

17 July 02

CEHR-E (690-500)

MEMORANDUM FOR ALL COMMANDERS, ATTN: CHIEFS OF HUMAN RESOURCES  
AND INFORMATION TECHNOLOGY

SUBJECT: Standardized Major Subordinate Command (MSC) and District GS-2210 Job  
Descriptions

1. One of Army's goals is to reduce the number of job descriptions assigned to FASCLASS. The Directorate of Corporate Information developed standardized job descriptions and evaluation statements that describe most MSC and district positions covered by the Information Technology Management Series, GS-2210. These job descriptions have now been loaded in the Army's Position Description Library (PDL) and are available at <http://www.cpol.army.mil>. Attached is a listing of these job descriptions by PDL number and grade.
2. We request that you maintain the same PDL numbers when your CPOC loads these jobs into FASCLASS for your CPO IDs. When each CPOC team loads a standardized PD under a specific CPO ID, the FASCLASS system gives it a unique PD number. The CPOC POC can request that the Army contractor change that number to a standardized number. For example, PD number 12345 which is an IT Specialist (Network), GS-2210-11 in PDL will also be job number 12345 under each CPO ID throughout USACE. A similar procedure is followed when using the standardized ACTEDS intern PDs that are used throughout Army. The manager must tell the CPOC that a MACOM standardized PD is being used and request the same PD number, otherwise the CPOC will let the system assign a new one.
3. We encourage all districts to use these standardized job descriptions to the maximum extent possible. If you have any questions regarding these job descriptions, please contact Mr. Tony Brunner, CECI-H, at 202-761-7097 or Ms. Millie Edwards, CEHR-E, at 202-761-1798.

FOR THE COMMANDER:

Encl

/S/  
SUSAN DUNCAN  
Director of Human Resources

CF:  
CPOCMA

**USACE GS-2210 PD Library  
Standardized Job Descriptions**

<b>PDL NO.</b>	<b>ORG LOC</b>	<b>TITLE</b>	<b>GRADE</b>
COE02	<i>MSC</i>	Information Technology (IT) Specialist	GS-15
COE10	<i>MSC</i>	IT Specialist	GS-13
COE05	<i>MSC</i>	IT Specialist (Network Services/Policy & Planning)	GS-13
COE17	<i>MSC</i>	IT Specialist (Data Management/Policy & Planning)	GS-13
COE09	<i>MSC</i>	IT Specialist (Information Security/Policy & Planning)	GS-13
COE11	<i>MSC/District</i>	Supervisory IT Specialist	GS-14
COE01	<i>District</i>	Supervisory IT Specialist	GS-13
COE15	<i>District</i>	IT Specialist (Policy & Planning)	GS-12
COE13	<i>District</i>	IT Specialist (Information Security/Policy & Planning)	GS-12
COE20	<i>District</i>	IT Specialist (Data Management)	GS-12
COE08	<i>District</i>	IT Specialist (Internet)	GS-12
COE19	<i>District</i>	IT Specialist (Customer Support)	GS-12
COE07	<i>District</i>	IT Specialist (Network Services)	GS-12
COE04	<i>District</i>	IT Specialist (Systems Administrator)	GS-12
COE03	<i>District</i>	IT Specialist (Systems Analyst)	GS-12
COE18	<i>District</i>	IT Specialist (Customer Support/Internet)	GS-11
COE16	<i>District</i>	IT Specialist (Policy & Planning)	GS-11
COE14	<i>District</i>	IT Specialist (Systems Administrator)	GS-11
COE06	<i>District</i>	IT Specialist (Network Services/Internet)	GS-11
COE12	<i>District</i>	IT Specialist	GS-11

Enclosure