



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
UNIT 29351  
APO AE 09014-9351

AEAGA-CE

29 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Position Classification Authority

This memorandum expires in 1 year.

1. Reference memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 17 November 1997, subject as above ([http://www.cpol.army.mil/library/class/del\\_cl\\_auth.html](http://www.cpol.army.mil/library/class/del_cl_auth.html)).
2. The reference provides Army policy for delegating the authority to classify civilian positions. Delegation will be to the fullest extent possible, as appropriate, and will be for position classifications at the GS-14 grade level and below.
3. The delegation of position classification authority must not be taken lightly. Commanders will—
  - a. Carefully review the guidance at [http://www.chrma.hqusareur.army.mil/policy/mgmt\\_tools/class\\_tools\\_part1/ct1\\_tab\\_16g.htm](http://www.chrma.hqusareur.army.mil/policy/mgmt_tools/class_tools_part1/ct1_tab_16g.htm) before delegating this authority.
  - b. Ensure managers and supervisors receive training on position classification before they are delegated this authority.
  - c. Ensure their command complies with statutory and regulatory requirements when classifying positions, and that U.S. civilian positions in their command are described and graded with an accuracy of at least 90 percent.
  - d. Ensure positions are properly managed. The lowest grades possible must be used to accomplish the mission, position descriptions must match the organization's mission requirements, and the ratio of supervisors to subordinates must be consistent with the DOD goal (1 supervisor for every 15 employees).
  - e. Immediately take corrective action if notified of inaccurate position descriptions, inappropriate position classifications, or other errors.
4. The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A, will—
  - a. Monitor the program for “grade creep” and provide command-level feedback.

*This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/>.*

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- b. Provide commanders periodic reports to help them manage their programs.
- c. Reevaluate the delegation of this authority as part of the transition to the National Security Personnel System.

FOR THE COMMANDER:



WILLIAM E. WARD  
Lieutenant General, USA  
Deputy Commanding General/  
Chief of Staff

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