**Effective 11 DEC 2023**

## UNITED STATES ARMY CADET COMMAND
## MANPOWER AND FORCE MANAGEMENT POLICIES

FOR THE COMMANDER:

OFFICIAL:                                          ANTONIO V. MUNERA
                                                   Major General, U.S. Army
                                                   Commanding

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**History.** This publication replaces the USACC Pamphlet 570-4.

**Summary.** This pamphlet addresses how the U.S. Army Cadet Command (USACC) develops the Table of Distribution and Allowance (TDA) for personnel requirements and authorizations and Force Design to include manpower studies, the Senior Reserve Officers' Training Corps (SROTC) program manpower model, USACC headquarters (HQs) and brigade (Bde) HQs structure, and stationing plans. Outlines the Unit Identification Codes (UIC) in Force Registration and Army Organization Server (AOS) processes supporting the Integrated Personnel and Pay System – Army (IPPS-A). USACC G4 is the proponent for the equipment portion of the TDA.

**Applicability.** Applies to the USACC HQs, brigade HQs, including the Junior Reserve Officers' Training Corps (JROTC) staff, and SROTC programs/units.

**Proponent.** The proponent for this pamphlet is the USACC Deputy Chief of Staff, G5.

**Army Management Control Process.** NA.

**Supplementation.** NA

**Suggested Improvements.** Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ, USACC, ATTN: ATCC-SI, Fort Knox, KY 40121-5123.

**Distribution.** For HQs USACC and subordinate units in electronic format only.

**Summary of Changes:**

Add PARA 4-7 Force Structure Board Process.

Add PARA 4-8 Directed Military Overstrength.

Add PARA 4-9 Directed Civilian Overhires.

Add PARA 4-10 Insourcing.

Add Section II Force Design.

# Section I - Documentation

## CHAPTER 1 - Introduction

### 1-1. Purpose

This pamphlet provides guidance to USACC staff and units on the approved manpower processes and procedures required to document, amend, and adjust the personnel portion of the USACC Table of Distribution and Allowances (TDA). The pamphlet explains the different tasks, responsibilities, authorities to submit and process changes to the HQs and brigade TDAs. This pamphlet supersedes all USACC memorandums, memorandums of agreement, standard operating procedures and standard practices with force management and manpower. The pamphlet also addresses Force Design to include manpower studies, the SROTC program manpower model, USACC HQs and brigade HQs functional analysis (FA), and stationing plans. The pamphlet describes the formation and management of Unit Identification Codes (UIC) through the Force Registration (FR) database and ensuring FR data is updated in the Army Organization Server (AOS) which feeds the Integrated Personnel and Pay System – Army (IPPS-A).

### 1-2. References

References are listed in Appendix A.

### 1-3. Explanation of Terms

Acronyms and special terms used in this regulation are explained in the Glossary.

### 1-4. Responsibilities

a. USACC G5, Force Management/Manpower Division.

(1) Develop and maintain the USACC HQs and eight (SROTC) TDAs.

(2) When required or directed, coordinate with Higher Headquarters (HQs) to support manpower studies on the command headquarters TDA (staff) to validate the staff functions, authoritative directives, processes, workload, structure and manpower requirements.

(3) Conduct manpower studies of the brigade headquarters to validate the brigade staff functions, authoritative directives, processes, workload, and manpower requirements.

(4) Develop, maintain, and update the USACC SROTC program manpower model to validate program workload drivers, structure, and manpower requirements.

(5) As necessary, obtain and input program open enrollment (OE), commission mission and production data into the SROTC program manpower model.

(6) Develop, maintain, and update the command SROTC program allocation rules and staffing standards based on the Commanding General's (CG) priorities and guidance.

(7) Review all USACC staff and subordinate unit requests for proper grade structure, PD changes, paragraph changes, title changes and TDA compliance. Changes to the TDA are processed and documented on the TDA in one of three Department of the Army (DA) managed methods: an Out of Cycle (OOC) TDA change, an approved Command Plan (CP) change, or top loaded approved Change Management Plan (CMP).

(8) Review all civilian hiring actions (PERM, TERM, TEMP, and Overhire) for validity IAW policy and guidance.

(9) Update changes into the Force Registration, Defense Readiness Reporting Systems Army (DRRS-A), to include all unit orders created by USACC G1 and signed by higher HQS for both SROTC and JROTC units.

(10) In Headquarters Support System (HSS), create or amend the TDA structure for the headquarters and brigades once an approved TDA is published.

(11) If there are changes to universities/programs names, coordinate within G5 Strat Plans and FM to get the 918A, orders, updates to DRRS-A, HSS to reflect correct name for the school on the TDA.

(12) Identify and analyze affected positions for DA directed Grade Plate Review (officer and enlisted); staff and submit the USACC response/proposal, with input from brigades and/or staff, with the appropriate risk assessment.

(13) USACC proponent for processing and tracking all Directed Military Overhire (DMO) and Directed Civilian Overhire (DCO) request memos to Higher HQs.

(14) Responsible for publishing the CP guidance annually to USACC headquarters staff/directorates and brigades. CP adjustments are limited as follows:

(a) Even years – only Headquarters Department of the Army (HQDA) or Higher HQs directed changes will be actioned in the even year CP process.

(b) Odd years - during the odd years the G5 will review and validate the SROTC allocation rules and staffing standards. During this review is when the brigades can request changes to SROTC programs if the modifications align with command guidance and the allocation rules. It is during the odd year cycle that directorates and staff can request changes to their TDA.

(15) Support directorates, staff, and brigades in the development of Change Management Plan (CMP) actions. Review for accuracy, proper documentation, and formatting. Submit through Higher HQs to HQDA G3/5/7 Department of the Army

Management Office (DAMO) Force Management Division (FMD) for approval and documentation.

b. USACC G4.

(1) Update and maintain all equipment TDAs to include the JROTC TDAs.

(2) Responsible for coordinating the establishment of Department of Defense Activity Address Code (DoDAAC) for subordinate units.

c. USACC G1. Responsible for creating, reviewing orders for establishment, disestablishment or amending the status of ROTC programs to Higher HQs for publication.

d. USACC Surgeon's Office. As part of the annual command plan process, submit the Medical Command Grade Allocation changes. Typically, this is part of reprogramming and occurs in the December – January timeframe.

e. USACC Brigades.

(1) Responsible for submitting completed paperwork for TDA changes submitted through the G5 for staffing and approval.

(2) Responsible for completing and submitting appropriate documents for a CMP request.

f. USACC Headquarters Directorates/Staff.

(1) Responsible for submitting completed paperwork for TDA changes submitted through the G5 for staffing and approval.

(2) Responsible for completing and submitting appropriate documents for a CMP request.

g. The USACC Chief of Staff (CoS) is the approval authority for TDA personnel structure changes for the USACC headquarters directorates and staff. The USACC CG is the approval authority, delegated to the CoS, for changes to the brigade headquarters and subordinate SROTC programs/units submitted through G5 for approval.

h. The CG is the final appeal authority.

**CHAPTER 2 – Table of Distribution and Allowances**

**2-1. General**

a. The TDA is a record of organizational mission, structure and the personnel and equipment required to perform the mission.

(1) USACC personnel and equipment are authorized against the requirements based upon allocation of resources from higher headquarters.

(2) USACC G5, Manpower section manages the personnel portion of the TDA.

(3) USACC G4 is the proponent for changes to the equipment portion of the TDA.

NOTE: USACC G1 uses the latest approved version of the TDA to process hiring actions.

(4) Contractors are not documented on the TDA. USACC G1 and G4 maintain the approved and resourced list of contractor numbers, locations and supported staff and/or units. Contractors support the USACC headquarters, brigade headquarters and the SROTC programs.

(5) United States Army Reserve (USAR) Professor of Military Science (PMS) and Assistant Professor of Military Science (APMS) requirements/authorizations are documented on the USACC TDAs. At brigade level and below, documentation and reprogramming USAR requirements and authorizations follow the same process as other manpower actions. At the headquarters level there is additional coordination with Human Resource Command (HRC), 108th USAR and USACC G1 for reprogramming and moving requirements and authorizations within and between brigade TDAs.

NOTE: USAR requirements and authorizations will have "USAR" in the position title, i.e., "USAR PMS", "USAR APMS", and have a "92" code in the remarks code column of the TDA.

(6) HQDA G3/5/7 DAMO FMD policy on any increase in the grade of a civilian requirement/authorization (accretion of grade) requires the command to have an equivalent grade billpayer for the accreted position to be documented. HQDA G3/5/7 DAMO FMD also requires an equivalent grade billpayer for any change to military positions.

(7) Overhires and hiring actions outside of authorizations documented on the TDA, or GS-series changes and over grade hires are not Manpower/TDA actions. USACC leadership ICW USACC G1 establish policies and guidelines for these management actions separate from the TDA.

(8) HQDA G3/5/7 DAMO FMD does not allow units to document "duty at" or "XF" coded positions on the TDA. All requirements and authorizations will be documented on a paragraph and line where the work is being performed.

(9) HQDA G3/5/7 DAMO FMD policy is to standardize TDAs and minimize unique or nonstandard organizations. USACC G5 establishes policies to standardize the brigade headquarters structure (except JROTC paragraph and the S6 paragraph in 1st and 8th brigades) and uses SROTC program allocation rules to standardize the program structure and afford some mission flexibility for brigade level decisions on aligning manpower within each brigade.

NOTE: The SROTC allocation rules are based on available manpower authorizations, not on requirements.

(10) Defense Cyber Workforce (DCWF): In FY23, USACC was tasked to code all military and civilian cyber billets with a Cyber Workforce Role. In accordance with DoDD 8140.01 the DCWF describes the work performed by the full spectrum of the cyber workforce to include all personnel who build, secure, operate, defend, and protect United States cyber resources; conduct cyber-related intelligence activities; and enable current and future cyber operations. This coding was performed with assistance from our G6 and submitted to higher HQs during the CP25 process.

b. An approved TDA is changed in three ways:

(1) The **Command Plan** (CP) Process. (Chapter 3)

(2) The **Change Management Plan** (CMP) process. (Chapter 4)

(3) An **Out of Cycle** (OOC) change. An OOC TDA change is generated either by an approved CMP or top loaded by HQDA G3/5/7 DAMO FMD or United States Army Force Management Support Agency (USAFMSA). The types of DA directed changes include grade change, approved CMP, Notice of Future Change (NOFC) and equipment changes. Changing titles or renumbering a document are not valid reasons for an OOC but may be included if the document was already scheduled for OOC.

c. SROTC program changes to structure and/or manpower are reviewed by the G5 and brigades bi-annually during the Objective TDA (OTDA) build.

(1) USACC G5, Force Management (FM) will use the United States Army Manpower Analysis Agency (USAMAA) validated and HQDA approved model to derive SROTC program requirements for PMS, Recruiting Operations Officer (ROO), and instructors, Human Resource Assistant (HRA), Program Assistant (PA) and Supply Tech.

(2) SROTC programs will receive requirements and authorizations based on the latest approved SROTC program allocation structure rules.

**2-2. Standard Annual TDA Documentation Process Milestones:**

a. **September:** If reprogramming is required for next CP, then documentation begins.

b. **October:** Start new fiscal year. G5 loads the latest approved TDA into HSS.

c. **November:** Recruiting, Marketing, and Incentives Directorate (RMID) provides the current Fiscal Year (FY) Open Enrollment (OE) numbers. G5 begins the previous FY's SROTC Annual Program Assessment (APA).

d. **December:** G5 will publish the CP OPORD. If required (during odd CP years), G5 will conduct an OTDA build with brigades. HQDA publishes The Army Resource Formulation Guide (RFG) for the upcoming documentation cycle. Areas of note are:

(1) Section 1 of the RFG outlines suspense and milestones for the year.

(2) Section 2 establishes the suspense dates for Schedule 8 submission. The Schedule 8 is the method of reprogramming (moving) manpower resources, i.e., requirements and authorizations between the USACC headquarters to/from/or between brigade TDAs or documenting a grade change.

e. **January:** HQDA G3/5/7 DAMO FMD generates a Draft CP Guidance. USACC G5, ICW the Surgeon's Office will submit the Medical Command Grade Allocation changes.

f. **February (NLT March):**

(1) RMID provides the final commission mission, broken down by host, and programmed Cadet numbers, for Program Objective Memorandum (POM) submission.

(2) G5 inputs commission mission and Cadet numbers by military science level in USACC SROTC program manpower requirements model if required.

(3) RMID schedules and conducts the Mission Resource Workshop (MRW) to adjudicate mission changes and resource impacts. The dates of the MRW varies.

(4) G5 submits reprogramming request for Schedule 8's through Higher HQs (excel format and email).

g. **April:**

(1) Schedule 8s are reviewed by the Program Budgetary Advisory Team (PBAT) and Army Command (ACOM) and if successful, approved.

(2) Submit for approval by DAG2 any proposed changes to Language Identifications Codes and Language Proficiency Indicators.

h. **May through August**:

(1) Compete in Total Army Analysis (TAA) for additional authorizations based on increased requirements earned in the SROTC program model, approved studies, or approved CMPs if required.

(2) Higher HQs develops the TDA Documentation Guidance and establish submission timeline for TDAs as part of the annual CP process.

(3) USACC G5, Manpower section will document new requirements on a draft OTDA based on approved TDA changes.

(4) During odd years, the directorates and brigades will review the OTDA and submit TDA Change Request Form CC 570-4 (Appendix A) to USACC G5, Manpower section for review and staffing.

(5) Submit all changes requiring HQDA G-3/5/7 DAMO FMD pre-approvals for the CP changes through the Higher HQs.

(6) USACC G5, Manpower section will submit the FYXX TDA to Higher HQs via the RMOnline web portal.

**2-3. Post TDA Submission to Higher HQs:**

a. Higher HQs reviews the TDA and submits to USAFMSA.

b. USAFMSA in coordination with Higher HQs will hold an Automatic Update Transaction System (AUTS) review panel to ensure TDAs in The Army Authorization Documents System (TAADS) balance against the Structure and Manpower Allocation System (SAMAS).

c. Post AUTS:  HQDA publishes approved TDAs after a full review of all Higher HQs TDAs in the AUTS process. USACC G5 Manpower section posts TDAs to the G5 One Drive Documents/02 – FM / TDA and the USACC SharePoint Online Portal.

d. Post TDA approval:  G5, Manpower updates changes to the TDA in the HSS.

**CHAPTER 3 – Command Plan Guidance and Instructions**

**3-1. USACC Headquarters Command Plan (Directorates and Staff)**

a. Process for Headquarters Staff:

(1) Upon receipt of tasking from Higher HQs, USACC G5 Manpower section will initiate an OPORD to all headquarters directorates and staff elements (this includes personal and special staff).

