

CERM-M Engineer Regulation 10-1-40	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 10-1-40 15 August 1997
	Organization and Functions DIRECTORY CHARS, POSITION CHARTS, AND STATEMENTS OF FUNCTIONS	
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CERM-M

Regulation
No. 10-1-40

15 August 1997

Organization and Functions
DIRECTORY CHARTS, POSITION CHARTS, AND STATEMENTS OF FUNCTIONS

1. Purpose. This regulation prescribes the format for preparation of field Directory Charts, Position Charts, Statements of Functions, and instructions for their distribution.
2. Applicability. This regulation is applicable to all USACE Commands.
3. References.
 - a. AR 25-400-2, The Modern Army Recordkeeping System
 - b. ER 690-1-320, Seasonal Employment
4. Distribution. Approved for public release, distribution is unlimited in the CONUS. However, for units and installations that are sensitive, routinely deployable or stationed overseas in foreign territories, charts and lists of personnel may not be released to the public.
5. Frequency of Submission. Directory Charts and Position Charts are submitted annually to show status as of 1 February.
6. Records Management. Per MARKS #10-5a, information pertaining to the establishment of organizational functions or changes that occur within an organization shall be maintained as permanent records.
7. Directory Charts. Directory Charts, will be prepared in Portable Document Format (PDF) and will be printable on 8 1/2 x 11 - white bond paper as shown on page A-1 of Appendix A, reflect the major organizational elements and key personnel of the activity. Charts will show major subordinate field offices and the headquarters elements to branch level. Telephone extension numbers, office symbols, corresponding Position Chart page numbers, and, if desired, room numbers are also included. Address and telephone numbers for the headquarters office, including area code, ZIP Code, FTS, and DSN numbers, appear on the Directory Chart, preferably in the Executive Office block. Telephone numbers for other locations are also placed on the Directory Chart in applicable blocks and, where locally desired, on corresponding Position Charts. Directory Charts, Position Charts and all other information required by

This regulation supersedes ER 10-1-40, 24 July 1987.

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this regulation are to be generated electronically, saved in PDF and sent to CERM-M via e-mail for placement on the RM Web Page.

8. Position Charts. Position Charts will be in PDF printable on 8 1/2 x 11 - white bond paper as shown on page A-2 of Appendix A and show the approved organization and position structure through section level.

a. Position Information. The charts include:

(1) All General Schedule, Wage Grade, foreign national and other types of civilian positions (permanent and temporary, full time and intermittent (vacant or filled) (except experts and consultants) that were officially established on the as of date of the chart. Officially established seasonal positions (ER 690-1-320) should be shown during the normal working season, whether filled or vacant, but should be eliminated when the incumbents are in seasonal non-pay status. Summer aides (YV's) and student aides (YW's) will not be shown on the charts. The number of military-funded positions shown on the charts will not exceed the number of military-funded positions permitted by manpower authorizations. The number of civil-funded positions shown will not exceed the number that can be supported by FTE workyear allocations. Proposed increases or decreases in strength, positions to be established or abolished, and grade projections will not be shown.

(2) Position title and grade of each civilian position and the number of positions for each title and grade.

(3) All officer, warrant officer, and enlisted positions, vacant or filled.

(4) Names of key civilian personnel and names and ranks of key military personnel.

b. Position Identification. Temporary positions should be identified by (Temp). Vacant positions should be identified by (V). Dual or multiple assignments should be identified by a numbered symbol placed outside the organizational block. Position title and grade for named personnel in dual or multiple assignments should be shown for the major or primary duty only -- do not repeat title or grade for the secondary assignment.

c. Position Summaries. The total number of established positions in each division, staff office, and equivalent element is shown, using the designation GS, WG, and other major pay categories.


9. Combined Directory-Position Charts. When combined, the Directory and Position Charts become the official Organization charts of the field operating activity. The commander signs the first page (i.e., on the Directory Chart page).

10. Statements of Functions. Statements of functions are prepared in PDF printable on 8 1/2 x 11" paper and in the format most useful to the originating organization. As a minimum, they should describe the functions of the major block elements and may extend to branch or section level. All USACE Commands are encouraged to maintain up-to-date statements of functions as a means of documenting approved responsibilities and organizational structures, and to provide a basic reference from which proposed changes are compared. However, maintenance and submission of such statements is mandatory only for those Commands not subject to standard functional alignment.

