



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7
400 ARMY PENTAGON
WASHINGTON, DC 20310-0400

JAN 15 2010

DAMO-FMP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY12 Command Plan Guidance

1. References:

- A. AR 71-32, Force Development and Documentation – Consolidated Policies, Documentation – Consolidated Policies, dated 3 March 1997.
- B. AR 5-10, Stationing, 1 March 2001.
- C. AR 570-4, Manpower Management, dated 8 February 2006.
- D. Memorandum, HQDA, DAMO-FMP, 18 October 2004, subject: HQDA Policy for Publishing Out-of-Cycle (OOC) MTOE, TDA, and AUGTDA Documents.
- E. Memorandum, Secretary of the Army, 7 January 2005, subject: Accounting for Contract Services.
- F. Memorandum, Secretary of the Army, 23 February 2006, subject: Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel.
- G. Memorandum, HQDA, DAMO-FMP, 7 September 2006, subject: Concept Plan Guidance.
- H. Memorandum, HQDA, DAMO-FMP, 1 November 2007, subject: Tables of Distribution and Allowances (TDA) Unit Equipment Review, Validation and Approval Procedures.
- I. AR 350-10, Management of Army Individual Training Requirements and Resources, dated 3 September 2009.

2. Request widest dissemination of this information to force managers, manpower and equipment documenters, equipment distributors, programmers, facility managers, and personnel and resource management officers.

3. **Overview:** “Our goal is to build a versatile mix of tailorable and networked organizations, operating on a rotational cycle, to provide a sustained flow of trained and ready forces for full spectrum operations and to hedge against unexpected contingencies, at a sustainable temp for our All-Volunteer Force.” The Army continues to experience tremendous change. We remain at war and continue to transform and rebalance operating and generating forces while simultaneously completing Base Realignment and Closure Commission (BRAC) 2005 decisions, implementing Total Army Analysis (TAA) force structure decisions and addressing the challenge to balance requirements with affordability.

4. Purpose:

A. The Command Plan is the annual force management process designed to account for and document force structure decisions and directives from the Army leadership including those changes submitted by OSD and the Commands and outlined in Congressional guidance. This memorandum provides key force structure guidance and milestones for the FY12 Command Plan (CPLAN) submission and describes the actions that must be accomplished.

B. The Command Plan results in the approval of the Army Master Force (M-Force). The FY10-12 M-Force is projected to be approved by the Director, Force Management on 24 JUN 10 through the Structure and Manpower Allocation System (SAMAS). The FY10-12 M-Force will adjust the FY11 force, establish FY12 force structure, and will align force structure requirements and authorizations, both military and civilian, with budget data and decisions. It will also provide manpower, personnel and equipment requirements and authorizations at the grade, Military Occupation Specialty (MOS), Personnel Occupational Specialty Code (POSCO) for civilians, geographic location, unit identification code (UIC), Line Item Number (LIN) and quantity level of detail through The Army Authorization Documents System (TAADS) / Force Management System (FMS).

5. **Baseline:** The baseline for the FY12 CPLAN submission is the FY09-11 Master Force that locked on 30 SEP 09, the Army Structure Memorandum 12-17 (ARSTRUC) dated 15 DEC 09 and the forthcoming FY11 President's Program Budget Guidance (PBG) to be published o/a FEB 10. CPLAN 12 will focus on documenting FY12 MTOEs based upon the TRADOC Force Design Adjustments (FDAs) and the Army Force Generation (ARFORGEN) model, FY12 AUGTDAs, FY12 TDAs, and FY12 MOBTDAs and adjusting FY11 documentation through HQDA directed Out-of-Cycle (OOC) force structure adjustments. Activations and conversions in any component will be the priority for FY12 MTOE documentation. Force structure actions include continuing the implementation of modular designs, conversion of organizations to the TRADOC Force Design Adjustments (SRC R), programming future modular organizations, implementing Total Army Analysis 2012-2017 decisions, and programming the out years for planning purposes. Guidance regarding civilian manpower changes is included in the Resource Formulation Guidance (RFG) Integrated Program and Budget Data Call for the FY12-17 Program.

6. **FY10/11 Out-of-Cycle (OOC) Force Structure Adjustments:** Adjustments to existing documentation for FY10 or 11 will generate OOC documents. HQDA will permit OOC documentation for those actions with significant justification (readiness, mission capabilities, concept plan execution, etc). All OOC force structure adjustments to existing documents must be approved by Director, Force Management either through the TDA/AUGTDA OOC Board or the MTOE quad chart process. Priority is to finalize FY10 document changes and then adjust FY11 documentation. Commands should

make every effort to limit the number and frequency of OOC submissions by consolidating updates resulting from approved concept plans, equipment requests, and other actions into a single submission rather than requesting separate OOCs.

7. Army Force Generation (ARFORGEN): ARFORGEN is the structured progression of increased unit readiness over time to produce recurring periods of availability of trained, ready and cohesive units prepared for operational deployment in support of civil authorities and combatant commander requirements. Operational requirements will drive ARFORGEN synchronization of institutional functions to resource units and generate operational capabilities on a sustained, cyclic basis. The Army will gain a holistic view of global force requirements and global force availability across six-year planning horizons. The Army will focus units against future missions as early as possible in the ARFORGEN process, task organize modular expeditionary forces to joint mission requirements, and refine expeditionary force packages as operational requirements mature over time. Units will flow through the train/ready and available force pools in a structured progression of increased training and readiness capability. Mission requirements will determine unit resource priorities and readiness reporting ("ready for what" = "resourced for what & when" = "report against what force pool, by unit identification code (UIC)"). ARFORGEN enables the Army to generate trained and ready modular forces tailored to Joint mission requirements while preserving our capability to defend the homeland, provide Defense Support to Civil Authorities, deter conflict in critical regions, surge to conduct major combat operations, and sustain the quality of the All Volunteer Force in persistent conflict.

