

CEHR-E (690-500)

18 January 2000

MEMORANDUM FOR HQUSACE STAFF PRINCIPALS

SUBJECT: Coordinating Position Classification Advice to Subordinate Elements

1. Recently, there have been several occasions where HQ USACE staff elements have given formal and informal advice to the field regarding the classification of positions without coordination with the Deputy Chief of Staff for Human Resources. This advice was provided in draft memoranda, committee reports, speeches, newsletters, during command inspections, and on similar occasions. This practice results in conflicting and often erroneous guidance, whereas properly coordinated advice would insure that the Headquarters speaks with one voice.
2. Insure your staff does not render advice on human resources issues without proper coordination. Subordinate organizations should be told that any uncoordinated advice that has been provided in the past by your staff is not official and should not be followed until proper coordination has occurred.

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