

APPENDIX C

U. S. ARMY CORPS OF ENGINEERS DELEGATION OF CLASSIFICATION AUTHORITY

C-1. Introduction.

C-1-1. Purpose. This document provides guidelines and instructions for the delegation and exercise of position classification authority within the U. S. Army Corps of Engineers (USACE).

C-1-2. Applicability. This guidance is applicable to all USACE elements, major subordinate commands (MSC), districts, and field operating activities (FOA). Elements of the Engineer Research and Development Center which are part of the Demonstration Project are not covered by this Appendix.

C-1-3. Exclusions.

a. The Department of Defense Wage Setting Division retains the authority to establish, change, or delete positions paid from regional power rate schedules. The guidelines contained in this regulation do not apply to power rate schedule positions.

b. This guidance does not apply to the classification of civilian personnel officer or SES positions. Guidance for the classification of these positions is contained under paragraph 6a, Prior Approval Requirements, page 4, of this regulation.

C-1-4. Lowest Practical Level. If commanders/activity directors delegate classification authority, that authority will be delegated to the lowest organizational level where skills, experience, knowledge, and flexibility exist for supervisors to make significant decisions affecting expenditure of civilian personnel resources. At a minimum, authority should be delegated to the first level below the command group. Delegations must follow the chain-of-command and should be reviewed annually. Commanders/activity directors retain the discretion to subsequently withdraw authorities and redelegate to higher levels than previously delegated, consistent with changing mission requirements and availability of funds. Authorities must be delegated in writing.

C-2. Authorities.

C-2-1. Position Classification. Authority for the conduct of civilian personnel matters, including position management and classification, has been delegated to MSC and district commanders and directors of field operating activities. This includes the authority to classify civilian positions in accordance with controlling statutory and regulatory guidelines.

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C-2-2. **Redelegation of Authority.** MSC and district commanders and directors of field operating activities may redelegate this authority to managers and supervisors under their direct supervision. Classification authority may not be delegated to contractors.

C-2-3. **Training.** Military and civilian supervisors, including directors and senior managers, must be trained and oriented on all position classification authorities and responsibilities prior to delegation of authority. Training will be scheduled and conducted on a periodic basis to assure that all supervisors have the opportunity to attend. Supervisors will not be delegated position classification authority until they have completed appropriate training.

C-2-4. **The exercise of position classification authority by managers and supervisors must be in accordance with controlling statutory and regulatory guidelines.** Should commanders/directors choose not to delegate position classification authority, the authority to classify civilian positions may be redelegated to the appropriate servicing civilian personnel operations center or retained by the commander/director.

C-2-5. **Withdrawal of Authority.** When an internal or external review reveals serious deficiencies in position classification, all or any part of the authority may be withdrawn. During the period of withdrawal of authority, the higher headquarters will take such measures as are necessary to remedy the deficiencies noted. Redelegation of authority will be made when the higher headquarters commander is satisfied that the responsible official of the activity has developed and implemented corrective measures for the proper exercise of job evaluation authority.

C-3. **Responsibilities.** MSCs/District/Field Operating Activities.

a. If commanders/activity directors delegate classification authority, they will:

(1) Delegate and exercise position classification authority in accordance with the guidelines contained in this document.

(2) Assure accountability is properly established for position classification.

(3) Take appropriate action to correct any abuse or misapplication of position classification.

(4) Assure obligations to recognized labor organizations, as required by 5 U.S.C. Chapter 71, are fully met.

b. The Civilian Personnel Operations Center (CPOC) will:

(1) Provide classification advisories to assist supervisors in the application of OPM position classification standards and job grading standards.

(2) Provide periodic feedback to the commander/activity director, or the commander/activity director's designee, on trends in position classification. Feedback will include recommendations for corrective action, as required.

c. The Civilian Personnel Advisory Center (CPAC) will:

(1) Provide continuing advice and guidance to the commander and supervisors consistent with OPM, DOD, HQDA, and HQUSACE requirements, regarding execution of the classification program.

(2) Provide advice and assistance on modifying supervisory performance standards/Officer Evaluation Report duty descriptions and performance objectives to reflect accountability for position classification authorities.

(3) Coordinate training and orientation for the commander and supervisors on position management and classification, requesting CPOC assistance if needed.

d. Managers/supervisors will:

(1) Correctly classify positions in accordance with appropriate position classification standards, giving full consideration to CPOC classification advisories.

(2) Fulfill responsibilities to recognized labor organizations under 5 U.S.C. Chapter 71 and appropriate negotiated agreements.

(3) Explain to employees the reasons for the classification of their positions and advise them of their appeal rights if requested.

C-4. Position Management and Classification.

