

PS 3000.02 CN-35 HUMAN RESOURCES MANAGEMENT MANUAL



Change Notice

DIRECTIVE AFFECTED: 3000.02
CHANGE NOTICE NUMBER: 35
DATE: 7/12/2001

1. **PURPOSE AND SCOPE.** To revise the position classification process by issuing standard position descriptions for the most populous Bureau positions.
2. **SUMMARY OF CHANGES.** This Change Notice updates Chapters 2 and 5 of PS 3000.02, the Human Resource Management Manual, to:
 - a. Revise policy for classifying position descriptions;
 - b. Change the delegation of classification authority from Pay and Position Management (PPM) to regional offices for UNICOR department head and assistant department head positions at and below GS-12/FWS equivalent;
 - c. Change the delegation of classification authority from regional offices to institutions for federal wage system positions below the assistant department head level;
 - d. Change the delegation of selection authority from the Senior Deputy Assistant Director, Human Resource Management Division (HRMD) to the Assistant Director, HRMD;
 - e. Clarify procedures for establishing a statement of difference;
 - f. Add the delegation of authority policy for Grade and Pay Retention, the use of Special Salary Rates as Highest Previous Rate, and Supervisory Pay Differentials;
 - g. Add a requirement to include the justification for each position's Fair Labor Standards Act (FLSA) exemption status in evaluation statements;

- h. Change the requirement to maintain canceled position descriptions from five years to two years;
- i. Remove the DOJ requirement and establish a Bureau requirement to conduct annual reviews of positions in the organization and change reporting requirements;
- j. Change the requirement to apply new classification standards from six months of receipt to six months of issuance;
- k. Revise law enforcement language; and
- l. Revise procedures for creating Master Record Numbers and Individual Position Numbers, and classifying office numbers.

3. TABLE OF CHANGES

Remove	Insert
Table of Contents, Pages i - iii Listing of Attachments, Pages iv - v Chapter 2, Pages 1 - 4E Chapter 5, Pages 1 - 9 Attachment 2-1, Pages 1 - 2 Attachments 5-1 through 5-3	Table of Contents, Pages i - iii Listing of Attachments, Pages iv - v Chapter 2, Pages 1 - 4C Chapter 5, Pages 1 - 9 Attachments 5-1 through 5-3

4. ACTION. File this Change Notice in front of PS 3000.02, the Human Resource Management Manual.

/s/
Kathleen Hawk Sawyer
Director

TABLE OF CONTENTS

Section	Title	Page
Chapter 1 - Introduction		
171.1	Human Resource Management Manual Organization and Use	1-1
Chapter 2 - General Personnel Provisions		
250.1	Delegation of Authority, Personnel Management	2-1
293.1	Personnel Records and Files	2-5
293.2	Removal of Official Documents	2-6
294.1	Availability of Official Personnel Information	2-7
295.1	Bureau of Prisons Credentials, Identification Cards and Retirees' Identification Cards	2-10
Chapter 3 - Employment		
300.1	Employee Voluntary Services	3-1
308.1	Youth and Student Employment	3-2
308.2	Services of Volunteers	3-5
310.1	Employment of Relatives	3-8
310.2	Employment of Ex-Felons at BOP	3-9
312.1	Workforce Utilization	3-10
312.2	Staff Vacancy Rate	3-13
315.1	Probationary Period for Supervisors and Managers	3-14
330.1	Employment Interviews	3-15
330.2	Employment of Medical and Dental Officers	3-18
330.3	Acknowledgment of Requirement to Maintain a Telephone	3-20
332.1	Recruitment and Selection Through Competitive Examination	3-21
* 335.1	Merit Promotion Plan	3-25*
335.3	Management Selection System	3-53
335.4	Open-Continuous Announcement System	3-56
335.5	Priority Placement and Referral System	3-58
335.6	Details for Training for Trades and Crafts Positions	3-61

Section	Title	Page
335.7	Reference Checking	3-62A
338.1	Qualification Standards for Administrative Positions	3-63
338.2	Modifying Qualification Standards for In-service Placement	3-64
338.3	Job Element Examining Plan for Trades and Labor Positions	3-67
338.4	Pass/Fail System for Introduction to Correctional Techniques	3-71
338.5	Appointment Above the Minimum Rate Based on Superior Qualifications	3-73
338.6	Maximum Entry Age for Law Enforcement Positions	3-77
338.7	Non-citizens	3-79
339.1	Physical Requirements for Institution Positions	3-82
339.3	Recruitment Bonuses and Retention Allowances	3-86

Chapter 4 - Employee Performance and Utilization

410.1	Training Agreements	4-1
430.1	Performance Appraisal Program for Bargaining Unit Employees	4-2
430.2	Performance Appraisal Program for Non- Bargaining Unit Employees	4-19
430.3	Performance Appraisal Program for Senior Executive Service	4-39

Chapter 5 - Position Classification, Pay and Allowances

500.1	Organization Charts and Functional Statements	5-1
511.1	Position Classification	5-2
511.2	Position Descriptions	5-6
* 511.3	RESERVED	*
550.1	Compensatory Time	5-10
572.1	Travel and Transportation for Interviews and Recruitment	5-12

Chapter 6 - Attendance and Leave

600.1	Electronic Time and Attendance Reporting	6-1
610.1	Institution Shift Starting and Stopping Times	6-3
630.1	Administrative Leave in Conjunction With Relocation	6-4
630.2	Restoration of Annual Leave	6-5

Section	Title	Page
630.3	Voluntary Leave Transfer Program	6-6
630.4	Leave for Maternity Purposes	6-12
630.5	Home Leave	6-14
640.1	Compressed Work Schedules	6-15

Chapter 7 - Personnel Relations and Services

711.1	Labor-Management and Employee Relations	7-1
711.2	Processing Grievances and Unfair Labor Practices	7-2
711.3	Employee Job Action Contingency Plan	7-3
713.1	Equal Employment Opportunity and Affirmative Action	7-4
713.2	Upward Mobility Program	7-5
715.1	Exit Interview/Survey Program	7-9
731.1	Personnel Security, Suitability and Investigation Program	7-10
731.2	Contract Security	7-35
731.3	Urinalysis Testing for Employment	7-42
750.1	Processing Discipline and Adverse Actions	7-43
771.1	Agency Grievance Procedure	7-47