(2) TDA Change Request Form, CC FORM 570-4 (Appendix A) is required for all changes to the TDA.  Each TDA change request form <u>must</u> be:

(a) **Electronically signed by the Director.**

(b) Directorates/staff will forward signed forms to G5 Manpower (include the Dep G5), who will make recommendations and coordinate with G1, G8 and CoS, as applicable.

(3) Headquarters directorates and staff will review their paragraphs and line numbers each year as part of the command plan, for accuracy.

(4) Changes to series and grade of a civilian position require a Civilian Personnel Advisory Center (CPAC) classified position description (PD) be included for HQDA approval **plus a same grade offset or higher-grade bill payer** prior to documentation on the TDA. Coordination with the Civilian Career Program Manager is now required for both the losing and gaining CCP.

(5) Finance positions, CP11 or Branch Code 36 positions will reflect a Level 1, 2 or 3 DOD FM Certification code.

(a)  Remarks Code: DW = DOD Financial Management Certification – Level 1

(b)  Remarks Code: DX = DOD Financial Management Certification – Level 2

(c)  Remarks Code: DY = DOD Financial Management Certification – Level 3

Army Guidelines to Code FM positions are:

| Level | Officer | Enlisted | Civilian |
|---|---|---|---|
| 1 | O1-O2 | E1-E4 | GS1-GS8 |
| 2 | O3-O4 | E5-E6 | GS9-GS13 |
| 3 | O5 & Above | E7-E9 | GS14 & Above |

(6) Changes to MOS/AOC and grade of military positions require proponent coordination prior to requested submission to Higher HQs.  Request requires HQDA approval prior to documentation on the TDA.

(7) Changes to medical position requirements (Surgeon and Nurse TDA paragraphs) require coordination via the annual Command Grade Allocation board.

## 3-2. USACC Brigade Headquarters and SROTC Program Command Plan

a. Process for brigade staff and SROTC Programs:

(1) Upon receipt of tasking from Higher HQs, USACC G5 Manpower will initiate a tasker to all brigades.

(2) TDA Change Request Form, CC FORM 570-4 (Appendix A) is required for all changes to the TDA.  Each TDA change request form <u>must</u> be:

(a) **Electronically signed by the brigade commander.**

(b) Brigades will forward signed forms to G5 Manpower (include Dep G5), who will make recommendations and coordinate with USACC CG for final approval/disapproval.

b. Brigades will review their paragraphs and line numbers annually as part of the command plan process for accuracy. This includes the subordinate host program and extension unit paragraphs and line numbers.

c. Brigades will <u>NOT</u> request to document an earned requirement/authorization of any host or extension unit without coordination with G5 and command group approval.

d. Brigades will not request to move a req/auth to another host or extension unit other than where it is earned.

e. Brigades cannot document the PMS, Senior Military Science Instructor (MSI), ROO, HRA or Supply Tech on any paragraph other than the host paragraph that it was earned.

f. Changes to series and grade of a civilian position require a CPAC classified PD be included for HQDA approval **plus a same grade offset or higher-grade bill payer** prior to documentation on the TDA. Coordination with the Civilian Career Program (CCP) Manager is required for both the losing and gaining CCP.

g. Language Identifying Codes (LICCO) require proponency approval. Any changes for language code changes will require pre-approval prior to documentation on a DA Form 2028.

h. Higher HQs standardizes position titles to include spelling and location within the position title field. No commas will be used and the field is 22 characters long, including spaces.

(1) All Commander Position titles should be abbreviated as "CDR."

(2) All COMMAND SERGEANT MAJOR and FIRST SERGEANT position titles must be spelled out.

(3) Training Development position titles will be TRAINING DEVELOPER or abbreviated TNG DEV except for CP32 1750 positions which will reflect standardized titles.

(4) Instructor position titles will be documented under the position title INSTR, SR INSTR.

i. Changes to MOS/AOC and grade of military positions require proponent coordination prior request submission to Higher HQs. Request requires HQDA approval prior to documentation on the TDA.

j. Changes to manpower allocations and program (host and/or extension unit), position grades, and authorizations must be approved by the chief of staff.

k. The recommendation to change a program structure must be based on the program's historical 5-year production and an identifiable 2-year production trend that supports the resourcing of the program into another category - *not based on a projection of assigned future commission mission or one year's increase in production*.

l. Changes to program structure actions will be coordinated two years in advance of documentation during the bi-annual OTDA build (odd years). Once approved and

documented, the brigade cannot change the program's structure for two years (until the next OTDA cycle).

m. Brigades can recommend changing the type and grade of positions as long as the brigade has the bill-payer on their TDA; the program meets the standard structure rules; and the change does not violate the baseline structure rules of the program.

n. Changes to civilian series and/or grade requires an approved Position Description submitted for staffing to DA for approval and a billpayer if the grade requested is an increase.

o. Current CG Approved Host and Extension Unit Staffing Standards and Rules

**Approved Staffing Standards (27 May 2021)**

| Program Structure | Host Unit | | | | | Extension Unit | | |
|---|---|---|---|---|---|---|---|---|
| | Tier 1 | Tier 2 | Tier 3 | Tier 4 | Tier 5 | Eu 1 | Eu 2 | Eu 3 |
| Target PMS Grade | MAJ/04 | LTC/05 | LTC/05 | LTC/05 | LTC/05 | -- | -- | -- |
| Production Range | ≤ 9 | 10-14 | 15-21 | 22-35 | > 36 | 3-6 | 7-10 | > 11 |
| PMS | 1 | 1 | 1 | 1 | 1 | -- | -- | -- |
| APMS | -- | 1 | 2 | 4 | 5 | 1 | 1 | 2 |
| Sr MSI | -- | 1 | 1 | 1 | 1 | -- | -- | -- |
| MSI | 1 | 1 | 2 | 2 | 3 | 1 | 1 | 1 |
| ROO | -- | 1 | 1 | 1 | 1 | -- | -- | -- |
| HRA | -- | 1 | 1 | 2 | 2 | -- | -- | -- |
| Supply Tech | -- | 1 | 1 | 1 | 1 | -- | -- | -- |
| Program Assistant (PA) | 1 | -- | -- | -- | -- | -- | 1 | 1 |
| Program Total: | 3 | 7 | 9 | 12 | 14 | 2 | 3 | 4 |

**Approved Allocation Rules (27 May 2021)**

1) Brigade Reinforcing Faculty (RF) allocation; document on any Host or EU PARA (not brigade HQs PARA or duty @ Xt or ARNG EU)
2) Host (PMS, SMSI, APMS, MSI, ROO, HRA, Supply Tech) and EU (APMS, MSI, PA) structure is documented on their PARA; not on another PARA
3) PAs are documented on T1 and E2, E3 PARA only
4) T2-T5 are authorized EUs (separate Host/EU production equals structure; CP23 & later T1 w/ a EU is adjudicated to T2; Last in State (LIS) min. T2)
5) Reinvest Cadre req/auth are used to increase Tier or EU structure IAW Staffing Standard Table; subject to reprogramming
6) Command Reinforcing Faculty positions are documented to support Command Priorities (CG approval); not available to brigade
7) ARNG EU FTE manning supports EU functions in a signed MOA with TAG & USACC CG; no Compo 1 or 3, CME at ARNG EUs
8) Staffing standards and rules do not apply to SMC and MJC Host; SMC subordinate EUs follow EU standards and rules

**CG Policy Memos, CME policy, manpower policy & USACC PAM 145-1-1**

1) Programs are missioned to SecArmy Annual Program Assessment Standards
2) Program TDA changes are implemented on odd-year Command Plan Cycles
3) No civilian or institution employee instruction or support except 918A clause, Military History requirement or guest speakers
4) USACC does not have enough MSI to meet all Staffing Standards; APMS will be documented ILO MSI were required
5) Brigades coordinate w/ G1 & G4 for RSSC instructor Host/EU location; fill military "TDA auth" instructor gaps; Compo 1 or 3 SUPV
6) Brigades adjudicate IES instructor Host/EU location w/ G5 (mission change); G1 & G4 administer IES; Compo 1 or 3 SUPV

p. Changes to JROTC manpower/equipment. Brigades coordinate with JROTC directorate, will review the brigade TDAs and submit changes of equipment to USACC, G4, Request for Orders to G1, and paragraph changes to USACC, G5.

## CHAPTER 4 – TDA Change Management Plan (CMP)

## 4-1. TDA Change Management Plan Overview

a. The procedures below outline Army Force Management policy for the CMP

process, thresholds for change management submissions, staffing procedures, HQDA and command responsibilities per DA PAM 71-32, Chapter 6. **If a directorate requests a CMP, it is the responsibility of the requesting staff element to develop the CMP. G5 will support.**

b. Table 4-1 lists the required documentation for each category (CAT) of CMP.

| DA PAM 71-32 Change Management Plan | | | |
|---|---|---|---|
| | CAT 1 | CAT 2 | CAT 3 |
| HQ DA Staffing | | X | X |
| GO Memo for mission directive/mandate and org change | | | X |
| Workload Data Analysis | | | X |
| Resourcing request (manpower requirements) | | | X |
| TDA Crosswalk Spreadsheet | X | X | X |
| Schedule 8 | | X | X |
| Cost Benefit Analysis (CBA) | | | X |
| Detailed Mission Analysis | | | X |
| Mission Directive from HQDA or higher | | | X |
| No Programmatic Changes | X | | |
| HQs O6/GS15 memo and submission | X | X | X |
| Approved PDs (if applicable) | X | X | X |
| EXSUM describing nature of request changes | | | X |

Table 4-1: CMP Category 1 – 3 Required Documentation

**4-2. Category 1 (CAT 1)**

a. CAT 1 submissions are used for requests that result in no programmatic changes (i.e., no realigning between UICs, building new structure, requesting manpower increase) for:

(1) Management decision package (MDEP) positions and funding.

(2) Army management structure code (AMSCO).

(3) Civilian type (CTYPE).

(4) No stationing actions.

(5) No nominative CSM branch codes (00Z).

b. HQDA staffing is NOT required, with the exception of staffing changes to military grades with HQDA G1.

c. No Cost Benefit Analysis (CBA) or US Army Manpower Analysis Agency (USAMAA) review is required.

d. Staff or brigades requesting a CAT 1 CMP will contact the USACC G5 Manpower section to receive instructions and guidance for submission.

e. Once USACC G5 Manpower section receives a completed and correct CMP request packet approved by the CoS they will submit it via an email with a command HQs O6/GS15 level endorsement. Submission must include:

(1) A brief summation of the nature of the requested changes.

(2) A Section II personnel file formatted for documentation (G5 Manpower section will provide the Section II).

(3) Approved PDs for required civilian position title and grade changes.

f. If approved, the TDA will be changed during the next available OOC process.

## 4-3. Category 2 (CAT 2)

a. CAT 2 request is used to internally realign structure within the Command UIC, and between the nine (9) Command UICs as long as there is no programmatic impact (no request for new resourcing, no change to the current MDEP, AMSCO, CTYPE, and no nominative CSM branch codes (00Z)).

b. Staff or brigades requesting a CAT 2 CMP will contact the USACC G5 Manpower section to receive instructions and guidance for submission.

c. CAT 2 allows for:

(1) Changes to move requirements and authorizations between UICs (moving a requirement and/or authorization from the current approved TDA UIC para/ln to another UIC para/ln without changing the programmatic elements of the position).

(2) Changes to position titles.

(3) Changes to military and civilian grades.

(4) Changes to branch.

(5) Changes to position code, military occupational specialty (MOS), and manpower mix criteria code (MMC).

d. CAT 2 submission:

(1) Submitted via an email and requires a command memorandum signed by an O6/GS15 representative.

(2) The memorandum must define the changes requested and a brief summation of the nature of the requested changes.

(3) All CMPs must be submitted by USACC G5, Manpower section through Higher HQs to DA G3/5/7 DAMO-FMD and not directly from the command's subordinate organizations.

(4) CAT 2 require limited HQDA staffing.

(5) If the requested changes occur between UICs (i.e., moving a requirement and authorization from the HQs UIC W0MTAA to the 1st Bde UIC W0C6AA) a schedule 8 must be submitted with the request.

(6) An FMSWeb TDA Excel formatted crosswalk is needed for submission for documentation. G5 Manpower creates.

(7) Approved position description (PDs) is required for civilian position title and grade changes.

## 4-4. Category 3 (CAT 3)

a. CAT 3 submission requests new manpower requirements (i.e., an increase in resources). A CAT3 submission is used to request organizational changes when the organization's mission or functions change and place an increased demand on HQDA for resources, personnel, equipment, and/or facilities. Typically, three actions trigger a CAT 3:

(1) **DA directive or policy** that introduces a new un-programmed TDA organization into the USACC structure and / or movement of a mission, function, or unit from a command to USACC that is not addressed as an inter-command transfer during the POM schedule 8 submission.

(2) Results of a new or updated **manpower requirements model.**

(3) USAMAA validated and DAMO-FM approved study.

b. CAT 3 submission category is used to:

(1) Request new requirements to existing structure.

(2) Add new structure requirements without command billpayers.

(3) Add new structure requirements and authorizations with associated existing command bill payers.

(4) Change existing UIC, paragraph and line level of detail.

c. HQs staff or brigades requesting a CAT 3 CMP will contact the USACC G5 FM to receive instructions and guidance for submission per DA PAM 71-32 dtd 21 March 2019.

d. Staff and/or brigades will submit the CAT 3 CMP through USACC G5 for review then forwarded through Higher HQs to HQDA FM for validation and concurrence.

e. The submission must contain a memorandum signed by a General Officer/Senior Executive Service (GO/SES) that briefly describes and endorses the mission directive or mission mandate and the organizational change.

f. The submission must include an executive summary describing the nature of the requested changes and validate that the requested requirements are workload based.

g. A FMSWeb TDA Excel formatted crosswalk, appropriate Schedules 8, and approved position descriptions must accompany the submission which G5 provides.

h. A CBA is required if the dollar amounts and criteria are within the CBA thresholds as defined in the most current Army Program Guidance Memorandum. Submissions of $10 million (or more) in any 1 fiscal year (FY) of the POM or $50 million (or more) over the POM period require a CBA, unless approved by a HQDA Program Evaluation Group (PEG). The dollar amounts include, but are not limited to, all costs for manpower, equipment, supplies, training, facilities, construction, or contracts.

i. Proposed reprogramming moves or realignments that cross FY appropriations require a CBA.

j. CAT 3 submissions require a wider level of HQDA staffing.

## 4-5. Staffing of TDA CMP submissions

a. All TDA CMP are submitted to USACC G5, Manpower division for review prior to submission to Higher HQs. Submissions, regardless of category must state which category (CAT 1–3) is being submitted.

b. Once received USACC G5 Manpower section will review and coordinate with the submitting staff or brigade to ensure:

(1) TDA CMP submissions include a sufficient level of detail to permit analysis of the proposed organization and its manpower and equipment requirements by the applicable Army Staff (ARSTAF) or impacted command.

