

CEHR-E

Regulation
No. 690-1-500

31 July 2002

Civilian Personnel
POSITION MANAGEMENT AND CLASSIFICATION

Limited supplementation of this regulation is permitted with the prior approval of this headquarters. If supplements are issued, Major Subordinate Command (MSC) commanders and commanders of separate activities will furnish one copy to HQUSACE, CEHR-E, WASH, DC 20314-1000 for review and approval.

1. Purpose. This regulation provides human resources policy guidance, procedures, and criteria for the position management and classification program in the U.S. Army Corps of Engineers (USACE).
2. Applicability. This regulation is applicable to all HQUSACE elements, major subordinate commands (MSC), districts, laboratories, centers, and field operating activities (FOA).
3. Distribution. Approved for public release, distribution is unlimited.
4. References.
 - a. Classification Under the General Schedule, 5 CFR 511
 - b. Prevailing Rate Systems, 5 CFR 532
 - c. Reduction in Force, Competitive Level, 5 CFR 351.403
 - d. U.S. Office of Personnel Management, Introduction to the Position Classification Standards
 - e. Department of Defense Civilian Personnel Manual, Chapter 5, Classification and Human Resources Cost Management Program
5. Policy. It is the policy of the Commander, USACE that:

This regulation supersedes ER 690-1-500, 15 May 1996

a. Civilian positions be structured so as to facilitate recruitment and retention of highly qualified individuals to effectively accomplish the mission in the most economical and efficient manner possible and make maximum use of employee skills. Consistent with this policy, managers and supervisors will assign duties in a manner that promotes maximum utilization of manpower resources with an effective and efficient organizational structure.

b. Formal position classification guidance and advice will be issued by the Director of Human Resources (HR), HQUSACE, in coordination with appropriate management officials. If a need for such advice or guidance exists, the Employment and Compensation Management Division (CEHR-E) should be consulted. Questions relating to job evaluation and grade structure will be referred to field MSC, Civilian Personnel Operations Center (CPOC), Civilian Personnel Advisory Center (CPAC) and HQUSACE HR officials. The final classification of positions will be determined consistent with Office of Personnel Management (OPM) Position Classification Standards and guidance issued by OPM, the Department of Defense (DOD), the Department of the Army (HQDA), and HQUSACE by commanders and managers who have been delegated classification authority.

6. Responsibilities.

a. Headquarters USACE. The Commander, USACE, has delegated to the Director of Human Resources staff responsibility for the command position management and classification program. This includes providing staff oversight and assistance to HQUSACE, MSCs, districts, centers, laboratories, and activities reporting directly to HQUSACE on position management and classification matters, ensuring consistency in classification through periodic evaluation of position management and classification programs in coordination with the appropriate Major Command (MACOM) career program manager(s), and participating in HQDA surveys of USACE activities.

b. MSC Commanders. MSC Commanders will ensure that position management and classification programs in their headquarters and in districts and laboratories under their jurisdiction are properly administered and that job evaluations are made in conformance with prescribed standards and procedures. This will include disseminating position management and classification guidance, evaluation of position management and classification programs in subordinate activities, serving as a higher level classification review for district positions, including review and classification of individual cases referred by districts, and representing HQUSACE on HQDA and OPM human resources evaluation teams.

c. Activity commanders and directors. Activity commanders and directors will ensure that performance objectives for all managers and supervisors are written in such a manner that effectiveness in accomplishing position management responsibilities can be clearly evaluated and that managers, supervisors, and other individuals delegated classification authority comply with all provisions of this regulation as well as the provisions of position classification standards.

d. Position Management Officer (PMO). The activity commander or director will serve as the PMO unless that individual chooses to delegate this responsibility. The authority may be redelegated only to the military or civilian individual who is next in charge, normally a deputy. The PMO will make final decisions on position management recommendations and organizational structures where significant disagreements exist. The authority of the PMO does not extend to determinations on the classification of positions unless the PMO is the commander or director or is delegated classification authority.

e. Managers and Supervisors. Managers and supervisors will assure that job descriptions accurately reflect mission assignments and assure proper assignment of employees. With the assistance of human resource specialists at the CPAC and CPOC, they will maintain familiarity with classification standards covering the major functions under their supervision in order to classify the positions where they are delegated that authority and to understand and explain the basis for classification to subordinates. They will furnish job descriptions from the Position Description Library, FASCLASS, COREDOC, or other approved electronic sources with requests for personnel action. Where no description can be found, drafts of new or revised position descriptions may be submitted.

