Management Decision Package Guide

Headquarters, Department of the Army

June 2010

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Contents

1 Introduction and MDEP Overview

1.1 PURPOSE

This guide is primarily for action officers at Headquarters, Department of the Army (HQDA) who are responsible for a Management Decision Package (MDEP) in the Planning, Programming, Budgeting, and Execution (PPBE) process. The guide describes the MDEP, explains the MDEP manager's role, and provides guidance on creating, changing, and tracking MDEPs.

1.2 GENERAL

The MDEP is a fiscal code used to group Army program resources. MDEPs:

- ◆ Collectively account for all Army resources.

- ◆ Describe the capabilities programmed over a 9-year period for the Total Army— Active Army, Guard, Reserve, and civilian work force.

- ◆ Records the resources – manpower and dollars – for a particular program, organization or function.

- ◆ Display needed resources across Army commands or functional proponents and appropriations.

- ◆ Reflect leadership priorities.

- ◆ Are unique to the Army; they are not used by OSD.

- ◆ Group resources across:

  - ➤ Commands or functional proponents.

  - ➤ Appropriations.

  - ➤ Army Program Elements and project numbers.

  - ➤ Organizational identifiers.

1.3 HOW MDEPS ARE USED

The Army makes resource decisions within each Program Evaluation Group (PEG) functional area and groups them into MDEPs, which are internal Army documents. Externally, the Army presents program requirements to OSD for approval in terms of major

force programs and OSD program elements and then submits the requirements to Congress as appropriation requests.

During the programming phase of the PPBE process, MDEPs provide useful visibility. Using MDEPs, Army managers, decision makers, and leaders can better assess program worth, confirm compliance, and rank programs in priority order and give the MDEP visibility needed to link program outputs to:

- ◆ National Defense Strategy.

- ◆ Defense Planning and Programming Guidance.

- ◆ The Army Plan (TAP) objectives and priorities.

- ◆ Combatant command Integrated Priority Lists (IPLs).

During the budgeting phase of the PPBE process, the MDEP helps convey the programs and priorities approved in the Program Objective Memorandum (POM) process into budget estimates. Then, within each PEG, the MDEP facilitates adjusting program resources and scope to reflect budget decisions and approved funding levels.

During the execution phase of the PPBE process, both at HQDA and within commands and other operating agencies, MDEPs help track program and financial performance that provides valuable feedback into the PPBE process.

1.4 MDEP MANAGEMENT AREAS

Each MDEP is assigned to one of six management areas:

- ◆ Modified table of organization and equipment (MTOE) unit.

- ◆ Table of distribution and allowances (TDA) unit and Army-wide standard functions.

- ◆ Standard installation organization (SIO).

- ◆ Acquisition, fielding, and sustainment of weapons and information systems.

- ◆ Special visibility program (SVP).

- ◆ Short-term project (STP).

1.4.1 ORGANIZATIONAL MDEPS

The first three types of MDEPs in the list above are categorized as Organizational MDEPs. Organizational MDEPs align with individual force units, allowing the programming process to correspond with the way that commands execute the budget. The three types of organizational MDEPs concern the missions of MTOE units, activities of the support and mobilization base, and operations of Army installations.

a. **MTOE MDEPs**. An MTOE MDEP links resources to the wartime mission of an MTOE organization and its assigned units. Examples of organizations covered include Army divisions, brigades, and corps support commands. The MDEPs will contain funds for mission-related needs such as fuel, supplies, and unit training. The MDEPs will also contain military manpower and can contain civilian pay and augmentation manpower.

b. **TDA MDEPs and Armywide Standard Function MDEPs**. A TDA MDEP relates TDA resources to the mission of a unique agency or command. A TDA MDEP identifies resources required to carry out the mission of a TDA organization. A standard function MDEP identifies resources required to perform such standard functions as health care or printing and publishing.

c. **SIO MDEPs.** SIO MDEPs relate to operations of Army posts, camps, and stations worldwide. An SIO MDEP identifies resources to perform specific base operations, such as supply operations, personnel support, and operation of utility services.

1.4.2 ACQUISITION, FIELDING, SUSTAINMENT OF WEAPONS, AND INFORMATION SYSTEMS MDEPS

An acquisition MDEP can contain the resources needed to develop, procure, field, or sustain new systems. It can also contain resources for research and development activities unrelated to specific systems.

Weapon and materiel system MDEPs define resources needed to establish programs for equipment development and procurement. Those describing selected weapon systems are categorized as fielding or sustaining MDEPs. Information system MDEPs define programs to obtain the hardware, software, facilities, and people necessary to develop, acquire, install, and operate automated management information systems.

1.4.3 SPECIAL VISIBILITY PROGRAM MDEPS.

A Special Visibility Program (SVP) MDEP has a short-term structure and cuts across two or more management areas. It allows HQDA staff agencies to define resources for an area having high-level interest from, for example, Congress, Government Accountability Office, Office of the Secretary of Defense, or Senior Leaders of the Department of the Army.