8. Total Army Analysis 2012-2017: The Army Structure (ARSTRUC) Memorandum 12-17 published on 15 DEC 09 is the FY10-17 force approved by the Secretary of the Army and the Chief of Staff of the Army on 3 December 2009. The ARSTRUC Memorandum will serve as a baseline for the Program Objective Memorandum (POM) 2012-2017 Force, Quadrennial Defense Review (QDR) 2010, and TAA 2014-2019. The Program Objective Memorandum (POM) 12-17 force captured in the ARSTRUC is based on end-strengths of 547.4K AC, 358.2K ARNG, and 206K USAR. The CSA directed that any new growth not approved as part of the TAA 12-17 force, must be resubmitted with supporting cost-benefit analysis and "bill-payer" off-sets prior to resourcing consideration by the Senior Leadership, Department of the Army.

ARSTRUC 12-17 captured force structure decisions include:

- TRADOC Force Design Adjustments (FDAs)
- Reduction of AC over-structure
- Required emerging growth
- Establishment of the 10.3K AC Friction Account
- Establishment of the Army National Guard (ARNG) 8K Trainees, Transients, Holders, and Students (TTHS) Account
- Known and anticipated QDR10 decisions.

- Army Campaign Plan (ACP) Decision Point 99 (DP99) – Army Global Force Pool
- Resourcing of the AC Generating Force (GF) at ~ 92.1K.

9. Structure and Manning Decision Review (SMDR).

A. The SMDR approves the projected institutional training requirements and synchronizes the training resource requirements (manpower, schoolhouse OPTEMPO funding, facilities, and equipment) to meet operational unit readiness objectives. The SMDR, conducted in NOV 09, approved training seat requirements, based on Army G-3/5/7 training priorities and student load projections during FY12-14. The first priority for the training commands is to train the enlisted and officer initial military training (IMT) programs and military occupational skill (MOS) transition; followed by critical functional training directly related to the war fight; enlisted, officer, and civilian professional military education; and remaining functional training requirements.

B. Army Program for Individual Training (ARPRINT). The ARPRINT scheduled for publication in FEB 10 will include a review of the individual training program for FY12 that will become the basis for the Command Plan and Program Objective Memorandum (POM FY12-16)/Program Budget Review (PBR FY12-16). It also establishes the FY13 individual training program and identifies the initial training requirements for FY14.

10. General Guidance.

A. Force Management Changes: Commands must submit force management changes to G-37/FM for consideration during the FY12 CPLAN. A force management change is defined as a change to any ARSTRUC or PBG specified action already captured in the Master Force. Examples are changes to E-dates, activations, inactivations, conversions, exceptions to MTOE standardization, TDA force structure additions or reductions not requiring a concept plan, and movement or transfer of units or structure among installations or commands.

B. Schedule 8 submission: Commands submit Schedule 8s via the Resource Requirements Management System (R2MS) on 4 MAR 10. Manpower instructions are included in the Resource Formulation Guidance (RFG) dated 30 NOV 09 (Change 2). Reserve components will submit Schedule 8s to align budget and force for all units to ensure Army Congressional Justification Book submissions drawn from the Program Optimization and Budget Execution (PROBE) database are accurate.

C. Automated Update Transaction System (AUTS): HQDA will continue to use the first 8 positions of the AMSCO for AUTS comparison.

D. Active component organizations may not internally reprogram military or civilian manpower authorizations or equipment from any units that are scheduled to inactivate or return to CONUS unless approved by HQDA. Commands must submit a concept

plan or detailed implementation plan to G-37/FMP to support any retention of manpower authorizations from inactivating organizations. Commands that are downsizing their OCONUS TDAs must have their reprogramming actions reviewed and approved by G-37/FMP prior to implementation.

E. Command Plan Actions

(1) G-37/FMP/FMO/Command/USAFMSA/G-1/G-8/FD Scrubs: G-37/FM and Commands will maximize the use of automation to support Command Plan actions. If TDY is required, scrubs will be scheduled between 19 APR - 7 MAY 10. At a minimum, scrubs will review SAMAS military, civilians, and CMEs by UIC, E-date, MDEP, AMSCO, CTYPE, FSC, requirements and authorizations (OFF-WO-ENL-CIV-CME). Also DP 99 codes, TPSN, stationing codes and unit location data will be reviewed for each UIC in every Command. Force Structure Command Managers, in coordination with the PBG Command Managers, will coordinate scrubs with their respective Commands, USAFMSA Document Integrators (DI)s and Force Management Organizational Integrators (OIs). Force Structure Command Managers will provide all participants with correctly formatted scrub sheets for all Command MTOE, AUGTDA, and TDA documents at least one week before the scheduled scrub date. Focus will be FY12 and by exception FY11. The preferred coordination methods will be electronic transmission/phone conference.

(2) Command Plan Briefings: CPLAN briefings will be scheduled between 10 -26 May 10. All Commands will brief the Director, Force Management and the Assistant Secretary of the Army for Manpower and Reserve Affairs [ASA (M&RA)] Special Assistant (Manpower and Resources). The briefing's purpose is to review command issues, review resource allocation decisions, provide program assessments, and discuss initiatives and to finalize the Commands' CPLAN. Commands will be prepared to discuss all their force structure issues and planned changes. Special topics to be addressed include: CME documentation, in-sourcing, Manpower Mix Criteria (MMC) coding, Function Codes, and DP99 coding. G-37/FMP will provide a general briefing chart outline to commands via e-mail. Commands will provide electronic copies of all final briefing slides to their Force Structure Command Manager NLT four working days before their scheduled briefing. Force Structure Command Managers will ensure that appropriate HQDA staff and USAFMSA POCs are invited to the briefing and receive any CPLAN information requiring reconciliation/approval during the CPLAN briefing two working days before the scheduled briefing date.

