



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-C

26 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Position Classification Authority

1. References:

- a. Memorandum, HQ TRADOC, ATBO-C, 27 Oct 98, subject: Delegation of Classification Authority.
- b. 1st endorsement, HQ TRADOC, ATBO-C, 12 Dec 97, subject: Delegation of Classification Authority.
- c. Memorandum, HQDA, SAMR-CPP, 17 Nov 97, SAB.

2. Policy contained in references 1a and 1b is rescinded. New delegations of position classification and revised position management policies are enclosed. Army reorganizations, transformation and realignments make it necessary to re-delegate classification authority.

3. Position classification authority is delegated to the following with authority to re-delegate:

- a. Major Subordinate Commanders.
- b. Installation Commanders. NOTE: FY03 is a transition period for Headquarters Installation Management Agency. Process for delegation of position classification authority remains unchanged until personnel regulations and policies are updated.
- c. Commanders/Directors of Special Activities who report directly to HQ TRADOC.
- d. Commandants of TRADOC service schools located on non-TRADOC installations, or who report directly to HQ TRADOC.

4. Delegated classification authority gives supervisors and managers a tool to structure their organizations in the best manner to ensure mission accomplishment. Managers and

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supervisors are accountable and responsible for proper use of position classification authority, application of sound organizational design principles and proper position alignment. Fiscal prudence must be exercised because of the potential for increased long-term salary costs.

FOR THE COMMANDER:

Encl



LARRY R. JORDAN
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

DISTRIBUTION:

Commander

TRADOC Major Subordinate Commands

TRADOC Installations

U.S. Army Ordnance Center and School

Commandant

Defense Language Institute, Foreign Language Center

U.S. Army Ordnance Munitions and Electronics Maintenance School

U.S. Army Ordnance Mechanical Maintenance School

U.S. Army Chaplain Center and School

Director

U.S. Army TRADOC Analysis Center

U.S. Army Nuclear and Chemical Agency

U.S. Aeronautical Services Agency

CF:

Director

Civilian Personnel Operations Center, South Central Region

Civilian Personnel Operations Center, Southwest Region

Civilian Personnel Operations Center, Northeast Region

Civilian Personnel Operations Center, West Region

TRADOC POSITION MANAGEMENT AND CLASSIFICATION POLICIES

1. Delegate position classification authority to supervisors and managers. Normally, this authority will not be delegated to Civilian Personnel Operations Centers (CPOCs) except on a limited basis. Commanders may decide to grant limited written authority to the CPOC to approve or revise position descriptions to expedite processing of actions. Such authority includes: application of new standards that does not affect duties, pay plan, or grade; minor pen and ink changes; and preparation of cover sheets for intervening development grades when the target position descriptions have already been classified. (HQ TRADOC retains the authority to classify Civilian Personnel Advisory Center (CPAC) Directors positions.)
2. Military and civilian supervisors and managers attend mandatory training prior to delegation of position classification authority.
3. Delegate position classification authority at HQ TRADOC Staff, TRADOC Major Subordinate Commands, TRADOC installations no lower than directorate level or special staffs; i.e., PAO, IG. Delegation below the directorate level should be by exception only in large organizations and no lower than division level.
4. Commanders/directors are responsible for preparing delegation letters to their subordinate managers and supervisors as desired with assistance from their local CPAC. Copies of delegation letters will be provided to the local CPAC. It will not be necessary to issue a new delegation of authority letter when a manager or supervisor leaves the position. However, the new manager or supervisor must attend mandatory training.
5. Military and civilian supervisors are strongly encouraged to use automation tools such as Position Description Library (PDL), Core Document (COREDOC) and Fully Automated System for Classification (FASCLASS).
6. Develop standardized position descriptions where appropriate. Development of individual position descriptions should be kept to a minimum.

7. Establish a local procedure for review and resolution of alignment, controversial, precedent-setting, or inconsistent position classification actions. Any disagreements with CPOC advisory opinions should be elevated to the Commander or his designated representative. If desired, the Commander may request an independent advisory opinion from HQ TRADOC Civilian Personnel Directorate.

8. Structure positions in a cost-effective manner; i.e., grade-controlling work is performed more than 50 percent of the time. Exceptions should be in support of mission-essential functions or where multi-function positions are more efficient.

9. Managers and supervisors must ensure that details to major duties outside the official position description are documented by a Request for Personnel Action until new position descriptions can be approved and implemented.