The Deputy Chief of Staff for Programs, (G-8), Director of Program Analysis and Evaluation (DPAE) conducts periodic reviews of special visibility programs with the Assistant Secretary

of the Army (Financial Management and Comptroller) (ASA(FM&C)), Deputy Chief of Staff for Operations and Plans (G-3/5/7), and proponent agencies. The purpose is to assess whether the requirement for special visibility can be lifted and MDEP resources transferred to a permanent management structure.

1.4.4 SHORT-TERM PROJECT MDEPS.

A Short-Term Project (STP) MDEP defines and protects resources for a designated project of specified duration. A short term MDEP may define an Army Management Review issue, a base closure, a force structure realignment, or other short-term project. When building the Program Objective Memorandum (POM) or Budget Estimate Submission (BES), an STP MDEP can also define a resource wedge, i.e., an aggregate resource total for planning that, over time, must be spread in the required detail to specific MDEPs.

As is done for special visibility programs, DPAE conducts periodic reviews of short-term projects with ASA (FM&C), G-3/5/7, and proponent agencies. The purpose is to assess whether the project can be terminated and, if required, the MDEP resources transferred to a permanent management structure.

2 MDEP Manager Procedures

2.1 GENERAL

A Management Decision Package (MDEP) Manager is assigned for each MDEP. The MDEP Manager takes ownership of the MDEP and becomes the expert on all MDEP subject matters past, present, and future and for all phases of the PPBE process.

2.2 THE MDEP MANAGER

The PEG Administrator (see Section 2.3.1 below) assigns an MDEP Manager for each MDEP. The MDEP Manager:

- ◆ Is usually from the Army Staff or Secretariat.

- ◆ Often serves as the Program Requirements Point of Contact (see Section 2.3.3 below).

- ◆ Knows the program requirements related to the MDEP.

- ◆ Develops and justifies all resource requirements for the MDEP.

- ◆ Coordinates MDEP issues with appropriation sponsors, program integrators, manpower and force structure managers, and program and performance managers.

- ◆ Understands and coordinates MDEP issues from planning through execution.

- ◆ Stays involved and quickly responds to all MDEP issues in order to influence decisions.

- ◆ Documents background, assumptions, and changes to programs affecting the MDEP during each phase of the PPBE process.

- ◆ Provides information to be included in budget justification materials.

- ◆ Provides information and may serve as subject matter expert for Congressional inquiries.

2.3 INDIVIDUALS WITH MDEP RESPONSIBILITIES

Each MDEP Manager will be assisted or guided by a number of stakeholders to ensure the program data in the MDEP is presented accurately and clearly as well as being properly recorded in the program and budget. The PAED MDEP Administrator maintains a list of Points of Contact (POCs) that share responsibility for each MDEP. A list of MDEP POCs is

maintained on the PPB BOS Portal (https://www.ppbbos-prd.army.mil/). The responsibilities of the main MDEP POCs are detailed in this section.

2.3.1 THE PEG ADMINISTRATOR

The PEG Administrator assists the PEG Executive and, among other duties, oversees daily management of MDEPs. Responsibilities include:

- ◆ Assigning MDEP Managers.

- ◆ Making the final decision on Program Requirement POC assignments.

- ◆ Initiating new MDEPs and changing existing MDEPs.

- ◆ Reviewing requests submitted for creating new MDEPS or changing existing MDEPs.

- ◆ Ensuring MDEPs are up-to-date with current and active program requirements.

- ◆ Tracking PEG decisions and facilitating their entry into the Probe database at the required level of detail.

- ◆ Ensuring MDEP descriptions, narratives, Beginning Fiscal Year (BGFY). Terminating Fiscal Year (TMFY), manpower and fiscal resources are consistent with the Probe database.

- ◆ Ensuring MDEP attributes and any changes are correctly reflected in DFAS-IN Manual 37-100-xxxx, Army Management Structure at least annually.

2.3.2 PROGRAM ANALYSIS AND EVALUATION DIRECTORATE (PAED) POC

The PAED POC typically works as a program analyst in one of the PAED divisions. On a less frequent basis, the PAED POC may come from one of the PEG program integrators (DARNG, CAR, CIO/G6). The PAED POC:

- ◆ Exercises primary responsibility for the MDEP within PAED.

- ◆ Serves as the primary POC during the programming phase of the PPBE process.

- ◆ Provides support as needed during the program review phase of the PPBE Process.

- ◆ Reviews the MDEP for completeness and conformance with program guidance, advising on overall policies and constraints.

- ◆ Checks for need to coordinate MDEP changes affecting other PEGs.

- ◆ Advises about other MDEPs or requirements competing for the same resources.

◆ Helps insure MDEP resource data corresponds with the PROBE database.