(3) Paid Parachutist Positions (PPP). HQDA will update MTOE PPP allocations based on approved modular designs. TDA PPP will remain as directed. Commands requesting changes to their PPP level will submit a concept plan.

(4) Army Working Capital Fund (AWCF) and Transportation Working Capital Fund (TWCF): The US Army Materiel Command will coordinate documents to be

affected by the AWCF and TWCF with the Command Manager. The AWCF and TWCF documents affected by the summer POM/BES cycle will not be published in-conjunction with Force Lock. Instead they will be executed as FY11 and FY12 OOC's NLT October 2010.

(5) Senior Executive Services: Command and activities with Senior Executive Services (SES) positions will document IAW SES distribution approved by the Civilian Senior Leadership Management Office (CSLMO) as recorded in the Structure and Manpower Allocation System (SAMAS) and the Command's PBG. This guidance, in coordination with G-3 and G-1, supports HQDA manpower policies on the management of SES manpower. Army G-1 POC is Mr. Geoff Carpenter, (703) 695-5605 and G-3 POC is Mr. Ed Scott (703) 693-3051.

11. Stationing Guidance. Commands will present planned FY 12-17 stationing actions in the Command Plan brief. Primary guidance for Army Stationing is AR 5-10.

A. Commands will submit to HQDA Stationing Packages in accordance with AR 5-10 at least one year prior to the effective date of any stationing action (activations, inactivations, realignments and relocations). If MILCON is involved, the package must be submitted five years in advance of the effective date.

B. OIs and Force Structure Command Managers must consider stationing implications of force structure actions. This planning allows for proper preparation involving, among other requirements, environmental requirements, facilities, funding, as well as caring for Soldiers, Civilians and Families. It allows for public and Congressional notification.

C. Commands and OIs will, early in the process, coordinate with ACSIM, DAMO-FMI, IMCOM Headquarters and the appropriate IMCOM Region, and other involved commands or organizations on force structure actions with stationing implications.

12. Army G-1

A. Personnel Force Structure and Standards of Grade: HQDA policy is to apply approved revisions to the personnel force structure and standards of grade contained Notification of Future Change (NOFC) implementation orders in Command Plan 12 to all new FY12 documents. USAFMSA ICW Commands must review all NOFC to ensure compliance to applicable command plan FY11-12 documents. POC is Mr. Randy Newman, DAPE-PRP-CSB, DSN 221-2099. NOFC information can be viewed at AKO site <https://smartbook.armyg1.pentagon.mil/default.aspx>. The web site contains the complete NOFC with documentation guidance (web-site contains a summary of all NOFC actions for each management of change NOFC cycle) and also contains the e-version of DA Pam 611-21. Be advised that the ARSTAF occasionally approves early documentation as an OOC for outyear NOFCs. All authorization

documents developed during CPLAN 12 must be in compliance with the current approved personnel force structure and standards of grade.

B. Army Management Headquarters Activities (AMHA):

(1) 10 USC 3014(f) limits the number of military and civilian employees assigned or detailed to permanent duty in the Office of the SecArmy and Army Staff to 3,105. (This is not the same as the AMHA limit which was repealed in NDAA09 section 901.)

(2) The Headquarters personnel limit does not apply during war or national emergency declared by the President or Congress. The current national emergency declared by the President extends until 14 Sep 2010.

(3) Pursuant to NDAA09 Section 1111 and NDAA10 Section 1108 and 1109, the Secretaries of Military Departments may increase the baseline personnel limitations above 3,105 in three ways:

(a) to fill a gap in the civilian DoD workforce identified in the Department's Human Capital Strategic Plan submitted by SecDef to Congress pursuant to 10 U.S.C. section 115b;

(b) to in-source inherently governmental or critical functions needed to maintain sufficient organic expertise; or

(c) by backfilling acquisition personnel pursuant to expedited hiring authority provided in 10 USC section 1705(h).

(4) Annual Congressional reporting includes prior year, current year and budget year on the actual military strength and civilian Full Time Equivalents, and in-sourcing plans for HQDA.

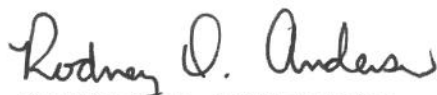
(5) Concept plans for elements of the Secretariat and Army Staff will continue to be considered.

14. **ARMY G-8/FD.** Any equipment changes or additions to the modernization guidance provided by Army G-8/FD or previously approved by the HQDA TDA Unit Equipment Review and Validation Board requires detailed justification be submitted through Army G-3/5/7 to G-8 Force Development Director or Integration for review and concurrence prior to documentation in Command Plan 12.

15. DAMO-FMP will update this guidance as new force management policies and decisions are made by the HQDA senior leadership. The Army G-37/FM POC is Mr.

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RODNEY O. ANDERSON
Major General, U.S. Army
Director of Force Management

ANNEX A: Timeline
ANNEX B: MTOE
ANNEX C: TDA
ANNEX D: In-Sourcing
ANNEX E: Defense Civilian Intelligence Personnel System (DCIPS)

DISTRIBUTION:
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U. S. ARMY CRIMINAL INVESTIGATION COMMAND
U. S. ARMY MILITARY DISTRICT OF WASHINGTON
U. S. ARMY CORPS OF ENGINEERS
U. S. ARMY MEDICAL COMMAND
U. S. ARMY INTELLIGENCE AND SECURITY COMMAND
U. S. ARMY NETWORK, ENTERPRISE AND TECHNOLOGY COMMAND
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
U. S. ARMY FORCE MANAGEMENT SUPPORT AGENCY
U.S. MILITARY ACADEMY

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ANNEX A: FY12 Command Plan cycle key dates