Chapter 8 - Insurance and Annuities

810.1	Worker's Compensation	8-1
831.1	Federal Prison Retirees Association	8-2
875.1	Public Safety Officers' Benefits Program	8-3
880.1	Procedures in the Event of Staff Deaths	8-6

Chapter 9 - General and Miscellaneous

990.1	Staff Uniforms and Uniform Allowances	9-1
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**HUMAN RESOURCE MANAGEMENT MANUAL
LISTING OF ATTACHMENTS**

ATTACHMENT	TITLE	
*	2-1	RESERVED *
	2-2	FILING AND DISPOSITION OF FORMS AND DOCUMENTS USED EXCLUSIVELY BY THE BUREAU OF PRISONS
	2-3	DOCUMENT REMOVAL CERTIFICATION
	3-1	VOLUNTEER SERVICE AGREEMENT
	3-2	PANEL INTERVIEW WRITING SAMPLE (WITH VIDEO)
	3-3	INSTRUCTIONS FOR ADMINISTERING THE PANEL INTERVIEW
	3-4	PANEL INTERVIEW INDIVIDUAL RATING FORM
	3-4a	PANEL INTERVIEW ASSESSMENT FORM
	3-4b	PRE-EMPLOYMENT INTERVIEW WRITING SAMPLE
	3-4c	SAMPLE QUESTIONS FOR INTERVIEW PANELS
	3-4d	DATA FORM FOR PRE-EMPLOYMENT SCREENING PROCESS
	3-5	APPLICANT NOTIFICATION OF FEDERAL BUREAU OF PRISONS REQUIREMENT TO MAINTAIN A TELEPHONE
	3-6	REQUEST AND JUSTIFICATION FOR SELECTIVE FACTORS AND QUALITY RANKING FACTORS
	3-7	INQUIRY OF AVAILABILITY
	3-8	RECORD OF VERBAL DECLINATION
	3-9	SAMPLE OF NATIONWIDE VACANCY ANNOUNCEMENT
	3-10	NIC RETIREMENT COVERAGE CERTIFICATION
	3-11	RESERVED
	3-12	RATING PANEL SCORING INSTRUCTIONS
	3-13	MERIT PROMOTION RANKING FORM
	3-14	SCORING INSTRUCTIONS FOR PROMOTION BOARDS (ASSOCIATE WARDEN)
	3-15	SCORING INSTRUCTIONS FOR PROMOTION BOARDS (WARDEN)
	3-16	RESERVED
	3-17	TRAINING AGREEMENT
	3-18	NOTIFICATION OF TRAINING REQUIREMENTS
	3-19	REQUEST FOR APPROVAL OF APPOINTMENT ABOVE THE MINIMUM RATE
	3-20	ABOVE THE MINIMUM RATE CHECKLIST
	3-21	STANDARD MOBILITY STATEMENT
	3-22	RECRUITMENT BONUS SUMMARY CHART
	3-23	RETENTION ALLOWANCE SUMMARY CHART
	3-24	REQUEST FOR RECRUITMENT BONUS
	3-25	RECRUITMENT BONUS AGREEMENT
	3-26	REQUEST FOR RETENTION ALLOWANCE
	3-27	CONFIDENTIAL REFERENCE CHECK
	3-28	REQUEST FOR RELOCATION BONUS
	3-29	RELOCATION BONUS AGREEMENT
	3-30	RELOCATION BONUS SUMMARY CHART
	4-1	TRAINING AGREEMENT FOR PHYSICIAN ASSISTANT
	4-2	PERFORMANCE LOG

250.1 **DELEGATION OF AUTHORITY, PERSONNEL MANAGEMENT**

1. **PURPOSE AND SCOPE.** To redelegate the Director's authority on management of human resources (HR).

2. **DIRECTIVES AFFECTED**

Directives Referenced

5 U.S.C. Chapter 51
DOJ HR Order 1200.1

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3. **DELEGATIONS.** The Director delegates through the Assistant Director, Human Resource Management Division (HRMD), to the respective Chief Executive Officer (CEO), the authority to take action on the appointment, direction, and general administration of personnel.

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a. Classification and Selection Authority. For purposes of position classification, all positions will be classified into one of the following categories: Standardized, Exception to Standardized, or Unique.

! The **Standardized** category includes the most common positions within the Bureau. A single position description (PD) is used for all like positions nationwide.

! The **Exception to Standardized** category includes positions identified as Standardized that have been approved at a grade other than the standardized grade.

! The **Unique** category includes few of a kind positions not included in the Standardized or Exception to Standardized category.

The following chart designates the appropriate level of classification and selection authorities.

GS-12 at staff training centers	HRM	AD HRMD
Institution FWS and GS (including UNICOR) below the assistant department head level (excluding those designated under regional director's authority)	HRM	CEO
Institution medical and dental officer (consultation with Assistant Director prior to selection of clinical director)	HRM	CEO
Attorney, law clerk, and law student	OARM	OGC -or- OARM
Ex-felon	n/a	D

LEGEND: AD..... Assistant Director (includes Director of the National Institute of Corrections (NIC), and Senior Deputy Assistant Director, Program Review Division or their designees)
 CEO..... Institution Chief Executive Officer
 D..... Director, Federal Bureau of Prisons
 DOJ..... Department of Justice
 HRA..... Regional Human Resource Administrator
 HRM..... Institution or servicing Human Resource Manager
 OARM..... Office of Attorney Recruitment and Management
 OGC..... Office of General Counsel
 PPM..... Pay and Position Management Section
 RD..... Regional Director
 STC Dir.. Staff Training Center Director

In addition to the above delegations, the **Director** retains selection authority and final approval for the following: *

(1) **Promotion Selections.** For promotions to the GS-13 level and above in the 006 and 1101 series, the full Executive Staff must concur with the potential selection, and the Director must approve the selection.

For promotions in all other series to the GS-13 level and above, the selecting Regional or Assistant Director needs the concurrence of the selectee's Regional or Assistant Director. When the Regional Director is the selecting official, the concurrence of the Assistant Director over the discipline to be filled is needed. Final approval rests with the Director.

