



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310

SFAE-HR

MAR 1 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of General Schedule Position Classification Authority

1. Reference memorandum, Office of Administrative Assistant to the Secretary of the Army, 29 September 2003, subject: Delegation of Civilian Personnel Authorities to Headquarters, Department of the Army Activities.
2. In accordance with the guidance from the Administrative Assistant to the Secretary of the Army, I delegate the General Schedule position classification authority to you. This authority may not be further delegated.
3. Since you have completed the required training and have been certified as having completed this required training, you are delegated authority to classify civilian positions under your supervisory control to the appropriate pay plan, title, series, and grade. This delegation carries the responsibility to assure that all such classifications are in accordance with the Title 5 United States Code, governing the Office of Personnel Management (OPM) position classification standards, the Department of Defense (DoD) and the Department of the Army (DA) classification guidance; and OPM, DoD, and DA decisions resulting from appeals and advisories.
4. This authority does not extend to classifications of your own position. In addition, classification of subordinate positions that would result in an increase to your own grade must be approved at a level in your chain of command which is beyond the possible impact.
5. This delegation of authority is effective as of the date of this memorandum and is effective for three years unless otherwise modified, canceled, or withdrawn. It will be terminated if you leave your position, if you fail to execute this authority properly or if warranted by other extenuating circumstances. Delegates have the continuing responsibility to keep me informed of any and all pertinent matters that should be brought to my attention for any reason.
6. The Headquarters, U.S. Army Acquisition Support Center point of contact is Mr. Tim Zeitler, commercial: 703-805-1019, DSN 655-1019, or e-mail: [tim.zeitler@us.army.mil](mailto:tim.zeitler@us.army.mil).

Dean G. Popps  
Army Acquisition Executive

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