30 SEP 09: FY11 Master Force Lock

28 OCT 09: Publish Structure and Composition System (SACS) file

2-18 NOV 09: Structure and Manning Decision Review (SMDR) Conference

15 DEC 09: TAA 12-17 ARSTRUC published

5 JAN 10: Publish January Out-of-Cycle Special Event documents

7 JAN 10: FY12 TDA Draft Documents made available to Commands in staffing status via FMSWeb.

8 JAN 10: Force Review Point

JAN 10: Army Equipping Enterprise and Reutilization Conference

12 JAN 10: January AUGTDA/TDA Out-of-Cycle Board

21 JAN 10: HQDA TDA Equipment Board (ARNG/USAR)

28 JAN 10: Publish January Out-of-Cycle documents (TDA focus OSD function codes update)

29 JAN 10: FY12 AUGTDA Draft Documents made available to Commands in Staffing status via FMSWeb.

1 FEB 10: Model input to FMP complete.

2 FEB 10: POM BF 1.0

10 FEB 10: February AUGTDA/TDA Out-of-Cycle Board

16-17 FEB 10: Schedule 8 Training

18-19 FEB 10: PPBE conference

9 FEB 10: Publish Army Program for Individual Training (ARPRINT)

25 FEB 10: HQDA TDA Equipment Board (TRADOC)

25 FEB 10: Publish February Out-of-Cycle documents

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- 4 MAR 10: Command POM CAN and Schedule 8s due
- 9-12 MAR 10: Schedule 8 Coordination
- 10 MAR 10: March AUGTDA/TDA Out-of-Cycle Board
- 19 MAR 10: Commands submit final proposed changes to FY12 TDA documents except AMC, IMCOM and TRADOC
- 19 MAR 10: Schedule 8 final Resolution
- 25 MAR 10: HQDA TDA Equipment Board (All other Commands)
- 25 MAR 10: Publish March Out-of-Cycle documents
- 26 MAR 10: POM BF 3.0 Data Call
- 1 APR 10: FY12 MTOE staffing documents posted to FMS Web
- 2 APR 10: AMC, IMCOM, and TRADOC submit final proposed changes to FY12 TDA documents
- 7 APR 10: USAFMSA releases updated TDA/AUGTDA staffing documents
- 8 APR 10: April AUGTDA/TDA Out-of-Cycle Board
- 8-14 APR 10: PEG Requirements Briefs
- 19 APR - 7 MAY 10: G-37/FMP/G-37/FMO/Command/USAFMSA Scrubs.
- 16 APR 10: USAFMSA releases updated TDA/AUGTDA staffing documents for AMC, IMCOM and TRADOC
- 19 APR 10: POM BF 4.0
- 28 APR 10: HQDA TDA Equipment Board (ARNG/USAR)
- 29 APR 10: Publish April Out-of-Cycle documents
- 30 APR 10: Command input for MOBTDA's due to USAFMSA
- 5 MAY 10: May AUGTDA/TDA Out-of-Cycle Board
- 5 MAY 10: PF 1.0 Data Call

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10 – 26 MAY 10: FY12 Command Plan briefings by Commands

10-14 MAY 10: PF 1.0 Briefs (Bill/Billpayers)

19 MAY 10: PF 2.0 Data Call

26 MAY 10: HQDA TDA Equipment Board (TRADOC)

27 MAY 10: Publish May Out-of-Cycle documents

1 JUN 10: FY12 Incremental AUTS 1

1 JUN 10: PF 3.0 Data Call

4 JUN 10: Database to ABO

8 JUN 10: FY12 Incremental AUTS 2

15 JUN 10: FY12 Incremental AUTS 3

21 JUN 10: FY12 Incremental AUTS4

24 JUN 10: Lock the Force, Establish the Master Force File

1 JUL 10: USAFMSA post FY12 HQDA approved documents on FMSWEB

ANNEX B: MTOE and AUGTDA Documentation.

1. The FY12 Command Plan MTOE build will be based upon the TRADOC Force Design Adjustments (FDAs) and the Army Force Generation model. Activations and conversions in any component will be the priority for FY12 MTOE documentation however documentation will be conditioned based. The guidance is to build an FY12 MTOE document for any MTOE unit [Active Army, Army National Guard (ARNG), US Army Reserve (USAR)] that is not scheduled for deployment in FY12 or redeploys prior to 1 JUL 12. Army Commands, ASCCs, DRUs, ARNG, and USAR will work closely with G-37/FMO Organizational Integrators to determine which unit identification codes (UICs) to document during Command Plan. Staffing documents will be posted to FMS WEB NLT 1 APR 10.

2. USAFMSA will continue to work on the Global Force Management document initiative to comply with Joint Staff directives. Priority of effort continues to be GFM formatted TOEs followed by GFM formatted MTOEs. However, this will be transparent to the user. FY12 document format is to be determined by USAFMSA and will be in either GFM-DI or legacy FMS format. FY12 MTOES will be issued in cycle according to approved dates for activation, reorganization, conversion and will not be delayed by document format changes.

3. Specific guidance.

A. Priority of support is to the war-fighter via FY11 Out of Cycle (OOC) Modification Table of Organization and Equipment (MTOE).

B. R-edition TOEs required to support Command Plan 12 MTOEs.

C. Conversion of all TOEs to the DoD directed Global Force Management Data Initiative (GFM DI) construct.

D. Continue to document BOIPs in bands 1a through 2b in accordance with approved BOIP priorities.

E. Mine Resistant Ambush Protected (MRAP) Vehicle Documentation. Pending VCSA approval of MRAP disposition be prepared to document MRAPs in Task Organized, Training, War Reserve sets, and MTOEs in CP12 documents.

