



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-CP (690-500)

11 April 2002

MEMORANDUM FOR

Commanders, All Units Reporting to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 38-34 – Position Management Review
Committee (PMRC)

1. References:

a. Memorandum, HQ TRADOC, ATBO-C, 27 Oct 98, subject: Delegation of Position
Classification Authority.

b. Memorandum, HQDA, SAMR-CPP, 17 Nov 97, subject: Delegation of Position
Classification Authority.

c. Memorandum, HQ TRADOC, ATBO-C, 5 Nov 01, subject: Civilian High-Grade Control
Program.

d. Memorandum, HQDA, OASA (M&RA), 8 Feb 02, subject: Reduction in the Number of
Civilian Position Descriptions.

2. Effective management of civilian positions is a very important part of every supervisor's job. Used wisely, sound position management practices will achieve the right balance of economy and efficiency. The objective is to ensure successful mission accomplishment, without redundancy or unnecessary costs, while providing a level of compensation that is adequate and appropriate for the skills being performed. Effective position structures should also be focused on tasks and missions, rather than personal characteristics, yet should provide opportunities for career progression and advancement.

3. Over the past several years, a Position Management Review Committee (PMRC) has existed to provide assistance and oversight of this program. I have decided to retain this Committee because I believe it is an essential component of ensuring consistency and objectivity throughout the program. However, I am making some changes in the policies, composition, and guiding principles under which the Committee will operate.

- a. PMRC members are defined as:
- Chief of Staff, chairperson

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- One Armor School Commander (rotating voting member defined as:
CDR, 1st ATB-3^d Qtr FY02
CDR, 16th Cavalry Regiment-4th Qtr FY02
Cmdt NCOA-1st Qtr FY03, with the rotation repeated in order each successive quarter)
- Garrison Commander (voting member until TIM goes into effect, at which time the GC may elect to create his own programs within the framework of TIM guidance)
- Director, Armor School (voting member to be replaced by the Director, G3/DPTM when these organizations merge)
- One Futures Representative (rotating voting member defined as:
Director, MMBL – 3^d Qtr FY02
Director, DFD – 4th Qtr FY02
Director, TSM Abrams – 1st Qtr FY03
Director, TSM XXI – 2^d Qtr FY03, with the rotation repeated each successive quarter)
- Armor Center Command Sergeant Major (voting member)
- DRM (voting member)
- CPAC (non-voting advisor)
- Union (non-voting advisor)

b. PMRC meeting frequency will be once each month, for a 2-hour duration, generally scheduled during the last week of the month.

c. Method of operation and decision making process will be by majority vote. Actions presented to the PMRC will be voted on after discussion, with the outcome and final decision based on the results of a majority vote. The Chief of Staff has the authority to table an action before it gets to a vote based on his judgement that there is insufficient information presented to the committee.

d. The PMRC will review and make decisions on all requests for upgrades of civilian positions. The same concepts and base assumptions that exist today will continue to be used. This is a start point assumption that the grade and classification were accurate at the time the position was established. Requests for upgrade must therefore explain how the mission, duties, or structure have changed and increased the difficulty or scope of work to the extent that an upgrade appears to be warranted. Situations where employees are questioning the accuracy of the classification, but there has been no significant change in the type or scope of operation, should be referred through the DOD classification appeal process for outside review and analysis.

e. The PMRC will also review and make decisions on all requests to establish new civilian positions. The PMRC's role in the approval process will be to validate the need.

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In cases where the position request represents an unfunded requirement, it will then funnel to the PBAC for funding approval or prioritization. Both steps are required in the approval process: PMRC to validate the need, then PBAC to obtain funds or prioritize.

f. Requests for recruitment of routine backfill actions for permanent vacancies do not need to be submitted to the PMRC for approval. However, in lieu of this process, addressees are required to submit backfill requests for permanent positions, in written staff action form, through the DRM, CPAC, and Union, to the Chief of Staff for approval. DRM, CPAC, and Union should be listed on the coordination line and indicate their concurrence or nonconcurrence (with comment) as appropriate. The staff action content should fully explain the need and sources of the funding/manpower authorization.

4. The first meeting of the new PMRC will be scheduled before the end of April. Actions submitted for this and future PMRC meetings must be submitted to the CPAC a minimum of 2 weeks before the scheduled PMRC date.

5. This is a very difficult program and one that demands your personal attention and involvement. The delegations of authority in references 1a and 1b, clearly place responsibility on the chain of command for adherence to the rules of the position classification system. The guidance in reference 1c eliminates the TRADOC control on high-grade allocations, but charges us with exercising prudent management of the program. Finally, reference 1d mandates a 92 percent reduction in the number of job descriptions that exist throughout the Army. This will cause fewer and more generic job descriptions, which will decrease the amount of time needed to write duty statements, but will likely increase the difficulty of making grade level distinctions. All of these policies move us toward a more streamlined system, which is good. However, they do so within a retained framework of very complex statutory and regulatory requirements that are being managed by a significantly reduced level of supervisory and human resource positions. This presents significant challenges for us all. To succeed, I need your full support, assistance, and active participation in the processes described herein.



R. STEVEN WHITCOMB
Major General, USA
Commanding

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