(2) **Reassignment Selections.** For reassignments to the GS-13 level and above in the GS-006 and GS-1101 series, clearance requirements are as follows:

- **Institution-based Positions.** Full Executive Staff concurrence is required along with the Director's approval.
- **Associate Warden Positions.** Reassignments of Associate Wardens between program areas (e.g., operations to programs) do not require Executive Staff involvement since the individual is remaining at the same location.
- **Intra-Regional Office Movement.** Reassignments within a regional office require concurrence of the Regional Director and the Assistant Director(s) over the discipline to be filled and the discipline vacated by the employee, with final approval by the Director.
- **Intra-Central Office and Training Center Movement.** Reassignments within a Central Office Division or within a Training Center require the Assistant Director to seek approval from the Director.

For reassignments in all other series at the GS-13 and above, the selecting Regional or Assistant Director needs the concurrence of the selectee's Regional or Assistant Director. In addition, final approval from the Director is required.

The selecting Regional or Assistant Director will provide notification of all selections GS-13 and above to the Assistant Director, HRMD.

Signatory authority for selections made through the Management Selection System is delegated to the Assistant Director, HRMD. For all other GS-13 and above positions when the Director retains selection authority, the appropriate Regional or Assistant Director may sign the promotion board documents upon the Director's concurrence.

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(3) **Classification of UNICOR Positions.** Any change in the classification of a UNICOR position requires the approval of the Assistant Director, IE&VT. The appropriate paperwork is to be sent directly to the personnel liaison component of the UNICOR Central Office Support Division for the signature.

b. **Miscellaneous**

(1) **SES Personnel Actions.** The Director must approve personnel actions up to the ES-4 level involving SES members, candidates, or positions. DOJ maintains approval authority for personnel actions at the ES-5 and ES-6 level. DOJ must approve awards, bonuses, and any increase two levels or more. The Workforce Planning Administrator, HRMD will prepare SF-52s.

(2) **Attorney, Law Clerk, and Law Student Personnel Actions.** Personnel actions involving attorneys, law clerks, and law students require final approval from OGC or by OARM, depending on the action. OGC will initiate all attorney personnel actions (i.e., employee actions), with final approval by the Assistant Director, OGC and OARM, as necessary.

Attorney personnel actions requiring OGC approval include promotions, transfers, selected voluntary reassignments, and conversion to full-time or part-time employment. Adverse actions involving suspensions of 14 days or less for non-SES attorneys require approval from the Assistant Director, OGC. Suspensions beyond 14 days require OARM approval. After OGC approval, the SF-52s will be returned to the servicing HR office for processing.

The servicing HR office will maintain the Official Personnel File (OPF) for attorney, law clerk, and law student positions. The same rules and regulations regarding the protection and maintenance of OPFs will apply.

HRMs should consult with OGC, as necessary, on HR issues involving attorneys and paralegals.

(3) **Statement of Difference.** A statement of difference for all GS positions may be established and abolished, as necessary, at the location where the position exists. It is not mandatory to process a personnel action to establish a statement of difference.

(4) **Supervisor's Certification.** Supervisor's Certification for all Standardized positions is the Assistant Directors' responsibility.

(5) **SF-52s.** Origination of SF-52s to establish all positions is the responsibility of the servicing HR office where the position exists.

The Assistant Director, HRMD, has final approval authority for the positions classified by PPM, however, signatory authority is delegated to the Bureau Personnel Director.

Preparing the SF-52 for Selections:

- C The appropriate divisions will initiate the SF-52 for all positions in the Central Office, including Central Office controlled trainee positions.
- C HR staff at staff training centers will initiate SF-52s for training center positions.
- C UNICOR will ensure SF-52s for UNICOR positions are initiated at the appropriate level.
- C Regional HR staff will initiate the SF-52s for personnel actions for positions falling within the regional director's delegated authority, as well as for all GS-13 and GS-14 level positions falling within their regions. SF-52s resulting from the Management Selection System (Warden and Associate Warden) are excluded and will be prepared by the Staffing Section.
- C Institution HR staff will initiate SF-52s for positions falling within the CEO's delegated authority.
- C The Staffing Section will prepare SF-52s for all Warden and Associate Warden selections the Executive Staff make. The SF-52 for all other promotion and selection actions will be prepared by either the regional HR office, or in the Central Office, by the specific division affected by the action.

(6) **Annual Position Review.** PPM will ensure annual position reviews are conducted for Standardized positions. Annual position reviews for Unique and Exceptions to Standardized positions will be conducted at the location where the position exists. If only minor changes are made as a result of the position review, the position does not need to be reclassified and issued a new master record number (MRN).

The reviewer will document the review on the bottom of the PD cover sheet. If a PD needs to be rewritten, final classification action will be taken at the delegated level of authority.

(7) **Leave.** The immediate supervisor has authority to approve annual leave and sick leave. For advanced annual leave, advanced sick leave and periods of leave without pay (LWOP) less than 52 weeks, the Warden (for institution employees), Regional Director (for regional office employees) and appropriate branch chief (for Central Office employees) retains approval authority.

All LWOP requests for attorneys require approval from the Regional Counsel or Associate General Counsel, as appropriate, after consultation with OGC or designee.

The Director retains approval authority for consecutive periods of LWOP of 52 calendar weeks or more.

(8) **Hours of Work.** Assistant Directors, Regional Directors and Wardens have the authority to modify the basic work week to meet the needs of the service within their organizational levels.

The authority to approve compressed work schedules is delegated to the local level with OGC performing a legal and technical review.

(9) **Disciplinary and Adverse Actions.** Assistant Directors, Regional Directors, and Wardens have the authority to take disciplinary and adverse actions against subordinate employees in their organizations. Normally, the deciding official should be at least two supervisory levels above the employee. Variations to fit unique circumstances are permitted and nothing in this section precludes the deciding official being at a higher level than specified.

(10) **Supervisory Pay Differentials.** HRMs have the authority to approve Supervisory Pay Differentials.

(11) **Special Salary Rate as Highest Previous Rate (HPR).** The Bureau Personnel Director has the authority to approve using the special rates authorized by 5 U.S.C. § 5305 as HPR for voluntary reassignments to non-special rate positions within the same agency, or to a position with a lower special rate.

(12) **Grade and Pay Retention.** The Director has the authority to approve non-mandatory grade and pay retention requests.