4. MTOE Exceptions: All MTOEs developed during this CPLAN will be built based on HQDA approved and doctrinally sound TOE models. Any exception to approved MTOEs must be approved by the Director, Force Management and then will only be approved based upon operational imperatives or to document unique structures. Approved MTOE exceptions are valid for no more than three years from the E-date of the document on which the exception was first documented. MTOE exception requests,

both initial and revalidation, will be submitted electronically, with detailed justification, to the appropriate HQDA G37/FM OI for review, appropriate action, and approval by the Director of Force Management.

5. MTOE and AUGTDA documentation guidance:

A. FY11-12 MTOEs. G-8/FD will pass modernization data to G-37/FMF to use during the FY12 Command Plan. Modernization guidance will be based upon Army Equipping Enterprise and Reutilization Conference results that were held AUG 09 and will be updated in JAN 10.

B. FY12 AUGTDAs: G-37/FMP is the approval authority for all AUGTDAs. All AUGTDAs will be updated and built during the FY12 Command Plan. They will be built by the appropriate USAFMSA TOE-MTOE division based upon G-37/FMP direction. If an organization is augmented with civilian, military, or CME personnel, there must be a corresponding AUGTDA. Commands ICW the appropriate USAFMSA DI and the corresponding command manager will review all AUGTDAs to ensure correlation of para/line structure to the MTOE as approved by the single organization document proposal to implement the single view concept. The E-date for an AUGTDA will be directed by G-37/FMP. FY12 AUGTDA staffing documents (initial draft TDAs) will be completed and posted in FMSWeb NLT 29 JAN 10. Phase 3 AUGTDA Review decisions will be implemented during this Command Plan.

C. MULTI-COMPO UNIT (MCU). Commands must submit concept plans for all new MCUs to G-37/FMP. The sponsoring component will coordinate and obtain concurrence on the concept plan with all resourcing component(s) and Commands prior to submission, through command channels, to G-37/FMP. The G-37/FMP Force Structure Command Manager will coordinate with the HQDA staff for a recommendation to the Director of Force Management. Likewise, changes to existing MCU documents affecting the component personnel manning mix must also be coordinated and agreed to by all resourcing components, the HQDA OI, and Force Structure Command Manager.

D. Army Preposition Stocks (APS) documentation (COMPO 6). All APS COMPO 6 UICs will be updated and re-documented during the FY12 Command Plan. Every APS COMPO 6 UIC will be re-documented to the latest available series SRC (R-edition if available or the latest G or L-edition, if an R-edition is not available). Every APS COMPO 6 UIC will have an effective date of 16 Oct 2011 (20111016). Equipment modernization level for each APS COMPO 6 UIC will be equal to that of the most modern SRC of that series in COMPO 1. DAMO-FMO lead is MAJ Jordan Henderson and overall DAMO-FM lead is Mr. John Hammond, AMC Command Manager.

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E. E-dates for FY12 MTOEs will be staggered based upon ARFORGEN, modernization, and other Army requirements for all COMPOs. This will be a priority for review during the Command scrub or review.

F. Ensure compliance with AR 600-13, Chapter 2 (Army Policy for the Assignment of Female Soldiers).

ANNEX C: TDA Documentation.

1. Concept Plans. The current concept plan guidance is being updated. Projection is that new concept plan guidance will be approved NLT 29 JAN 10. Until new guidance is implemented any changes to current approved TDA or AUGTDA force structure requirements for military and/or civilians that meet concept plan thresholds outlined in either AR 71-32 or referenced in HQDA guidance dated 7 SEP 06 require a concept plan. Concept plans usually require 60-90 days for HQDA staffing. Commands should submit all FY12 Command Plan concept plans as soon as possible.

2. TDA equipment:

A. Document in accordance with the HQDA TDA Unit Equipment Review and Validation Board (ERVVB) decisions. All Commands will utilize the 4610-R tool on FMS WEB to submit requests for changes in equipment documentation. It is the local Command's responsibility to review and approve/disapprove any requests made by its subordinate units. No action will be taken by HQDA or USAFMSA until the Command reviews and makes the proper input into the FMSWeb 4610-R Tool. The ERVVB will review and approve/disapprove all requests not previously approved by the ERVB. 4610-R Tool POC is Johnnie Bennett, 703-805-2651/DSN 655-2651. G-37/FMP POC is MAJ Latrice Clark, 703-693-3215.

B. Commands are required to review all TDA equipment requirements and provide justification for TDA equipment that should be resourced with standard Army "Green" equipment vice "White" commercial off the shelf (COTS) equipment. For example, equipment used to train soldiers to operate or maintain should be resourced with "Green" equipment, but a truck used for garrison support or to transport soldiers or equipment can be resourced with a commercial solution at a greatly reduced cost. G-37/FMP will develop a remarks code during the FY12 Command Plan to differentiate standard military equipment requirements from commercial equipment requirements on TDAs. USAFMSA will document the results from this review.

3. Use of ACOM/ASCC/DRU/HQDA Models for manpower requirements documentation: Commands that are using a model to assist in the manpower requirements process must adhere to the following guidelines. For CPLAN FY12 model review and approval is a seven-phased process.

A. Phase 1-5 Model Review: USAMAA responsibilities include reviewing all TDA/AUGTDA manpower requirement models, ensuring consistent application of Army manpower policies, and executing validation and accreditation functions. Validation includes an assessment of the functional model, as well as an evaluation of the model's underpinning data. During model development, USAMAA will provide the overarching guidance for the methodology and in-process feedback to facilitate continuous verification, to better prepare the final product for validation. USAMAA will brief the

Special Assistant, Manpower and Resources, ASA (M&RA), to obtain approval to move to the next phase of model application.

B. Phase 6 Model Application: ACOM/ASCC/DRU/HQDA will apply the model with USAMAA oversight, and develop new or proposed organizations, which will include a baseline and crosswalk from current to proposed TDA and a Schedule 8 submission to G-37/FMP. The new or proposed organization, baseline, and crosswalk will be briefed to Chief, G-37/FMP for approval.