(2) For CAT 1 and CAT 2 that level of detail includes TDA crosswalk spreadsheets from current HQDA-approved TDAs to the proposed organization. For CAT 2, Schedules 8 are required if the changes occur between UICs. A Schedule 8 ensures expeditious updates to the SAMAS budget module.

(3) For CAT 3, detailed work-load data as defined by USAMAA, a DA level mission directive, TDA crosswalk spreadsheets from current HQDA-approved TDAs to the proposed organization (including manpower mix criteria), Schedule 8 and a CBA are

completed and accurate. A Schedule 8 ensures expeditious updates to the SAMAS budget module.

(4) Higher HQs Command managers will return TDA CMP submissions to the command if they lack sufficient information for staffing.

## 4-6. TDA CMP Approval Process

a. The CMP process includes Higher HQs headquarters staffing and HQDA level staffing. Refer to DA PAM 71-32 for expected staffing time at Higher HQs level and DA level for each CAT CMP.

b.  At DA HQs level each reviewing staff element has 2 weeks to review a TDA CMP submission and return it to HQDA G3/5/7 DAMO FMD, and FM with a concurrence, a concurrence with comment, or a non-concurrence with comment.

## 4-7. Higher Headquarters Force Structure Review (Board) Process

The process synchronizes emerging growth force structure requests and changes. The process governance has the authority to approve, disapprove, request additional information, and implement force structure changes in accordance with these policies and regulations. The process convenes monthly or as required. Documents required for the process are elements of a CMP CAT I, II or III:

a. Latest approved Crosswalk with changes annotated in red.

b. Memo signed by O6/GS15.

c. PowerPoint slides following latest formatting and including the What, Who, When and Why. A crosswalk that lays out if the position is encumbered or if there are costs differences. An impact statement and recommendation from the board.

d. Stationing Summary Plans.

e. Concurrence from CCP or Proponency Branches.

## 4-8. DMO (Directed Military Overstrength)

DMO requests will be submitted and briefed to Higher HQs. If the request is approved, G5, Manpower Section will submit all required documentation for final processing.

a. DMOs must be submitted in accordance with HQDA EXORD 203-18.

b. DMOs will only be approved by Higher HQs and submitted to HQDA if there is an approved enduring resourcing solution (or in staffing with HQDA G-3/5/7 DAMO FMD), or if the associated mission, and the use of DMO's is directed by Army Senior Leaders.

**4-9.  DCO (Directed Civilian Overhires)**

DCO requests will be submitted and briefed to Higher HQs. If the request is approved, G5, Manpower Section will submit all required documentation for final processing.

a. All DCOs must be revalidated (prior to termination) if they are required beyond the 1-year approval period. Revalidation must include an internal resourcing strategy.

b. After 2 years of DCO approval, USACC must fund the position(s) internally or work with Higher HQs on a TAA/POM resourcing strategy. Exceptions will be made on a case-by-case basis.

c. DCOs are used as a bridging strategy to an enduring resourcing solution for Army & Higher HQs Senior Leader directives.

**4-10. Insourcing**

Conversion from contract performance to civilian or military performance is permissible so long as the guidelines for insourcing are followed to ensure appropriate approval procedures and that timely notification to the contractor and Congress occurs.

The complete insourcing request must include:

a. Cover memo, explaining the business case for insourcing, signed by GO/SES having oversight of the mission.

b. Workload validation from USAMAA.

c. Statement of work or the contract; proposed in-house position descriptions.

d. Military essentiality analysis if requesting military performance.

e. Cost comparison using DoDI 7041-04.

**CHAPTER 5 – Understanding the USACC TDA**

**5-1. TDA and MTOE**

a. A **Table of Distribution and Allowances** (TDA) is an authorization document developed for non-doctrinal and non-tactical units that prescribes the organizational structure and the personnel and equipment requirements and authorizations of a military unit to perform a specific mission. Generally, these are units in the Army's generating force. USACC is a TDA organization. The 34th and 905th Military Policy Detachment fall under Senior Commander MTOE.

b. A **Modified Table of Organization and Equipment** (MTOE) is an authorization document that is developed for tactical Army units based on doctrinal missions and

tasks that prescribes the organizational structure and the personnel and equipment requirements and authorizations. Generally, these are units in the Army's operational force.

c. The USACC TDAs contains information utilized by different levels of the Department of the Army and Defense.  This chapter provides basic information that everyone should understand in order to read their TDA.

**5-2. Reading a TDA**

a. The USACC headquarters and brigade TDAs can be downloaded from FMSWeb as either a MS Word document or a MS Excel spreadsheet. Each version has advantages and disadvantages depending on how you want to use the TDA.

b. The **MS Word version of the TDA** displays the TDA in three sections:

(1) Section I is Administrative and Summary information.

(2) Section II is Personnel.

(3) Section III is Equipment.

c. The **MS Excel Spreadsheet version of the TDA** displays 47 columns of information. Many of the columns are displayed on the word version, but some additional information is expanded/additive in the excel version. **NOTE: The Excel version DOES NOT have the Section I information displayed.**

**5-3. Section I (Administrative and Summary Information) of the TDA**

a. Section I provides the following relevant information (see charts 5-1 thru 5-4):

(1) The **CCNUM – Command and Control Number**. In Chart 5-1 this is in the top right as 0121. The first 2 digits (01) tells the iteration of the TDA; the second 2 digits are the year (21).  An OOC will change the first 2 digits once the change is completed. For example, if the 0121 TDA is changed, the new version of the FY21 TDA will be published/posted to FMSWeb as the **02**21 TDA and becomes the latest approved TDA for use by USACC units and HRC for requisitions and assignments.

Chart 5-1: Page 1, Section I of USACC Headquarters TDA Information

(2) Section I also listed the historical changes that have been applied to the TDA. In Chart 5-1 this is the listing of CCNUM 0121 through CCNUM 0117 TDA changes. Section I lists the unit's **mission** (USACC approved mission statement), organizational **structure** (number of brigades, SROTC programs and JROTC affiliated High Schools), major **functions**, a summary or roll-up of **personnel** required and authorized by component (Active, USAR, ARNG) and type (military, civilian) and directive **authorities** that validate the mission, structure, functions and requirements and authorizations. Chart 5-2 shows additional summary information.

(3) Also depicted on every page of the MS Word version of the TDA in the top left corner is the **UIC**. The Unit Identification Code is a six-character alphanumeric code that uniquely identifies an organization of the U.S. government. USACC has 9 SROTC UICs and 7 JROTC UICs.

(4) Listed below are the **SROTC** UICs and corresponding USACC unit:

| W0MTAA | Headquarters Cadet Command |
|--------|----------------------------|
| W0C6AA | 1st Brigade |
| W0C7AA | 2nd Brigade |
| W0C8AA | 3rd Brigade |
| W0C9AA | 4th Brigade |
| W0CAAA | 5th Brigade |
| W0CDAA | 6th Brigade |
| W0CEAA | 7th Brigade |
| W0CFAA | 8th Brigade |

(5) Listed below are the **JROTC** UICs and corresponding USACC unit:

| | |
|---|---|
| W0CGAA | 2nd Brigade |
| W0CHAA | 3rd Brigade |
| W0CJAA | 4th Brigade |
| W0CKAA | 5th Brigade |
| W0CLAA | 6th Brigade |
| W0CMAA | 7th Brigade |
| W0CNAA | 8th Brigade |



Chart 5-2: Page 2, Section I of USACC Headquarters TDA Information

CTA 50-970 EXPENDABLE/DURABLE ITEMS (EXCEPT: MEDICAL, CLASS V, REPAIR PARTS AND HERALDIC ITEMS)

9. OTHER
A. ABBREVIATIONS:

APMS - ASSISTANT PROFESSOR OF MILITARY SCIENCE
MSI – MILITARY SCIENCE INSTRUCTOR
PMS - PROFESSOR OF MILITARY SCIENCE
RF – REINFORCING FACULTY
ROO - RECRUITING OPERATIONS OFFICER         ←     Abbreviations
PA – PROGRAM ASSISTANT
HRA – HUMAN RESOURCE ASSISTANT
HRS – HUMAN RESOURCE SPECIALIST
MRD – MARKETING AND RESEARCH DIVISION
ORD – OFFICER RECRUITING DETACHMENT
ORT – OFFICER RECRUITING TEAM
LMS – LOGISTIC MANAGEMENT SPECIALIST
SOCC –SCHOOL OF CADET COMMAND
QA – QUALITY ASSURANCE
CSR – CUSTOMER SERVICE REPRESENTATIVE

> Section I provides explanations for abbreviations used on the TDA, lists the types of remarks codes, and defines what the remarks codes mean.

B. STANDARD PERSONNEL REMARKS CODES:
57 - MAY BE ANY STAFF MOS
89 - ACTIVE GUARD AND RESERVE (ARNG ONLY) (OTHER-PERS)
92 - ACTIVE GUARD AND RESERVE (USAR ONLY) (OTHER-PERS): MOA DATED 3 SEPT 2015, DIRECTED THE TRANSFER AND
   DOCUMENTATION OF USAR POSITIONS LISTED BELOW TO 104TH TRAINING DIVISION TDA UIC: W6UKAA. COMMAND AND CONTROL, AND DAILY WORK PERFORMED BY THESE RESOURCES, IS THE
RESPONSIBILITY OF USACC.
96 - VALIDATED ARMY EDUCATIONAL REQUIREMENTS BOARD (AERB) REQUIRES INDIVIDUAL WITH ADVANCED CIVILIAN DEGREE ONE LEVEL HIGHER THAN THE MIN ACCESSION REQUIREMENT
DD - NON-CRITICAL, ARMY ACQUISITION WORKFORCE CIVILIAN POSITION
DK - INSPECTOR GENERAL POSITION - DA CIVILIAN
DW- DOD FINANCIAL MANAGEMENT CERTIFICATION - LEVEL I
DX - DOD FINANCIAL MANAGEMENT CERTIFICATION - LEVEL 2
DY - DOD FINANCIAL MANAGEMENT CERTIFICATION - LEVEL 3
GP - FY18 GF TAA TDA/AUGTDA OFFICER GRADE PLATE UPDATE
HG - POSITION MAY BE FILLED WITH ANY AOC, MUST HAVE RELEVANT TRAINING OR EXPERIENCE IAW DA PAM 600-3 FOR REQUIRED SPECIALTY
NT - INSIDER THREAT

> Standard Remarks code (used on all Army TDAs)

C. NON-STANDARD REMARK CODES:
TD - POM 14-18 CIV REDUCTIONS
TF - SENIOR COMMAND AT FORT KNOX, KY
TG - CADET SUMMER TRAINING (CST)
TK - TRADOC MITIGATION
TL – COMMAND REINFORCING FACULTY
TN - MISSION COMMAND POSITIONS
TP – REINFORCING FACULTY
TR – IES BUYBACK

> Non-Standard Remarks code (used by USACC G5 Manpower section to manage and track changes to the USACC TDAs)

10. TRADOC NON-STANDARD REMARKS CODES:
WA - TAA 14-18 AUTHORIZATION GAINS
WB - POM 14-18 MILITARY REINVESTMENT
WE - TAA 16-20 (MILITARY AUTHORIZATIONS)
WL - FY14 GRADE PLATE III ROLL DOWN
XT - INSTRUCTORS (MILITARY)
ZD - INSOURCING (CONTRACTOR TO CIVILIAN CONVERSION)
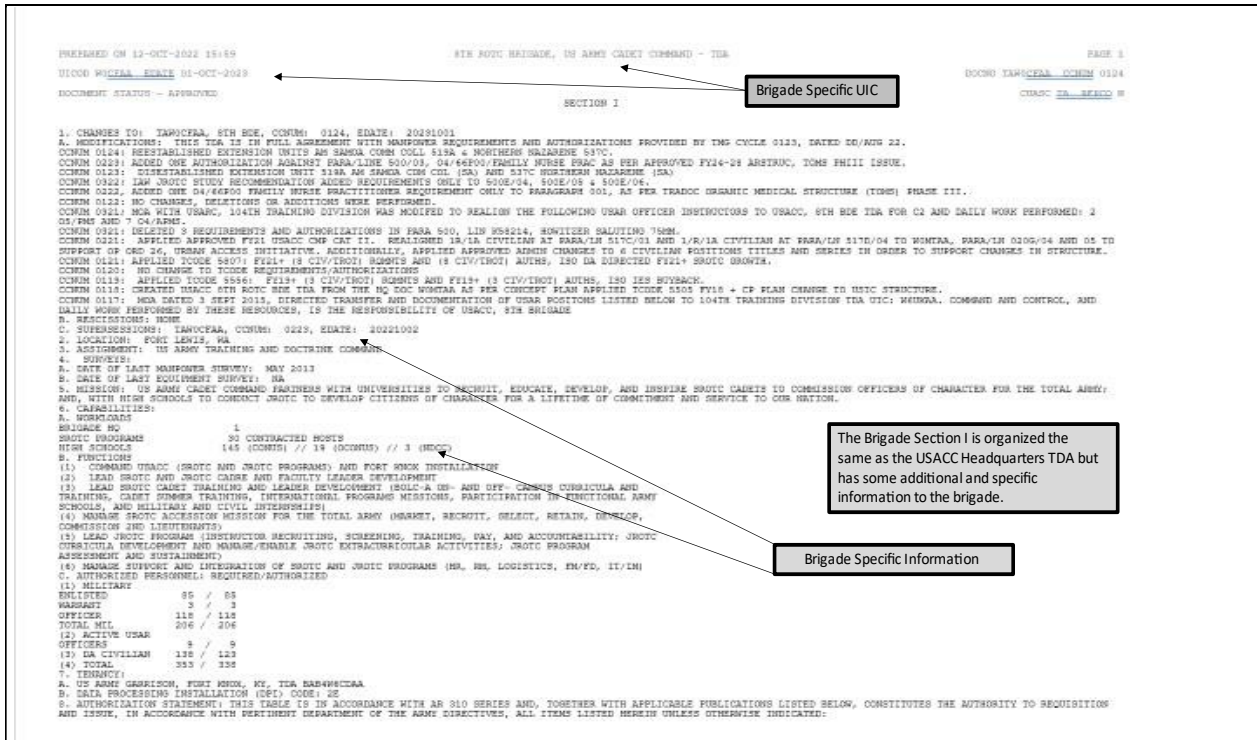ZW - KNOWLEDGE MANAGEMENT POSITION

> TRADOC Non-Standard Remarks code (used by TRADOC G8 Manpower to manage and track changes to the USACC and other TRADOC TDAs)

Chart 5-3: Page 3, Section I of USACC Headquarters TDA Information

      b. Section I also lists abbreviations and codes used in the TDA. Chart 5-3 above illustrates the standard abbreviations and the remarks codes used on the USACC TDAs.

      c. The brigade section I mirrors the headquarters section I and populates brigade location and structure that is specific to that brigade. Chart 5-4 below highlights the brigade's specific information in their Section I.

