



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
CIVILIAN PERSONNEL OPERATIONS CENTER, PACIFIC REGION
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APPE-CP-OC

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**STANDARD OPERATING PROCEDURE
NON-ROUTINE CLASSIFICATION ACTION
(DELEGATED CLASSIFICATION AUTHORITY TO CPOC)**

I. INTRODUCTION:

This SOP establishes procedural guidance for the processing of non-routine classification actions (e.g., establishment, cancel/establish, position review, realignment and any other action requiring major rewrite of the PD or reconfiguration of the organizational structure) within the Civilian Personnel Operations Center. The CPOC has delegation of classification authority.

II. RESPONSIBILITY:

A. Management will:

1. Discuss proposed classification action with DRM and CPAC.
2. Work with CPAC to develop action plan and recruitment strategy, if necessary.
3. Identify duties and develop PD by using automated classification tools (i.e., PD Library, COREDOC, other sources).
4. Prepare PERSACTION SF-52, attaching PD or identifying PD number, and other supplemental documentation.
5. Develop list of mandatory and desired knowledges, skills and abilities, where required, assigning weights, if determined appropriate.
6. Obtain organizational approvals.
7. Coordinate PERSACTION SF-52 to CPAC.
- 8. Upon final classification by CPOC-Classification, management will review classified PD.**

a. If management concurs, CPOC-Classification is notified to proceed with action.

b. If there is disagreement with the classification determination, management will:

1) Follow any local procedures established for resolution of such issues.

2) Notify CPOC-Classification of any management decision.

B. CPAC will:

1. Review PERSACTION SF-52 and PD for completeness (i.e., appropriate format, required additional documentation) and recruitment strategy.

2. Provide advisory services to management regarding proper position management (supervisory ratios, senior grades, etc.), and staffing impact, if known.

3. Coordinate PERSACTION SF-52 with electronic supplemental documentation to CPOC Global Inbox.

4. Assist managers in developing a list of mandatory and desired knowledges, skills and abilities, where required.

C. CPOC-Classification will:

1. Review proposed PD and supplemental documentation for completeness.

2. Arrange with management to conduct an audit, if necessary.

3. Determine appropriate classification (i.e., pay system, title, series, grade) of position.

4. Forward properly classified PD to management for review and approval.

5. If disagreement arises concerning the CPOC-Classification determination, once a decision is reached, Classification will:

a. Complete classification data.

b. Process PERSACTION SF-52.

- c. Enter productivity status codes.**
- d. Coordinate to CPOC-Staffing.**

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