



REPLY TO
ATTENTION OF:

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

26 OCT 2010

EACS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command-wide Position Management and Classification Study

1. References:

- a. Memorandum, HQ, Eighth U.S. Army, EACS, 23 Jun 10, subject as above.
- b. Memorandum, Secretary of Defense, 16 Aug 10, subject: Department of Defense (DoD) Efficiency Initiatives.

2. Under reference 1a, the Directorate of Human Resources Management (DHRM) was directed to conduct a command-wide position management and classification (PM&C) study of all Eighth U.S Army and Army joint staff organizations in Korea. This study is in line with recent DoD efficiency initiatives (reference 1b). As we move forward, it is important that the objectives, process, and deliverables for this study are clearly understood. For those who have not participated in this type of study before, it is an opportunity to become more familiar with the proper application of standards to the civilian position management and classification process.

3. A preliminary review indicates that there are numerous outdated, erroneous, or misclassified positions throughout the command. We anticipate that some positions will require new position descriptions (PDs) to correct classification errors and/or mis-assignments of employees. All federal agencies are required by the Classification Act of 1949, as codified in Chapter 51 of Title 5, United States Code, to place positions in the appropriate class and grade in conformance with classification standards published by the Office of Personnel Management (OPM). This study will ensure that the command creates organizational/position structures with the best possible balance of skills and skill levels, and is accurately and consistently applying position management and classification standards throughout the command.

4. Under the National Security Personnel System (NSPS), simplified classification procedures were authorized that placed employees in broad pay bands. However, PDs created using NSPS classification standards in most cases do not meet OPM or General Schedule (GS) classification requirements. As a result, many former NSPS positions now require a thorough post-transition review to ensure that they are properly classified in accordance with OPM standards.

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5. Current command policy requires all hiring actions to be reviewed by an Eighth Army hiring board. Consistent with the goals of the ongoing PM&C study, a complete classification review of all PDs submitted to the board is required. This is a necessary step that will prevent the need for additional corrective actions in the future resulting from the hiring of employees using erroneous PDs. Reviews will be performed as quickly as possible and in most cases will not result in a delay to the hiring process. Timely responses by managers to requests for additional information during this process will assist in minimizing delays.

6. No further delegation of classification authority within the command is authorized until after the completion of the ongoing PM&C study.

7. Lastly, I recognize that organizational structure and/or position change initiatives may cause some turmoil within the command, particularly if they result in grade changes or the elimination or transfer of functions. My expectation is that managers will fully support and cooperate with DHRM in the execution of this study. This includes being responsive to requests for information needed to complete classification reviews in a timely manner. I firmly support sound position management practices and the ongoing DoD efficiency initiatives. I expect your full cooperation in this effort to ensure that the most efficient and effective organizational structures are established within our command.

8. Point of contact 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

FOR THE COMMANDER:



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