C. Phase 7 Model Implementation: G-37/FMP is the HQDA lead for model implementation into the SAMAS and TAADS data base and organizational approval. G-37/FMP reviews the crosswalk and Schedule 8 submission from the latest HQDA approved TDA to the new or proposed TDA organization based on model application. G-37/FMP provides recommendations on model implementation into the SAMAS and TAADS data bases to the Director of Force Management, who will direct how and when the model will be applied during the CPLAN process.

D. All HQDA approved models, such as ASAM, SMDR, or MILTECHS must be reviewed by G-37/FMP and ASA M&RA prior to Schedule 8 or TDA application.

4. TDA documentation guidance

A. USAFMSA TDA Division builds all TYPKO 3 TDAs. Command participation and review on new initiatives is an essential element of the document build process. E-date for FY12 TDAs will be 20111001 unless otherwise approved by the Force Structure Command Manager. ARNG TDA E-dates will be 20120901. For the USAR, FY 12 TDAs will use 20111016 for training support structure and then 20120916 for all other TDAs.

B. TDA BUILD: USAFMSA TDA Division will prepare Command staffing TDAs from OCT 09 to JAN 10. FY12 TDA staffing documents (initial draft TDAs) will be completed and documented in FMSWeb. Command proposed changes to FY12 documents should be submitted as early as possible in order to be included in initial draft TDAs, but NLT 19 MAR 10. Changes will be submitted to USAFMSA in WinTAADS (version 9.5 format). As a reminder, Commands are required to specifically coordinate all proposed personnel growth, changes to grade, skill, Additional Skill Identifier (ASI), Language Identification Codes, Language Proficiency Indicators (LPIND) with G-37/FMP, and Standard of Grade (SGA) exceptions with USAFMSA TDA Division and HQDA G-1 Personnel System Staff Officers (PERSSOs) prior to documentation. In addition, the Language Identification Code and LPIND changes must be coordinated through HQDA G2, Army Foreign Language Proficiency Office (Mr. Getzin, DAMI-POD, DSN 225-1384).

5. Joint and Defense: All Joint and Defense documents will participate in the AUTS process before documents will be published and released to the field. Joint Staff and Joint-Defense Agencies may submit documentation updates for FY10-11-12 during Command Plan 12 IAW instructions and guidance in this memo. All OOC Joint TDAs will be FY11 unless specifically requested by G-1. FY10-11 changes will be made thru the OOC process; FY12 will be accomplished at the 24 Jun 10 Master Force Lock.

6. Remarks Code 89 Positions: All commands must coordinate any changes to Title 10 Active Guard Reserve (AGR) positions (Remarks code 89) positions with the Army National Guard. Commands will coordinate changes for any remarks code 89 requirements, authorizations, position title changes, POSCO, and realignments with the Chief, Workforce Planning and Analysis Branch in the Army National Guard Directorate. The ARNG POC is Mr Tony Denham, 703-601-7520, e-mail: tony.denham@ng.army.mil.

7. Remarks Code 92 Positions:

A. All Commands, except USARC, are required to coordinate and re-validate all USAR AGR positions, remark code 92, with the Office of the Chief, Army Reserve, Full Time Support (OCAR-FTS). This includes, but is not limited to changes in the number of requirements, authorizations, changes to position titles, grade, position code, and realignments of remark code 92. Also contact your Command Analyst at OCAR FTS Structure & Requirements Division. For additional assistance contact LTC Rorig, 703-601-1327 or LTC Arrowsmith, 703-601-0831.

B. Any FTS staffing (AGR and Military Technicians) TDA changes for USAREUR TDA E1W1GYAA 7th Civil Support Command and USARPAC TDA P1W3XQAA 9th Mission Support Command must be coordinated and approved by HQ USARC, FTS Directorate, prior to submitting TDA changes to USAFMSA. For additional assistance contact LTC Grymes, 404-464-9855 or Ms Hilda Griffin, 404-464-8619.

8. Mobilization TDAs: All Mobilization TDAs will be updated during the FY12 Command Plan. Command input for MOBTDA is due to USAFMSA by 30 APR 10. MOBTDA will be reviewed during the command scrub. MOBTDA personnel remarks code review decisions will be implemented during this Command Plan. Commands will retain the same number of funded Drilling IMA positions in FY12 as FY11. Commands will coordinate the placement of funded Drilling IMA positions with USAFMSA. For FY12 we will manage at the UIC level for mission expansion or surge requirements. Redistribution of requirements within the Command is authorized however a CIP is required. No net requirement growth is authorized without FMP approval.

9. Documentation of non-add positions.

A. Initial review will be conducted by the G-37/FMP Force Structure Command Manager and PBG Command Manager, USAFMSA DI and the Command.

B. Code 89 or 92 positions (RC). All positions must be coded with a requirement and authorization. The only approved exception to this directive is UICs W1GYAA and W3XQAA and assignment code HR. All other positions coded with only a requirement and no authorization will be removed from the FY12TDA.

C. Code 90 positions (Planning). All positions must be reviewed and revalidated by G-37/FMP prior to being approved for documentation on the FY12 TDA.

D. Code 85 positions (Full-time Equivalent). All positions must be reviewed and revalidated by G-37/FMP prior to being approved for documentation on the FY12 TDA. Positions being sourced by GWOT, part time, volunteers, or over hires will not be documented using this code. The standard personnel remark code for BMM is MF. NAF positions will not be documented.

E. New Code Development: G-3/5/7 FMP will review a way ahead to document a remarks code that identifies staff & faculty positions that require a PhD at the USMA and will review a way ahead to document a remarks code a remarks code to identify those recruiters -- both 79Rs and detailed recruiters that are "on production" for AAC.