7. Position Classification. Authority to classify civilian positions in USACE is delegated to commanders and/or directors of major subordinate commands and activities reporting directly to HQUSACE. Major subordinate commanders may redelegate all or part of this authority to district commanders and laboratory directors. This authority may also be delegated to properly trained managers and supervisors. If classification authority is not delegated to managers or exercised by a commander, it must be delegated to and exercised by the servicing CPOC. When commanders, directors, or managers classify positions an advisory opinion will be provided by the servicing CPOC if needed. Such a classification advisory must be accepted unless the application of classification standards appears to support a different conclusion. Authority to override CPOC classification advisories is delegated to MSC commanders and the Director, Engineer Research and Development Center and may be redelegated to SES members who have classification authority and to district commanders, but not below that level. A copy of the position description, CPOC advisory, and rationale for the override will be provided to HQUSACE, ATTN: CEHR-E. An explanation of the interpretation of the position classification

standards as applied to the position being evaluated will be prepared by the individual classifying the position if necessary. There is no authority to classify positions using factors not included in the standards and deviations for other reasons are not authorized. It is noted that HQUSACE does not have the authority to classify foreign national positions. As this authority and associated procedures vary by country, the servicing human resources staff should be contacted for advice. Power Plant positions are not classified since the wage rates are set by individual positions. If new or revised power plant positions are needed, they should be requested through CEHR-E.

a. Prior approval requirements. The proposed establishment or revision of SES positions requires prior approval. CEHR-E should be contacted for guidance. The classification of Human Resources Officer positions must be approved one echelon above the organization where the position is located.

b. Evaluation decisions. In cases where there is significant controversy concerning the classification of a position or where a decision proves especially difficult, the commander may either request an evaluation decision from a higher echelon within the command or personally classify the position. Evaluation decisions made by higher echelon are binding unless the position changes substantially. A request for classification decision or for formal classification advice will not be made outside the chain of command. Neither DOD nor OPM will be asked for classification decisions or formal advice except by HQUSACE; however, they may be informally consulted.

c. Furnishing data. As a minimum, all cases submitted for prior approval or evaluation decision must include copies of the job description, evaluation statement, organization chart, mission and function statement, and such other job descriptions, evaluation statements, and program management information needed to make an informed decision. Submission of supervisory positions will include job descriptions for subordinate supervisors and for all nonsupervisory jobs used for base level determination.

d. Standard job descriptions, model job descriptions, FASCLASS, and Position Description (PD) Library. HQDA and HQUSACE have issued a number of standard and model job descriptions and many others are available in PD Library and FASCLASS. These are to be used without modification when they accurately describe the specific position as it is performed. They may also be modified to match specific jobs, but they will then be subject to more thorough review to assure that they remain properly classified. Existing job descriptions should be used whenever possible to minimize the number of new position descriptions.

e. Competitive levels for interdisciplinary positions. Interdisciplinary positions must be assigned a separate competitive level for each series to which the position may be classified.

f. Special pay plan designators and job grading standards for USACE positions.

(1) Floating plant positions. OPM has identified separate pay plan codes for floating plant positions. Hopper dredge pay plan codes are WJ and WK. Pay plan codes for other than hopper dredges are XH, XG, and XF. Normally, the ladder diagram is used to classify supervisory and/or licensed marine employees on floating plant. The Department of the Army Manual of Evaluation Standards (DAMES), Part II and Section 6, are used to evaluate nonsupervisory and/or nonlicensed marine employees. Civilian Personnel Regulation (CPR) P42, Supplementary Job Evaluation Standards for Wage Board Jobs, Section 1, Wage Board Supervisory Evaluation Standard, is used for supervisory positions performing work auxiliary to floating plant operations; e.g., revetment work, canal maintenance, or bank stabilization.

(2) Lock and dam operation and maintenance positions. OPM has established separate pay plan codes for lock and dam operation and maintenance positions. These are WY, WO, and WA. Regular Federal Wage System job grading standards are used to evaluate these positions.

