



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATBO-C (25-30i2)

18 May 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum for Establishing New Occupational Series 0301, Miscellaneous Program and Administration Series Position Descriptions (PD)

1. References:

a. Office of the Deputy Chief of Staff, G-1, CHRA-CHP memorandum (Review of Occupational Series 0301, Miscellaneous Program and Administration Series Position Descriptions (PD), Moratorium, and Command Instructions for Position Tracking), Mar 2021.

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

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

2. The Assistant Deputy Chief of Staff Army, G-1, has transferred the responsibility for ensuring the proper use of the 0301 occupational series to the ACOMS. The purpose of this memorandum is to implement a TRADOC-wide policy and tracking program. TRADOC will review and track requests to ensure the proper usage of occupational series 0301 positions and the proper assignment of the positions to the correct career program.

3. Requests for approval to establish new 0301 PDs (or changes to an existing PD requiring a new PD number) will be coordinated and reviewed through the TRADOC Deputy Chief of Staff, G-1/4.

A request package shall include:

a. Memorandum from SES/GO requesting approval with justification. Memo should be addressed to the HQ TRADOC, Deputy Chief of Staff, G-1/4 (ATBO-C), 661 Sheppard Place, Fort Eustis, VA 23604-5745.

b. Evidence of the position management and classification consultation from the servicing Civilian Personnel Advisory Center (CPAC).

c. A copy of the draft Position Description (PD).

4. This policy is effective immediately and remains in effect unless suspended, revoked, or superseded.

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5. TRADOC POC to submit approval packages and for questions is Team Lead, Human Resources Specialist, Ms. Stephanie Brown at stephanie.s.brown4.civ@mail.mil or (757) 581-5514.

W. D. BRINKLEY
Senior Executive Service
Deputy Chief of Staff, G-1/4

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