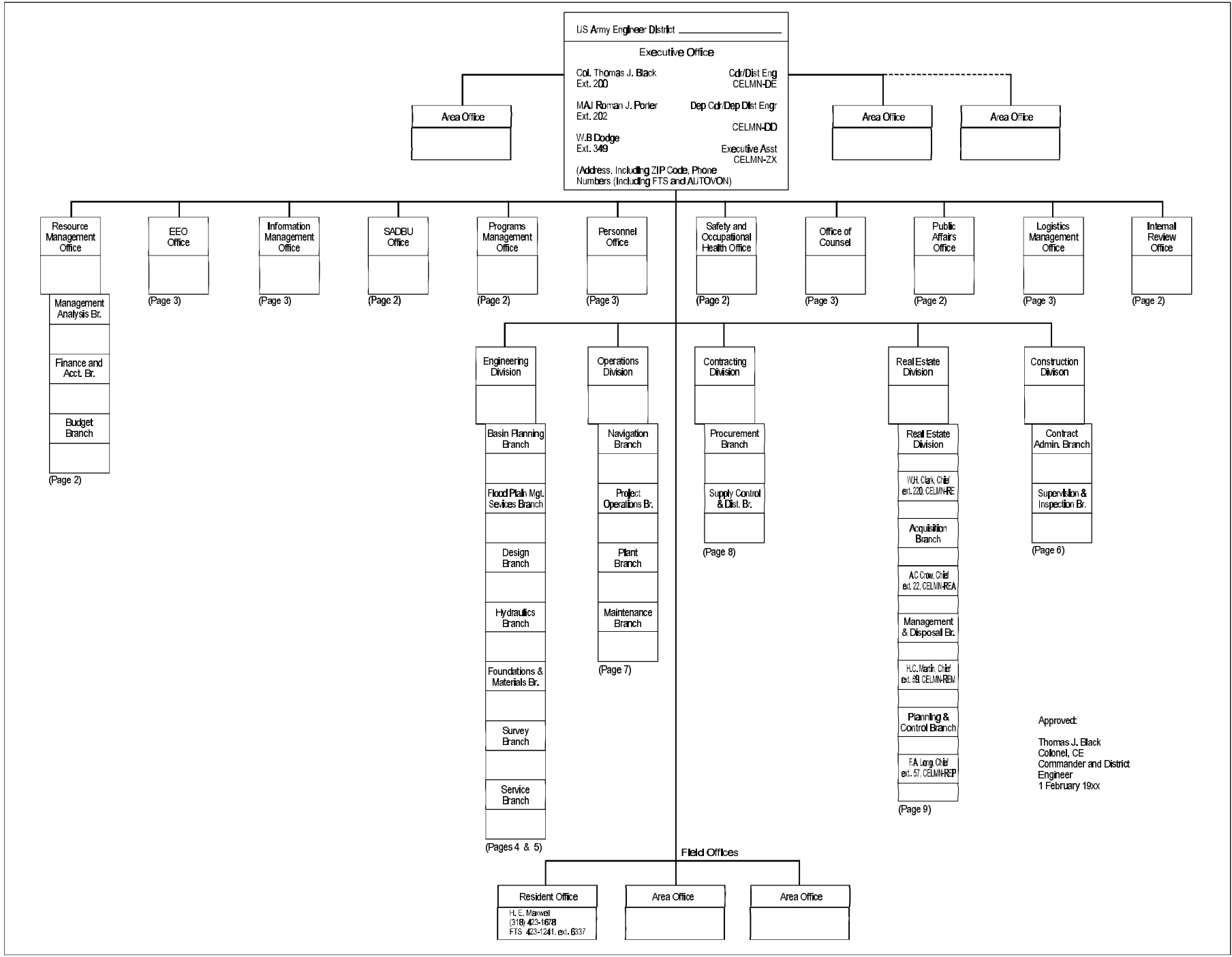
11. Submission dates. These are covered in Appendix B.
(Requirements Control Symbol exempt: AR 335-15, para 5-2d.)