2.3.3 THE PROGRAM REQUIREMENTS POC

The Program Requirements (PGRQ) POC is a "within PEG" action officer. The PGRQ POC must be able use the PPBE applications and maintain an active PPBE portal account. The PGRQ POC must be a military officer or a DA civilian. Contractors are not eligible. The PGRQ POC is responsible for:

◆ Insuring MDEP narratives and other information are kept current.

◆ Adjusting MDEP requirements and funding as needed.

◆ Preparation of MDEP briefings.

◆ Assisting PEG Administrator in reviewing Schedules 8 for the MDEP(s) he/she is responsible for.

2.3.4 THE MDEP ADMINISTRATOR

The MDEP Administrator is a PAED Program Development Division (PDD) action officer who is responsible for MDEP oversight and administration. This responsibility includes:

◆ Initiating new MDEPs and changing existing MDEP.

◆ Reviewing requests for creating or changing MDEPs.

◆ Determining the type and extent of MDEP coordination.

◆ When appropriate, rendering final approval/disapproval of an MDEP proposal.

The MDEP Administrator is also responsible for oversight and administration of the Data Elements Application used to add new MDEPs, edit MDEP attributes, and terminate unneeded MDEPs.

2.3.5 ASA(FM&C) BUDGET ANALYSTS AND APPROPRIATION SPONSORS

Budget Analysts and/or Appropriation Sponsors within ASA(FM&C), Army Budget Office (ABO) act as the budgeting counterpart to the PAED MDEP POC. Typically, ABO analysts are aligned with appropriations rather than MDEPs. The ASA (FM&C) ABO Analyst:

◆ Reviews new or changed MDEPs for conformance with budget guidance and helps make sure that it accurately states the resource requirement at budget level of detail.

◆ Advises on what information is required and how to obtain it when correction and amplification become necessary.

◆ Is a member of each PEG and assists during program development to make sure that the MDEP budget detail and funding are correct.

2.4 UNDERSTANDING AND IMPROVING THE MDEP

A new MDEP Manager may inherit an existing MDEP that describes an on-going program. At times, it will be necessary to combine parts or all of several existing or previously proposed MDEPs, or reintroduce a terminated MDEP. Occasionally, a new MDEP is prepared from scratch.

The MDEP Manager must be prepared to defend the MDEP and answer questions from any quarter. The MDEP Manager must seek to continually improve the quality of the MDEP in coordination with the other MDEP stakeholders, as mentioned above.

Regardless of the MDEP's stage of development, the MDEP Manager should study the history and details of the MDEP. This knowledge will be beneficial in defending it and, also, in improving it. Questions that should be asked about any MDEP include:

◆ Does the MDEP seem logical and appropriate?

◆ Is the MDEP a roll-up (combination of entire or portions) of other programs?

◆ Has the MDEP been split from another MDEP?

◆ Does the MDEP satisfy the intended need?

◆ Does the MDEP list all associated resources?

◆ Does the MDEP correctly record the command or operating agency that will apply the various resource components?

◆ Does the MDEP give adequate rationale for the resource expenditure?

◆ Does the MDEP have all the required information from staff offices and commands or operating agencies affected by the MDEP?

◆ Does the existing stream of resources adequately support the MDEP?

◆ Is there valid data for the prior year, current year, and budget year(s)?

◆ Are adequate program performance measures in place?