(3) Power plant positions. The pay plan code (WB) is used for power plant positions. No standards are used to evaluate these positions as the pay rates are set for each position by the Department of Defense.

g. Recording special conditions on job descriptions.

(1) Job descriptions must clearly identify any prerequisites or special conditions required to do the job. For example, trainee jobs must clearly indicate that they are such and include the identity of the target position, and a requirement for professional registration must be included where appropriate. Information which would be helpful in filling the position should also be included as footnotes. Examples include requirements for financial statements, licensing, drug testing, designation as Automatic Data Processing (ADP) I, II, or III, acquisition corps requirements, and recurring or extended travel requirements, etc.

(2) Interdisciplinary positions must show "interdisciplinary" in the title block and contain the title, series, grade, and competitive level for each series to which they can be classified.

8. Position Management. The CPAC is the proponent for advice and assistance on position management. In accomplishing this function, that office is responsible for providing advice and assistance to management on the effective distribution of supervisory, professional, administrative, technical, clerical, and/or trades duties. Other aspects include advising on supervisory ratios, layering, duplication, and overlap. More specific position management guidelines to assist in carrying out this responsibility are at Appendix A.

a. Position management studies. When needed, managers and supervisors are responsible for conducting position management studies of organizations under their control with the assistance of their civilian personnel advisor. Efforts will also be made to include manpower, management analysis, and other appropriate support staff (e.g., activity career program managers) in conducting the studies.

b. Position management determinations. Final determination on implementation of position management recommendations will be made by the activity position management officer. This decision must be made based on valid mission requirements and include consideration of structures which would improve the efficiency of program operations.

9. Classification Appeals. There are two avenues for formal position classification appeals by General Schedule employees. They may appeal either to the Department of Defense (DOD) or directly to the Office of Personnel Management (OPM). Employees in positions exempt from the Classification Act must appeal to DOD first unless the purpose of the appeal is to request classification of the position in the General Schedule. Appeal procedures for employees under the Laboratory Demonstration Project are covered by the Demonstration Plan.

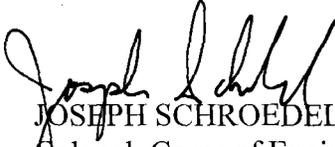
a. Classification appeals to DOD or OPM. Classification appeals submitted to DOD will be addressed to the Defense Civilian Personnel Management Service, Field Advisory Services Division, 1400 Key Boulevard, Arlington, VA 22209-5144. Appeals to OPM will be forwarded to the OPM Service Center (or Central Office) serving the location of the servicing CPAC. They must be submitted within 30 days of the certification by the appellant and supervisor or the Commander that the job description is accurate or the date the appeal is filed with the servicing CPAC. The servicing CPAC will inform HQUSACE (CEHR-E), with a copy of the appeal memorandum, as soon as it is known that an employee has filed an appeal and will be provided a copy of any appeal decision.

b. Appeal packages will include an appeal memorandum signed by the appellant; a copy of the current, official job description; certification by the appellant and the supervisor, or the commander's certification, that the job description is accurate; an evaluation statement with a thorough analysis of the appellant's duties and responsibilities; the approved mission and function statement and organization chart for the organization in which the position is located; a copy of the supervisor's job description with evaluation statement; a copy of the appellant's latest Notification of Personnel Action (SF-50) showing the job number to which assigned; and any information submitted by the appellant in support of the appeal. Appeals by individuals in supervisory or leader positions will also include copies of job descriptions and evaluation statements for all jobs used for base level determination.

10. Current Classification Guides. Appendix B provides a list of current classification guides, model jobs, and standard jobs which have been issued by HQUSACE. These classification guides must be used as supplements to OPM Position Classification Standards to evaluate positions to which they apply. These guides may be found at <http://www.hq.usace.army.mil/cehr.htm>.

FOR THE COMMANDER:

3 Appendices
APP A-Position Management Guidelines
APP B-Position Classification Guides
APP C-Delegation of Classification Authority


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Colonel, Corps of Engineers
Chief of Staff

U.S. ARMY CORPS OF ENGINEERS
POSITION MANAGEMENT GUIDELINES

This list of position management guidelines was compiled to assist in planning to meet high grade, supervisory ratio, and streamlining goals. It is not all inclusive, nor are all of the individual items applicable to every situation. They should, however, be considered in all position management and individual action reviews.

