



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT 15236
APO AP 96205-5236

JUN 23 2010

EACG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command-wide Position Management and Classification Study

1. References:

- a. AR 690-300, Chapter 312, Subchapter 7, Position Management Studies, 15 Oct 87.
- b. AR 690-200, Chapter 250, Subchapter 3, Evaluation of Civilian Personnel Management, 27 Sep 89.
- c. AK Circular 690-511, Position Management and Classification, 2 Mar 10.
- d. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) 17 Nov 97, subject: Delegation of Position Classification Authority.

2. The Directorate of Human Resources Management (DHRM) will conduct a command-wide position management and classification study beginning in the fourth quarter of FY10. As the command's classification proponent, DHRM has the responsibility to regularly monitor, evaluate, and take corrective action on my behalf to ensure the integrity of the classification program in accordance with reference 1c. References 1a and 1b establish Army command accountability for civilian personnel management policies and programs. Commanders, managers, and supervisors are required to practice sound position management principles that result in the most efficient and effective use of both financial and human resources.

3. DHRM will evaluate the command's compliance with Army, Department of Defense, and Office of Personnel Management policies on position management and classification. This will include ensuring that positions are accurately classified and position descriptions meet the standards of adequacy (e.g., correct grade-controlling format, inclusion of percentage of time for major duties, application of current classification standards, and accurate description of work). DHRM will oversee any necessary corrective actions to organization structures and classification of individual position descriptions, and make recommendations for future program improvement.

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4. I firmly support position management and classification principles and expect your full cooperation in this evaluation effort to ensure that the most efficient and effective position structures are established in our command.

5. Point of contact for this matter is Mr. Carl Rogers at DSN 724-4808 or email carl.rogers1@us.army.mil, or Mr. Joel Stringer, at DSN 724-4106 or email joel.stringer@korea.army.mil

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JOSEPH F. FIL, JR.
Lieutenant General, USA
Commanding