



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEAGA-C

05 APR 2011

MEMORANDUM FOR HQ USAREUR Staff Principals and Commanders of USAREUR Major Subordinate Commands

SUBJECT: Delegation of Position Classification Authority

1. This memorandum supersedes memorandum, HQ USAREUR, AEAGA-C, 6 June 2010, subject as above.
2. References:
 - a. DOD Transition Guidance, Transition from NSPS to GS, chapter 2, Position Classification, 5 March 2010 (http://cpol.army.mil/library/general/nsps/docs-repeal/DoD_Transition_Guidance_Ch-1-4.pdf).
 - b. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 17 November 1997, subject as above (<http://cpol.army.mil/library/class/delegate2.html>).
3. In accordance with paragraph 3-1c of reference 2b, I delegate position classification authority for USAREUR positions as follows:
 - a. The United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), for USAREUR positions in the grades of GS-1 through GS-14, and USAREUR wage grade (WG/WL/WS) positions. The CHRA-E will provide specific position-management advice and guidance, and conduct position reviews as needed. CHRA-E officials will also help USAREUR organizations establish position descriptions when requested.
 - b. The Chief of Staff, HQ USAREUR, for USAREUR senior-level positions at the GS-15 level. The enclosure provides procedures for corresponding USAREUR senior-level positions.
4. The POC is Mr. Richter, DSN 379-6401 or e-mail: dirk.richter@us.army.mil.

Encl


MARK P. HERTLING
Lieutenant General, USA
Commanding

CF:
Dir, CHRA-E

USAREUR SENIOR-LEVEL POSITION PROCEDURES

1. Heads of organizations who need to establish a new or revise an existing senior-level position (SLP) must provide the following to the Chief of Staff, HQ USAREUR, through the Civilian Personnel Division (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR, before implementing the new or revised SLP:
 - a. A request that addresses the rationale for establishing or revising the SLP (including information about the background, organization structure, and origin of work).
 - b. A current organization chart that identifies all positions in the organization by title, occupational series, grade, position-description number, and name of the incumbent. Organizational structures should be consistent with the official Defense Civilian Personnel Data System.
 - c. The mission and functions statement of the requesting organization.
 - d. The proposed position description for the SLP that includes the rationale for its classification.
 - e. The position description for the supervisor of the requested SLP.
2. In addition to the items in paragraph 1, requests for new supervisory SLPs must include the final, classified position descriptions of all subordinate positions.
3. Complete packages for new or revised GS-15 positions must be submitted by e-mail to Mr. Richter (dirk.richter@us.army.mil) at CPD for coordination and review. The CPD will forward packages to the Chief of Staff, HQ USAREUR, for approval or disapproval.