A-1. Combine organizations when functions are related; and combine small, single function elements. Where small functions cannot be combined, the chief of the organization will not be classified as a supervisor unless that duty is performed at least 25 percent of the time.

A-2. Share administrative support between organizations.

A-3. Assure an efficient, streamlined organizational structure.

A-4. Assure that first line supervisors have an average of 12 subordinates to compensate for fewer at higher levels so that an average of no fewer than ten subordinates per supervisor at all levels can be achieved.

A-5. Review and reduce the number of deputy and assistant positions. Encourage empowerment of individual team members. Care should be exercised when establishing full time deputy positions. Generally, organizations of less than 40 employees do not warrant a full time deputy unless special circumstances exist. For example, an organization with 25 - 30 employees might need a deputy if there were no lower level supervisors.

A-6. Use team or project leaders instead of supervisors at levels below the chief of a function where possible. Leader positions should be designed so that 51 percent or more of the time is devoted to lead duties. (See footnote)

A-7. Concentrate higher graded duties in as few positions as is prudent, but assign some higher grade duties (less than 25%) to lower graded positions for broadening and developmental experience.

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A-8. Ensure that all positions perform at the grade level at which they are classified at least 50 percent of the time unless a smaller percentage is cost effective or more efficient.

A-9. Use technicians to support professional/administrative positions, assuring a reasonable balance of the two.

A-10. Assure that the balance of full performance and senior positions reflects the actual workload of the organization.

A-11. Take advantage of every attrition to review positions to assure conformity with organizational plans.

Footnote, item 6: A team leader is a permanent position where leader duties are performed at least 25 percent of the time. A project leader may be a temporary position or a position which leads teams created for a specific project.

U.S. ARMY CORPS OF ENGINEERS
POSITION CLASSIFICATION GUIDES

These guides may be found at
<http://www.hq.usace.army.mil/cehr.htm>

- B-1. Ladder Diagram of Floating Plant Jobs Evaluated Under the Department of the Army Wage Board Supervisory Standard, July, 1953.
- B-2. Memorandum, CEPE-CP, First Installment of the Revised Floating Plant Ladder Diagram, 30 Jul 1987.
- B-3. Letter, DAEN-PEC-P, Supplemental Classification Guidance for Positions Engaged in Research or Experimental Development, 4 Dec 1985.
- B-4. Memorandum, DAEN-PEC-P, Classification Guidance for the Park Manager/Park Ranger GS-025 Series, 14 May 1986.
- B-5. Memorandum, DAEN-PEC-P, Classification Guidance for Park Ranger Positions in the U.S. Army Corps of Engineers, 4 May 1987.
- B-6. Letter, CECG, Clarification of Dual Track Classification Concepts, 11 Dec 1987.
- B-7. Memorandum, CEHR-E/CESO-I, Supplemental Guidance on Hazard Pay Environmental Differentials Regarding Hazard Toxic Waste (HTW) Sites, 19 Oct 1990.
- B-8. Memorandum, CEHR-E, Classification of Interdisciplinary Positions, 2 Feb 1993.
- B-9. Memorandum, CEHR-E, Advisory Decision Pertaining to the Application of the Job Grading Standard for FWS Supervisors, 6 Apr 1993.
- B-10. Memorandum, CEHR-E/CELD-MS, Implementing Instructions for Logistics Management Officers, 10 May 1994.
- B-11. Memorandum, CEHR-E/CECW-O, Operations and Maintenance Management Positions, 16 June 1994.

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B-12. Memorandum, CEHR-E/CECW-O, Chief of Construction-Operations and Chief of Operations Positions, 1 September 1994.

B-13. Electronic message, Workforce Management Support Specialist, 15 August 1996.

B-14. Memorandum, CEHR-E Classification Consistency Review - District Chiefs of Information Management, 31 October 1996.

B-15. Memorandum, CEHR-E, Classification of Chiefs of Construction-Operations, Operations, and Planning and Engineering, 28 July 1997.

B-16. Memorandum, CEHR-E, Division Chief Auditor Positions - Model Position Description, 14 October 1997.