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500.1 ORGANIZATION CHARTS AND FUNCTIONAL STATEMENTS

1. **PURPOSE AND SCOPE.** It is essential each employee understand the organization's management structure and all employees are either directly or ultimately responsible to the Chief Executive Officer (CEO). Organization charts which graphically depict the administrative structure and lines of authority facilitate this understanding.

2. PROCEDURES

a. Each office and institution will publish and maintain a current organization chart which depicts the administrative structure and lines of authority of the organization.

b. Each authorized position (or groups of identical positions) will be located on the chart by title (at a minimum, working title), pay plan, series, grade, and master record number (MRN).

c. Each office and institution will publish a functional chart describing the main functions and missions of each organizational unit (typically, each department).

d. Organization charts and functional statements will be available to staff and may be published as an Institution Supplement.

3. **MAINTENANCE.** Organization charts will be updated whenever there is a change in the lines of authority, position title, series, grade, or MRN. There are several computer software programs available which facilitate immediate changes to organization charts. At a minimum, offices and institutions will publish a current organization chart annually and will maintain a current copy (may include pen and ink changes).

4. **CERTIFICATION.** If the institution chooses to publish its organization charts as an Institution Supplement, the CEO's signature on the Institution Supplement serves as the certification of accuracy. Absent an Institution Supplement, the CEO's signature on a cover memo will certify the organization charts' accuracy.

511.1 POSITION CLASSIFICATION

1. **PURPOSE AND SCOPE.** This chapter sets forth the requirements and responsibilities for position classification in the Bureau. The information in this chapter applies to both General Schedule (GS) and Federal Wage System (FWS) positions unless specific reference is made to one category or the other.

2. DIRECTIVES AFFECTED

Directives Referenced

* DOJ HR Order 1200.1 *

DOJ Order 1511.1B

3. RESPONSIBILITIES

a. **Human Resource Managers (HRMs)** are responsible for assuring integration of classification with other phases of human resource (HR) management, providing support and direction for the classification program and assuring involvement and cooperation of supervisors and managers in the classification process. HRMs* certify the annual review of positions has been conducted for positions at their organizational level.

b. **Supervisors** determine the duties and responsibilities for subordinates, write position descriptions (PDs) for Unique and Exceptions to Standardized positions. Supervisors should have a* working knowledge of classification principles and policies and should be familiar with classification and qualification standards for positions in their units.

They review the need for each position and promptly report those which are unnecessary. They keep their subordinates informed of their right to appeal, to review standards and to discuss classification of their position with HR staff.

c. **Employees** are responsible for being familiar with the duties and responsibilities outlined in their PD and for bringing any questions or discrepancies to their supervisor's attention.

d. **HR staff** are responsible for classifying positions in accord with the delegation of authority described in Chapter 2. In addition, the Bureau Personnel Director and Regional Human Resource Administrators (HRAs) have post-audit authority over positions classified at subordinate levels of the organization.

The Bureau Personnel Director may revoke or suspend the classification authority delegated to lower levels in the organization if the subordinate office or institution does not classify its positions in accord with published standards.

- * e. Justification for each position's Fair Labor Standards Act (FLSA) exemption status must be included in the position evaluation statement.

4. **CLASSIFICATION FILES AND RECORDS**

a. **Unique and Exceptions to Standardized.** PDs will be filed by decision unit. SF-52s authorizing current classification and any subsequent SF-52s which abolish or establish identical additional (IA) positions will be attached to the PD as well as the PD cover sheet, keying sheet or screen print, and IA tracking sheet, or appropriate report.

b. **Standardized.** Pay and Position Management (PPM) will maintain PDs electronically. Local filing requirements for these positions include SF-52s (identical to above), keying sheet or screen-print, and IA tracking sheet or appropriate report.

c. **Abolished Positions.** Paperwork will be maintained in a separate file for two years after the date of cancellation. *

5. **CLASSIFICATION MAINTENANCE AND REPORTS.** A sound classification and position management program requires periodic review and updating to ensure the accuracy of PDs and classification determinations.

- * a. Each position and personnel action, regardless of the reason for submission, will be reviewed to ensure the PD is technically adequate for classification purposes. If a new position is being established or if an existing position is being re-described, the position will be evaluated and a site audit will be conducted if appropriate.

b. PDs, organization charts, Position Management On-Line (PMSO), and PO/PZ reports must be reconciled to reflect position changes.

c. At least one-fourth of all Standardized and Unique positions and all Exceptions to Standardized positions will be reviewed annually for necessity, soundness of design, adequacy of description, and accuracy of classification. This review must be

done on a cycle which ensures each Standardized and Unique position is reviewed at least once every four years.

Procedures

- (a) Each HR office will establish a written schedule for reviewing Unique positions which ensures each position is reviewed at least once every four years. It is recommended the schedule be staggered by organizational segments. All Exceptions to Standardized positions will be reviewed annually. *
- (b) At the review's scheduled time, first line supervisors will review each position under their control to determine if the position is needed and if the PD is accurate and complete. Positions found to be unnecessary will be abolished. PDs which are not accurate and complete will be rewritten and submitted to the HR office for appropriate classification action.
- (c) To facilitate the review, it is recommended the supervisor and HR specialist review any vacant position prior to filling it. Review of vacant positions counts toward the annual requirement.
- (d) An HR specialist will participate in the review to provide assistance and assure descriptions are adequate for classification. PDs requiring no change will be re-certified by both the supervisor and classifier on the PD cover sheet. HR offices will maintain records and files of any site audits until the next program review.
- * (e) For Standardized positions, PPM will ensure the above steps are followed using subject-matter experts within appropriate divisions of the Central Office.

d. **Reporting Requirements.** A signed report by the facility HRM will certify annually: *

- # at least one-fourth of all Unique positions have been reviewed;
- * # all Exceptions to Standardized positions have been reviewed; *
- # those found to be unnecessary have been abolished; *

- # the PD of those found to be necessary are accurate in relation to duties and responsibilities, and
- # all reviewed positions are classified consistently with Office of Personnel Management (OPM) standards.

* The Chief, PPM will be required to sign the annual certification for the review of Standardized positions. These certifications will be maintained at the location where conducted.

6. APPLICATION OF NEW CLASSIFICATION STANDARDS. Within six months of issuance of a new classification standard, positions allocated to the series covered by that standard will be reviewed against the new standard and re-described/reclassified as necessary. Reviews of Unique and Exceptions to Standardized PDs will be initiated at the location where the position exists. PPM will review Standardized PDs.

7. CONSULTATION WITH DOJ. The Bureau is required to consult with DOJ on proposed classification actions affecting 20 or more substantially similar positions which would change the position's grade or pay system. Due to the similarity of positions among institutions, PPM must review any proposed classification action which would affect the grades of a large number of positions at a single activity prior to implementation.

Institutions proposing such actions will forward their proposal to PPM through the Regional HRA. *

8. CLASSIFICATION APPEALS. Employees have the right to appeal the correctness of the title, series, grade or pay category assigned to their position. GS employees may appeal through the agency procedures or directly to OPM. FWS employees must exhaust the agency procedures before appealing to OPM. Specific appeal procedures are described in DOJ Order 1511.1B.

* When HRAs or HRMs become aware of an appeal filed with DOJ or OPM, they will contact PPM immediately. *

511.2 POSITION DESCRIPTIONS

1. **PURPOSE AND SCOPE.** The primary purpose of PDs are to describe the incumbent's major duties and responsibilities and to provide the basis for classifying and filling the job. PDs are useful in other areas of HR management because they help determine training needs, analyze the organization's structure and evaluate the use of employees' skills and abilities.

2. DIRECTIVES AFFECTED

Directives Referenced

* Introduction to the Position Classification Standards
The Classifier's Handbook

3. **LANGUAGE.** PDs are written in the third person singular, present tense and active voice. A good description is one that is a forthright presentation of the work assigned to a position. Avoid using general or indefinite terms, vague expressions, unnecessary detail, and repetition. Statements of duties are often clearest when they include a strong action verb and a noun that together define a duty or task.

Guidance on writing PDs can be found in The Introduction to the Position Classification Standards and The Classifier's Handbook.

4. FORMAT

a. **GS Positions.** GS PDs will be described in the Factor Evaluation System (FES) format, unless another format is deemed more appropriate.

b. **FWS Positions.** FWS PDs will be described in the format of the standard by which they will be evaluated. *

5. **ADDITIONAL STATEMENTS.** Additional statements will be included in or appended to PDs, as appropriate.

a. **Supervision of Inmates.** To evaluate whether collateral correctional duties are present in a position, the description of any position which has regular and recurring responsibility for direct supervision of inmates will include a description of the number of inmates supervised and their duties. The statement will also describe the employee's responsibility for training, assigning work, directing, and counseling the inmates.

b. **Collateral Duties.** The PDs of employees who have been assigned collateral duties such as equal employment opportunity, affirmative action, recruiting, alternate positions, and training instructors will be appended to reflect their collateral duties.

c. **Mobility Requirement.** The following statement will be added to the PD of supervisory and managerial positions:

Effective accomplishment of the mission of the Bureau of Prisons frequently requires geographic relocation of supervisory and managerial personnel to meet the legitimate needs of the Bureau and to better use the skills of available staff. Accordingly, the incumbent is subject to these provisions and is susceptible to geographic relocation at the discretion of management in the interest of the efficiency of the service.

* d. **Law Enforcement Language.** Primary and secondary law enforcement positions will include the appropriate law enforcement language (See Attachments 5-1 and 5-2).

6. **PMSO.** HR offices will use the information contained in Attachment 5-3 to create Master Record Numbers (MRNs) and Individual Position Numbers (IPNs).

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**Language for Primary Law Enforcement Positions
(GS POSITIONS)**

MAJOR DUTIES AND RESPONSIBILITIES

Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Specific correctional responsibilities include custody and supervision of inmates, responding to emergencies and institution disturbances, participating in fog and escape patrols, and assuming correctional officer posts when necessary. The incumbent is required to shakedown inmates, conduct visual searches of inmate work and living areas for contraband, and is responsible for immediately responding to any institution emergencies. The incumbent must be prepared and trained to use physical control in situations where necessary, such as in fights among inmates, assaults on staff, and riots or escape attempts.

Incumbent has the authority to enforce criminal statutes and/or judicial sanctions, including investigative, arrest and/or detention authority on institution property. When necessary, incumbent also has the authority to carry firearms and exercise appropriate force to establish and/or maintain control over individuals. When conditions warrant, the employee may enter into hostile or life threatening situations and may be required to make decisions affecting the life, well-being, civil liberties, and/or property of others. The actions of the incumbent could result in personal sanctions and legal liability.

Incumbent must successfully complete specialized training in firearms proficiency, self defense, management of medical emergencies, safety management and interpersonal communication skills.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Must be familiar with safety procedures for staff and inmate workers.

Skill in the identification of narcotics and narcotic paraphernalia.

Knowledge of search procedures of persons and property for contraband.

Thorough knowledge of BOP regulations to enforce security measures and protect life and property. Work within a prison environment requires a special ability for alertness requiring keen mental and physical effort. Incumbent must be aware of group or individual tensions, alert to unpredictable behavior, and generally sensitive to signs of trouble which could result in injury.

FACTOR 4 - COMPLEXITY

Security concerns that are inherent in a correctional environment further increase the extent and nature of complexity. Incumbent has direct and frequent daily contact with inmates. Motivation of inmates to want to learn must be encouraged and developed. In addition to regular duties, the staff are also responsible for maintaining security of the institution through observation of inmate behavior, maintenance of discipline, accountability of tools, and counseling of inmates on institutional and personal problems. Security concerns are a regular and recurring part of the job.

FACTOR 6 - PERSONAL CONTACTS

Incumbent has direct and frequent contacts with inmates and through these contacts, may impact their attitudes and behavior.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts with inmates are primarily to attempt to change their undesirable attitudes and behavior patterns towards socially acceptable behavior and to establish positive correctional attitudes. Incumbent has frequent opportunities to influence the attitudes and behavior of inmates by informal guidance and counseling.

FACTOR 9 - WORK ENVIRONMENT

All staff in the correctional facility, regardless of their occupations, are expected to perform law enforcement functions. As a result, the incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional institution, the level of risk for hazardous and stressful working conditions is very high.

