

5 May 1998

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Responsibilities for Position Classification Issues

1. As we become more accustomed to operating in a regionalized human resources servicing environment, numerous questions have come up concerning who has responsibility for various classification actions. The MACOM Commander is responsible for the classification program within his/her command and this responsibility goes down the command chain to the local commander. Where local commanders have delegated classification authority to their managers, they rely upon them to carry out this responsibility, including classifying jobs correctly. Where classification authority is not delegated to managers, the servicing CPOC provides this service. The CPAC roles are to advise the commander, managers, and supervisors on position management issues, the potential impact on position classification by proposed reorganizations, and job description format. Assisting managers in the use of COREDOC and the Army Position Description Library is also a CPAC responsibility.

a. Responding to Army requests for information on OPM factfinding for the development of new standards is a MACOM responsibility. The MACOM will obtain recommended locations for on-site factfinding, manager comments, and problems with current standards through command channels. The MACOM may request assistance from the CPOCs, particularly in providing job descriptions and evaluation statements.

b. Responsibility for commenting on draft standards rests with both the CPOCs and the MACOM. The CPOCs will test apply the draft standards, while the MACOM will continue to provide input on potential impact and comments of functional officials and subordinate echelons. It is essential that the MACOM Headquarters, field personnelists, and managers be active in both the test applications and in providing comments so that command views concerning potential problems with the draft standards are presented, through Army, to OPM.

c. Commanders are responsible for assuring that new standards are applied and for reporting to higher echelons any substantive adverse impact. The CPOCs are responsible for actually applying the standards to affected positions.

d. The MACOM is responsible for conducting consistency reviews directed by higher echelon or self initiated. The command chain is tasked to conduct the reviews but should ask their servicing CPOC for assistance.

2. Point of contact for this action is Monroe A. Major, telephone 202-761-0331.

FOR THE COMMANDER:

/S/
SUSAN DUNCAN

Director of Human Resources