

SUBCHAPTER 302.1

EXCEPTING POSITIONS FROM THE COMPETITIVE SERVICE

References: (a) 5 CFR 213

Cancelled: OCPMINST 12213.1

1. **Purpose.** This subchapter establishes policy and assigns responsibility for administration of excepted service positions within the Department of the Navy (DON).

2. **Definition.** Excepted Service has the meaning given that term by section 2103 of title 5, United States Code, and includes all positions in the executive branch of the Federal government which are specifically excepted from the competitive service by or pursuant to statute, by the President, or by the Office of Personnel Management, and which are not in the Senior Executive Service.

3. **Policy.** Requests for excepting positions from the competitive service will be done in accordance with the requirements of reference (a).

a. The Office of Personnel Management (OPM) determines whether the duties and requirements of any particular position justify exception from the competitive service. Requests to except positions will be submitted through Echelon 1 and 2 commands to the Office of Civilian Human Resources.

b. Requests to modify or disestablish the Schedule A, B, and C authorities (which are published annually as a notice in the Federal Register, current as of 30 June and with assigned authority numbers) will be submitted through Echelon 1 and 2 commands to the Office of Civilian Human Resources for action.

c. The OPM has the authority to establish and revoke Schedule A, B, and C appointing authorities applicable to a single agency. Notices of this action are published monthly in the notices section of the Federal Register.

4. **Responsibilities**

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for issuance of policy on

excepting positions from the competitive service. This responsibility is delegated to the Deputy Assistant Secretary of the Navy (Civilian Human Resources).

b. Echelon 1 and 2 commands are responsible for assuring that this policy is implemented within their respective organizations and will forward requests to except positions, and/or modify or disestablish authorities to the Office of Civilian Human Resources.

5. Action. Commands, activities and individuals with responsibilities for excepting positions from the competitive service shall take necessary actions to implement the provisions outlined in this subchapter.