



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON, DC 20310-0300

CHRA-CHP (FN 600 B)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Review of Occupational Series 0301, Miscellaneous Program and Administration Series Position Descriptions (PD), Moratorium, and Command Instructions for Position Tracking

1. References:

a. Deputy Chief of Staff, G-1 Memorandum on Review of Occupational Series 0301, Miscellaneous Program and Administration Series Position Descriptions (PD) and Moratorium, Jul 2019

b. Office of Personnel Management, Position Classification Flysheet for Miscellaneous Program and Administration Series, GS-0301, Jan 1979

c. Army Regulation 690-950, Career Program Management, Nov 2016

2. This memorandum supersedes/replaces reference 1.a.

3. Classification of duties in the correct occupational series remains an integral part of career program assignment. Currently, Army has over 19K positions classified in the 0301 occupational series across multiple career programs. The memorandum at Reference 1.a. advised that AG1CP would perform a review of all 0301 series positions to determine if there was a more appropriate job series and work with the Career Program Managers to assign the positions to the appropriate career programs. G-1 organizational changes resulted in the transition of this project from AG1CP to Civilian Human Resources Agency (CHRA).

4. Proper classification of positions and assignment of career programs is the responsibility of supervisors and commands. Therefore, I am transferring responsibility for ensuring proper use of the 0301 series and assignment of the positions to the correct career programs to the Commands. The Civilian Personnel Advisory Centers (CPACs) will continue to provide classification support and address classification questions from managers as they routinely do. Managers should continue to work with the servicing CPACs on the proper classification of positions, and particularly when it is deemed necessary to classify a position in the 0301 series. As vacancies occur, use that as an opportunity to relook 0301 classifications. The expectation is that G-1 offices will implement a sound command policy and tracking program with adequate controls to ensure new 0301 positions are approved and coordinated at Command level.

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5. I am directing CHRA to pause the series review of all 0301 positions as well as the moratorium on classifying any additional positions into the 0301 series. This is effective immediately. Accountability for proper use of the 0301 series will be with the commands. To assist with this, I encourage commands to begin implementation of the following:

- a. Command policy for the establishment of all new 0301 positions.
- b. Tracking and approval controls for requests for new 0301 positions.
- c. Coordinate Career Program assignment or changes for 0301 positions with Army Civilian Career Management Activity (ACCMA) career program managers
- d. Moratorium guidance (as deemed necessary)

6. The HQ CHRA POC for questions is Mr. Darrell Mogg at darrell.w.mogg.civ@mail.mil or (253) 448-3603.

ROY A. WALLACE, SES
Assistant Deputy Chief of Staff, G-1

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