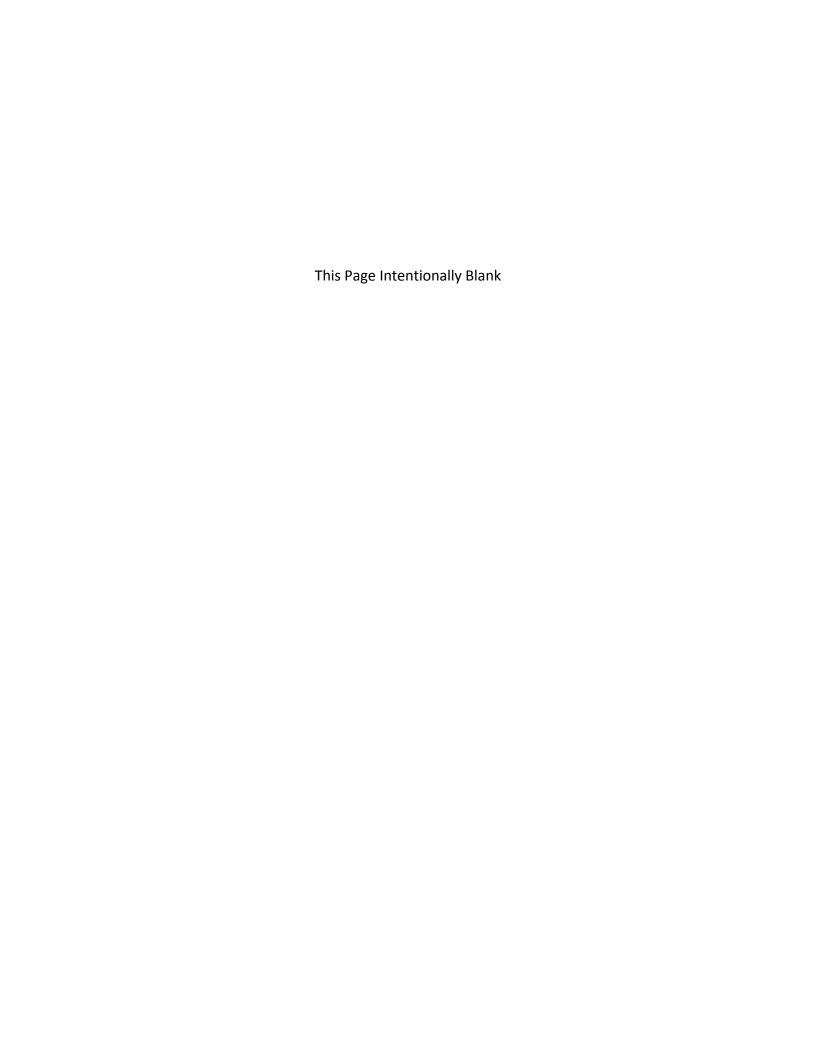## 2.5 USING MDEPS TO REDISTRIBUTE MANPOWER AND DOLLARS

Manpower and dollars can be redistributed between MDEPs or other resource codes during the programming and budgeting phases up until the President's Budget is submitted. Manpower is restricted by total end strength for military and work years for civilians rather than by appropriation. Similarly, program dollars are restricted by total obligational authority (TOA), not by individual appropriation. This allows for redistribution of previously programmed manpower and dollars to meet changing requirements. In contrast, once the Budget Estimate Submission has been submitted to OSD, tight controls govern the redistribution of manpower and funding.

During the execution phase, reprogramming actions may be submitted to finance unbudgeted requirements to meet unforeseen needs or changes in operating conditions. Congressional and OSD rules and specified dollar thresholds severely restrict spending for purposes other than those originally justified and approved. (See RFG Volume 7, Budget Execution, for details on reprogramming.)

2.6 KEEPING MDEP RESOURCES CURRENT

Each stage of program development and budget formulation can generate changes in MDEP resources and perhaps in program scope and schedule. Decisions during the OSD program and budget review will further change amounts initially approved. Authorization and appropriation decisions by Congress often change amounts requested in the President's Budget. Actual budget execution sometimes results in different rates and quantities of expenditure than originally planned.

The MDEP Manager, the PEG POC, and the Appropriation Sponsor use a variety of automated tools to update MDEP data to reflect the latest program or budget event. The PEG POC must continually monitor and analyze the stream of program and budget actions to determine their effect on the MDEP and how program or budget year actions may affect MDEP resource levels, cause a shift in resources between years, change the program schedule, or affect resources in related MDEPs. Close coordination among MDEP Managers is encouraged in these situations.

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3 Establishing and Changing MDEPs

3.1 GENERAL

The creation of a new MDEP is generally directed or requested by DCS, G-8, PAED; ASA(FM&C); or other HQDA organization. Army commands and other operating agencies may also request that a new MDEP be created; however, this rarely occurs. Programming proceeds in an annual cycle, building from the budgeted program that precedes it with its associated performance and execution data. Each new program draws additional substance from decisions reflected in The Army Plan (TAP) and guidance from the SECDEF and Army leadership. New programs form the main source of new MDEPs. Additional MDEPs, categorized below, reflect changing requirements of the new cycle. New MDEPs are established, as needed, when:

◆ A new Army program is created and cannot be defined using existing Army Program Element (APE) and MDEP fiscal codes.

◆ There is a modification to an existing Army program that requires its MDEP be terminated and a new MDEP established to provide a clear program audit trail.

◆ Special visibility is needed to track a program or policy at the HQDA level.

◆ There is a need for a short-term (or "Hold") MDEP to track funds for a brief period.

3.2 ORIGINATION OF MDEPs

New MDEPs are categorized as HQDA-Directed, HQDA-Initiated, and Compliance.

3.2.1 HQDA-DIRECTED MDEPs

HQDA-directed MDEPs cover needs identified in TAP and are:

◆ Initiated by HQDA staff or agency functional proponents.

◆ Prepared by the affected command to record the resources needed to meet its own requirements and returned to HQDA, typically in December or January, to compete in the program prioritization process.

Due to the lack of resource flexibility in the near-term, HQDA-directed MDEPs usually focus on out-year manpower and TOA.