B-17. Memorandum, CEHR-E, Model Job Description for District Chief, Office of Safety and Occupational Health, 20 November 1997.

B-18. Memorandum, CEHR-E, Property Accountability Benchmark Job Descriptions, 23 December 1997.

B-19. Memorandum, CEHR-E, Classification Consistency Review - MSC Chief of Contracting Positions, 23 December 1997.

B-20. Memorandum, CEHR-E, Classification Consistency Review - MSC Director of Information Management (D/IM) Positions, 23 January 1998.

B-21. Memorandum, CEHR-ZE, Recruitment for Program Manager (GS-340 series), 6 February 1998

B-22. Memorandum, CEHR-E, Deputy for Programs and Project Management, 20 March 1998.

B-23. Memorandum, CEHR-E, Deputy for Programs and Project Management Positions, 29 May 1998.

B-24. Memorandum, CEHR-E, Application of the New General Schedule Leader Grade-Evaluation Guide, 10 June 1998.

B-25. Memorandum, CEHR-E, Programs and Project Management Positions, 7 July 1998.

B-26. Team Leader Addendum Update, 28 September 1998.

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- B-27. Memorandum, CEHR-E, Second Revision of Implementing Instructions for the General Schedule Supervisory Guide, 4 September 1998.
- B-28. Memorandum, CEHR-E, Combination of Planning and Program/Project Management Organizations, 21 December 1998.
- B-29. Memorandum, CEHR-E, Job Description for Major Subordinate Command (MSC) Appeal Review Officer, 25 January 1999.
- B-30. Memorandum, CEHR-E, Classification of Chiefs of Real Estate, 27 September 1999.
- B-31. Memorandum, CEHR-E, Model Job Descriptions, Chief, Office of Small Business, 27 March 2000.
- B-32. Memorandum, CEHR-E, Third Revision of Implementing Instructions for the General Schedule Supervisory Guide (GSSG), 10 July 2000
- B-33. Memorandum, CEHR-E/CECC-ZA/CERE-ZA, Revised Classification Guide for Attorneys, 17 October 2000.
- B-34. Memorandum, CEHR-E, Evaluation Guidance for Nonsupervisory MSC GS-14 Professional Positions, 16 February 2001.
- B-35. Memorandum, CEHR-E, GS-14 Model Job Descriptions in Support of USACE Operations and Planning Functions, 28 February 2001.
- B-36. Memorandum, Template Job Descriptions for MSC Supervisory and Lead Positions, 9 March 2001.
- B-37. Memorandum, District Level GS-13 Regional Specialists, 6 July 2001.
- B-38. Memorandum, District Level GS-13 Regional Planning Specialists, 31 July 2001.
- B-39. Memorandum, Civilian Personnel Centers (CPOCs) Advisory Classifications, 28 November 2001.
- B-40. Memorandum, Inclusion of GS-808, Architects, and Appropriate Engineering Disciplines When Classifying and Recruiting for Interdisciplinary Positions, 14 December 2001.

APPENDIX C

U. S. ARMY CORPS OF ENGINEERS DELEGATION OF CLASSIFICATION AUTHORITY

C-1. Introduction.

C-1-1. Purpose. This document provides guidelines and instructions for the delegation and exercise of position classification authority within the U. S. Army Corps of Engineers (USACE).

C-1-2. Applicability. This guidance is applicable to all USACE elements, major subordinate commands (MSC), districts, and field operating activities (FOA). Elements of the Engineer Research and Development Center which are part of the Demonstration Project are not covered by this Appendix.

C-1-3. Exclusions.

a. The Department of Defense Wage Setting Division retains the authority to establish, change, or delete positions paid from regional power rate schedules. The guidelines contained in this regulation do not apply to power rate schedule positions.

b. This guidance does not apply to the classification of civilian personnel officer or SES positions. Guidance for the classification of these positions is contained under paragraph 6a, Prior Approval Requirements, page 4, of this regulation.

