, remove, or replace a minor requirement to a PD, usually one to three paragraphs in total.

(c) PMB. The PMB will meet monthly or as deemed necessary to validate vacant Appropriated Fund (APF) civilian position hiring requests and proposed structure changes. Funding limitations or changes may result in PMB cancellations as necessary.

1. Requests to fill vacant positions must be submitted to the PMB, via enclosure (1), with an accurate Organization Chart (including Civilian and Military positions) for approval. Each package must be compelling in nature and provide substantive qualitative and quantitative data to aid the PMB in determining what positions are essential to maintaining a mission aligned, high-performing workforce.

a. PMB packages must identify the hiring Area of Consideration (AOC).

b. PMB packages identifying a Veteran's Recruitment Authority Name Request should include the candidate's resume, DD-214 (Member-4 Copy) or Statement of Service, and e-Benefits Civil Service Preference Letter (if available) to expedite hiring submission.

2. Positions submitted to the PMB for hiring approval must be aligned to a current PD. Exceptions for outdated PDs may be granted on a case-by-case basis and require the following:

a. A Statement of Accuracy, provided as enclosure (4).

b. A draft PD re-description must be provided to S-1 in a timely manner.

3. Approved structure changes to the Table of Organization will be submitted via a Table of Organization and Equipment Change Request in accordance with reference (c).

4. Approval to hire will be determined in accordance with labor controls and Command priority.

(d) Hiring. All requests to hire will be considered in accordance with the references, though final approval is at the discretion of the Commanding Officer.

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1. Hiring actions will be processed in accordance with the AOC and supporting documentation identified in each PMB package.

2. Tracking information will be provided to selecting officials (SOs) once each hiring action has been submitted. When using competitive selection methods, SOs must identify a hiring panel, provide signed Non-Disclosure Agreements (if necessary) (example included in enclosure (2)), for each panelist, and a resume review matrix (example included in enclosure (3)) to S-1 prior to receipt of resumes. The competitive candidate selection process is as follows:

a. Resumes and Certificates of Eligibles will be provided to the SO through USA Staffing.

b. Resumes will be evaluated independently by each panelist using the resume review matrix in accordance with reference (f).

c. All completed matrices will be forwarded to S-1 for consolidation.

d. If desired, SOs must forward a list of interview candidates, questions, and schedules to the S-1.

e. All interviewed candidates will be asked the same aforementioned questions to ensure candidates are interviewed fairly and equitably.

f. Interview results, documentation, and the selections will be forwarded to the S-1. It is recommended that SOs identify candidates for alternate selection as appropriate.

g. The SO or Alternate Selecting Official (ASO) shall complete selection(s) in USA Staffing in accordance with selection documentation. S-1 will make the selection if the SO or ASO is unable to do so.

h. Reporting instructions will be provided to the Civilian Human Resources Office (CHRO) Camp Lejeune prior to each selectee's report date. All new employees will report to the Installation S-1.

b. Tasks

(1) Executive Officer (XO)

(a) Serve as the PMB Chairperson and ensure all PMB meetings are conducted to facilitate the process outlined in this Order.

(b) Ensure hiring approval is provided in accordance with labor controls, sound position management practices, SWP, and workforce shaping efforts.

(c) Provide PMB scheduling availability to S-1 for coordination and solicitation.

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(2) S-1

(a) Administer and maintain the PMP in accordance with the references, this Order, and other applicable regulatory guidance. Coordinate with department heads to conduct studies supporting workforce shaping, SWP, position management, classification, hiring and staffing, and performance management initiatives.

(b) Collaborate with the Comptroller to develop and evaluate labor controls in accordance with the tenets of Manage to Payroll (MTP) prior to each PMB.

(c) Provide administrative oversight and support of the PMB. Provide PMB schedules, cancellations, and package due dates to department heads for coordination. Review and validate all PMB packages, coordinating with departments as necessary. Ensure validated packages are forwarded to the XO prior to each PMB.

(d) Identify and present potential solutions for staffing shortages.

(e) Submit and track all RPAs in liaison with CHRO Camp Lejeune and the Office of Human Resources San Diego. Provide tracking information to department heads and SOs/ASOs.

(f) Provide assistance and guidance as appropriate regarding hiring, classification, and performance management.

(3) Comptroller

(a) Evaluate and advise on the fiscal implications of hiring actions.

(b) Develop/track labor controls in accordance with the tenets of MTP prior to each PMB.

(4) Department Heads

(a) Submit completed PMB packages in accordance with established deadlines to S-1.

(b) Ensure departmental PDs are complete, accurate, and current at the beginning of each performance cycle and during progress reviews. Provide draft PDs as applicable to S-1 for appropriate action.

(c) Submit requests for reorganization, new positions/backfills or position changes/upgrades to the PMB via the department head to S-1, to include:

1. Proposed organizational structure for new structure or position changes.

2. Detailed justification of requested changes via enclosure (1). Justification should consider current fiscal posture.

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(d) Ensure proposed PD upgrades are based solely on requirements to perform the mission. Upgrades for the purpose of retaining employees violates references (e) and (f). Re-submission of PD upgrades should not be submitted no earlier than one year since last submitted revision.

(5) Supervisors

(a) Ensure sound position management practices by ensuring PDs are accurate and assigning work that is commensurate with respective PDs and grades. Supervisors must absorb duties which exceed the scope, complexity, and/or grade of a lower graded position when the duties cannot be distributed.

