



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867
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CESWL-DE (25-1)

4 September 2001

DISTRICT COMMANDER'S POLICY MEMORANDUM # 2001-10

SUBJECT: Civilian Position Management and Classification

1. I strongly support the position management and classification program. Properly administered, this program can be invaluable in supporting mission accomplishment. All jobs must be classified in accordance with Office of Personnel Management and Department of the Army classification standards. Position management principles will be followed in assigning duties to positions.
2. I am delegating authority to classify civilian positions under my command to division and office chiefs in the Little Rock District. The authority may also be delegated to full-time and dual-hatted deputies. Managers must complete training in position management and classification prior to being delegated classification authority. The delegation must be in writing. The classification of a position previously classified by higher authority, e.g., OPM, HQDA, or DOD, cannot be changed without prior approval from that level unless the duties and responsibilities have changed significantly.
3. The Civilian Personnel Operations Center (CPOC) will provide a written position classification advisory on all new and changed job descriptions if they disagree with the classification assigned by the manager. If the manager agrees with the advisory classification, the proposed personnel action will be processed. The authority to override a CPOC advisory rests with the next higher echelon. For example, requests to override CPOC advisories of district positions must be approved at Southwestern Division level. A written evaluation comparing the requirements of the position to applicable classification standards and guidance must be prepared, signed by the official with authority to override the classification, and returned to the CPOC with the classified job description.
4. Managers delegated classification authority may not classify their own position. Also, the commander or the deputy commander must approve the classification of subordinate positions which would result in an upgrade of the manager's position. Additionally, the District Commander or Deputy District Commander must approve classification of district positions at

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a position at the GS-14 level and above. These controls are necessary to assure that proper grade alignment and classification are maintained throughout the Little Rock District. This authority must be exercised judiciously.



BENJAMIN H. BUTLER
Colonel, Corps of Engineers
Commanding

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