



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

US Army Garrison
210 Dillon Circle
Fort Eustis, Virginia 23604-5006

IMNE-EUS-ZA

29 March 2005

MEMORANDUM FOR Garrison Directors and Chiefs of Staff Offices

SUBJECT: Position Classification and Job Grading Procedures

1. Reference memorandum, US Army Installation Management Agency, 30 July 2004, subject: US Army Installation Management Agency Policy Memorandum #31, Position Classification and Job Grading Authority.

2. Referenced memorandum delegates classification authority for Garrison positions in grades GS-1 through GS-12 and equivalent Federal Wage System (FWS) positions to the Garrison Commander. This authority cannot be re-delegated; therefore, all previous letters delegating classification authority for garrison appropriated fund positions are hereby rescinded. Classification authority of other grade levels follows:

a. NF-01-04/Child Care (CC) delegated to the Chief of the NAF Human Resources Office.

b. GS-13/NF-05/CC and equivalent FWS positions retained at the NERO.

c. Above GS-14/NF-05 equivalent and equivalent FWS positions retained at the HQ IMA level.

3. Effective immediately, the procedures outlined below will be used to obtain approval and signature of position descriptions and to respond to reporting requirements outlined in paragraph 5 of reference. Submit a TCFE Form 105 through the CPAC with the following documents:

a. Properly formatted position description (PD);

b. Completed PD cover sheet for my signature (form is attached at enclosure 1);

c. Evaluation statement/rationale (if appropriate);

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SUBJECT: Position Classification and Job Grading Procedures

- d. Current PD or FASCLASS PD number (if one exists);
 - e. Supporting documentation/justification necessary to make a decision on the classification of the job (as appropriate);
 - f. Letter forwarding the PD(s) to NERO or through NERO to HQ IMA, depending on the grade of the position to be classified. A sample letter is attached. *(Required only for positions above the GS-12/NF-04 level.)*;
 - g. Organization chart showing where this position falls in the organization. *(Required only for positions above the GS-12/NF-04 level.)*;
 - h. Current PDs or FASCLASS PD numbers of subordinate positions *(required only if the position submitted for signature is a supervisory or lead position above the GS-12/NF-04 level)*.
4. To expedite this process, recommend you contact the CPAC for advice prior to submitting a formal request for signature to this office.
 5. The POC for this action is your servicing Human Resources Specialist in the Fort Eustis CPAC.

Encls

1. Coversheet
2. Sample letter



RONNIE T. ELLIS
COL, TC
Garrison Commander

JOB DESCRIPTION COVER SHEET

(This form should be saved as a Word document prior to entering data.)

Organization:

Title, Series, Grade of the Position:

Standards Citation:

Standardized Job Number (if COREDOC or PDL):

Sensitivity:

non-sensitive	<input type="checkbox"/>
non-critical sensitive (SECRET)	<input type="checkbox"/>
critical sensitive (TOP SECRET)	<input type="checkbox"/>
special sensitive	<input type="checkbox"/>

Emergency Essential: YES NO

Key Position: YES NO

Drug Test Required: YES NO

Financial Disclosure Required: YES NO

Does this position require the use of firearms or explosives? YES NO
(Documentation required by Lautenberg Amendment)

Typed Name of DCA:

Date:

DCA AKO Email Address:

Signature of DCA: _____



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date

MEMORANDUM THRU Regional Director, Installation Management Agency, Northeast Region, ATTN: SFIM-NE-HR, Fort Monroe, VA 23651-1048

FOR Director, Installation Management Agency, ATTN: SFIM-HR-C, 2511 Jefferson Davis Highway, Arlington, VA 22202-3926

SUBJECT: Request for Approval to Establish (*Identify appropriate Title, Pay Plan, Series and Grade of the proposed position*)

1. Reference memorandum, US Army Installation Management Agency, 30 July 2004, subject: US Army Installation Management Agency Policy Memorandum #31, Position Classification and Job Grading Authority.

2. As required by above reference, subject position is forwarded for your review and approval. The following material is attached:

- a. Proposed Position Description (PD).
- b. Cover sheet signed by the Garrison Commander.
- c. Evaluation Statement/Rationale.
- d. Current PD or FASCLASS PD number (if one exists)
- e. Organization chart showing where this position falls in the organization.
- f. Current PDs or FASCLASS PD numbers of subordinate positions (*applies only if this is a supervisory or lead position*).
- g. Supporting documentation/justification necessary to make a decision on the classification of the position (as appropriate).

3. My CPAC POC for this action is (*name & telephone number of servicing HRS in the Fort Eustis CPAC*).

Encls

RONNIE T. ELLIS
COL, TC
Garrison Commander

SAMPLE