



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, PACIFIC  
FORT SHAFTER, HAWAII 96858-5100



REPLY TO  
ATTENTION OF :

APPE-CP

21 November 2002

MEMORANDUM FOR MANAGERS, SUPERVISORS, AND CIVILIAN EMPLOYEES

SUBJECT: Position Management and Classification

1. References:

a. DoD 1400.25-M, Subchapter 511, Classification Program.

b. Memorandum, Deputy Assistant Secretary (Civilian Personnel Policy), 17 November 1997, subject: Delegation of Position Classification Authority.

2. The policy of the Department of Defense and the Department of the Army is that civilian positions be structured in the most economical and efficient manner possible to effectively accomplish the mission and make maximum use of employee skills. Good position management is a line management responsibility. Positions should be designed to provide opportunities for personal growth, upward mobility, unnecessary supervision, and performance of meaningful work.

3. Managers will ensure that a sound position management program is established to eliminate unnecessary fragmentation or layering, provide for the proper classification of civilian positions, and maximize use of resources. They will ensure that job descriptions for their subordinates accurately reflect work requirements and duties actually assigned thereby avoiding misassignments and the associated problems. Mixed grade-level jobs will be restructured if the grade-controlling work is performed less than 50 percent of the time, unless the current structure is clearly the most cost effective or mission essential.

4. Classification of civilian positions to proper pay category, occupational series, and grade is based on law and guidance issued by the Office of Personnel Management (OPM) and Headquarters, Department of the Army. Positions must be properly classified to ensure adherence to the principle of equal pay for equal work. Managers and supervisors with delegated position classification authority (DCA) must exercise their authority in accordance with governing law, principles, and sound position management and prudent fiscal management.

5. The point of contact is G1/DCSPER, Civilian Personnel Division, DSN (315) 438-8679.

  
JAMES L. CAMPBELL  
Lieutenant General, USA  
Commanding

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