3.2.2 HQDA-INITIATED MDEPS

HQDA staff functional proponents prepare MDEPs to fill program gaps not covered by existing MDEPs and other new MDEPs. HQDA-initiated MDEPs include the following:

- ◆ Technical MDEPs to support technical management and pricing during programming and budgeting.

- ◆ Military pay MDEPs that reflect, through an algorithmic spread, military manpower authorizations contained in functional MDEPs.

3.2.3 COMPLIANCE MDEPS

HQDA staff functional proponents prepare compliance MDEPs. Compliance MDEPs adjust Army functional programs mainly to meet requirements mandated by Congressional, DoD, and Army planning and strategy documents. These documents include:

- ◆ National Military Strategy.

- ◆ National Defense Strategy.

- ◆ Defense Planning and Programming Guidance.

- ◆ The Army Plan.

- ◆ Other strategic planning and programming documents.

3.3 MDEP PROPOSAL DEVELOPMENT

Proposals for a new MDEP or changes to an existing MDEP are usually initiated by the MDEP Administrator in G-8 PAED PDD, MDEP POC in ASA(FM&C) (ABO(BUC-F)), or by the PEG Administrator. An external office may initiate a request for a new MDEP or change to an existing MDEP by sending correspondence to the appropriate PEG Administrator for review, processing, and approval/disapproval.

The MDEP proposal must keep the functional and command proponents focused on what the MDEP buys, why it must be done, and how much must be done each year, how performance will be measured, and the risk or impact of not funding the MDEP.

Developing the MDEP proposal begins with:

- ◆ Identifying the PEG that will handle the MDEP.

- ◆ Identify all resource and program data required to create or change an MDEP.

- ◆ Computing the manpower and dollar costs to achieve each component of the desired output, outcome, or capability.

◆ Determining the intermediate products and services that will produce the desired program capability.

◆ Coordinating the proposed MDEP with G-8, ASA(FM&C), G-3/5/7, appropriate PEGs, and other stakeholders.

3.3.1 IDENTIFY THE APPROPRIATE PEG

Each MDEP is assigned to one of six PEGs or to a seventh "unassigned" PEG. Normally the MDEP will already belong to the PEG in which it will compete during program development. If the PEG assignment has not already been determined, the MDEP Manager should work through the Program and Budget Assessment Team (PBAT) to get the appropriate assignment from PAED PDD.

3.3.2 IDENTIFY ALL RESOURCE AND PROGRAM DATA REQUIRED TO CREATE OR CHANGE AN MDEP

Collect all information needed to create or change an MDEP. Information required is found in Appendix A.

3.3.3 COMPUTE THE MANPOWER AND DOLLAR COSTS.

Identify required manpower and resources and calculate costs. Specify all relevant incremental costs, both direct and indirect and one-time and recurring costs. Schedule activities over the entire program period. Allow lead-time for later outputs. Prorate both one-time and recurring costs and any manpower resources to the year of actual need.

3.3.4 DETERMINE NEEDED PRODUCTS AND SERVICES

Determine exactly what the MDEP is to do, what products and services are needed, and how the MDEP's outputs and outcomes will contribute to the Army's overall capabilities in line with an APGM task and performance metrics.

An approved MDEP provides a program output or other capability. The capability improves mission performance or furthers a specified mission or objective. It may enhance the capacity of a particular organization or operation of a selected functional activity. It may help develop, procure, field, or sustain a weapon or materiel system, or information system.

3.3.5 COORDINATION

Before the MDEP is coordinated with the manpower manager and appropriation sponsor, it needs to be coordinated with relevant functional staff action officers. For many transactions, the quantity of one type of resource determines the requirement for another. For example, in fielding a weapon system, the number of troop units involved will influence requirements for manpower, spare parts, and construction. When one change induces others, the specific circumstances influence the desired sequence of coordination. In case of a disagreement over

data, the MDEP G-8 PAED POC and/or MDEP ASA(FM&C) POC can help resolve it. As a minimum, coordination will always include the PEG Administrator, MDEP PAED POC, and MDEP ASA(FM&C) POC.

3.4 MDEP APPROVAL/CHANGE PROCESS

When a request for a new MDEP or a change to an existing MDEP is submitted through the PEG Administrator to the MDEP Administrator, he or she determines whether it requires full PBAT review and approval, requires only coordination, or has already been approved by leadership in advance of the submission. The process is displayed in Figure 3-1 and discussed below.

Figure 3-1. MDEP Approval/Change Process

◆ If the MDEP request requires full PBAT review, the MDEP Administrator will schedule a briefing by the requesting parties before the PBAT. After the PBAT has reviewed the proposed or changed MDEP, the MDEP Administrator will ensure the decision is properly documented in the PBAT notes. Unless directed otherwise, the MDEP Administrator will execute the PBAT decision and no further coordination will be required.

