



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS

1 Nov 2004

MEMORANDUM FOR

Commander, U.S. Army Accessions Command
Director, Futures Center
Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

SUBJECT: GS-15 Personnel Management Policy

1. As the Position Management Officer for HQ TRADOC, I am retaining approval authority for the establishment of GS-15 positions at Fort Monroe within HQ TRADOC, Futures Center, HQ USAAC, and Cadet Command. Any action that establishes a new GS-15 position, changes an existing or increases the number of GS-15 positions, must be approved prior to initiating a personnel action.
2. Proposals for the establishment of GS-15 positions will be coordinated with CPAC, DCSPIL, and DCSRM. Requests will include a description of the managerial functions performed by the position, justification that is consistent with sound position management and organizational structure practices, alternatives considered, the new/changed mission that prompted the need for a GS-15, mission impact if disapproved, organizational review or survey that recognizes the need for this additional position or an upgrade to an existing position, and position funding issues. I expect each request to be thoroughly examined and justified, to include alignment and consistency with other GS-15 positions.
3. HQ TRADOC Guide to Personnel Management has been updated and is available at <http://tradoc.monroe.army.mil/cpac>. Point of contact is Kathy Genung, x4170, kathy.genung@monroe.army.mil.

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff