

Department of Defense (DoD)
Civilian Personnel Management Service (CPMS)
Field Advisory Services - *FAS*
Classification Bulletin

GSSG REVISIONS AND GS-5 SUPERVISORY POSITIONS

In April of 1998, the Office of Personnel Management revised the General Schedule Supervisory Guide, which was issued concurrently with the new General Schedule Leader Grade Evaluation Guide. The revision to the GSSG included the removal of factor level 3-1 from the Guide. As you may remember, Factor Level 3-1 included those supervisory positions with minimum supervisory authorities and responsibilities, including assigning and reviewing work, assuring that production and accuracy requirements are met, approving leave, recommending performance standards and ratings, and at least four of the responsibilities listed in level 3-2c. Level 3-1 had to be met in order to be covered by the Guide. That minimum coverage requirement is now 3-2. With the removal of level 3-1 from the GSSG, **it is no longer possible to classify a supervisory General Schedule position below the GS-6 level.** Assigning the lowest level in all of the factors results in a GS-6.

A recent review of the DoD personnel database showed that there are 429 supervisory positions in DoD classified at the GS-5 level. Since it is no longer possible to classify supervisory positions below the GS-6 level, all GS-5 supervisory positions should be reviewed and reclassified. Such positions will likely no longer meet the minimum coverage requirements under the GSSG.

When reviewing GS-5 supervisory positions, we recommend the following course of action:

- Review the position to determine whether it meets level 3-2 in the GSSG, and classify accordingly.
- If the job no longer meets coverage under the GSSG, determine whether it meets the criteria to be classified as a work leader under Part I of the General Schedule Leader Grade Evaluation Guide (chances are it will).
- Where coverage is not met by either the GSSG or the GSLGEG, classify the job using the appropriate nonsupervisory standard.

If you have any questions regarding this bulletin, please contact the Field Advisory Services, Classification Branch. We can be reached on commercial (703) 696-6301, #2, or DSN 426-6301. Or you may email us at class@cpms.osd.mil
