



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY CORRECTIONS COMMAND
150 ARMY PENTAGON
WASHINGTON DC 20310-0150

MAR 12 2010

DAPM-ACC

POLICY LETTER #11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ACC Policy Letter # 11 – Delegated Classification Authority

1. Reference: Memorandum to Facility Commanders, subject: Delegation of Civilian Personnel Authorities, dated July 31, 2008.
2. Purpose: To establish procedures for the processing of position classification decisions.
3. Commanders/Delegated Officials will:
 - a. Ensure position descriptions (PDs) accurately reflect assigned duties and responsibilities.
 - b. Ensure regulatory and statutory compliance of positions classified.
 - c. Apply Department of the Army position management principles and objectives throughout the organization.
 - d. Adhere to Army goals for Equal Employment Opportunity (EEO).
 - e. Ensure the servicing Civilian Personnel Advisory Center (CPAC) is provided a copy of this policy.
 - f. Comply with Labor-Management Relations (LMER) obligations in accordance with negotiated agreements.
4. Classification procedures are as follows:
 - a. When the delegated official and the servicing CPAC agree on the classification of a position, the personnel action will be processed.
 - b. When there is a disagreement in the position classification, the CPAC and delegated official should resolve informally. However, if the review remains unresolved the CPAC should provide a written advisory opinion to the delegated official. The delegated official will then forward this advisory and an evaluation to Command headquarters for program

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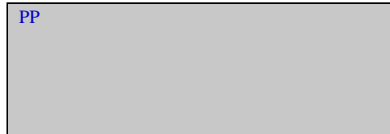
evaluation purposes. The personnel action will be processed in accordance with the delegated officials' final authority decision.

5. Training Requirements: Training is to be provided by the CPAC that is equivalent to basic position classification for both National Security Personnel System (NSPS) and non-NSPS positions. Under no circumstances may delegated authority be exercised until the training and certification has taken place. A record of training completion should be maintained internally and a copy provided to headquarters. Delegated officials should maintain a certain knowledge level through continuous training.

6. Program Integrity: Delegated officials will ensure the integrity of the classification program is upheld at all times. Command headquarters will conduct period evaluations to assess sound position management, assure that the Army objective for classification accuracy is maintained, and ensure that there is no adverse impact of classification decisions on EEO and LMER programs.

7. This policy letter will be reviewed annually and updated, as necessary. This policy is to be posted in all facilities and supersedes ACC Policy Letter #11, dated July 2, 2009.

8. Point of contact for this policy is  Resource Management Division, ACC Headquarters, 703-428-7698/DSN 328-7698.



COL, MP
Commanding

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