◆ If the MDEP request does not require PBAT review, the MDEP Administrator will distribute the proposal to appropriate coordination POCs using the Data Elements Application. (See Section 3.5 below.) The Data Elements Application electronically notifies each coordinator and the MDEP Administrator that there is a request outstanding for review. Once coordination is finished, the MDEP Administrator reviews the coordination comments and determines whether there is consensus for an approval or disapproval. If consensus is reached, the MDEP Administrator documents and processes the decision. If the coordination comments indicate there is not a consensus, the MDEP Administrator will either facilitate further discussions until a consensus is reached or schedule the request for a full PBAT review to resolve remaining issues.

◆ If pre-approved or disapproved, the MDEP Administrator by-passes coordination and approves/disapproves the request.

If an external office feels its MDEP change request has been improperly denied, a reclama may be e-mailed to the MDEP Administrator in G-8 PDD for action. The reclama request will contain the original request, the office's correspondence history with the PEG Administrator(s), and why the request should be reconsidered. The MDEP Administrator will coordinate with the PBAT co-chairs to determine if the issue should be brought before the full PBAT for resolution.

3.5 THE DATA ELEMENTS APPLICATION

The Data Elements Application, in the PPB BOS suite of applications, is an automated tool used to add new MDEPs, change or edit MDEP attributes, process MDEP rolls and splits, and terminate MDEPs.

The MDEP Manager's role in the POM and BES development process will determine the level of access granted. The G-8 PAED PDD MDEP POC or G-8 PBDMD Data Elements Application POC will assign the MDEP Manager one of the following access permissions:

◆ MDEP administration. (Includes all other permissions.)

◆ Add new and Edit MDEP attributes (not including MDEP POCs).

◆ Add, Edit, Delete MDEP and or PEG POCs (with limitations).

◆ Coordinate on MDEP changes.

◆ View MDEP information.

Permissions are granted by the MDEP Administrator, who adds or deletes names in the Data Elements Application's PEG POC tables. Access permission requests should be e-mailed to the G-8 PAED PDD MDEP POC.

Access to the Data Elements Application is through the PPB BOS Portal at https://www.ppbbos-prd.army.mil/. Click on *Applications* and then scroll down to *Data Elements* and right click to open.

For details on the operation of the Data Elements Application, contact the G-8 PAED PDD MDEP POC or G-8 PBDMD Data Elements Application POC.

Appendix A
Information Needed to Establish or Change an MDEP

GENERAL

This appendix provides a list of the essential information required to establish or change an MDEP. Changing an MDEP also includes terminating an MDEP. A worksheet is also provided at the end of this appendix. Development of the MDEP proposal should be done in close coordination with the appropriate PEG POCs, PAED MDEP POC, PAED MDEP Administrator, and ASA(FM&C).

Part 1. BASIC INFORMATION NEEDED TO ESTABLISH OR CHANGE AN MDEP

- ◆ MDEP title.

- ◆ Date proposal submitted.

- ◆ Initiating organization, agency, or command.

- ◆ Initiating point of contact.

  - ➤ Name.

  - ➤ Rank/Civilian Grade.

  - ➤ Position title.

- ◆ Phone number.

- ◆ DSN.

- ◆ E-mail.

Part 2. NEW OR CHANGED MDEP PLACEMENT

- ◆ Proposed PEG: (Which PEG should the MDEP be assigned to?)

- ◆ Type of MDEP (Proposed resource management area): *(See Section 1-4, MDEP Guide.)*

◆ APGM/ARF resource task: *(Relate new MDEP or MDEP Change to Army Programming Guidance Memorandum (APGM) and Army Resource Framework (ARF) resource task or propose new APGM task. APGM and ARF available at PPB BOS Web Page* https://www.ppbbos-prd.army.mil/*)*

Part 3. DESCRIPTION OF REQUIREMENT

Describe the requirement and the intended program improvement, output, output, or capability.

Part 4. JUSTIFICATION OF REQUIREMENT AND RELATED TRADE-OFFS

◆ Explain the need for the changed or new MDEP.

   ◆ Describe how it supports Army goals, priorities, or strategies. (Relate to APGM/ARF resource tasks.)

   ➤ Cite the applicable documents supporting the requirement. (For example, list reference(s) to an OSD or legislative requirement or to leadership, command, or other guidance.)

   ➤ Explain how it will fill a gap in essential information needed for senior level decision-making.

◆ State expected duration of the requirement. (For example, whether it is for a set number of years ("n" years) or permanent.) Use Beginning Fiscal Year (BGFY) and Terminating Fiscal Year (TMFY) for a set number of years or use BGFY and "Open" in the TMFY field, in the case of a permanent MDEP.

◆ Describe the impact if the proposed MDEP is not created or the change is not made to the existing MDEP.

◆ List any other MDEPs with which it would overlap in narrative or resources and recommended changes needed to eliminate overlap.

◆ For each changed or terminated MDEP:

   ➤ State if resources have been zeroed out. If not, cite MDEP that is to receive remaining resources.

