DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:
12300
SUP 37A/098
AUG 7 2002

From: Executive Director, Naval Supply Systems Command

Subj: POLICY FOR HIGH-GRADE HIRING

Ref: (a) NAVSUP ltr 12300 Ser CWP2/175 of 15 Jan 02
(b) NAVSUP ltr 12713 SUP 33A1/133 of 25 Jul 02

1. Reference (a) amended the High-Grade Controls policy for the NAVSUP claimancy. After receiving comments from many of you on this issue and based on discussions at the Board of Directors Meeting on 16 July 2002, I decided to issue a new and comprehensive policy.

2. Effective immediately, the following will apply to all new GS-14 and above permanent and temporary positions:

a. Requests should be sent to the NAVSUP Workforce Policy and Planning Division (SUP 33) with justification for the position. Include a statement that the CO has budgeted the cost of the billet in your business plan, and that it is reflected in your staffing plan.

b. Include a statement of how such a hire is consistent with the President's goal of flattening the workforce, or why that is not applicable in this situation.

c. Attach a copy of the new Position Description (PD) including the Classification Evaluation Summary.

d. Attach a copy of the proposed organization chart that shows the location of this position in the organization. This chart must include the pay plans, series and grades of all positions in that part of the organization where the position is being established.

3. SUP 33 will review the request for proper documentation, review the PD and evaluation summary for accuracy, and forward the package to the cognizant Community Manager (CM) or Anchor. The CM or Anchor will determine if the creation of this position is consistent with the enterprise strategic plan and return the package to SUP 33. SUP 33 will forward the package to me for approval/disapproval with an analysis of the situation and a recommendation.

4. If the request is approved, the following additional requirements will apply.

a. Rating/ranking and recommending panels will be used for every GS-14 or higher vacancy. This responsibility can be given to one panel or different panels.

b. Rating/ranking and recommending panels will consist of at least one person from outside the activity where the vacancy exists. This member cannot be organizationally accountable to the selecting official. At a time when we are likely to have applicants from outside the immediate work group, including retired military, adding an outside perspective will add credibility to the process and a more objective assessment. The selecting official should not be a member of the panel though he/she may sit in on panel interviews and may choose to hold second interviews.

c. In an effort to build customer relationships, rating/ranking and recommending panels may also include an outside customer representative.

5. The above requirements also apply to backfilling current authorized high-grade positions.

6. Reference (b) will be used to determine the Area of Consideration (AOC). Exceptions to the AOC will be considered on a case basis with rarity.

7. Questions about this policy may be directed to Mr. James Henneman, 717-605-2312, DSN 430-2312, or e-mail james_r_henneman@navsup.navy.mil.

JEFFERY G. ORNER

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