



REPLY TO  
ATTENTION OF

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

ATBO-C (25-30i2)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reengineering Supervisory and Senior Level Positions Downward for Recruitment Purposes

1. References:

- a. Title 5, United States Code (USC) Section 5107.
- b. Title 5, United States Code (USC) Section 5104.
- c. Office of Personnel Management (OPM) General Schedule Supervisory Guide (GSSG) dated June 1998, April 1998.
- d. Office of the Deputy Chief of Staff, G-1 (AG-1 CP), DAPE-CPZ, memorandum (Reengineering Supervisory and Senior Level Positions Downward for Recruitment Purposes), 18 August 2023 (enclosed).

2. In accordance with 1d, the AG-1 CP has provided guidance regarding situations that describe and ensure the proper use of reengineering supervisory and senior level positions downward for recruitment purposes and often facilitates talent acquisition, development and retention and discusses the appropriate and inappropriate use of establishing a supervisory position downward.

3. Positions whose supervisory duties are grade controlling in accordance with the application of the General Schedule Supervisory Guide (GSSG) should not be reengineered downward for recruitment purposes. Five of the six factors in the GSSG focus exclusively on supervisory responsibilities (i.e., the nature of the work supervised, the supervisor's reporting chain, the complexity of the work supervised, the contacts with others that flow from the work directed, and the supervisory difficulties associated with supervising in that particular environment). None of these responsibilities may be eliminated in order to construct a trainee or developmental supervisory position. Accordingly, creating developmental or trainee career ladder supervisory positions is inappropriate and must be avoided.

4. Positions at the GS-14 and GS-15 grade levels work under general administrative direction, with very wide latitude for the exercise of independent judgment for work requiring outstanding difficulty and responsibility. Reengineering a GS-14 or GS-15

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supervisory position to the next lower grade level based on "closer supervisory controls" would be inconsistent with the grading basis established in 5 USC 5104 since such positions are graded based on an extraordinary degree of independence from supervision. Accordingly, it is generally inappropriate to reengineer GS-14 and GS-15 positions downward for recruitment purposes.

5. There may occasionally be unique circumstances which warrant an exception to basic classification principles. In these very rare cases, exceptions must be fully justified and approved in writing by the first general officer (GO)/senior executive service (SES) member in the position's supervisory chain of command. The request for exception to reengineer positions, referenced in paragraph 3 and 4 above, should be submitted to and shall include:

a. Memorandum from SES/GO requesting approval with justification for the need to reengineer the current position and addressed to the HQ TRADOC, Deputy Chief of Staff, G-1/4, ATBO-C, 661 Sheppard Place, Fort Eustis, VA 23604-5745.

b. Copy of the draft Position Description (PD).

6. Questions regarding general classification guidance on reengineering supervisory positions should be directed to the Civilian Human Resources Agency, Civilian Personnel Advisory Center (CPAC)/Civilian Human Resources Service Center (CHRSC).

7. Point of contact for this guidance is Office of the DCS, G-1/4, Leora Andersen, leora.r.andersen.civ@army.mil.

Encl

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

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