



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

AEPE-C

18 December 2018

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

SUBJECT: Processing Requirements for USAREUR Position-Reclassification Actions  
(AE Cmd Memo 2018-048)

1. This memorandum supersedes memorandum, USAREUR, AEPE-C, 18 October 2016, subject: Processing Requirements for USAREUR Position-Reclassification Actions.
2. Effective immediately, all requests to reclassify USAREUR positions in the grades of GS-09 through GS-13 must be reviewed and approved by the first principal staff officer in the organization's chain of command before the request is submitted to the United States Army Civilian Human Resources Agency, Northeast/Europe Region (CHRA-NE/EU), for processing. This requirement applies regardless of whether the request is processed through the Workforce Planning Tool (WPT) or through a request for personnel action (RPA). In support of this requirement, I have asked CHRA-NE/EU not to process RPAs that do not have the appropriate level of approval.
3. When preparing request packages for principal staff officers to review and approve, requesters will include copies of the current and proposed position descriptions, a narrative that identifies the proposed changes, and a justification for the changes. When the request is sent to CHRA-NE/EU, whether through WPT or by RPA, it must be accompanied by a memorandum certifying that it was reviewed and approved by the first principal staff officer in the requesting organization's chain of command.
4. This policy is effective immediately and will remain in effect until officially rescinded.
5. The POC is the Civilian Personnel Division, Office of the Deputy Chief of Staff, G1, at military 537-1533.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Andrew M. Rohling".

ANDREW M. ROHLING  
Major General, USA  
Deputy Commander

CF:  
Dep Dir, CHRA-NE/EU