Chart 5-4: Section I of a Brigade TDA with Specific Brigade Information

## 5-4. Section II (Personnel) of the TDA (both MS Word and Excel Version)

a. The Section II provides detailed information on each required and/or authorized position on the TDA and aligned to the unit. Charts 5-5.1 and 5-5.2 illustrate the relevant elements of the personnel section of the MS Word TDA, Chart 5-5.3 illustrates the relevant lines and columns in section II of the MS Excel version (note several columns are "hidden" that are not relevant and to allow insertion into this document) and are expanded on in the text below.

(1) The TDA is organized with **Paragraphs**. Each Paragraph has a numeric code (i.e., 001) and a **paragraph title (i.e., Office of the CG)**. If the Paragraph has a **sub-paragraph**(s) it is listed directly following the parent paragraph and has a letter at the end of number code (i.e., 001A) and a **sub-paragraph title (i.e., Office of the DCG)**.

(2) A paragraph and sub-paragraph have **line numbers** that list each requirement and/or authorization aligned with that paragraph. Each line number has a corresponding **Position Title (i.e., CG).** Additional position information includes:

(a) **Title** - Assigned duty title.

(b) **GR** - Grade assigned to position.

(c) **POSCO** - Position Occupational Specialty Code (MOS or civilian series)

(d) **IDENT** - identity codes

- K-Officer
- P-Warrant Officer
- I-Enlisted
- C-Civilian
- T-Contractor

(e) **REQSTR** - Requirement strength - number of requirements assigned to that para/ln.

(f) **AUTHSTR** - Authorization Strength - number of authorizations assigned to that para/ln.

(g) **REMARKS** - codes that identify positions requirements.

(h) **AMSCO** - Army Management Structure Code identifies your funding.

(i) **MDEP** - Management Decision Package ensures proper resourcing based on authorizations.

- TROT = SROTC position
- TRJR = JROTC position
- VTER = Force Protection position
- QSEC = Security position
- VSHP or QSHP = SHARP position
- GPSI = JROTC Background Check position
- PRAG = ARNG position
- WRFT = USAR position

(j) **SUPV** - Identifies supervisory positions.

(k) **CMD** - Command - TA which includes Cadet Command and US Army Recruiting Command (USAREC).

(l) **EDATE** - Effective Date of the TDA. HQDA G-3/5/7 DAMO FMD, FM establishes EDATEs through the force development and documentation processes to support unit readiness and the current force generation process.

(m) **PARNO** - Paragraph Number that requirement/personnel is assigned on the TDA.

(n) **PARATITLE** - Paragraph Title is the Dir/Div/Bde/Prog that contains your req/auth.

(o) **LDUIC** - Location Derivative UIC is a six-character alphanumeric code that uniquely identifies location of an organization of the U.S. Government.

(p) **LN** - Line number that a requirement is assigned to within a UIC and paragraph.



Chart 5-5.1: Section II of the Headquarters TDA (MS Word Version)

Chart 5-5.2: Section II of the Headquarters TDA (MS Word Version)



Chart 5-5.3: Section II of the Headquarters TDA (MS Excel Version) (note: several columns are "hidden")

## CHAPTER 6 - Accessing Your TDA

### 6-1. Force Management System (FMS) Web (FMSWeb)

a. The Force Management System website (FMSWeb) is the current authoritative source for Army requirement and authorization data. It transforms collections of data and processes into an intuitive interface.

b. FMSWeb is a controlled website. First time users must request access to the site. Follow the prompts to request an account. Typically, approval and username and password information are provided in less than one business day. FMSWeb can be accessed at the following web address:

https://fmsweb.fms.army.mil/unprotected/splash/

c. FMSWeb provides information on mission, organizational structure, personnel and equipment requirements and authorizations for Army units and Army elements of Joint organizations for the current year through the second program year.

d. See Appendix C for step-by-step instructions on how to access FMSWeb and export the TDA into excel.

NOTE: FMSWeb is scheduled to sunset 30 Sep 2024.

### 6-2. Access your TDA on SharePoint

a. The USACC G5 Manpower section posts the latest approved USACC TDA that merges the headquarters and brigade TDAs into one document (MS Excel Version) on the USACC G5 Public Documents page. The link to the SharePoint folder is:

USACC-G5-Public - TDAs - All Documents (sharepoint-mil.us)

b. This page is accessible by all USACC personnel with a CAC card and have been inprocessed through G6 to have access permissions to the USACC SharePoint site.
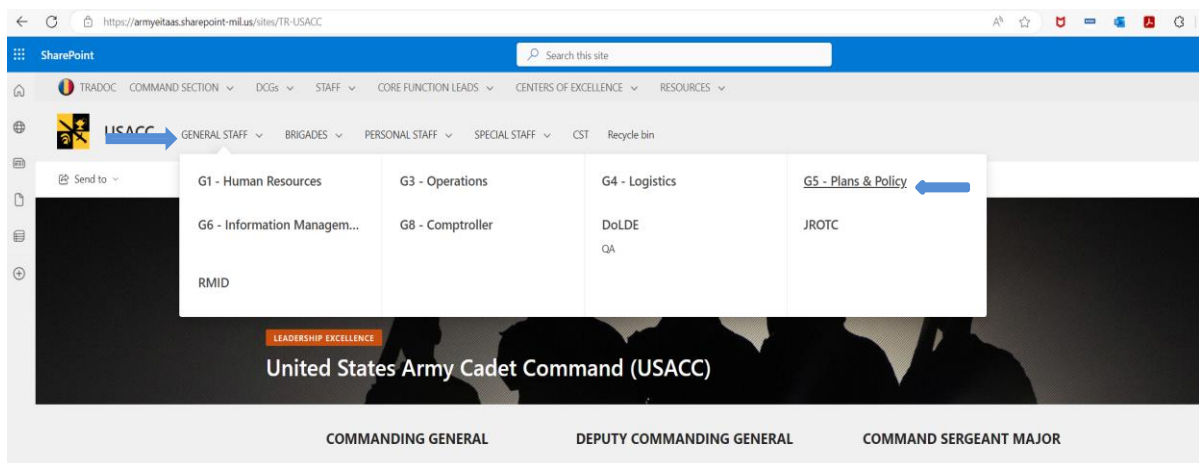

Chart 5-6: USACC G5 Public Documents Folder
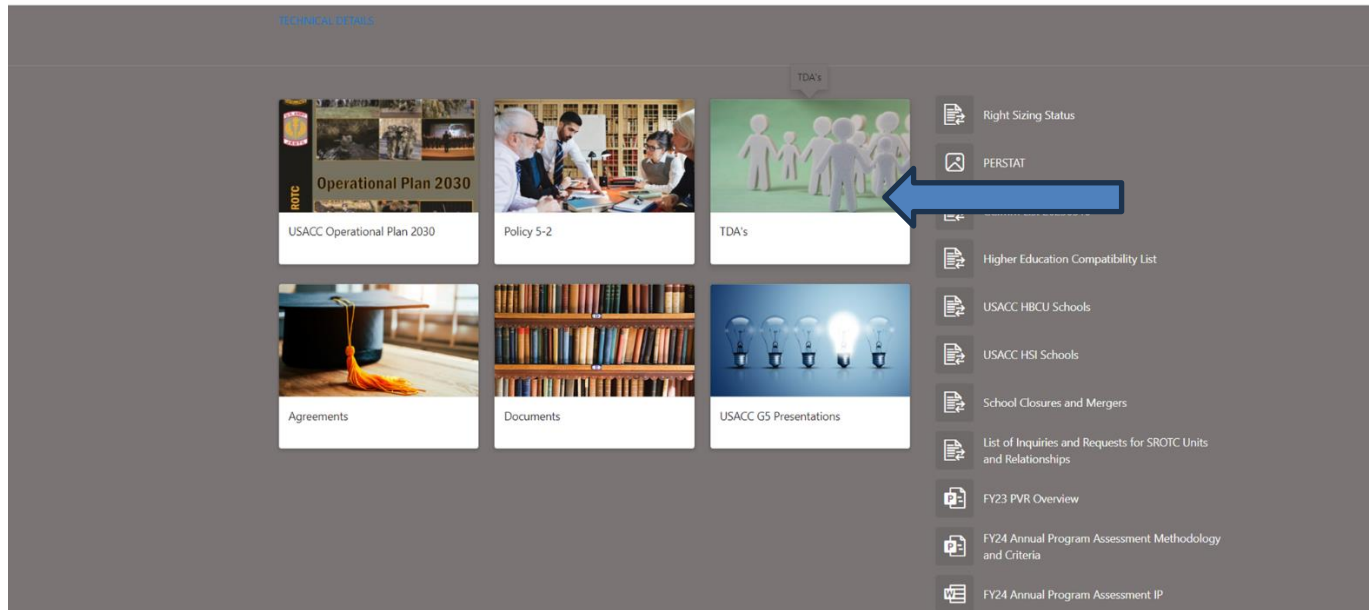
    c. Users should have a basic understanding of MS Excel and the sort and filter function in Excel to manipulate the file to view their headquarters' staff/directorate paragraph, the brigade headquarters paragraphs, or a program specific paragraph.

# Section II – Force Design

## CHAPTER 1. Force Development Analysis/Model Requirements

**1-1. General**

    a. USACC G5, FM coordinates with HQDA and Higher HQs to support manpower studies and/or revalidation of manpower models for directorate/staff/brigade staff. Studies and models validate staff functions, authoritative directives, processes, workload, structure and manpower requirements.

    b. The FM section develops, maintains, and updates the USACC SROTC program manpower model to validate SROTC program workload drivers, structure, and manpower requirements.

    c. As necessary, the FM section obtains and inputs program OE, commission mission and production data into the SROTC program manpower model.

    d. The FM section periodically conducts a functional analysis (FA) to validate current functions/tasks each HQs directorate (down to division level) and on the brigade staff.

    e.The FM section develops stationing plan summaries as required by HQDA and Higher HQs when repositioning brigade and program structure.

## 1-2. Manpower Studies

a. Studies/revalidation models are directed by Senior Leadership (ASA (M&RA), Executive Office of the Headquarters), or requested by Army Staff Principals or field executives or commanders. All studies must go through USAMAA. The studies/revalidation models for USACC are directed.

b. When staff sections are notified that HQDA or Higher HQs will be conducting a manpower study/revalidation model, USACC G5, FM assists the staff section(s) to collect data, answer questions, validate the data and ensures the study requirements are submitted on time.

## 1-3. SROTC Program Manpower Model

a. USACC G5, Force Management (FM) will use the USAMAA validated and HQDA approved model to derive SROTC program requirements for PMS, ROO, and instructors, HRA, PA and Supply Tech.

b. This model generates manpower requirements for SROTC program overhead and instructors performing supervisory, recruiting operations, sustainment and military science instruction functions. This model uses templates and allocation rules. The scope of this model applies to Army SROTC host programs (future models will include workload drivers for extension units).

## 1-4. USACC HQs and Brigade HQs Functional Analysis

a. Purpose. To validate functions/tasks within each HQs directorate/staff and HQs brigade staff. The FA determines workload by position type, identifies gaps in capabilities, identifies redundant tasks/process and barriers to processes.

b. Scope. The functional analysis is updated every two years to keep the organization congruent with current functions/tasks and organization/reorganization of the directorates/staff sections. This allows for mitigation of new functions/tasks, elimination of functions/tasks, and new systems/processes required by Higher HQs and HQDA.

c. Actions. The functional analysis is conducted in steps:

(1) Phase I (Front End Analysis).

(a) During this phase, working with the staff/work centers, a schedule is developed to deconflict times of nonavailability.

(b) Review past studies and/or functional analysis.

(c) Review current USACC Regulation 10-5.

(d) List known regulations, pamphlets and directives for staff section/work

center.

(e) Review internal process maps/process guides.

(f) Review current TDA for staff section/work center.

(g) Build the work center's "faces to spaces" document.

(h) Create a directorate/staff MS Teams folder with a Front end Analysis folder and Phases I-III folders for each staff section/work center.

(2) Phase II. (Task Analysis) See Appendix D to view example Worksheets.

(a) Complete Worksheet (WS) 1 which identifies current functions and tasks by work center (current CCR 10-5, and past study/functional analysis functions/tasks included in WS 1).

(b) Meet with work centers to validate current functions/tasks on WS 1.

(c) Create process maps or guides from WS 1, updating functions/tasks as needed and adding subtasks to the maps or guides. Transfer data into WS 2.

(d) Complete WS 2 tabs Work Center Roles and Responsibilities, Position Names to Spaces, HSS Position Name to Spaces Comparison, and Definitions/Acronyms.
- Meet with FM team to review/validate functions/tasks for the WC
- Create process mapping for the WC
- Identify programs/systems/sources of your specific data (i.e., CCIMM, HSS, etc.)

(3) Phase III. (Work Load Analysis) See Appendix D to view example Worksheets.

(a) Complete the time, frequency, quantity (count), who does this task, and percentage they do the task columns on WS 3.

(b) Once complete, the data is run through the manpower model to obtain the man years per function/task and per position. If required, meet with the work center to review and validate the data to ensure it is within the parameters of the model.

(c) Collect any outstanding RFIs for the work center.

(4) Phase IV (Capabilities Analysis).

(a) Input data from WS 3 into WS 4, which analyzes functions/tasks per position. This data can be rolled up by functions and directorate/staff section to identify gaps and establish a prioritized required capability gap list, review hierarchy of tasks with workload drivers, and support future staff planning.

(b) Once the analysis is completed, the data is input into the G5 Relational Database (Rdb) for future reference and establishes a starting point for the next functional analysis review and update by the staff and units.

d. The HQs Brigade FA.

(1) Scope.

(a) Eight (8) brigade HQs staff within USACC.

(b) This effort is led by the USACC G5 FM team.

(c) The HQs Brigade FA will be conducted every two years.

(2) Requirements.

(a) Each USACC brigade HQs staff will participate in the FA.

(b) Participation will either be in-person or virtual.

(c) Brigade HQs functions/tasks will be collected and reviewed by position (with the exception of BDE CDR, DBO, XO, & CSM).

(d) After G5 review of one brigade functions/tasks, the functions/tasks list will be sent to all other brigades for refinement.

(e) Once consensus is reached for all brigade functions/tasks, time, frequency, and quantity will be collected.

(f)  The FA reviews Military, Civilian, CMEs, Borrowed Military Manpower (BMM), DCOs, and Overhires.

(g) FM will coordinate with the USACC brigades for specific dates for in-brief, work groups and data collection.

