



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

27 NOV 2001

EAGA-CP-CC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Discontinuance of DCA Overrides to Upgrade KN Positions

1. References:

- a. Memorandum, EAGA-CP-CC, subject: Eighth U.S. Army Supervisory and Managerial Hiring Controls, 18 April 2001.
- b. USFK Pam 690-1, Chapter 9 – Position Management and Classification
- c. USCINCPAC Instructions, subject: Foreign National Civilian Personnel Administration in Korea, 22 January 1986

2. From 01 January 2000 to the present, approximately 15 Korean National (KN) positions were upgraded due to managers and/or supervisors exercising Delegation of Position Classification Authority (DCA) to override determinations made by the Civilian Personnel Operations Center (CPOC). Although managers and/or supervisors may use DCA to accelerate the processing of personnel action requests for KN employees, it will not be used to override CPOC determinations in order to upgrade KN positions. With the exception of Eighth United States Army (Eighth Army) supervisory and managerial positions, the Civilian Personnel Division (CPD) retains the authority to approve/disapprove the upgrade of variant KN positions when management wishes to forego the determination of the CPOC. (Encl 1). In Eighth Army, the Chief of Staff retains the authority to reclassify supervisory or managerial positions (Encl 2). The authority to establish and change the job classification of standardized or benchmark KN positions is retained jointly by the United States Pacific Command (USPACOM) Service Component Command, to be exercised through the USPACOM Joint Labor Policy Council in accordance with instructions from the Commander-in-Chief, United States Pacific Command (USCINCPAC) (Encl 3).

3. Effective this date, DCA will not be used to override CPOC determinations of variant KN positions or to upgrade standardized or benchmark KN positions. Under these circumstances, the following procedures will be used in order to effect upgrades of variant and/or standardized KN positions due to reclassification.

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a. Prior to the creation of an electronic personnel action for the upgrade of a KN variant position due to reclassification, each manager or supervisor will prepare a package containing the job description, evaluation statement, and organization chart. If the request is to upgrade a standardized or benchmark KN position, the package must also include the wage rates in the private sector that matches the subject position.

b. For variant position descriptions, the package must accompany the electronic personnel action and be submitted to the area Civilian Personnel Advisory Center (CPAC) for processing to the CPOC. The CPOC will review the package for the variant position. If the CPOC determines that the variant position description does not meet the criteria for an upgrade, the CPOC will provide an advisory explaining why the position did not meet the criteria for an upgrade. Management may choose to forego the CPOC's advisory and seek a final decision from CPD. If a decision is sought from CPD, management will inform the CPOC, and the CPOC will forward the package along with a copy of its advisory.

c. After the decision has been made by CPD, the CPOC will be informed of the approval/disapproval so that the electronic personnel action can either be processed or returned to the originating office. A copy of the approval/disapproval memorandum will be forwarded to the servicing CPAC.

d. For standardized or benchmark position descriptions, the CPOC will forward the package to CPD. Members of the Joint Labor Affairs Committee (JLAC) will be contacted by CPD so that a meeting can be scheduled. The JLAC will review the package and decide on whether to stop the process or forward the package to the Commander-in-Chief, United States Pacific Command (USPACOM) for approval.

e. After the decision has been made by JLAC and/or USAPACOM, the approval/disapproval will be returned to the originating office. If the action has been approved, an electronic personnel action may be created and a copy of the approval memorandum forwarded to the servicing CPAC.

4. The point of contact for this action is Mrs. Brenda Council, Classification and Compensation Division, ACofS, G1, Civilian Personnel Division, 724-4116, or e-mail: [councilb@usfk.korea.army.mil](mailto:councilb@usfk.korea.army.mil).

Encls  
as



DANIEL R. ZANINI  
Lieutenant General, USA  
Commanding

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