C-4-1. General.

a. Delegation of position classification authority enhances the personnel management function and accountability of line supervisors by providing maximum control over the grades and position structure of their organizations consistent with classification policies and standards. In addition, this delegation increases supervisors' knowledge of the classification system and makes the system more responsive to the needs of management.

b. A key principle of delegation of position classification authority is that the supervisor's authority does not exceed that of the commander/activity director. Classification standards still govern and prior decisions by OPM, DOD, HQDA, and HQUSACE on substantially identical, similar or, related positions may not be overruled.

C-4-2. Accountability.

a. The commander/activity director is ultimately responsible for the integrity of the position classification program. Commanders/activity directors are expected to ensure procedures are in place which will keep them aware of trends and special circumstances associated with classification decisions by subordinate supervisors, particularly those cases which may (1) be precedent setting in nature, (2) result in inconsistent grading when compared to substantially identical positions in the organization, or (3) disrupt sound alignment of grades. Precedent setting cases should be discussed with the commanders/director peers if there may be an impact on other commands. Failure to conform with legal and regulatory requirements may result in withdrawal of the commander/activity director's position classification authority.

b. Performance objectives of civilian and military supervisors will reflect the accountability which is inherent in the delegation of position classification authority. For civilian supervisors, position classification authority will be included in the performance objectives. For military supervisors, classification authority will be included in the duty description in the Officer Efficiency Report (OER) and the OER Support Form. In rendering performance appraisals and OERs, raters will give full consideration to the performance of supervisors in exercising classification authority.

C-4-3. Requirements.

a. Supervisors will complete appropriate training for position classification and position management comparable to the HQDA program of instruction for position management skills and principles (basic position classification), prior to being delegated position classification authority.

b. Supervisors may not classify their own position. Classification of subordinate positions which will result in an upgrade of the supervisor's position must be approved by an appropriate official at a higher level in the chain of command.

c. Classification authority will be delegated to a supervisor by name. The delegation letter should outline specific budget, classification, statutory and regulatory responsibilities. A sample is included as an attachment.

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C-4-4. Procedures. Supervisors are encouraged to consult informally with CPAC/CPOC

specialists to discuss organization and position structures and other position management, classification, and personnel issues prior to submission of requests for personnel action.

a. Supervisors with delegated classification authority should follow procedures established locally or by the servicing CPOC when submitting requests for position classification actions. The CPOC will provide advisory position classification determinations which give the title, series, and grade for the position in situations where further consideration by commanders or managers is needed.

b. Disagreements on the content of proposed job descriptions will be resolved within the management chain. Commanders/activity directors retain final decision-making authority for actions which cannot be resolved between the CPOC and managers/supervisors. This authority may be re-delegated to one principal assistant with full line authority to discharge their functions on a district/field activity wide basis.

c. The CPOC will determine eligibility for environmental differential, hazard pay differential, and other premium pay and will determine Fair Labor Standards Act (FLSA) designation, assign competitive levels and maintain registers, and accomplish other administrative tasks associated with the processing of classification actions.

C-4-5. Withdrawal of authority.

a. Classification authority may be withdrawn where serious program deficiencies are identified and remain uncorrected. A corrective plan of action must be approved by MSCs for districts, and HQUSACE for MSCs and field activities. If authority is withdrawn, the corrective plan of action must be implemented prior to having authority restored. The plan of action must require re-training of supervisors prior to restoration of classification authority. Restoration of authority will be granted upon receipt of findings which indicate deficiencies have been corrected. The servicing CPOC will be immediately notified if classification authority is withdrawn from a command or activity and when it is restored.

b. MSC/District/Field Operating Activities. Periodically, commanders should compare current data with baseline program data to develop trend lines for future program assessment of position management and classification. Trends and statistical data should be periodically updated. It is expected that trends will show a regular pattern of fluctuation due to the nature of the mission of the Corps. These normal fluctuations should not require further investigation. Marked or sharp increases and decreases warrant further study but are not absolute indicators of program deficiencies.

Sample Delegation Memorandum

OFFICE SYMBOL

DATE

MEMORANDUM FOR (Division or Office Chief, etc.)

SUBJECT: Delegation of Position Classification Authority

1. You are authorized to classify civilian positions under your supervisory control to the appropriate pay plan, title, series, and grade. This delegation carries with it the responsibility to assure that all such classifications made by you are in accordance with Title 5, U.S. Code, governing Office of Personnel Management (OPM) position classification standards, Department of the Army (DA) and HQUSACE classification guidance, and OPM, DA or higher echelon decisions resulting from appeals and advisories. This authority does not extend to your own position. In addition, classification of subordinate positions that would result in an increase to your own grade must be approved by your supervisor.
2. Your performance evaluation will reflect your responsibility for executing position classification and budget authority.
3. This delegation of authorities is effective _____ . It will be terminated if you leave your position, if you fail to execute this authority properly, or as required by the annual funding situation, or other extenuating circumstances.

COMMANDER'S SIGNATURE BLOCK