(h) Collaborative and iterative – De-conflict major brigade/Work Center actions.

e. Actions. See Section II. 1.4.c.

## CHAPTER 2: Stationing Plans

## 2-1. General

a. A stationing plan is required for activation or establishment, inactivation or discontinuance, realignment, and relocation of units/positions. Within USACC, a stationing plan is required when a brigade/program relocates one or more positions to another brigade/program and is submitted to Higher HQs.

b. A stationing summary (SS) provides essential information about the stationing action for review by Higher HQs and ultimately HQDA. The stationing summary includes:

(1) Describes the unit and its mission, the nature of and rationale for the action, alternatives considered, strategic and operational implications, manpower and personnel impacts, costs savings, facilities requirements, reuse and reductions, well-being requirements, environmental considerations, and milestones for implementation.

(2) Identifies potential problem areas.

c. Content. The SS is tailored to describe the proposed stationing action and includes the following:

(1) Unit identification code and mission. Describe the unit's identification and its mission. The unit should be identified by its official unit designation and unit identification code.

(2) Nature of action. Explain exactly what is to be accomplished or what is expected to take place and describe all units and activities affected by the proposed action.

(3) Rationale. Present a convincing argument for why the action should be taken to include a description of what problems will be encountered and solved or what management improvements will be achieved. In most cases units have choices as to inactivate, relocate, or other stationing actions as a result of HQDA decisions. If there are no choices (for example, only one unit of this kind in the force), this must be stated.

(4) Alternatives to the proposed action. Describe what alternatives were studied and why the proposed action is the preferred action, to include what screening and evaluation criteria were used to determine the recommended action. If an activity or unit is being relocated, alternative locations must be considered and addressed. Specific justification supporting the selected alternative must be clearly articulated. At a minimum, a no action alternative of continuing the status quo will be included.

(5) Strategic and operational implications. Describe the impacts if the preferred action has an effect on current strategy, contingency plans, or other operational considerations. Do not include classified information.

(6) Estimated military and civilian personnel impacts. Describe the overall change in military and civilian personnel authorizations for the affected locations and provide a summary of civilian employee impacts if appropriate.

(7) Programs to provide assistance to affected personnel. Provide assurances that both military and civilian personnel will be informed about assistance programs, benefits, and entitlements available to them as a result of the proposed action.

(8) Anticipated cost and savings. Describe the one-time and steady state new

annual recurring savings and costs. Include, as a required attachment, the Cost and Savings Summary a display of both one-time and recurring costs and savings.

(9) Facilities requirements. The facilities utilized with USACC usually have the required square footage in their footprint based on hosting agreements (DA Form 918A/B).

(10) Training land requirements. Describe what new or diverted land requirements (for example, configuration, capacity, and characteristics) will be needed to support unit training if the proposed action is approved. Identify whether changes to training land use will increase or decrease utilization intensity and any potential costs associated with sustaining the land (for example, rehabilitation or rejuvenation).

(11) Environmental impacts. Evaluate for compliance with the NEPA which provides guidance on the environmental analysis process and assists in determining which type of environmental analysis and documentation is required. This is usually not applicable (N/A) for USACC units/programs on college campuses or tenants on Army or Joint installations.

(12) Quality of life requirements. Describe any extraordinary quality of life requirements which may exceed common levels of support at the gaining installation (for example, accommodating large numbers of newly arrived Family members enrolled in the Exceptional Family Member Program). Identify any required initiatives that must be taken to ensure adequate well-being for all personnel.

(13) Coordination of funding. Provide the name, title, office, and commercial and Defense Switched Network telephone number of the appropriate person at the USACC HQs and/or brigade HQs included in the stationing action who has knowledge of the base support funding.

(14) Impact on Reserve Component training and support. Describe the impact on training areas, ranges, readiness, annual training facilities, and unit training affiliations.

(15) Potential problems. Identify potential problems, such as local opposition or socioeconomic concerns, which may be encountered if the action is implemented.

Describe the impact upon the USACC HQs, Brigade HQs, or programs if the proposed stationing action is approved. May be N/A.

(16) Community impact analysis. When moving minimal positions, this is N/A.

(17) Milestones. Show projected milestones for the initiation and completion of the stationing action.

d. See Appendix E for an example of a Stationing Summary.

**CHAPTER 3 – Force Registration (FR) and Management of Unit Identification Code (UIC) / Derivative Unit Identification Code (DUIC)**

**3-1. Force Registration**

a. FR is a module within the Defense Readiness Reporting System – Army (DRRS-A) and is accessed through the SIPRNet. FR supports the UIC management portion of the Army's Force Development Process and is the Army's central registry for all Army organizations and units.

b. FR data is managed by the USACC G5's Unit Identification Code Information Officer (UICIO). The G5's UICIO meets the requirement for units to appoint and train a primary and an alternate command UICIO to support FR activities. The role of the UICIO is critical to the FR process. The UICIO is responsible for the routine maintenance of FR data and the Activation and Inactivation of UIC and DUICs.

c. UICIOs maintain communications with Higher HQs and HQDA UICIOs to stay current with changes to systems and policies.

d. Structure of a unit identification code. Refer to Figure 3-1.

(1) The structure of a UIC (described in Army Regulation (AR) 71-32) is a six-character alphanumeric code that uniquely identifies a unit or organization. The UIC and its associated organization number, branch, and level represent a single permanent identifier for the organization.

(2) The UIC consists of three data elements. It is structured as follows: service designator (position 1); parent organization designator (positions 2 through 4); and descriptive designator (positions 5 and 6).

(3) Position 1 is service designator. "W" is used for all Army UICs. The three parent unit designators, in positions 2 through 4, uniquely identify the parent unit. The first digit of the parent designator set (the second position of UIC) is used to identify the type of unit, that is MTOE, TDA, or multi-COMPO.

(4) Positions 5 and 6 are descriptive designators. Descriptive designators are used to identify the unit's organization level. Whether organic or composite in design, they are intended to show the hierarchical organization for unit types and identify specific unit-reporting types.

Figure 3-1 UIC breakdown

e. HQs USACC, SROTC and JROTC Parent UICs:

| UIC | SROTC | UIC | JROTC | For Use in FMSWeb |
|---|---|---|---|---|
| **W0MTAA** | **HQ USACC** | **W0CGAA** | 2nd BDE, JROTC | W0MTAA, W0C6AA, W0C7AA, W0C8AA, W0C9AA, W0CAAA, W0CDAA, W0CEAA, W0CFAA, W0CGAA, W0CHAA, W0CJAA, W0CKAA, W0CLAA, W0CMAA, W0CNAA |
| W0C6AA | 1ST BDE, SROTC | **W0CHAA** | 3rd BDE, JROTC | |
| W0C7AA | 2nd BDE, SROTC | **W0CJAA** | 4th BDE, JROTC | |
| W0C8AA | 3rd BDE, SROTC | **W0CKAA** | 5th BDE, JROTC | |
| W0C9AA | 4th BDE, SROTC | **W0CLAA** | 6th BDE, JROTC | |
| W0CAAA | 5th BDE, SROTC | **W0CMAA** | 7th BDE, JROTC | |
| W0CDAA | 6th BDE, SROTC | **W0CNAA** | 8th BDE, JROTC | Pull UICs in DRRS-A_Extract: CMD = TA TPSN5 = 8R200,8T100, 8T200,8Y100 |
| W0CEAA | 7th BDE, SROTC | **W1NW**\*\* **W1V5**\*\* | Old JROTC (Inactive) | |
| W0CFAA | 8th BDE, SROTC | **W0N**\*\* | **Cadet Pay** | |

Figure 3-1.1 USACC UICs

## 3-2. Request Establishment of New Parent UIC (AA-level)

a. A unit is approved in accordance with the applicable provision of AR 71-32. Organizations authorized to request the establishment of parent-level UICs are ACOMs, ASCCs, DRUs, CCMDs, DARNG, and NGB.

b. UIC requests will be submitted by USACC G5 – Force Management Thru Higher HQs to the DCS, HQDA G3/5/7 DAMO FMD. The registration is initiated when a UIC is

approved and issued by the HQDA UIC manager. The approved UIC is partially registered in the FR database by the HQDA UICIO. After partial registration is completed by the HQDA UICIO, the USACC G5 UICIO completes the registration of the AA-level. The G5 UICIOs also creates all structured DUICs (sub-unit UIC) and unstructured DUICs, in accordance with the establishment order.

## 3-3. Request Establishment/Disestablishment of DUICs

a. DUIC requests will be submitted thru USACC G5 – FM, UICIO. Refer to Appendix F.

b. Once a request is received, the data is crosswalked to determine all required FR data elements are present.

(1) If the location of the DUIC does not have a registered Geographic Location Code (GEOLOC) in FR, then a GEOLOC request memo is prepared and signed by the UICIO and sent to DISA JSSC.

*Note: GEOLOC Names are **limited to 17 characters**, including spaces.*

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

25 August 2023

ATCC-SI

MEMORANDUM FOR DRRS-A, FORCE REGISTRATION TIER II HELPDESK

SUBJECT: Request Geographic Location Codes

1. Requesting GEOLOC and ARLOC for the following locations:

| ITC | GELOC_Name | ST | Latitude | Longitude | LNAME |
|-----|------------|----|----------|-----------|-------|
| CTY | HUMMELSTOWN | PA | 40 15 0035 N | 076 42 0023 W | HUMMELSTOWN |

Figure 3-3 Sample GEOLOC memo

(2) Once the GEOLOC is assigned, an ARLOC must be assigned by sending a request memo to HQDA DCS G-3-5-7, DAMO-ODR.



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

22 September 2023

ATCC-SI

MEMORANDUM FOR DRRS-A, FORCE REGISTRATION TIER II HELPDESK

SUBJECT: Request Geographic Location Codes

1. Requesting an ARLOC for the following GEOLOCs:

| ITC | GELOC_Name | ST | HOGEO |
|-----|-----------|-----|-------|
| CTY | WILLISTON | FL | ZARW |
| | | | |
| | | | |
| | | | |

Figure 3-3.1 Sample ARLOC memo

c. Once all FR data elements are verified, a draft RFO is prepared and sent to USACC G1/MPD who completes the RFO and sends to Higher HQs for processing IOT receive back signed orders.

d. The UICIO will coordinate with G3, Protection Section, for a date to use the SIPRNET to log into FR and manually input the data and register the DUIC. In most cases, it takes 2 weeks for the changes in FR to show in FMSWeb. FMSWeb updates are posted each Friday.

e. When the DUIC is showing in FMSWeb, the DRRS-A Extract data is downloaded and used to validate all data elements are correct IAW orders.

f. All changes in FR must be inputted into the AOS data system after those changes show in FMSWeb. Refer to chapter 4 for details for AOS.

**3-4. Request Establishment/Disestablishment of DUICs for Green-to-Gold (GTG) Program**

a. GTG DUICs are established IAW paragraph 3-3. Refer to Appendix F.

b. All Host and Extension Units (EU) have a GTG DUIC built when the school is established as a Host or EU.

c. Cross Town (XT) may have a GTG DUIC if an exception to policy has been

approved by the G5. The exception to policy is IAW CC PAM 145-1-1 and current command policies.

### 3-5. Equipment Only DUICs (JROTC Programs)

a. JROTC programs are created as Equipment Only DUIC. They have no TDA personnel positions, however, they do receive Army equipment. Thus, a DUIC must be established so G4 can request a DoDAAC IOT issue equipment.

b. These DUICs are very specific in how they are built. Adhere to the example below: Reference UICIO Handbook AUG 2020.

| **Equipment/DoDAAC Only DUICs** Equipment-only DUICs are registered using specific data elements. Below is a list of data entry for these type DUICs: | |
|---|---|
| **ANAME/ LNAME** should be clearly defined (ANAME = 1st 4 of UIC + Name + Type <=30 char "W0MT JROTC North Hardin HS" \| LNAME <= 55 char) | **PPA** = blank |
| **SRC** = blank | **ACTIV** = LOGSUP |
| **OPCON/ADCON** should equal the lettered company or the parent organization for which the DUIC is be registered | **ITAAD** should equal the installations designated ITAAD code |
| **SRC** = blank | **ODATE** = the date the DUIC is to stand up |
| **ULC** = **ACT** | **PLGEO** = GEOLOC |
| **UTC** = **JZZZ2** | **HOGEO** = GEOLOC |
| **PUC** = **E – EQUIP ONLY** | **ADDRESS** = physical address (do not use TBD) |
| **FUAC** = **L** | **PRGEO** = GEOLOC |
| **STATC** = blank | **IFREQ** = N |
| **LIC** = "**Indicates the DUIC is Property Book Only**" | **INTR2** = W3YBFF |

Figure 3-5 Equipment Only DUIC

## CHAPTER 4 –Army Organization Server (AOS)

AOS is the Army's authoritative force structure database and provides authoritative force structure data to IPPS-A.

*Note: A DUIC must be registered in DRRS-A, FR and showing in FMSWeb prior to building it in AOS.*

### 4-1. Create a New DUIC in AOS

Log into AOS - https://aos.fms.army.mil/AOS/Home/Index

    a. Navigate to the Parent UIC which needs a DUIC.

        (1) From the menu bar select Org Management > Org Editor.
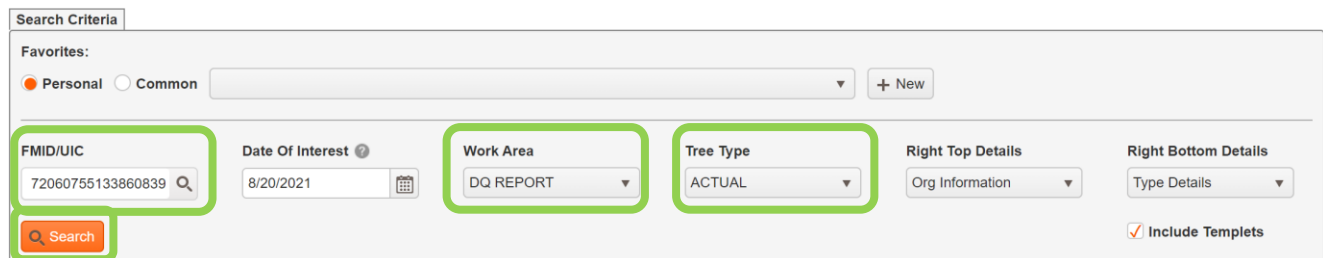


Figure 4-1 Search Criteria

    b. In the "Search Criteria" window:

        (1) In the [FMID/UIC] type in the UIC "**Parent (AA)**" which needs templet(s).

        (2) The [Work Area] is "**AD_TA_W0MTAA CADET COMMAND**"

        (3) The [Tree Type] is "**ACTUAL**" *

    c. Ensure the Parent UIC is highlighted in orange.

