

10 June 1998

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE
COMMANDS, DISTRICTS, LABORATORIES AND FIELD
OPERATING AGENCIES

SUBJECT: Application of the new General Schedule Leader Grade-Evaluation Guide, dated March 10, 1998

1. Reference memorandum, with enclosure, ASA(M&RA), dated May 22, 1998, SAB (encl).
2. OPM recently published the new General Schedule Leader Grade-Evaluation Guide. This guide can be found in the Army Civilian Personnel Management Library at <http://www.cpol.army.mil>. Referenced memorandum provides position management guidelines regarding the establishment of team leader positions. All managers and supervisors are responsible for exercising good position management. One of Army's major concerns is an increase in salary costs that would further exacerbate the shortage of funds the Department is facing. Commanders are also reminded that any application of this guide that results in additional senior grade team leader positions must be accommodated within your assigned senior grade ceilings.
3. Position management issues that should be addressed when establishing team leader positions include: (a) creating a span of control to ensure that team leaders devote a preponderance of time (51% or more) to lead duties; (b) recognizing that team leaders usually devote less time leading full performance employees in two-grade interval occupations since they usually function independently; (c) rotating team leader assignments instead of establishing permanent positions to foster the concept of a team approach; and (d) assuring team leaders do not function as supervisors under a different title. Guidance is also provided on determining the bargaining unit status of team leader positions.
4. Please ensure that all managers and supervisors are provided this information. Point of contact for this action is Millie Edwards, 202-761-1798.

FOR THE COMMANDER:

/S/

Encl

ALBERT J. GENETTI, JR.
Major General, USA
Deputy Commander

CF:

Human Resources Offices