   ➤ Show that action to modify or terminate the MDEP has been coordinated with all parties involved.

   ➤ Enter the fiscal year that the modification or termination takes effect.

Part 5. RESOURCE SUMMARY

◆ Submit dollar and manpower data in a worksheet as shown and at Figure A-1 for gaining and losing MDEPs by:

➤ Appropriation (APPN)

➤ Army Program Element (APE)

➤ Resource Organization/Command (ROC)

➤ Budget Obligation Code (BO)

➤ Resource Code (RC)

➤ Civilian Type (CTYPE) (for Manpower Only)

➤ Unit Identification Code (UIC)

➤ Reimbursing Command (REIMC)

➤ Reimbursing Appropriation (REIMS)

➤ Federal Service Category (FSC) (for Manpower Only)

➤ Beginning Fiscal Year $$ (BGFY)

➤ First FYDP Year $$ (FYDP YR1)

➤ Second FYDP Year $$ (FYDP YR2)

➤ Third FYDP Year $$ (FYDP YR3)

➤ Fourth FYDP Year $$ (FYDP YR4)

➤ Total $$ (Total)

◆ Enter TOA (to nearest $ thousands) and Manpower (exact number) using format in Table A-1.

Table A-1. Resource Summary Table

($000)

PEG	MDEP	APPN	APE	ROC	BO	RC	CTYPE	UIC	REIMC	REIMS	FSC	BGFY	FYDP YR1	FYDP YR2	FYDP YR3	FYDP YR4	Total

◆ Cite MDEP code for each gaining MDEP and losing MDEP and, if applicable, cite code for the MDEP to receive remaining resources. (Add rows in table as needed.)

Worksheet for Establishing or Changing an MDEP

Part 1. Basic information.

MDEP Title: _____

Date proposal submitted: _____

Initiating organization, agency, or command: _____

Initiating point of contact:

    Name: _____, Rank/Grade: _____,

    Position: _____,

    Phone Number: _____, DSN: _____, e-mail: _____

Part 2: New or Changed MDEP Placement.

Proposed PEG: _____

Type of MDEP: _____

APGM/ARF resource task: _____

Gaining MDEP Code: _____

Losing MDEP Code(s): _____, _____,

Part 3. Description of Requirement.

_____ .

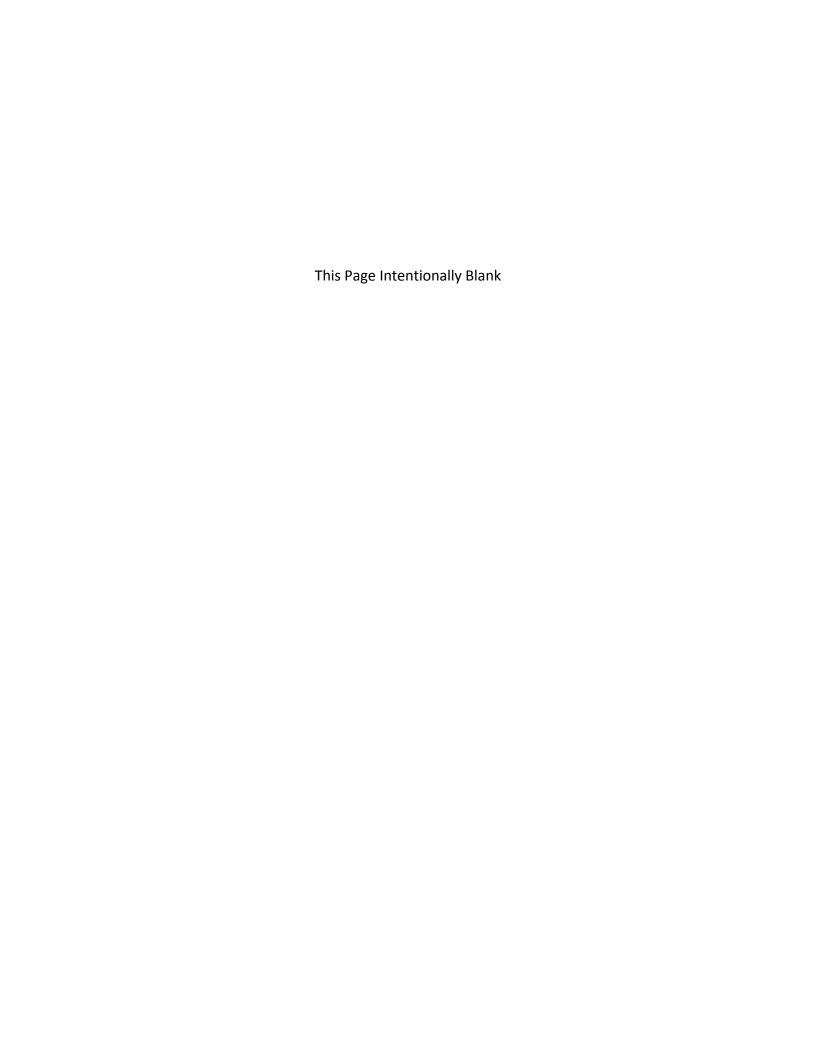**Part 4. Justification of Requirement and Related Trade-offs. (2,000 character max)**