(b) Develop performance management standards and evaluate employees in accordance with each employee's respective PD.

(c) Review subordinate employees' PDs at the beginning of each performance cycle and during every progress review.

(d) Provide draft PD re-descriptions to the respective department head via the appropriate chain of command when PDs are determined to be outdated, inaccurate, or when significant organizational changes occur.

c. Coordinating Instructions

(1) Membership of the PMB

(a) The XO serves as the PMB Chairperson.

(b) The S-1 provides manpower and position management guidance to assist leadership with making determinations for hiring approvals/disapprovals.

(c) The Comptroller determines funding impacts of PMB requests to ensure hiring decisions are approved within MTP constraints.

(2) Frequency of the PMB. PMBs will be coordinated monthly by the S-1 Department. Exceptions may be granted on a case-by-case basis at the direction of the XO.

5. Administration and Logistics. The S-1 Department is the point of contact for all matters concerning the PMP.

6. Command and Signal

a. Command. This Order is applicable to MCAS New River.

b. Signal. This Order is effective the date signed.


G. W. BURNETT

DISTRIBUTION: A



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From: Director,
To: Commanding Officer, Marine Corps Air Station New River

Subj: REQUEST TO RECRUIT/FILL PRIORITY POSITION

Ref: (a) ASO 12511.1

Encl: (1) Position Description #XXXX

1. Per the reference, this is a request to recruit for the following position:

- a. Billet Description: PD Title
- b. PP/Ser/Grade: GS-XXXX-XX
- c. PD Number:
- d. BIC(s): M022060XXXX (Supervisor can locate in TWMS)
- e. Category: Life, Health, Safety, Mission Critical, or Other
- f. Billet Vacancy Information:
 - Number Vacant:
 - Number Filled:

2. Justification:

- a. What is the critical need to fill this position?
- b. What is the vacancy date of the position?
- c. What is not getting done while the position is vacant?
- d. What are the organizational impacts if the position is not filled?
- e. What actions have you taken to mitigate organizational impacts?
- f. Is the PD for this position accurate?

ENCLOSURE (1)

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Subj: REQUEST TO RECRUIT/FILL PRIORITY POSITION

3. If approved to hire, what is your intended hiring Area of Consideration?

Non-competitive: Direct Hire Authority, VRA Name Request (GS-11 and below), term appt of 30% or more service-connected disabled veterans (GS-12 and above, can be converted to permanent)

Competitive: Current DON Employees, Current/Former Permanent Federal Employees, ICTAP Eligibles (MCCS Employees), VEOA (all veterans), Management Identification of Candidates, Reinstatement Eligibles.

Unknown: Directorate will work with S-1 for guidance.

4. Please provide a summary of the minimum qualifications required to perform this job at the full potential level of this position. (This is used to screen potential placements)

5. Point of contact is (This should be the Department Head)

G. O. TEAM

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Non-Disclosure Agreement

Position Title _____ PP-Ser-GR _____

PD Number _____ RPA Number _____

My duties as a member of the title selection board panel include responsibilities in which I will acquire personal knowledge of and access to information regarding applicants under consideration for the respective position. I understand and agree that it is my duty and obligation to comply with the provisions of this agreement respecting such information, and that my violation of this agreement may result in administrative action.

I understand that prior to and in conjunction with the title position resume review, review of selection board material, interviews and deliberations, I will have access to written and oral information pertaining to applicants. Written information may be in either hard copy or electronic forms, and both are covered by this agreement.

I understand that this information is for internal discussion and use by the interview panel members and is not to be shared outside that forum.

I understand that neither interview deliberation information nor recommendations are to be discussed, forwarded, or otherwise disseminated to persons outside of the panel members.

Signature_____
Date_____
Printed Name/Title/Organization

ENCLOSURE (2)

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PP-Sci-GR									
Section Board Members	Candidate Name	Delete excess columns							
Resume Review Criteria	0	0	0	0	0	0	0	0	0
Education and/or Relevant Experience: (0-10) (See resume and PD)									
Knowledge of applicable directives, regulations, procedures and policies governing directives management. (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Ability to analyze trends and data to advise and recommend appropriate decisions. (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Ability to plan, evaluate, develop, organize, and administer a comprehensive applicable program. (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Knowledge of related/secondary programs (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Ability to develop and store correspondence and directives to support applicable programs. (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Ability to provide various safety education courses to civilian and military personnel. (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Ability to proofread and ensure appropriate format, grammar, and spelling of documents related to safety programs as appropriate. (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Knowledge of related administrative support functions (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Overall Impression of the resume (quality of written communication, grammar, punctuation, reflection of administrative skill) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Working knowledge of related/applicable functions. (relevance must be weighted towards knowledge/experience within the last 5 years) (0-10) None=0 (See resume and PD)	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
90% =	0	0	0	0	0	0	0	0	0
80% =	0	0	0	0	0	0	0	0	0
70% =	0	0	0	0	0	0	0	0	0

Notes
Percentiles may be determined for interview decisions when one or more candidates' resume review scores are significantly higher than other applicants. The Selecting Official may choose to interview candidates scoring within the 90th, 80th, or 70th percentile of the highest scoring candidate. Alternatively, the SO may elect to interview the top 3, 5, etc. scoring candidates for any given position.

Statement of Accuracy

I, certify that PD# _____, Title _____, PP _____,
Series _____ and Grade _____, is current and accurate.

Printed Name and Title

Signature

Date