C-1-4. Lowest Practical Level. If commanders/activity directors delegate classification authority, that authority will be delegated to the lowest organizational level where skills, experience, knowledge, and flexibility exist for supervisors to make significant decisions affecting expenditure of civilian personnel resources. At a minimum, authority should be delegated to the first level below the command group. Delegations must follow the chain-of-command and should be reviewed annually. Commanders/activity directors retain the discretion to subsequently withdraw authorities and redelegate to higher levels than previously delegated, consistent with changing mission requirements and availability of funds. Authorities must be delegated in writing.

C-2. Authorities.

C-2-1. Position Classification. Authority for the conduct of civilian personnel matters, including position management and classification, has been delegated to MSC and district commanders and directors of field operating activities. This includes the authority to classify civilian positions in accordance with controlling statutory and regulatory guidelines.

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C-2-2. **Redelegation of Authority.** MSC and district commanders and directors of field operating activities may redelegate this authority to managers and supervisors under their direct supervision. Classification authority may not be delegated to contractors.

C-2-3. **Training.** Military and civilian supervisors, including directors and senior managers, must be trained and oriented on all position classification authorities and responsibilities prior to delegation of authority. Training will be scheduled and conducted on a periodic basis to assure that all supervisors have the opportunity to attend. Supervisors will not be delegated position classification authority until they have completed appropriate training.

C-2-4. **The exercise of position classification authority by managers and supervisors must be in accordance with controlling statutory and regulatory guidelines.** Should commanders/directors choose not to delegate position classification authority, the authority to classify civilian positions may be redelegated to the appropriate servicing civilian personnel operations center or retained by the commander/director.

C-2-5. **Withdrawal of Authority.** When an internal or external review reveals serious deficiencies in position classification, all or any part of the authority may be withdrawn. During the period of withdrawal of authority, the higher headquarters will take such measures as are necessary to remedy the deficiencies noted. Redelegation of authority will be made when the higher headquarters commander is satisfied that the responsible official of the activity has developed and implemented corrective measures for the proper exercise of job evaluation authority.

C-3. **Responsibilities.** MSCs/District/Field Operating Activities.

a. If commanders/activity directors delegate classification authority, they will:

(1) Delegate and exercise position classification authority in accordance with the guidelines contained in this document.

(2) Assure accountability is properly established for position classification.

(3) Take appropriate action to correct any abuse or misapplication of position classification.

(4) Assure obligations to recognized labor organizations, as required by 5 U.S.C. Chapter 71, are fully met.

b. The Civilian Personnel Operations Center (CPOC) will:

(1) Provide classification advisories to assist supervisors in the application of OPM position classification standards and job grading standards.

(2) Provide periodic feedback to the commander/activity director, or the commander/activity director's designee, on trends in position classification. Feedback will include recommendations for corrective action, as required.

c. The Civilian Personnel Advisory Center (CPAC) will:

(1) Provide continuing advice and guidance to the commander and supervisors consistent with OPM, DOD, HQDA, and HQUSACE requirements, regarding execution of the classification program.

(2) Provide advice and assistance on modifying supervisory performance standards/Officer Evaluation Report duty descriptions and performance objectives to reflect accountability for position classification authorities.

(3) Coordinate training and orientation for the commander and supervisors on position management and classification, requesting CPOC assistance if needed.

d. Managers/supervisors will:

(1) Correctly classify positions in accordance with appropriate position classification standards, giving full consideration to CPOC classification advisories.

(2) Fulfill responsibilities to recognized labor organizations under 5 U.S.C. Chapter 71 and appropriate negotiated agreements.

(3) Explain to employees the reasons for the classification of their positions and advise them of their appeal rights if requested.

C-4. Position Management and Classification.

C-4-1. General.

a. Delegation of position classification authority enhances the personnel management function and accountability of line supervisors by providing maximum control over the grades and position structure of their organizations consistent with classification policies and standards. In addition, this delegation increases supervisors' knowledge of the classification system and makes the system more responsive to the needs of management.

b. A key principle of delegation of position classification authority is that the supervisor's authority does not exceed that of the commander/activity director. Classification standards still govern and prior decisions by OPM, DOD, HQDA, and HQUSACE on substantially identical, similar or, related positions may not be overruled.