- What is the need/authority for this MDEP? _____

- What Army goals, priorities, or strategies are supported by this MDEP (APGM resource task)?
  _____

- What is the Beginning Fiscal Year (BGFY)? _____

- What is the Terminating Fiscal Year (TMFY)? (Enter "Open" for no TMFY.) _____

- What is the impact if this proposed MDEP is not created or the MDEP change is disapproved?
  _____

- What other MDEPs overlap with this MDEP? If so, What action has been taken to eliminate overlap? – What are the recommendations for eliminating the overlap? _____

- If this is a modified or terminated MDEP:

  o Have its resources been zeroed out? Yes _____ or No _____ .

  o If NO, what is the MDEP(s) that is to receive remaining resources? _____

  o Has all required coordination been done? Yes _____ or No _____ .

  o What is the fiscal year that the modification or termination takes effect? _____

Part 5. Resource Summary.

- Enter TOA in $ thousands and manpower in exact numbers.

- Add rows as needed to account for each gaining and losing MDEP.

($000)

PEG	MDEP	APPN	APE	ROC	BO	RC	CTYPE	UIC	REIMC	REIMS	FSC	BGFY	FYDP YR1	FYDP YR2	FYDP YR3	FYDP YR4	Total

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Appendix B
MDEP Naming Protocol

Table B-1 shows the naming protocol for the 4-position MDEP code, as of April 2010. See DFAS-IN Manual 37-100-** for updates.

Table B-1. MDEP Naming Protocol

Summary Detail MDEP Codes	MDEP Category
A***	Logistics/Transportation
AD**	Army Working Capital Fund - Logistic Activities
AM**	Maintenance Activities
AR**	Army Reserve
AS**	Supply Activities
A2**	2nd Destination Transportation
BR**	Base Realignment Cost (Short Term Project)
D***	Mobilization/Deployment
E***	Engineer Revitalization and Activities
FA**	Field Operating Agencies
FL**	Fielding Systems (Intensively Managed NON-Program Executive Office)
FP**	Fielding Systems (Program Executive Office Intensively Managed)
FT**	Fielding & Weapon Materiel Systems
GP**	National Foreign Intelligence Program
HP**	Historic Properties
HS**	Health Services/Medical Activities

Summary Detail MDEP Codes	MDEP Category
J***	Joint/DOD Activities
M***	Information Management
MP**	Program Executive Office Managed Information/Communication Systems
MR**	NON-Program Executive Office Strategic/Defense Systems
MS**	NON-Program Executive Office Intensively Managed Information/Communication Systems
MT**	NON-Program Executive Office Tactical Information/Communication Systems
MU**	NON-Program Executive Office Sustaining Base Information/Communications Systems
MX**	NON-Program Executive Office Information/Communication Support Activities
NG**	National Guard Activities
PA**	Pay and Subsistence Active Component
PE**	Program Executive Officer (PEO) Operations
PN**	Pay and Subsistence National Guard
PR**	Pay and Subsistence US Army Reserve
Q***	Standard Installation Organization (SIO)
R***	RDA (NON-IM or Program Executive Office Managed)
RA**	Close Combat
RB**	Fire Support
RC**	Air Defense
RD**	Aviation
RE**	Ammunition
RF**	Engineering and Mine Warfare
RG**	Nuclear, Biological, Chemical

Summary Detail MDEP Codes	MDEP Category
RH**	Intelligence Electronic Warfare
RJ**	Combat Service Support
RK**	Science and Technology Base
RL**	Test Evaluation
RN**	Base Support
RP**	Training
RR**	Rebuild Recapitalization
RU**	Recapitalization Upgrade
S***	Sustaining Systems
SL**	Sustaining Systems (Intensively Managed NON-Program Executive Office)
SP**	Program Executive Office Sustaining Systems (Intensively Managed)
T***	Training
TA**	Active Force
TB**	Simulators/Training Devices
TC**	Combined Training Centers
TD**	Joint/Defense
TF**	Other Services
TN**	National Guard Bureau
TR**	Army Reserve
TS**	Support
USM*	US Military Academy
V***	Special Visibility
VCN*	Counternarcotic Programs
W***	MTOE Organizations

Summary Detail MDEP Codes	MDEP Category
WO**	TDA Activities: Active Army
X***	TDA Activities: Active Army
Y***	MTOE organizations: components 5 through 9
YO**	TDA Activities: components 5 through 9
Z***	Structure Realignment Costs and Savings (Short Term Project)