        (1) Right Click

        (2) Select Add

        (3) Select Structure OE (Organizational Element)

Figure 4-1.1 Select Structure OE

Fill-in the General Tap:

(4) SDate and TDate = documented effective and termination dates, leave as defaults if not known (dates cannot exceed parent dates)

(5) Enter GFM LNAME = same as UIC LNAME

(6) GFM SNAME = NKN

(7) Enter DUIC LNAME, UIC ANAME, and UIC (DUIC) from DRRS-A extract.

(8) Object Type = Location DUIC Detachment – Active



Figure 4-1.2 General Tab

d. Fill-in the Location Tab:

(1) Enter HOGEO, STACO (use HOGEO and ARLOC from DRRS-A extract)

(2) Enter City, State, and postal code in the physical address from DRRS-A extract. *Note: City Must match the GEOLOCATIONNAME*

(3) For all unknown values enter "NKN"

(4) Select SAVE

Figure 4-1.2 Location Tab

e. ***Note: All additions or edits in AOS must be Validated by higher headquarters validators***.

(1) Send an email to validators. Include in the email a list of changes made (your worksheet).

(2) Once your changes have been validated, they will show correctly in AOS reports.

## 4-2. Log into AOS and Navigate to the 'Org Editor' and Add Excess Templates

Capabilities to edit AOS data elements is based on your 'User' level of authority. Refer to your supervisor or higher headquarters for access.

a. Log into AOS - https://aos.fms.army.mil/AOS/Home/Index

b. After a successful login:

(1) Click on the 'Org Management' Tab and choose "Org Editor".
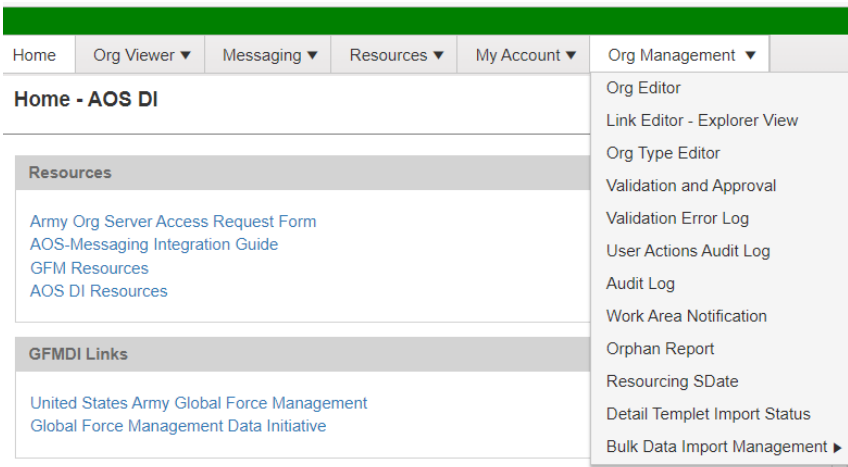


c. In the "Search Criteria" window:

(1) In the [FMID/UIC] type in the UIC "**W0MTAA**" which needs templet(s).

(2) The [Work Area] is "**AD_TA_W0MTAA CADET COMMAND**"

(3) The [Tree Type] is "ACTUAL" * Important, know when to use 'ACTUAL' or 'C2'
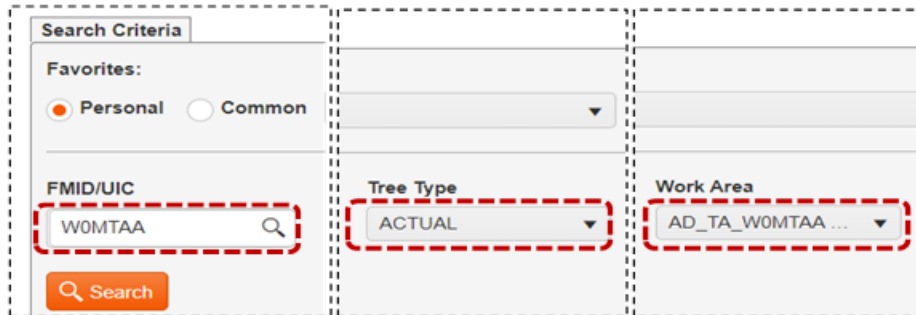


Figure 4-2 Search Criteria

**\*\*You must ensure that you are adding/editing the templet in the correct structure location.*

d. In the ACTUAL view:

(1) Click to make sure the Title - UIC is highlighted orange.

(2) Right click the orange highlighted OE, in drop down menu click on "Add" then "Templet".

(3)  The "Add Templet" menu populates on the right.
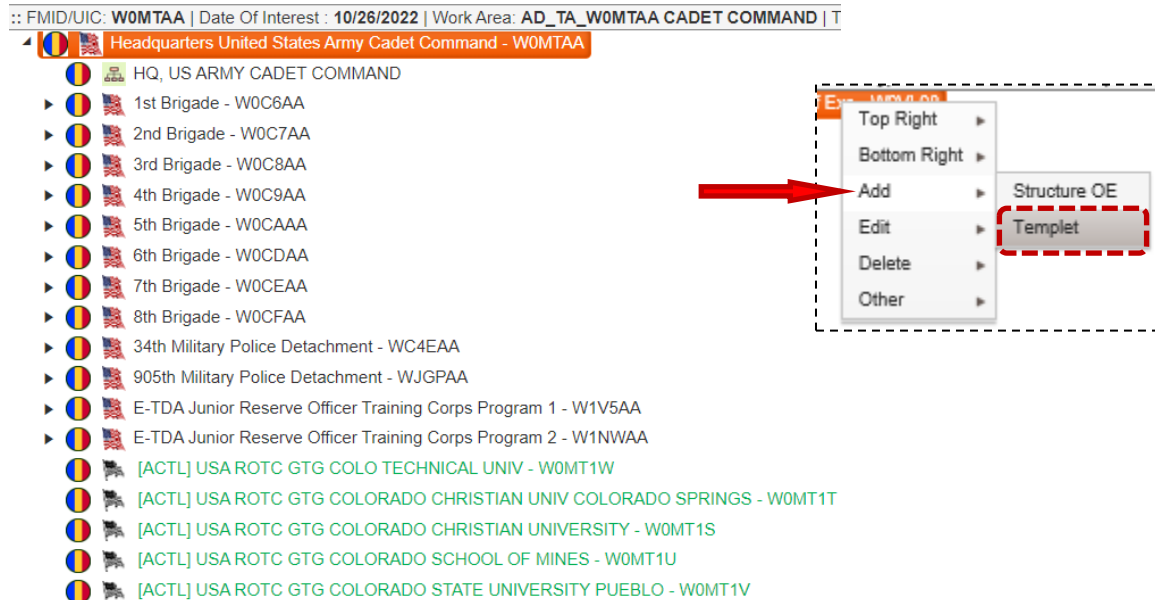


Figure 4-2.1 Select Add Templet

e. Click on "Templet Type Please Select" and type in the type of templet(s) you are adding:

(1) 'Overmanning – Standard Excess'

(2) 'Cadet – ROTC'

(3) 'Student'

f. Add the Generate #** → <u>99</u> is the max allowed within one add – if you have 159 to add, add 99 then 60.
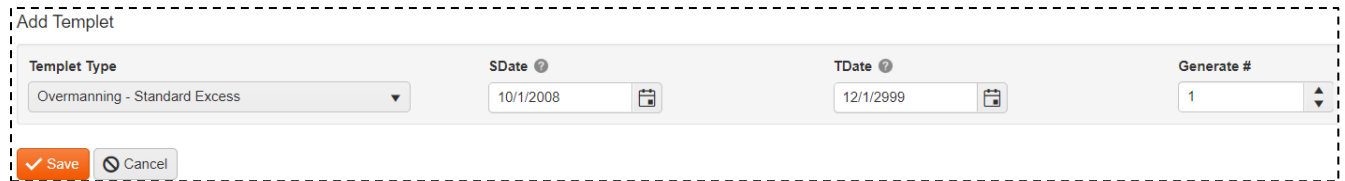


Figure 4-2.2 Add Templets

g. Once that add is completed click on the Search Criteria bar to repeat the same steps shown above for your next line. Change UIC and click on "Search".

## 4-3. AOS Create a Home Station DUIC (HD) for New Parent UIC (AA-level)

** A Leader must be assigned to the AA before you can add the HD

a. Missing assigned Leader in a Parent UIC (AA):

(1) Select the unit's leader in the tree on the left side.

(2) Select the set to current button on the right side.

(3) Select **SAVE**
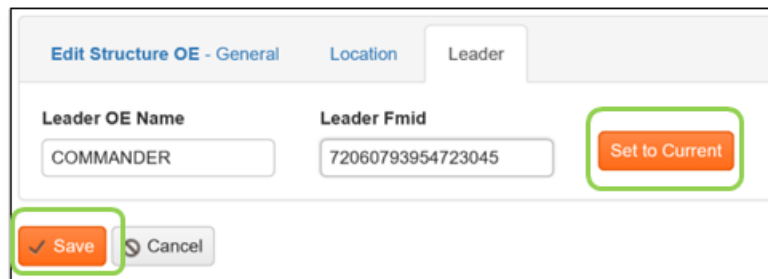


Figure 4-2.3 Select Commander

b. Create the new Home Station DUIC:

(1) Select the parent UIC in the tree.

(2) Right Click

(3) Select Add

(4) Select AUG OE (*Note that this is different from the Structure OE used when creating DUICs.*)

c. Save the new Home Station DUIC:

(1) Enter NKN for the PRN and RSC fields for COMPO 1 and 3

(2) Optionally set the number of Standard Excess (templets)

(3) Select **SAVE**
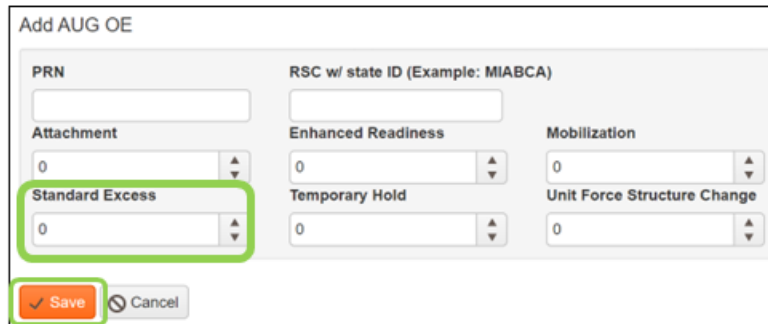


Figure 4-2.4 Save

**4-4. AOS View Organization Hierarchy**

a. Use the Org Hierarchy Viewer to view unit force structure.  Be sure to select the C2 tree if you need to view templets and their alignments.
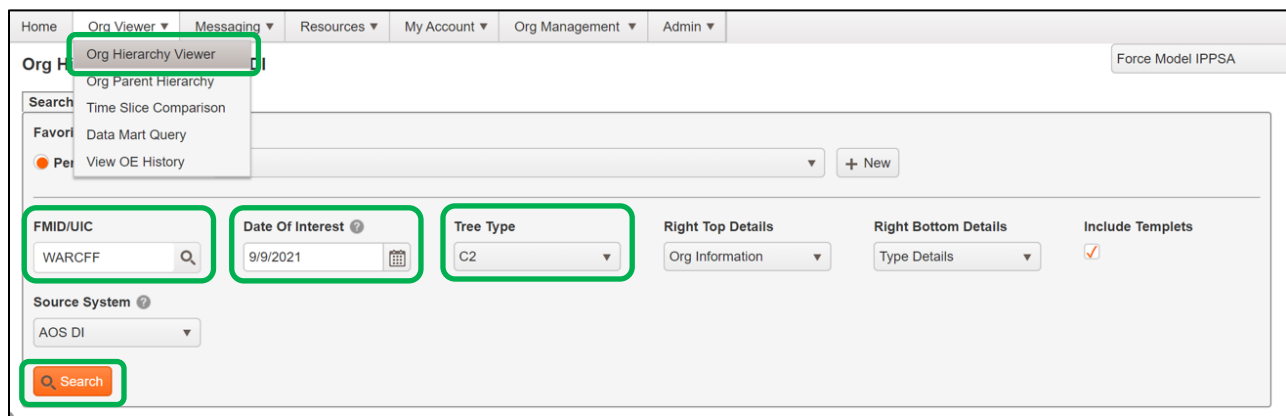


Figure 4-4 Org Hierarchy

b. Tree Types:

(1) Administrator (Admin) default tree depicts MTOE and TDA document force structure (built and managed by USAFMSA and HQDA G3/5/7 DAMO FMD).

(2) Actual tree is the admin tree plus the nodes built for non-documented, DRRS-A registered UIC's and templets.

(3) The C2 (DIRCON) tree shows command relationships for CO/BN/BDE and Templets.

## 4-5. AOS Hierarchy View Exports

a. The **Export Tree** tool is the primary method for extracting data from AOS.
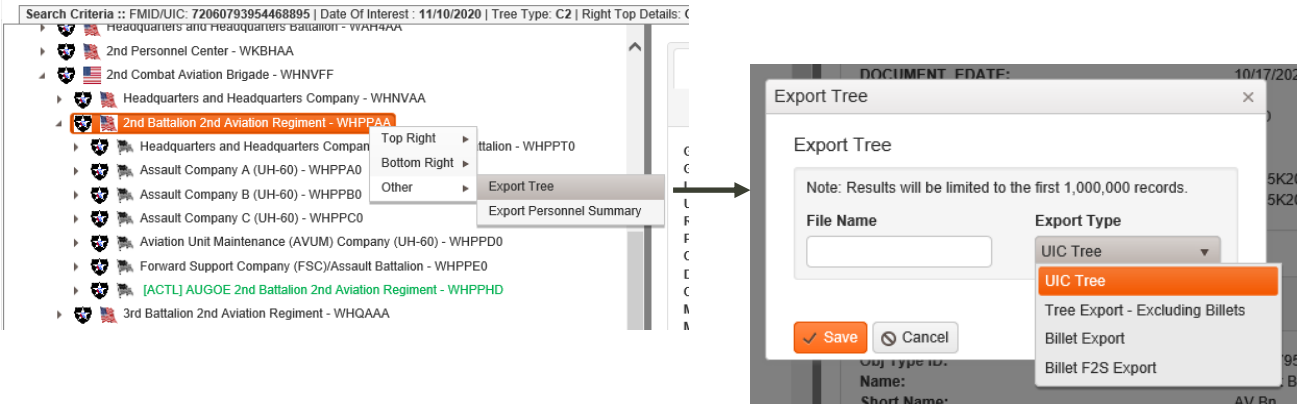


Figure 4-5 Export

b. There are four export types:

(1) UIC Tree – Includes only organizational elements (OEs) with UIC values.

(2) Tree Export – Excluding Billets – Includes all OEs except billets.