10. Civilian Pay Plans. This was an initiative to remove Civilian Pay Plan information from the branch field to de-conflict Military Branch codes with Civilian Pay Plans. Civilian Pay plans will no longer be reflected in the branch field effective FY11. Beginning in FY12 this field will no longer be populated. Civilian pay plan information will only be documented in the CIVCC field.

11. Security codes. During the FY10 and FY11 Command Plans all positions documented with a security requirement were required to be reviewed and re-validated. For FY12 all security requirements will be reflected in the appropriate security data fields (PPSST, PSIRQ, and PPSRQ). Security coding will no longer be reflected utilizing remarks codes. Effective FY11 the remarks codes listed below will no longer be valid and all security requirements must be reflected in the security data fields.

SU 10/4/1994 SBI AND CERTIFICATION FOR ASA TYPE DUTIES
SX 10/4/1994 NO INVESTIGATION REQUIRED-ACCESS TO CLASSIFIED
MATERIAL NOT REQUIRED
SA FAVORABLE BACKGROUND INVESTIGATION (BI) REQUIRED
SB FAVORABLE NATIONAL AGENCY CHECK (NAC) OR EQUIV (ENTAC, ENAC,
NACI) REQUIRED
SC 10/4/1994 FAVORABLE LOCAL FILES CHECK(LFC)

SD 10/4/1994 LFC PLUS 2 YRS CONTINUOUS ACTIVE SERVICE
SG 10/4/1994 FAVORABLE ENTRANCE NATIONAL AGENCY CHECK(ENTNAC)
SH 10/4/1994 NAC AND QUALIFIED FOR PRP IAW AR 50-5
SN FAVORABLE BI AND QUALIFICATION FOR NUCLEAR WEAPONS
PERSONNEL RELIABILITY PROGRAM (PRP) REQUIRED AR 50-5
SQ FAVORABLE NAC OR EQUIV (ENTAC, BNAC, NACI) AND QUALIFICATION
FOR PRP REQUIRED AR 50-5
SR FAVORABLE SPECIAL BACKGROUND INVESTIGATION (SBI) AND
CERTIFICATION FOR SPECIAL INTELLIGENCE ACCESS, PLUS
QUALIFICATION FOR PERSONNEL RELIABILITY PROGRAM (PRP)
REQUIRED
SS FAVORABLE SPECIAL BACKGROUND INVESTIGATION (SBI) AND
CERTIFICATION FOR SPECIAL INTELLIGENCE (SI) ACCESS REQUIRED
ST 1/21/1994 SBI BUT CERTIFICATION FOR SI ACCESS NOT REQUIRED

12. Supervisory Positions for AUGTDAs/TDAs. During FY12 Command Plan, it is a requirement to review all positions to determine if they are supervisory. If the position is supervisory, the SUPV field is coded "S". If the position is non-supervisory, the SUPV field is left blank. Remark code "SP" - Supervisory Position, is no longer valid.

13. Requirements without authorizations. Commands have a responsibility to validate/revalidate military, DAC, and CME requirements without authorizations. This revalidation should be consistent with TAA 12-17 decisions. Requirements that are not valid must be eliminated. This will be a major focus area in the next TAA.

14. Ensure compliance with AR 600-13, Chapter 2 (Army Policy for the Assignment of Female Soldiers).

15. Standard Work Center Code (SWCCD):

A. Effective FY12, the SWCCD will no longer be managed by HQDA on TDA, AUGTDA, MOBTDA, and MOBAUGTDA documents. The obsolete SWCCD edit table will be removed from FMSWEB at the end of the FY12 Documentation window. The process of identifying the standard work center for the line of a TDA document with which it is associated is no longer a requirement. The SWCCD data field is being converted to Command Unique (CMU), which allows the Commands to track their own unique data.

B. The following CMU options will be available:

1. Commands may retain their current SWCCD code data in the CMU data field.

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2. Commands can create their own 1, 2 or 3 character codes to track Command unique information.

3. Commands have the option of not utilizing CMU and remove all data.

HQDA will not track CMU data; no edit tables will be available as each Command will have its own unique use.

16. Medical Force Structure: Commands and activities with TDA medical force structure will document IAW AMEDD Command Grade Allocation guidance provided by separate correspondence from the Office of The Surgeon General. This guidance, in coordination with G-3 and G-1, supports HQDA manpower policies on the management of medical manpower. OTSG POCs are Mr. Maurice Yaglom, DSN 761-3293 or Mr. Haywood Thomas, DSN 761-4563.

Annex D: In-sourcing of Contract Manpower Equivalent (CME) to Department of Army Civilians (DAC)

1. Current policies are available at <http://www.asamra.army.mil/insourcing>. This is an evolving area, so organizations should periodically monitor this web site for any new laws, regulations, OMB, DoD, and Army policies on these requirements.
2. Sec Army policy (reference c) states: "The ASA(M&RA) will serve as the senior official responsible for development and execution of Army in-sourcing plans based on the annual review of the contractor manpower inventory required by statute, currently being implemented through the Panel for Documentation of Contractors (PDC)." It further requires the "costing and integration of the contractor manpower inventory review into the Planning, Programming and Budgeting process."
3. Accordingly, all "enduring" contract requirements must be documented and all contract requirements will be subjected to a PDC review in order to meet requirements necessary to justify an authorized level of contract services. Any contract service lacking an approved PDC determination will require a concept plan and be reviewed by ASA M&RA for a PDC determination as part of concept plan process. The burden of proof is not on the PDC but on the organization seeking validation of contract requirements.
4. Commands (to include Joint Activities for which the Army is the Executive Agent) may nominate in-sourcing candidates based on PDC results using a manpower and dollar schedule 8 format throughout the year for review by the PBAT and PEGs to ensure that a valid funding source exists before civilian authorizations are added. Requests for conversion will be submitted to G-37/FMP PBG Command Managers.
5. A concept plan with an economic analysis is required if the PDC classifies a position nominated for conversion as code X. CME validated by PDC with MMC Codes of B, E or H may be converted to a DA Civilian without an economic analysis. Cost analysis determines the amount of savings for an in-sourcing concept plan across the POM years by employing DACs instead of CMEs.