The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States. Daily stress and

exposure to potentially dangerous situations such as physical attack are an inherent part of this position; consequently, it has been designated as a law enforcement position. Accordingly, the incumbent is covered under the special retirement provisions for law enforcement officers contained in Chapters 83 and 84 of Title 5, United States Code.

**Language for Primary Law Enforcement Positions
(FWS POSITIONS)**

MAJOR DUTIES AND RESPONSIBILITIES:

Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional activities are paramount and precede other duties and responsibilities required by this position. Incumbent regularly performs as a law enforcement officer during required training, emergency situations, staff shortages and under any other type of correctional operating crisis.

Specific correctional responsibilities include custody and supervision of inmates, responding to emergencies and institution disturbances, participating in fog and escape patrols, and assuming correctional officer posts when necessary. Incumbent may be required to shakedown inmates and conduct visual searches in their work or living area for contraband. Incumbent must be prepared and trained to use physical control in situations where necessary, such as in fights among inmates, assaults on staff, and riots or escape attempts.

Incumbent has the authority to enforce criminal statutes and/or judicial sanctions, including investigative, arrest and/or detention authority. When necessary, incumbent also has the authority to carry firearms and exercise appropriate force to establish and/or maintain control over individuals. When conditions warrant, the employee may enter into hostile or life threatening situations and may be required to make decisions affecting the life, well-being, civil liberties, and/or property of others. The actions of the incumbent could result in personal sanctions and legal liability.

Incumbent must successfully complete specialized and continuing training in firearms proficiency, self defense, management of medical emergencies, stress management and interpersonal communication skills.

The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States. Daily stress and exposure to potentially dangerous situations such as physical attack are an inherent part of this position; consequently, it has been designated as a law enforcement position. Accordingly, the incumbent is covered under the special retirement provisions for law enforcement officers contained in Chapters 83 and 84 of Title 5, United States Code.

**Language for Secondary Law Enforcement Positions
(GS Positions)**

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position is a law enforcement officer and occupies a position with secondary law enforcement retirement coverage.

As an employee of the Bureau of Prisons, this position meets the definition of being in the law enforcement field and is administrative in nature. Administrative positions are defined as executive, managerial, technical, semiprofessional, or professional positions for which experience in a primary law enforcement position, or equivalent experience outside the federal government, is a mandatory prerequisite.

Incumbent is responsible for developing policy, providing expert advice in an area of correctional specialty, or to provide guidance, direction, supervision, advice and/or evaluation for a program or programs in correctional facilities.

This secondary position's prerequisite experience was gained in a primary position which has a maximum initial appointment age of 36 in accordance with 5 U.S.C. 3307.

The incumbent may be called on to perform as a law enforcement officer in a correctional environment during training, emergency situations, and in times of staff shortages. Such assignments will involve frequent and direct contact with inmates and subject the incumbent to arduous, adverse and stressful working conditions.

A prerequisite of this position is the completion of "Institution Familiarization", and completion of a mandatory course in "Introduction to Correctional Techniques". The training emphasizes self-defense, firearms, security, hostage situations, suicide prevention, and CPR.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Incumbent must have experience as a law enforcement officer in a correctional facility which included primary responsibility for the detention, direction, supervision, inspection, training, employment care and transportation of inmates incarcerated in these facilities.

Incumbent must have a thorough knowledge and understanding of the mission and goals of the Bureau of Prisons.

Incumbent must have the knowledge, skills and abilities to perform law enforcement functions in response to emergencies throughout the BOP.

Incumbent must have knowledge of the variety of institutions, inmate populations and the resulting problems presented by the various combinations in order to effectively carry out primary responsibilities of directing and evaluating operating programs in field institutions.

FACTOR 3 - GUIDELINES

Incumbent must exercise judgement in adapting current or developing new guidance to meet the mission and security concerns of the BOP.

FACTOR 4 - COMPLEXITY

Because of the nature and mission of this position, incumbent must have a thorough understanding of the operating problems involved in working within an institution.

FACTOR 5 - SCOPE AND EFFECT

The incumbent of this position is responsible for developing policy, providing advice, guidance, training, or evaluation for programs in field institutions. These types of duties and responsibilities have an impact on field operations Bureau-wide. The position serves in direct support of the primary mission of the BOP which is to protect society by confining inmates in a controlled environment.

FACTOR 6 - PERSONAL CONTACTS

The duties of this position may, at times, require frequent and direct contact with individuals in confinement who are suspected of or convicted of offenses against criminal laws of the United States, as described in Title 18 of the U.S. Criminal Code.

Incumbent may have frequent contacts with institution staff, correctional staff outside the BOP, and/or other public officials.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts with inmates are for the purpose of providing training, care, rehabilitation, custody and/or control.

Other contacts may occur for the purpose of providing policy guidance, advice and/or training.

FACTOR 8 - PHYSICAL DEMANDS

The work is typically sedentary, however, on occasion the incumbent may be asked to perform as a law enforcement officer in a correctional environment. He/she must be physically able to respond to disturbances and emergencies, which may include the restraint of inmates.

FACTOR 9 - WORK ENVIRONMENT

The work is typically performed in an office environment. However, the incumbent may be called on to perform law enforcement functions in a correctional environment in response to institutional disturbances, for training purposes, or during staff shortages. In these instances, the incumbent may be subject to arduous, adverse, and stressful working conditions to include hostage situations and the possibility of inmate disturbances.

1. CREATING MRNs

The MRN contains six characters which identify the classifying office, type of position (Standardized, Exception to Standardized, or Unique), pay plan, law enforcement status, and a three digit sequential number.

The office responsible for assigning MRNs will be determined by the type of position listed below. The assigning office will be responsible for maintaining a log of MRNs.

Standardized position: Assigned by PPM.

Exception to Standardized position: Assigned by the office one level higher than the normal delegation. This will only be PPM or regional offices.

Unique position: Assigned by the delegated level for classification.

MRN STRUCTURE:

A	B	C	
XX	X	XXX	
T	T	T	
*	*	*	
*	*	Q	Sequential Number
*	*		
*	Q		Pay Plan & LEO Status
*			
Q			Classifying Office & Type of Position

A. Classifying Office and Type of Position (1st & 2nd field).

The classifying office number is a two digit number containing either alpha or numeric characters. This will be the office with final classification authority for the position. The codes for each office and type of position are listed in Appendix 1. Alpha characters O and I are listed as unallocated to avoid confusion with similar numeric characters. Classifying office numbers for new institutions will be issued by PPM.