C-4-2. Accountability.

a. The commander/activity director is ultimately responsible for the integrity of the position classification program. Commanders/activity directors are expected to ensure procedures are in place which will keep them aware of trends and special circumstances associated with classification decisions by subordinate supervisors, particularly those cases which may (1) be precedent setting in nature, (2) result in inconsistent grading when compared to substantially identical positions in the organization, or (3) disrupt sound alignment of grades. Precedent setting cases should be discussed with the commanders/director peers if there may be an impact on other commands. Failure to conform with legal and regulatory requirements may result in withdrawal of the commander/activity director's position classification authority.

b. Performance objectives of civilian and military supervisors will reflect the accountability which is inherent in the delegation of position classification authority. For civilian supervisors, position classification authority will be included in the performance objectives. For military supervisors, classification authority will be included in the duty description in the Officer Efficiency Report (OER) and the OER Support Form. In rendering performance appraisals and OERs, raters will give full consideration to the performance of supervisors in exercising classification authority.

C-4-3. Requirements.

a. Supervisors will complete appropriate training for position classification and position management comparable to the HQDA program of instruction for position management skills and principles (basic position classification), prior to being delegated position classification authority.

b. Supervisors may not classify their own position. Classification of subordinate positions which will result in an upgrade of the supervisor's position must be approved by an appropriate official at a higher level in the chain of command.

c. Classification authority will be delegated to a supervisor by name. The delegation letter should outline specific budget, classification, statutory and regulatory responsibilities. A sample is included as an attachment.

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C-4-4. Procedures. Supervisors are encouraged to consult informally with CPAC/CPOC

specialists to discuss organization and position structures and other position management, classification, and personnel issues prior to submission of requests for personnel action.

a. Supervisors with delegated classification authority should follow procedures established locally or by the servicing CPOC when submitting requests for position classification actions. The CPOC will provide advisory position classification determinations which give the title, series, and grade for the position in situations where further consideration by commanders or managers is needed.

b. Disagreements on the content of proposed job descriptions will be resolved within the management chain. Commanders/activity directors retain final decision-making authority for actions which cannot be resolved between the CPOC and managers/supervisors. This authority may be re-delegated to one principal assistant with full line authority to discharge their functions on a district/field activity wide basis.

c. The CPOC will determine eligibility for environmental differential, hazard pay differential, and other premium pay and will determine Fair Labor Standards Act (FLSA) designation, assign competitive levels and maintain registers, and accomplish other administrative tasks associated with the processing of classification actions.

C-4-5. Withdrawal of authority.

a. Classification authority may be withdrawn where serious program deficiencies are identified and remain uncorrected. A corrective plan of action must be approved by MSCs for districts, and HQUSACE for MSCs and field activities. If authority is withdrawn, the corrective plan of action must be implemented prior to having authority restored. The plan of action must require re-training of supervisors prior to restoration of classification authority. Restoration of authority will be granted upon receipt of findings which indicate deficiencies have been corrected. The servicing CPOC will be immediately notified if classification authority is withdrawn from a command or activity and when it is restored.

b. MSC/District/Field Operating Activities. Periodically, commanders should compare current data with baseline program data to develop trend lines for future program assessment of position management and classification. Trends and statistical data should be periodically updated. It is expected that trends will show a regular pattern of fluctuation due to the nature of the mission of the Corps. These normal fluctuations should not require further investigation. Marked or sharp increases and decreases warrant further study but are not absolute indicators of program deficiencies.

Sample Delegation Memorandum

OFFICE SYMBOL

DATE

MEMORANDUM FOR (Division or Office Chief, etc.)

SUBJECT: Delegation of Position Classification Authority

1. You are authorized to classify civilian positions under your supervisory control to the appropriate pay plan, title, series, and grade. This delegation carries with it the responsibility to assure that all such classifications made by you are in accordance with Title 5, U.S. Code, governing Office of Personnel Management (OPM) position classification standards, Department of the Army (DA) and HQUSACE classification guidance, and OPM, DA or higher echelon decisions resulting from appeals and advisories. This authority does not extend to your own position. In addition, classification of subordinate positions that would result in an increase to your own grade must be approved by your supervisor.
2. Your performance evaluation will reflect your responsibility for executing position classification and budget authority.
3. This delegation of authorities is effective _____ . It will be terminated if you leave your position, if you fail to execute this authority properly, or as required by the annual funding situation, or other extenuating circumstances.

COMMANDER'S SIGNATURE BLOCK