(3) Billet Export – Includes only billets and billet details (i.e. Grade, POSCO, etc.) and associates billets with parent UICs.

(4) Billet F2S Export – Similar to billet export with a smaller subset of columns (not very useful).

c. Be sure to give the File Name enough details to identify the correct export in the My Files tool.

d. When the export is complete, you will see a blue alert message.
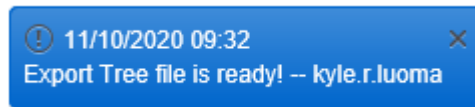


Figure 4-5 Export

e. Download the files: click on My Account > My Files >> select files to download.
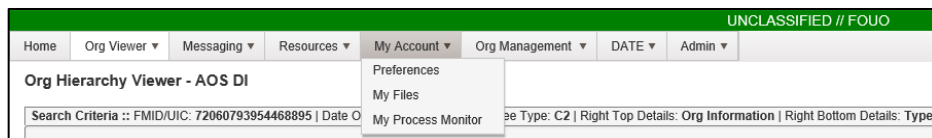


Figure 4-5.1 Download Files

USACC Pamphlet 71-32 15 DEC 2023          47

## Section III - G4 Equipment TDA Change Request

All equipment change request(s) to USACC TDAs are processed through USACC G4/Higher HQs for approval by the HQDA G3/5/7 DAMO FMD Equipment Review and Validation Board (ERVB).  Brigades will submit their TDA equipment changes to the USACC G4 Property Book Officer (PBO) using Form 4610-R (Tab 1) and justification Memorandum for Record (MFR) signed by the brigade commander. Requests for deletion of equipment authorizations will be reviewed for potential cross-leveling within the command and submitted for disposition through the Decision Support Tool (DST) within 30 days of TDA change approval.  Requests over $1M (for a single LIN or multiple LINs) require a Cost Benefit Analysis (CBA) to accompany the TDA equipment change request to be submitted through G4 (Tab 2).  The creation of the CBA(s) will better capture available training and mitigation strategies. Cadet Command SR Property Book Officer will input TDA change request(s) in to FMSWeb within 72 of approval and will monitor status of request monthly until TDA change request is approved or denied.

# Tab 1 Form 4610R

**EQUIPMENT CHANGES IN MTOE / TDA**

For use of this form, see AR 71-32; the proponent agency is DCSOPS

| 1. TITLE OF FUNCTIONAL AREA | | 2. UIC |
|---|---|---|
| 3. UNIT DESIGNATION | 4. MTOE/TDA NUMBER | 5. CCNUM |

**PART I - EQUIPMENT**

**SECTION A - ITEMS TO BE ADDED AND/OR DELETED**

| ITEM NO | PARA | LIN | ERC | NOMENCLATURE (Basic Noun) | COST | QUANTITY ADDED | | QUANTITY DELETED | | NEW PARA QTY | | NEW RECAP QTY | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | SB 700-20 CHAPTER | | REQ | AUTH | REQ | AUTH | REQ | AUTH | REQ | AUTH |
| | | | | | | | | | | | | | Qty On Hand |
| | | | | | | | | | | | | | Not Auth |

**SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA**

| ITEM NO | PARA | LIN | ERC | NOMENCLATURE (Basic Noun) | COST | | UIC | MTOE/TDA Number | | CCUM | | Asset To Be Trf | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | REQ | AUTH | | | | YES | NO | | REMARKS |

**PART II - PERSONNEL**

**NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)**

| ITEM NO. | PARA | LINE | No. Positions (A) / (D) | DESCRIPTION | GR | MOS | ASI/LIC | BR | ID | AMSC | NEW RECAP | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | REQ | AUTH |

DA FORM 4610-R-E, SEP 96          EDITION OF DA FORM 4610-R, JAN 80 IS OBSOLETE.          USAPPC V2.00

USACC Pamphlet 71-32 15 DEC 2023          49

## INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

**Part I - Section A:**

1. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.

2. Show deletion when an item(s) will be deleted to satisfy the item being requested.

**Part I - Section B:**

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.

2. The remarks column will identify the item number in Section A that the transfer will affect.

**Part II:**

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self-explanatory.

2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.

3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

**Part III:** This part will be completed IAW AR 71-32 with the following additional information when applicable --

1. Why presently authorized equipment cannot be used.

2. If the request is approved, the deletion will occur simultaneously.

3. Why the tactical vehicle is required for a TDA unit.

## APPENDIX A – Forms (CC Form 570-4 USACC TDA Change Request, April 2015)



The Form is available at the G5 SharePoint USACC-G5-Public - TDAs - All Documents (sharepoint-mil.us)

## APPENDIX B – References

### Section I – Required

### Publications

AR 71-32
Force Development and Documentation Consolidated Policies

AR 570-4
Manpower Management

AR 145-1
Senior Reserve Officers' Training Corps Program: Organization, Administration and Training

AR 145-2
Junior Reserve Officers' Training Corps: Organization, Administration, Operation and Support

PAM 71-32
Force Development and Documentation Consolidated Procedures

AR 5-10
Stationing

PAM 5-13
Procedures for Army Stationing

### Section II – Related Publications

CC REG 10-5
Organization and Functions U.S. Army Cadet Command

CC PAM 145-1-1
Procedures for Establishing, Reclassifying or Disestablishing a Senior Reserve Officers' Training Corps (SROTC) Unit

AR 220-1 - Army Unit Status Reporting and Force Registration–Consolidated Policies, Chapter 7 - Force Registration

DA PAM 71-32 - Force Development and Documentation Consolidated Procedures, Chapter 7 - Force Structure Data Elements

AOS Playbook v1.3 produced by the HQDA AOS/IPPS-A Team (Teams Channel = Army Org Server (AOS) Data Quality)

## APPENDIX C – Accessing FMSWeb



1. **Navigate to the page:**
https://fmsweb.fms.army.mil/unprotected/splash/

**Force Management System Website**

**FMSWeb**

FMSWeb Documents Include:
(TDA / TOE / MTOE / CTA / JTA )

Please Note: FMSWeb is scheduled to be replaced by the Army Org. Server (AOS). Timelines and additional information will be provided on the AOS website.

Authentication Powered By EAMS

### Security Notice
ATTENTION: You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Home
Register/Login

**2. Click Register/Login**

---

**System Message**

### Security Notice
ATTENTION: You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the terms in the User Agreement. See User Agreement for details. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. This site contains Unclassified data.

**User Acceptance Policy**

By logging into FMSWeb, you agree to the terms and conditions of use. In addition to the Army's Acceptable Use Requirements contained in AR 25-2, FMS Web Users must also meet the following requirements:

1. This User Acceptance Policy applies to all information/data retrieved from this website by any means, to include but not limited to computer screen display, printed/hard copy, or through electronic medium and the subsequent dissemination of that information/data.
2. Access to this website is intended for use by authorized personnel working within force management or related functional areas in support of the U.S. Military specifically or in support of the U.S. government at large.
3. Information contained on this website is Unclassified and may be released for official purposes.
4. Handling instructions for paper copies of information retrieved from FMSWeb will be IAW AR 380-5. Handling instructions for electronic medium will be IAW AR 25-2.
5. When FMSWeb is active on your computer and you leave the area, you will invoke automatic password/PIN-protected screen locks on the workstation after not more than 10 minutes of non-use or inactivity IAW AR 25-2.
6. More stringent safeguards should be implemented when handling aggregate information/data because the loss, misuse, or unauthorized access to, or modification of, such information/data could adversely affect the national interest.

By clicking on the "I Accept" button below, you are agreeing to follow the guidelines established in this "User Acceptance Policy and User Agreement." To disagree for any reason, click "I Decline."

**Your Contact Information**
If this information is incorrect, please go to the IDM Portal and correct it. Thank you!

| | |
|---|---|
| Name: | Angelina Brown |
| Organization: | Cadet Command |
| Phone: | 502-624-6805 |
| Current login: | 2/5/2020 8:41:15 AM ET (from 143.85.163.27) |
| Last login: | 2/5/2020 7:44:44 AM ET (from 143.85.163.27) |

**2. Click I Accept**

I Accept     I Decline
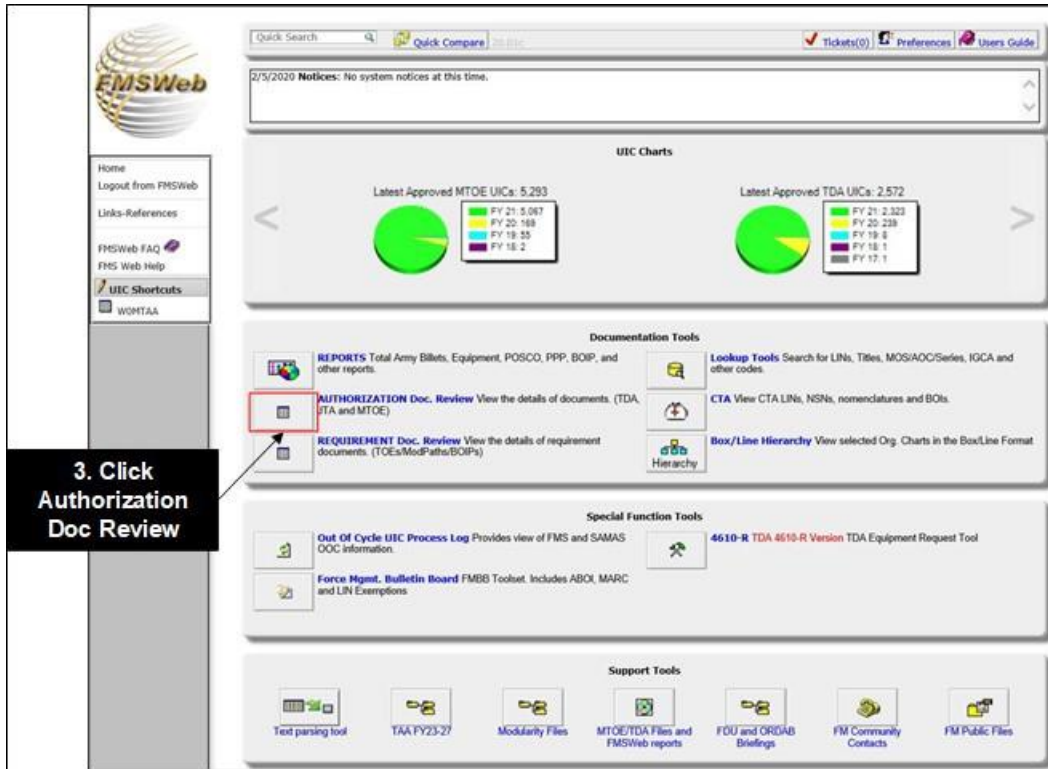
3. Click Authorization Doc Review
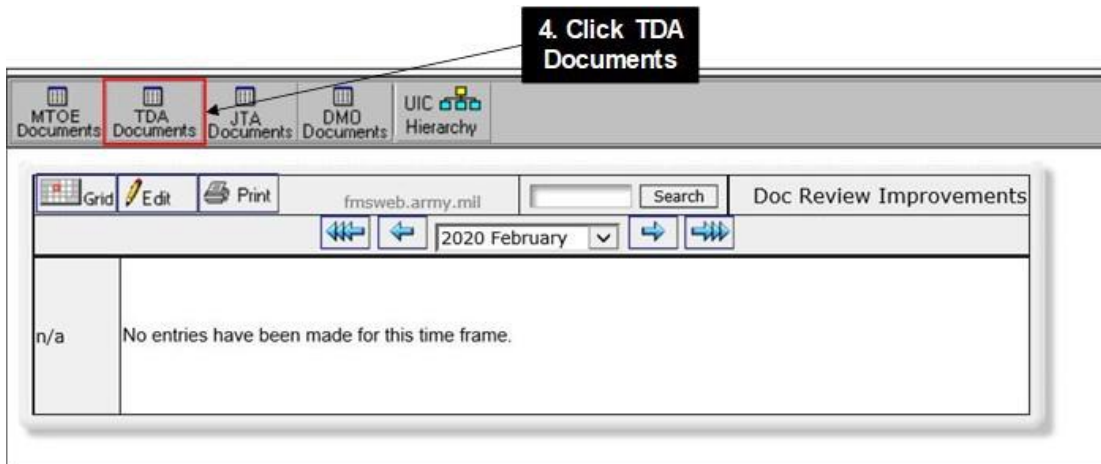
4. Click TDA Documents

5. Click Unit by UIC
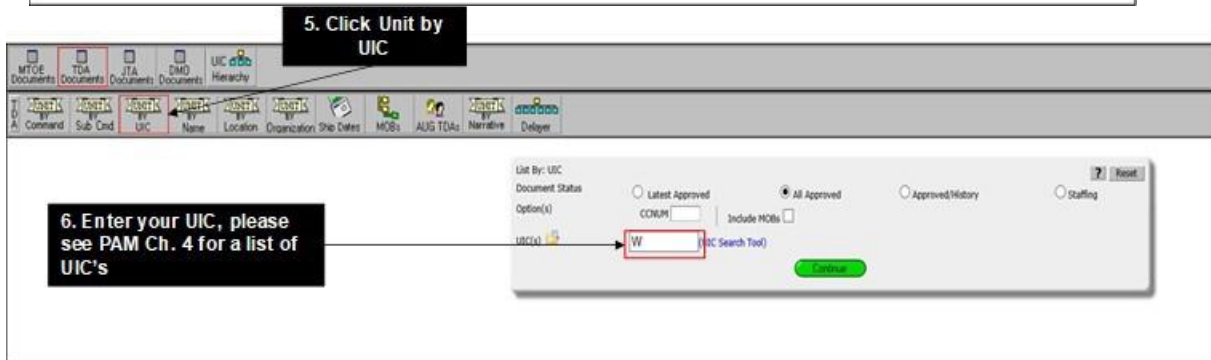
6. Enter your UIC, please see PAM Ch. 4 for a list of UIC's

**7. After you enter your UIC, click Continue.**
**Document Status defaults to All Approved.**



**8. Click on blue UIC**



**9. Click Personnel Details**

10. Click on Spreadsheet



11. Click 1st 2 Boxes

12. Click Continue

13. Click Open

This is what your downloaded TDA will look like. Please see Chapter 5 for instructions on how to read your TDA.

