



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

AEPE-C

30 April 2018

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

SUBJECT: Delegation of Position-Classification Authority (AE Cmd Memo 2018-021)

1. This memorandum supersedes memorandum, USAREUR, AEPE-CB, 11 December 2014, subject: Delegation of Position-Classification Authority (AE Cmd Memo 2014-053).

2. References:

a. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 17 November 1997, subject: Delegation of Position Classification Authority.

b. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 23 October 2017, subject: Delegations of Civilian Human Resources Authority, Matrix 02-2017.

3. In accordance with paragraph 3-1b of [reference 2a](#), I delegate position-classification authority for USAREUR positions at the GS-14 and GS-15 level to the Deputy Commanding General, USAREUR. The [enclosure](#) provides administrative procedures for the classification of those positions.

4. In accordance with paragraph 3-1c of [reference 2a](#), the U.S. Army Civilian Human Resource Agency, Northeast/Europe Region will continue to classify USAREUR positions in the grades of GS-01 through GS-13 and USAREUR wage-grade positions.

5. This delegation entails the responsibility to assure all classifications are made in accordance with Title 5 of the U.S. Code, governing Office of Personnel Management (OPM) position-classification standards, DOD and DA classification guidance, and OPM, DOD, and DA appeal decisions.

6. This delegation of authority is effective immediately, remains in effect until canceled or withdrawn in writing, and is subject to review for cancelation or renewal by my successor after I relinquish command as the CG, USAREUR.

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7. The POC is the Office of the Deputy Chief of Staff, G1, HQ USAREUR, at military 537-1533 or 1513, civilian 0611-143-537-1533 or 1513, or e-mail: usarmy.wiesbaden.usareur.mbx.odcs-g1-cpd-classification@mail.mil.



CHRISTOPHER G. CAVOLI
Lieutenant General, USA
Commanding

Encl

CF:
Dep Dir, CHRA-NE/EU

PROCEDURES FOR ESTABLISHING OR REVISING USAREUR POSITIONS AT THE GS-14 OR GS-15 LEVEL

1. Heads of organizations who need to establish a new or revise an existing position at the GS-14 or GS-15 level must provide the following to the DCG, USAREUR, through the Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR (CPD), before implementing the new or revised position:

a. A request that addresses the rationale for establishing or revising the position (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 (PD) number, and name of the incumbent. Organizational structures should be consistent with the official Defense Civilian Personnel Data System organization codes.

c. The mission-and-functions statement of the requesting organization.

d. The proposed PD for the position that includes the rationale for its classification.

e. The PD for the supervisor of the requested position.

2. Organizations requesting new or revised GS-14 and GS-15 positions must send complete packages to the CPD for coordination and review by e-mail to *usarmy.wiesbaden.usareur.mbx.odcs-g1-cpd-classification@mail.mil*. The CPD will then send the packages to the DCG, USAREUR, for approval or disapproval.