



DEPARTMENT OF THE NAVY

OFFICE OF CIVILIAN HUMAN RESOURCES
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17 December 2003

From: Director, Office of Civilian Human Resources

Subj: TECHNICAL CORRECTION TO THE DEPARTMENT OF THE NAVY (DON)
DRUG-FREE WORKPLACE, TESTING DESIGNATED POSITION (DFWP
TDP) LIST

Ref: (a) ASN(M&RA) memo of 7 Oct 03

1. Reference (a) indicated the following Agency designated position titles were added to the DFWP TDP list: Child Development Program Technician, GS-1702, Supervisory Child Development Program Technician, GS-1702 and Lead Child Development Program Technician, GS-1702.

2. The Office of Personnel Management (OPM) titles for these positions are: Educational Aid, for nonsupervisory positions at grades GS-4 and below; Educational Technician and Training Technician for nonsupervisory positions at grades GS-4 and above and; Supervisory Educational Technician and Supervisory Training Technician for supervisory positions.

3. Positions that match either the Agency or OPM titles and meet the conditions of coverage are TDPs.

4. Please address questions to the DON DFWP Coordinator, Joseph Portolano at (202) 764-0751, DSN 764-0751, or via e-mail at joseph.portolano@navy.mil.


DEBRA J. EDMOND

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DRUG-FREE WORKPLACE, TESTING DESIGNATED POSITION (DFWP
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ACTION MEMO

FOR: Debra J. Edmond, Director, Office of Civilian Human Resources

FROM: Joseph Portolano, OCHR-012

SUBJECT: TECHNICAL CORRECTION TO THE DEPARTMENT OF THE NAVY (DON) DRUG-FREE WORKPLACE, TESTING DESIGNATED POSITION (DFWP TDP) LIST – ACTION MEMORANDUM (DCN2003U177XXXX)

PURPOSE: To notify distribution regarding technical corrections to the DON TDP List.

DISCUSSION: This authorizes Activities to add positions classified in the GS-1702 job series with either Agency constructed or Office of Personnel Management position titles to the Department of the Navy Drug-free Workplace Test Designated Position list.

RECOMMENDATION: Sign Attachment 1.

COORDINATION: NONE

Attachments: NONE

Prepared by: Joseph Portolano, (202) 764-0751



DEPARTMENT OF THE NAVY
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1000 NAVY PENTAGON
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OCT 7 2003

MEMORANDUM FOR DISTRIBUTION

Subj: ADDITIONS TO THE DEPARTMENT OF THE NAVY TESTING DESIGNATED POSITION LIST

Ref: (a) OCPMINST 12792.3A of 10 Sep 93

Encl: (1) Position Descriptions and Justifications

The Interagency Coordinating Group Executive Committee has approved the following positions for inclusion in the Department of the Navy (DON) Testing Designated Position (TDP) List.

The following positions are added to the TDP list with stipulations.

Family Day Care Coordinator, GS-1701; Lead Family Day Care Coordinator, GS-1701; Supervisory Family Day Care Coordinator, GS-1701; Child Development Center Director, GS-1701; Lead Child Development Center Director, GS-1701; Supervisory Child Development Center Director, GS-1701; Assistant Child Development Center Director, GS-1701; Lead Assistant Child Development Center Director, GS-1701; Supervisory Assistant Child Development Center Director, GS-1701; Family Child Care Director, GS-1701; Lead Family Child Care Director, GS-1701; Supervisory Family Child Care Director, GS-1701; Child Development Program Technician, GS-1702; Lead Child Development Program Technician, GS-1702; Supervisory Child Development Program Technician, GS-1702. TDP status applies only to incumbents who provide direct childcare.

The positions of Fire Protection Inspector, GS-081; Lead Fire Protection Inspector, GS-081; and Supervisory Fire Protection Inspector, GS-081, with the stipulation that TDP status applies only to incumbents who perform fire fighting duties.

For Engineering Technician, GS-0802; Lead Engineering Technician, GS-0802; Supervisory Engineering Technician, GS-0802; Electronics Technician, GS-0856; Lead Electronics Technician, GS-0856 and Supervisory Electronics Technician, GS-0856, TDP status applies only to incumbents who work with explosives or explosive devices.

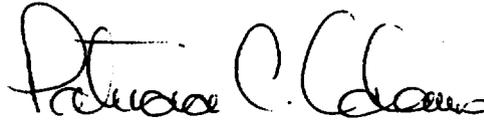
Further equivalent Demonstration Project positions are added to the TDP list that match positions presently on the TDP list (see enclosure 1).

As a technical correction to the TDP List, the position titling of Ordnance Equipment Worker should be changed to Ordnance Equipment Repairer.

All positions that match the titles listed above and meet the conditions of coverage are TDPs. Parenthetical titles do not affect coverage as TDPs. Enclosure (1) contains the duties and justification for each position. These positions supplement and will be added to the next revision of appendix E of reference (a). Further additions or deletions to the TDP list can be made following procedures set forth in reference (a) appendix B.

Thirty-day notices must be issued to incumbents in TDPs. The notice is provided in appendix D of reference (a). These additional TDPs must be coded into the Defense Civilian Personnel Data System. Where changes impact employees represented by labor organizations, activity heads must fulfill their bargaining obligations prior to implementing these changes.

If you have any questions, you may contact the DON Drug Program Coordinator, Joseph Portolano. He may be reached at (202) 764-0751, DSN 764-0751, or via e-mail at joseph.portolano@navy.mil.



PATRICIA C. ADAMS
Deputy Assistant Secretary
of the Navy (Civilian
Human Resources)

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