

6 July 2001

CEHR-E (690-500)

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: District Level GS-13 Regional Specialists

1. Implementation of the Regional Business Management concept, balancing the workload of districts, and reductions in the size of USACE MSC headquarters have resulted in the need for district subject matter experts in various technical specialties to serve on a regional basis as consultants to other districts, other governmental entities, and private firms. Now, within the Regional Business Management concept, such experts may be located within the MSC headquarters or any other offices in the region. Attached is guidance for use when designing or establishing regional specialist positions. Generally, there should only be one regional specialist established for an area of expertise. Individuals selected for these positions must spend at least 25% of their time performing regional duties. Selected individuals must have technical expertise recognized and used throughout a MSC, by other USACE organizations, and other governmental entities. The individuals occupying these positions are recognized as technical experts and are regularly consulted by other individuals both from within and outside of USACE. They also contribute to the development of USACE guidelines, regulations, and policies in their area of expertise.

2. The guidance consists of a classification guide developed by Northwestern Division spelling out the primary requirements for a GS-13 level position at districts (enclosure 1), followed by classified duty descriptions developed by Great Lakes and Ohio River Division at the GS-13 level as examples of application of the guide (enclosure 2). The duty descriptions are designed to be added to a district job description when the incumbent is a recognized regional technical expert. Duty descriptions, patterned after these examples, can be developed for other areas of technical expertise. It is essential that MSCs officially designate these technical experts, either competitively or otherwise, and that they be recognized only when the technical expertise involved is often required within the MSC and monitored to assure that this expertise is maintained and utilized. The MSCs are also responsible to assure that the regional expert duties are actually performed. It should be recognized that the enclosures are provided as a guide only and that the nature and size of the regional workload should drive the type and number of positions required for each MSC.

3. Several established job descriptions have been identified as examples of supportable district GS-13 technical positions. They are all available in FASCLASS.

a. Hydraulic Engineer, GS-810-13, Job Number GB01B01, Pittsburgh District, North Central CPOC.

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- b. Interdisciplinary, GS-101/401/801/1301-13, Job Number KC1101, Sacramento District, West CPOC.
 - c. Industrial Hygienist, GS-690-13, Job Number KCV3039, Sacramento District, West CPOC.
 - d. Architect, GS-808-13, Job Number KCQ3939, Albuquerque District, West CPOC.
 - e. Structural Engineer, GS-810-13, Job Number KCK3882, Sacramento District, CPOC.
 - f. Mechanical Engineer, GS-830-13, Job Number HE97070, Portland District, West CPOC.
 - g. Fishery Biologist, GS-482-13, Job Number HE95102, Portland District, West CPOC.
 - h. Electrical Engineer, GS-850-13, Job Number HE97015, Portland District, West CPOC.
 - i. Hydraulic Engineer, GS-810-13, Job Number HE96009, Portland District, West CPOC.
 - j. Hydraulic Engineer, GS-810-13, Job Number GKS0184, Savannah District, Southeast CPOC
4. In some cases, where a district's workload consists of very complex projects it is permissible to establish technical expert positions for the duration of the projects
5. Point of contact for this action is Monroe A. Major, telephone 202-761-0331.

FOR THE COMMANDER:

2 Encl
as

/S/ Joseph A. Levy for
SUSAN DUNCAN
Director of Human Resources

CF:
MSC Human Resource Officers
Director, Civilian Personnel Operations Center Management Agency