B. Pay Plan and LEO Status(3rd field). This one character alpha code will be determined by the servicing HR office based on the pay plan and law enforcement status of the employee. Alpha character I is not used to avoid confusion with similar numeric characters.

A = GS/LEO
B = GS/Non-LEO
C = GM/LEO
D = GM/Non-LEO
E = WS/LEO
F = WS/Non-LEO
G = WG/LEO
H = WG/Non-LEO
J = ES/LEO
K = ES/Non-LEO

Note:

LEO = Primary and secondary covered positions

C. Sequential Number (4th-6th field). The sequential number is a three digit field containing only numeric characters. The first position classified in each category (Standardized, Exception to Standardized, and Unique) will be 001, the second 002, and so on. The sequential number will remain the same for positions with more than one incumbent, regardless of pay plan or law enforcement status. For example, PPM assigns the MRN SP_001 to the Associate Warden position. You have a GS and GM Associate Warden at your institution, therefore the same PD will be used, but different MRNs - SPA001 for the GS employee and SPC001 for the GM employee.

2. CREATING IPNs

The IPN is an eight digit number which will be assigned by the HR office actually servicing the position/employee. The IPN identifies the location of the position (or servicing HR office), program area code (except UNICOR positions), and sequential number.

IPNs are tracked using Attachment 2 in the PMSO Guide or the appropriate NFC report. See the PMSO Guide for additional information.

INSTITUTION IPN:

A	B	C	
XXX	XX	XXX	
T	T	T	
*	*	*	
*	*	Q	Sequential Number
*	*		
*	*		
*	Q		Program Area Code
*			
*			
Q			Location of Position (SENTRY Code)

CENTRAL OFFICE, REGIONAL OFFICE, AND TRAINING CENTER IPN:

A	B	C	
X	XXXX	XXX	
T	T	T	
*	*	*	
*	*	Q	Sequential Number
*	*		
*	*		
*	Q		Program Area Code
*			
*			
Q			Location of Position

A. **Location of Position.** This field represents the location of the HR office actually servicing the position/employee. The number of characters in this field will differ for institution and non-institution positions.

For institution positions, this is a three digit alpha field utilizing the SENTRY code for that location.

For Central Office, regional offices, and training centers, the following codes are used:

C - Central Office
R - Regional Office
T - Training Center

B. **Program Area Code.** The number of characters will also differ for institution and non-institution positions. This is a two digit field for institution positions and a four digit field for Central Office, regional office, and training center positions. This field represents the location of the position within the

institution, regional office, etc. See Appendix 2 for Program Area Codes.

The codes used for UNICOR positions are somewhat different than other positions. See Appendix 2 for a listing of these codes.

C. Sequential Number. This is a three digit field containing only numeric characters. Each MRN has an IPN with a sequential number starting at 001. Each identical additional position will be numbered in a sequential manner (002, 003, etc.).

3. DEALING WITH STATEMENTS OF DIFFERENCE (SOD)

When a position is filled at a grade lower than the full performance level, the same MRN is used for all employees assigned to the position, regardless of employees' grade levels. PMSO block A5 (grade) will reflect the grade of the incumbent(s) and block C10 (target grade) will reflect the full performance grade level of the position.

It is not required to prepare a SF-52 to establish a SOD. However, the local HRM may use their own discretion in making this determination.

APPENDIX 1: CLASSIFYING OFFICE AND TYPE OF POSITION

SP - Standard Position

11 - Pay and Position Management (Exception to Standardized)
21 - Pay and Position Management (Unique)

A1 - Central Office Personnel Office (Unique)
B1 - MSTC Aurora (Including Glynco)(Unique)

12 - Northeast Regional Office (Exception to Standardized)
22 - Northeast Regional Office (Unique)
A2 - Allenwood FPC
B2 - Allenwood Low
C2 - Allenwood FCI
D2 - Allenwood USP
E2 - Brooklyn
F2 - Danbury
G2 - Fairton
H2 - Fort Dix
I2 - Unallocated
J2 - Lewisburg
K2 - Loretto
L2 - McKean
M2 - New York
N2 - Otisville
O2 - Unallocated
P2 - Ray Brook
Q2 - Schuylkill
R2 - Devens
S2 - Philadelphia
T2 - Elkton

13 - Mid-Atlantic Regional Office (Exception to Standardized)
23 - Mid-Atlantic Regional Office (Unique)
A3 - Alderson
B3 - Ashland
C3 - Butner
D3 - Cumberland
E3 - *TO BE ASSIGNED*
F3 - Lexington
G3 - Manchester
H3 - *TO BE ASSIGNED*
I3 - Unallocated
J3 - Morgantown
K3 - Petersburg
L3 - Seymour Johnson
M3 - *TO BE ASSIGNED*
N3 - Memphis

O3 - Unallocated
P3 - *TO BE ASSIGNED*
Q3 - Beckley
R3 - *TO BE ASSIGNED*
S3 - *TO BE ASSIGNED*
T3 - *TO BE ASSIGNED*
U3 - Lee

14 - Southeast Regional Office (Exception to Standardized)
24 - Southeast Regional Office (Unique)
A4 - Atlanta USP
B4 - Eglin
C4 - Guaynabo
D4 - *TO BE ASSIGNED*
E4 - Jesup
F4 - Marianna
G4 - Maxwell
H4 - Miami FCI
I4 - Unallocated
J4 - Miami FDC
K4 - Pensacola
L4 - Talladega
M4 - Tallahassee
N4 - *TO BE ASSIGNED*
O4 - Unallocated
P4 - Estill
Q4 - Coleman (Admin)
R4 - *TO BE ASSIGNED*
S4 - *TO BE ASSIGNED*
T4 - Edgefield
U4 - Yazoo City

15 - North Central Regional Office (Exception to Standardized)
25 - North Central Regional Office (Unique)
A5 - Chicago
B5 - Duluth
C5 - Englewood
D5 - Milan
E5 - Terre Haute
F5 - Florence ADX
G5 - Greenville
H5 - Leavenworth
I5 - Unallocated
J5 - Marion
K5 - Oxford
L5 - Pekin
M5 - Rochester
N5 - Sandstone
O5 - Unallocated