ANNEX E: Defense Civilian Intelligence Personnel System (DCIPS)

1. Overview: DCIPS is a new civilian human resource management system that compensates and rewards employees based on performance and contribution to the mission. DCIPS applies to Army civilian positions, employees or organizations engaged in or in support of an intelligence or intelligence-related mission.

2. Changes to Documentation: As the Army transitions into DCIPS, the means by which civilians are documented must be modified. The goal is to convert from the General Government System (GG) to Intelligence Activities (IA) with minimal disruption to the current documentation process by using existing data fields.

3. Conversion: DCIPS positions shall be converted to pay bands based on the category of work being performed as follows.

a. Technician/Administrative Support Positions

(1) GG-01 through GG-07 shall convert to pay band 1.

(2) GG-08 through GG-10 shall convert to pay band 2.

(3) GG-11 and above shall convert to pay band 3.

(4) Positions at any grade whose primary responsibilities are supervisory shall convert to pay band 3. However, positions that supervise work that is predominantly at the pay band 1 level shall convert to pay band 2.

(5) Positions with limited work leadership responsibilities (i.e., less than full supervisory responsibility for planning a work unit's functions, assigning and reviewing subordinates' work, and performing supervisory personnel functions) shall convert to pay bands in accordance with their GG grade as shown in paragraphs a(1) through a.(3) above.

b. Professional Positions. GG-05 through GG-10 shall convert to pay band 2.

c. Professional and Supervisory/Management Positions

(1) GG-11 through GG-12 shall convert to pay band 3.

(2) GG-13 through GG-14 shall convert to pay band 4 except as provided in paragraph c.(4) of this section.

(3) Positions encumbered by employees paid at the annual rates of GG-13 steps 1 and 2 at the time of conversion shall convert to pay band 3.

(4) Positions encumbered by employees paid at the annual rates of GG-13 step 3 through GG-14 at the time of conversion shall convert to pay band 4.

(5) GG-15 shall convert to pay band 5.

4. DCIPS Work Categories are as follows:

a. Technician/Administrative Support. Positions with duties and responsibilities that primarily involve support for the operations and functions of a particular type of work or organizational unit. Such support activities are technical or administrative in nature, and qualifications generally are acquired through practical experience supplemented by on-the-job and/or skills-specific training. Such work tends to have fewer career progression stages and work levels. Positions in this category typically are covered by Reference (k), commonly known as the Fair Labor Standards Act.

b. Professional. Positions with duties and responsibilities that primarily involve professional or specialized work that requires the interpretation and application of concepts, theories, and judgment. As a minimum, all groups in this category require either a bachelor's degree or equivalent experience for entry. However, some occupations in this category have positive education requirements (i.e., a requirement for a particular type or level of academic degree). This work category features multiple career progression stages and work levels.

c. Supervision/Management. Positions with duties and responsibilities that primarily involve planning, directing, and coordinating the operation of units within components; developing and/or executing strategy; formulating and/or implementing policies; overseeing daily operations; and managing material, financial and/or human resources.

5. DCIPS positions shall be categorized based on broad mission categories derived from those in the National Intelligence Program budget structure. They shall be used to the extent practical to categorize DCIPS occupations or positions performing similar or related missions or functions. For the purposes of this issuance, the work performed by civilian employees or required by positions may be classified in a mission category that is different from the funding source of the position. The occupational groups that map to these mission categories may be further defined by the appropriate functional community. These Work Categories will be recorded in the MEC Code field of the TAADS document which will be renamed the Military Intelligence Category (MICAT) field.

a. Collection and Operations. Occupations or positions whose incumbents engage in the collection and reporting of information obtained from intelligence sources by various means, including human and technical means, as well as occupations whose incumbents engage in intelligence and counterintelligence operations and in technical support of collection and operations. MICAT: C.

b. Processing and Exploitation. Occupations or positions whose incumbents engage in the conversion of information collected from various intelligence sources into a form that can be analyzed to produce an intelligence product. MICAT: P.

c. Analysis and Production. Occupations or positions whose incumbents engage in the preparation of a finished intelligence product from information obtained and processed from one or more intelligence sources in support of customer requirements. MICAT: A.

d. Research and Technology. Occupations or positions whose incumbents engage in basic, applied, and advanced scientific and engineering research and development. MICAT: R.

e. Enterprise Information Technology. Occupations or positions whose incumbents support an organization's information systems. This category includes telecommunications, network operations, operation and maintenance of common user systems, and computing infrastructure. Additionally, this category includes occupations or positions whose incumbents engage in assuring the security of DoD or national security systems and information by providing knowledge and technology to suppliers and clients (i.e., those engaged in information assurance). MICAT: I.

f. Enterprise Management and Support. Occupations or positions whose incumbents engage in sustaining activities that support an organization, to include human resources, finance, logistics, security, legal, acquisition, and other program areas. MICAT: S.

g. Mission Management. Occupations or positions whose incumbents engage in the coordination and integration of IC-wide intelligence requirements, resources, and activities. MICAT: M.

6. Implementation of DCIPS : Implementation of DCIPS began in FY09, and by the beginning of 2010, all DCIPS positions shall be reclassified under the new construct. Therefore the FY12 documents will be built in accordance with DCIPS conversion guidance above.

7. Point of Contact for additional information on DCIPS is Mark Johnson, HQDA G-2, Intelligence Personnel Management Office.