FOR THE COMMANDER:

2 Appendixes
APP A - Directory and Position
Chart Format
APP B - Submission Dates and
Distribution


OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

DIRECTORY CHART FORMAT



A-1

APPENDIX A

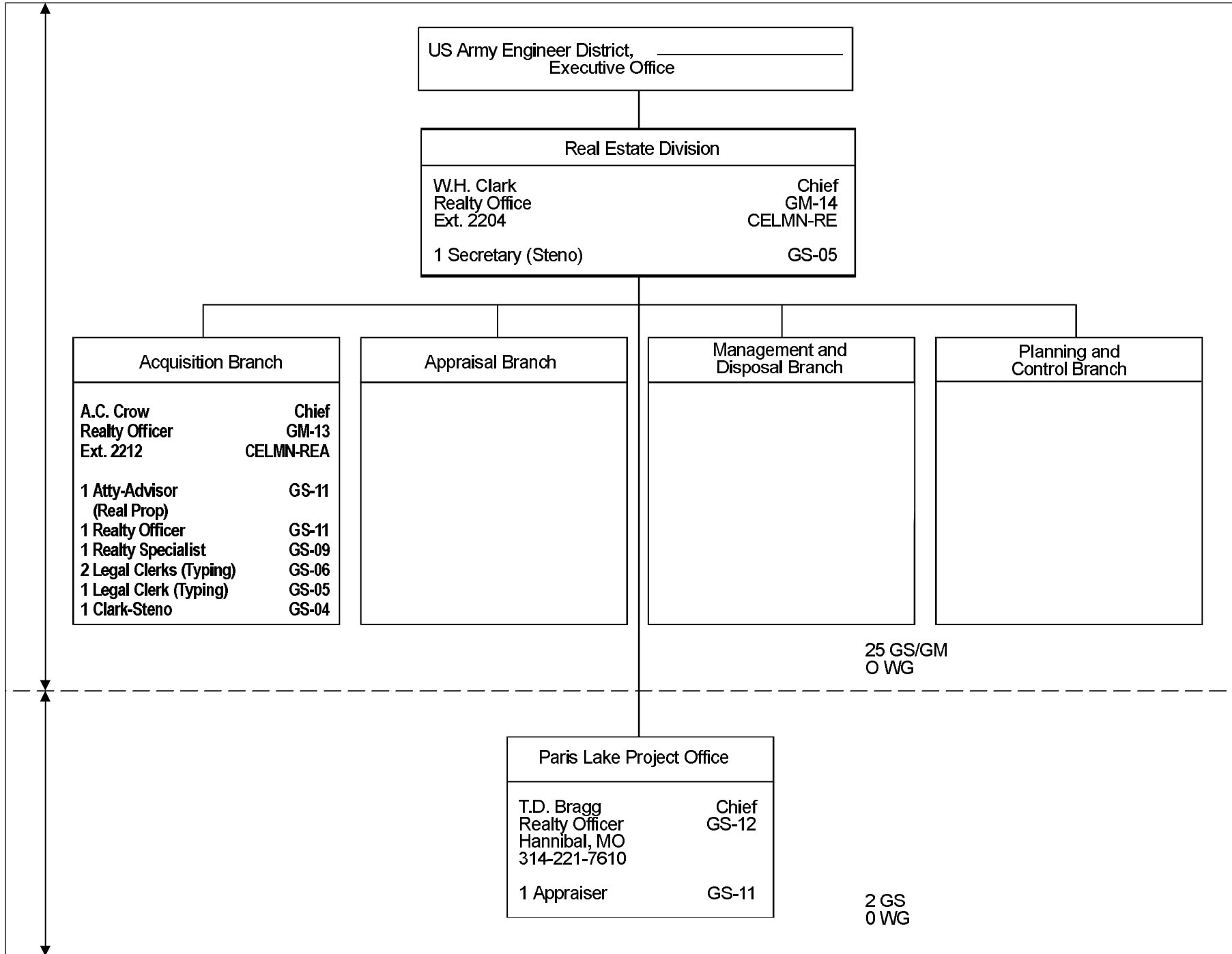
Approved:
Thomas J. Black
Colonel, CE
Commander and District
Engineer
1 February 19xx

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POSITION CHART FORMAT

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APPENDIX A



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SUBMISSION DATES AND INSTRUCTIONS

	<u>SUBMITTED BY</u>	<u>DISPATCHED</u>
Directory Charts and combined Organization Charts (With Directory Chart attached as first page)	Divisions, districts, and separate field operating activities	USACE Commands, Field Operating Activities and Laboratories should prepare Organization Charts not later than 22 February each year (or, if 22 February is not a workday, on the first workday after the 22nd).
Revised Directory Charts	Same as above.	Normally not required. However, updated Directory Charts <u>may</u> be distributed to reflect <u>major</u> changes of key personnel or organization between annual submissions, updated Position Chart pages are not required by HQUSACE.
Statement of Functions	Field operating activities (i.e., separate FOAs, HNC)	Times of complete revisions.
Revised Statements	Same as above.	When determined necessary by field; changed sheets are adequate for revisions.