P5 - Springfield
Q5 - Yankton
R5 - Waseca

16 - South Central Regional Office (Exception to Standardized)
26 - South Central Regional Office (Unique)
A6 - Bastrop
B6 - Big Spring
C6 - Bryan
D6 - *TO BE ASSIGNED*
E6 - *TO BE ASSIGNED*
F6 - El Reno
G6 - Fort Worth
H6 - La Tuna
I6 - Unallocated
J6 - *TO BE ASSIGNED*
K6 - *TO BE ASSIGNED*
L6 - Oakdale
M6 - *TO BE ASSIGNED*
N6 - Seagoville
O6 - Unallocated
P6 - Texarkana
Q6 - Three Rivers
R6 - Carswell
S6 - Oklahoma City
T6 - Beaumont (Admin)
U6 - *TO BE ASSIGNED*
V6 - *TO BE ASSIGNED*
W6 - Forrest City
X6 - Houston
Y6 - Pollock

17 - Western Regional Office (Exception to Standardized)
27 - Western Regional Office (Unique)
A7 - *TO BE ASSIGNED*
B7 - *TO BE ASSIGNED*
C7 - Lompoc
D7 - Los Angeles
E7 - Nellis
F7 - Phoenix
G7 - Dublin
H7 - Safford
I7 - Unallocated
J7 - San Diego
K7 - Sheridan
L7 - Terminal Island
M7 - Tucson
N7 - Taft
O7 - Unallocated
P7 - SeaTac
Q7 - Victorville
R7 - Atwater
S7 - Honolulu

APPENDIX 2: PROGRAM AREA CODES

CENTRAL OFFICE

Executive Office Director	3101
Executive Office Admin	3201
Budget Development	3202
Budget Execution	3203
Building Management	3204
Business Office	3205
Capacity Planning	3206
Design & Construction	3207
Facilities Management	3208
Finance Branch	3209
FMIS/Relocation Salaries	3223
Procurement/Property	3211
Site Selection Env Rev	3212
Trust Fund Branch	3214
Deposit Fund	3225
ITS Trust Fund	32C4
B & F New Construction	32PX
B & F Repair & Improvement	32PZ
Executive Office Comm Corr	3301
Comm Corr Branch	3302
Detention Branch	3303
Citizen Participation	3304
Privatize Proj Mgmt Team	3311
DC Transition	3313
Cuban Haitian Entr Prog	09R3
Executive Office Corr Prog	3401
Correctional Management	3402
Correctional Services	3403
Drug Abuse	3404
Drug Transitional Services	3405
Inmate Systems Management	3407
Psychology	3408
Religious Services	3409
DC Offenders	3412
Legal	3501
Internal Affairs	3502
EEO Investigations	3503
Labor Law Branch	3504
Food Service	3601
Medical	3602
Safety	3603
Exec Office HRMD	3701
Affirmative Action	3702
Career Development	3704
COHRO	3705

Labor Management Relations	3707
Mgmt & Exec Training	3708
Personnel	3709
Training	3711
Education	3801
Inmate Placement	3802
Exec Office IPPA	3901
Document Control	3903
Information Systems	3904
National Policy Review	3905
Security Technology	3908
Public Affairs	3910
Research	3911
NIC Admin	4001
NIC Academy	4002
NIC Prisons	4003
NIC Community	4004
NIC Jails	4005
Exec Office Prog Rev	4101
ACA Coordination	4102
Competition Advocacy	4103
Program Analysis	4104
Strategic Management	4105
Program Review	4106

UNICOR (Central Office)

Marketing	0705
Financial Management Branch	0711
Commercial Services	0720
Management Information Systems Branch	0731
Enterprise Resource Planning	0732
Material Management Branch	0751
Planning, Research & Activation Branch	0761
Furniture Program Management	0803
Graphics & Services Program Management	0811
Electronics Program Management	0821
Systems Furniture Program Management	0831
Clothing & Textile Program Management	0841
Metals Program Management	0851
Quality & Engineering	0862
Corporate	0911
Quality Improvement	0912
Training	0961
Customer Service	0981
Centralized Accounts Receivable	0986

TRAINING CENTERS

MSTC Adm Mgmt	2113
MSTC Operations	2101
Legal Training	2103
Employee Dev Asst Office	2104
MSTC Computer Services	2105
Instructional Tech	2106
Curriculum Design	2107
Specific Disc Training	2108
FLETC	2109

REGIONAL OFFICES

Director's Office	2001
Correctional Services	2009
Unit/Case Management	2015
Education	2029
Religious Services	2014
Human Resources	2025
Human Resources (Security)	2040
Affirmative Action	2024
Financial Management	2002
Food Services	2018
Facilities	2005
Psychology Services	2013
Health Services	2019
Legal	2016
Inmate Systems	2003
Drug Abuse Programs	2010
Employee Development	2026
Safety	2022
Computer Services	2030
Building & Facilities	20PZ
Unit Management (Case)	2008
Reg Transitional Care	2021
Community Corrections	2007
EEO Investigations	2017
Labor Law Attorneys	2038
Privatized Corr Oversight	09T1
Sec and Bkgrnd Invest	22MS
Priv Owned and Op Prisons	09S6
B & F New Construction	20PX

INSTITUTIONS

Warden's Office	M1
Correctional Services	E1
Unit/Case Management	F7
Case Management	F1
Education	G1
Recreation	H1
Religious Services	J1
Human Resources	M4
Financial Management	M2
Food Services	A1
Beef and Dairy Operations	A4
Facilities	P1
Psychology Services	K1
Health Services	B1
Inmate Systems	F6
Drug Abuse Programs	F2
Employee Development	N1
Power House	P3
Motor Pool	P2
Safety	P5
Inmate Services	C1
Computer Services	M7
Bus Operations	BP
Building & Facilities	PZ
Trust Fund Operations (Comm)	C2
Trust Fund ITS (S&E)	C3
Trust Fund ITS (Trust Fund)	C4
Legal	M6
Special Medical Services	B3
Volunteer Coord Program	M9
B & F New Construction	PX

UNICOR (Institutions)

All UNICOR Positions	UN
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