# APPENDIX D – Functional Analysis Worksheets 1-3

## Worksheet 1

| Function # 1 Manage Personnel | | SME |
|---|---|---|
| **Task #** | | |
| 1.1 | **Military Personnel Management.** | |
| 1.1.1 | Manage the brigade's officer strength; submit an officer OML using AIM 2.0 during the requisition cycles IAW instructions published by HRC. | |
| 1.1.2 | Manage the brigade's NCO/enlisted strength. | |
| 1.1.3 | Oversee the automated evaluation entry system (EES) for Officer Evaluation Reports and the future transition to an EES process for NCO Evaluation Report process; track status and issues; maintain officer and NCO rating schemes. | |
| 1.1.4 | Manage the military portion of the brigade's Headquarters Support System (HSS) for assigned military (include Gold Bar Recruiters, borrowed or temporarily assigned Active, USAR and ARNG military manpower). | |
| 1.1.5 | Review, verify and submit monthly eMILPO reports: | |
| 1.1.5.1 | AAA-162 Report (Accountability Report). | |
| 1.1.5.2 | AAA-199 Report (Good Conduct Medal Roster). | |
| 1.1.5.3 | AAA-165 Report (Unit Personnel Accountability Notices). | |
| 1.1.5.4 | AAA-095 Report (FLAGs). | |
| 1.1.6 | Process military personnel actions to the USACC G1 for action (awards, retirement, PTDY, extensions, etc.). | |

## Worksheet 2 (has 4 tabs to complete)
### Tab WkCtr Roles & Responsibilities

| | | Function 1 Manage Personnel | | | **Roles and Responsibility (Mission) Source CCR** | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | The brigade S1 staff section manages and provides a range of personnel services to assigned military, civilians and Cadets. | | | |
| **Staff Function #** | **Staff Subtask #** | **Function/Task Group/Task Description** | **Work Type** | **Authority/Directive** | **Citation** | **Systems** | **Reports** | |
| | | Function # 1 Manage Personnel | | | | | | |
| | **Task #** | | | | | | | |
| | 1.1 | Military Personnel Management. | | | | | | |
| | 1.1.1 | Manage the brigade's officer strength; submit an officer OML using AIM 2.0 during the requisition cycles IAW instructions published by HRC. | | | | | | |
| | 1.1.2 | Manage the brigade's NCO/enlisted strength. | | | | | | |
| | 1.1.3 | Oversee the automated evaluation entry system (EES) for Officer Evaluation Reports and the future transition to an EES process for NCO Evaluation Report process; track status and issues; maintain officer and NCO rating schemes. | | | | | | |
| | 1.1.4 | Manage the military portion of the brigade's Headquarters Support System (HSS) for assigned military (include Gold Bar Recruiters, borrowed or temporarily assigned Active, USAR and ARNG military manpower). | | | | | | |
| | 1.1.5 | Review, verify and submit monthly eMILPO reports: | | | | | | |
| | 1.1.5.1 | AAA-162 Report (Accountability Report). | | | | | | |
| | 1.1.5.2 | AAA-199 Report (Good Conduct Medal Roster). | | | | | | |
| | 1.1.5.3 | AAA-165 Report (Unit Personnel Accountability Notices). | | | | | | |
| | 1.1.5.4 | AAA-095 Report (FLAGs). | | | | | | |
| | 1.1.6 | Process military personnel actions to the USACC G1 for action (awards, retirement, PTDY, extensions, etc.). | | | | | | |

### Tab Position Names to Spaces

| PARNO | LN | PARATITLE | TITLE | GRADE | POSCO | BRNCH | CIVCC | IDENT | REQ | AUTH | RMK1 | MDEP | SUPV | Posn # | Name | TDA PARA/LIN | PD (CME/BMM) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 050B | 01 | FORCE MGMT/MANPOWER | STRAT PLANNER/FM | 13 | 00343 | | GS | C | 1 | 1 | | TROT | S | | Clingan, Linda | 050B/01 | DM561119 |
| 050B | 04 | FORCE MGMT/MANPOWER | MGT ANALYST/FM | 12 | 00343 | | GS | C | 1 | 1 | | TROT | | | McGee, Bruce | 050B/04 | DM447459 |

### HSS Psn Names to Spaces Compare

| Paragraph | Para Title | Begin Date | End Date | Line | Line Title | Current Assignee | Pending Assignee | Begin Date | End Date | Comp | Req | Auth | Update required |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 050B | FORCE MGMT/MANPOWER | 10/26/2016 | | 1 | STRAT PLNR/FORCE MGMT/0034 | GS13 CLINGAN, LINDA | | 10/27/2016 | | R - REGULAR | 1 | 1 | Title Change |
| 050B | FORCE MGMT/MANPOWER | 10/26/2016 | | 3 | MGT ANALYST/FM/00343 | GS12 MCGEE, BRUCE | | 10/27/2016 | | R - REGULAR | 1 | 1 | Shift to line 04 |

# Definitions Acronyms

| Word/Acronym | Definition |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |

# Worksheet 3

**\*\*\* Do Not Make Modifications to Worksheet Format\*\*\***

| NAME: | BDE S1 | | |
|---|---|---|---|
| **LOCATION** | Fort Knox, KY | | |
| **PHONE #:** | | | |
| **Function 1** | | | |

| Task # | Task Title | Time (in minutes) | Frequency | Quantity | Who does this task? | % they do the task? |
|---|---|---|---|---|---|---|
| **Function # 1 Manage Personnel** | | | | | | |
| **Task #** | | | | | | |
| 1.1 | **Military Personnel Management.** | | | | | |
| 1.1.1 | Manage the brigade's officer strength; submit an officer OML using AIM 2.0 during the requisition cycles IAW instructions published by HRC. | | | | | |
| 1.1.2 | Manage the brigade's NCO/enlisted strength. | | | | | |
| 1.1.3 | Oversee the automated evaluation entry system (EES) for Officer Evaluation Reports and the future transition to an EES process for NCO Evaluation Report process; track status and issues; maintain officer and NCO rating schemes. | | | | | |
| 1.1.4 | Manage the military portion of the brigade's Headquarters Support System (HSS) for assigned military (include Gold Bar Recruiters, borrowed or temporarily assigned Active, USAR and ARNG military manpower). | | | | | |
| 1.1.5 | Review, verify and submit monthly eMILPO reports: | | | | | |
| 1.1.5.1 | AAA-162 Report (Accountability Report). | | | | | |
| 1.1.5.2 | AAA-199 Report (Good Conduct Medal Roster). | | | | | |
| 1.1.5.3 | AAA-165 Report (Unit Personnel Accountability Notices). | | | | | |
| 1.1.5.4 | AAA-095 Report (FLAGs). | | | | | |
| 1.1.6 | Process military personnel actions to the USACC G1 for action (awards, retirement, PTDY, extensions, etc.). | | | | | |

**APPENDIX E – Stationing Summary**

**Stationing Package ISO the Realignment of Resources to Support the U.S. Army Cadet Command (USACC) Reprogramming between UICs**

**STATIONING SUMMARY**

1. **Unit Identification Code (UIC) and Mission**. University of Texas Dallas, Dallas, TX (W0CA0A).  The mission of the US Army Cadet Command is to partner with universities to recruit, educate, train, and commission leaders of character for the Total Army and partners with high schools to develop accomplished, responsible citizens to their communities.

2. **Nature of Action.**  This action moves 1 military requirement/authorization from USACC HQ, Fort Knox, KY (W0MTAA) TDA to the Senior ROTC host program on University of Texas Dallas, Dallas, TX 5th Brigade, USACC. This action also moves 1 military requirement/authorization from 6th Brigade, University of South Mississippi, Hattiesburg, MS (W0CD20). Please note that these positions are not located on Military installations but are located at colleges/universities as noted above.

3. **Rationale.**  Demographic shifts in the college population require USACC to increase access in key markets in Texas while sustaining access in its traditional locations. CG, USACC has directed the establishment of one new Provisional Extension Unit (PEU) in Dallas, TX. The new PEU will be resourced with reprogrammed authorizations in a FY 24 Out of Cycle (OOC) TDA change.

4. **Alternatives to the Proposed Action.**  None. This is an isolated university campus. There are no USACC resourced / assigned to this university or close by universities to support a full-time presence without documenting the reprogramming request. It is essential that positions are placed in markets that are conducive to produce ROTC cadets. In doing so, this will allow the Army to meet its commission mission.

5. **Strategic and Operational Implications.**  This action will not impact current strategy/contingency plans and/or other operational considerations.

6. **Estimated Military and Civilian Personnel Impacts.**  This action decreases two military authorizations from OP26 AOA HQ Acct and University of South Mississippi as follows:

| | BEGINNING AUTHORIZATIONS | | | | | | ENDING AUTHORIZATIONS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **LOCATION** | **OFF** | **WO** | **ENL** | **CIV** | **TOTAL** | | **OFF** | **WO** | **ENL** | **CIV** | **TOTAL** |
| UT Dallas | 0 | 0 | 0 | 0 | 0 | | 1 | 0 | 1 | 0 | 2 |

7. **Programs to Help Affected Personnel.**  Military positions will be filled IAW HQDA G1 and HRC manning guidance and policies. Higher HQs and USACC Staff will implement the necessary hiring actions, on-boarding, integration, and training.

8. **Anticipated Cost and Savings.**  The cost/savings nets to zero.

9. **Facilities Requirements.**  University of Texas, Dallas administration is obligated per the contractual agreement, DA Form 918A, to provide office space and facilities on their campus for the conduct of Senior ROTC instruction and training. There are no facility obligations for the Army of the United States Army Cadet Command.

10. **Training Land Requirements.**  N/A

11. **Environmental Impacts.**  N/A

12. **Quality of Life Requirements.**  This action creates no extraordinary QOL requirements that may exceed Common Levels of Support at the gaining installation.

13. **Coordination of Funding.** The positions will continue to be funded through the MM PEG.

14. **Impact on Reserve Component, Training and Support.** N/A

15. **Potential Problems.**  N/A

16. **Community Impact Analysis.**  N/A (not required for actions affecting a unit's total personnel TDA authorizations change at an installation of less than 200).

17. **Milestones.**  Once the FY24/25 TDAs are updated military fill requests will be processed IAW policy and regulations.


JOHN DOE
Director Manpower and Force
Analysis Directorate

# APPENDIX F – Request a DUIC Process Flow



Request a DUIC Process Flow

**G1**
- RFO prepared and sent to TRADOC for Signed Orders

**G5-FM**
- UICIO
- Request for DUIC received
- Crosswalk data: Vet DUIC data elements for FR
- GEOLOC Needed?
  - YES: Create, sign and send GEOLOC Memo to DISA → Delay 2-5 dys → Requested Processed by DISA
  - NO: ARLOC Needed?
    - YES: Create, sign and send ARLOC Memo to HQDA DCS G-3-5-7 → Delay 2-5 dys → Request Processed by HQDA DCS G-3-5-7
    - NO: Draft RFO, send to G1 and schedule SIPR time to build DUIC in FR
- Sign into FR to build DUIC (SIPR) → Manual inputs → DRRS-A, Force Registration
- Pull Data from FMSweb (DRRS-A Extract) → Crosswalk data to validate all data elements correct → Sign into AOS and build IAW new structure → Send completion notification IAW distro list
- FMSweb Update 5-10 dys
- Manual inputs (NIPR)

**Outside USACC**
- All New GEOLOC/ARLOC must be sent to AOS as a trouble ticket IOT make it available in AOS
- AOS
- TRADOC validates AOS entries (1-2 days)

**GLOSSARY**

**Section I – Acronyms and Abbreviations**

| | |
|---|---|
| ACOM | Army Command |
| ADMIN | Administrator |
| AMSCO | Army Management Structure Code |
| AOC | Area of Concentration |
| APA | Annual Program Assessment |
| APMS | Assistant Professor of Military Science |
| AR | Army Regulation |
| ARSTAF | Army Staff |
| ASA M&RA | Assistant Secretary of the Army (Manpower and Reserve Affairs) |
| AOS | Army Organization Server |
| AUTHSTR | Authorization Strength |
| AUTS | Automatic Update Transaction System |
| BDE | Brigade |
| BMM | Borrowed Military Manpower |
| CAT | Category |
| CBA | Cost Benefit Analysis |
| CCNUM | Command and Control Number |
| CCP | Civilian Career Program |
| CG | Commanding General |
| CMP | Change Management Plan |
| CMD | Command |
| CoS | Chief of Staff |
| CP | Command Plan |
| CPAC | Civilian Personnel Advisory Center |
| CTYPE | Civilian Type Code |
| DA | Department of the Army |
| DAMO–FMD | Department of the Army Management Office, Force Management Directorate |
| DCO | Directed Civilian Overhire |
| DCWF | Defense Cyber Workforce |
| DMO | Directed Military Overstrength |

| | |
|---|---|
| DoDAAC | Department of Defense Activity Address Code |
| DRRS–A | Defense Readiness Reporting System-Army |
| DRU | Direct Reporting Unit |
| DUIC | Derivative Unit Identification Code |
| EDATE | Effective Date |
| ERVB | Equipment Review and Validation Board |
| EU | Extension Unit |
| FA | Functional Analysis |
| FM | Force Management |
| FMSWeb | Force Management System Website |
| FR | Force Registration |
| FY | Fiscal Year |
| GEOLOC | Geographic Location |
| GO | General Officer |
| GR | Grade |
| GtG | Green to Gold |
| HRA | Human Resource Assistant |
| HRC | Human Resources Command |
| HSS | Headquarters Support System |
| HQs | Headquarters |
| HQDA | Headquarters, Department of the Army |
| IDENT | Identity Codes |
| IPPS-A | Integrated Personnel and Pay System – Army |
| JROTC | Junior Reserve Officers' Training Corps |
| LDUIC | Location Derivative UIC |
| LICCO | Language Identifying Codes |
| LIS | Last In Station |
| LN | Line |
| MDEP | Management Decision Package |
| MFR | Memorandum for Record |
| MMC | Manpower Mix Criteria |
| MOS | Military Occupational Specialty |
| MRW | Mission Resource Workshop |

| | |
|---|---|
| MSI | Military Science Instructor |
| NOFC | Notice of Future Change |
| OE | Open Enrollment |
| OE | Organizational Element (AOS) |
| OOC | Out of Cycle |
| OTDA | Objective TDA |
| PA | Program Assistant |
| PAM | Pamphlet |
| PARNO | Paragraph Number |
| PARATITLE | Paragraph Title |
| PBAT | Program Budget Advisory Team |
| PBO | Property Book Officer |
| PD | Position Description |
| PEG | Program Evaluation Group |
| PMS | Professor of Military Science |
| POM | Program Objective Memorandum |
| POSCO | Position Occupational Specialty Code |
| RDB | Relational Database |
| RFG | Resource Formulation Guide |
| RMID | Recruiting, Marketing Incentives Directorate |
| ROO | Recruiting Operations Officer |
| REQSTR | Required Strength |
| SAMAS | Structure and Manpower Allocation System |
| SES | Senior Executive Service |
| SROTC | Senior Reserve Officers' Training Corps |
| SS | Stationing Summary |
| SUPV | Supervisor |
| TAA | Total Army Analysis |
| TAADS | The Army Authorization Documents System |
| TDA | Table of Distribution and Allowances |
| TIGER | Tactical Information Gateway for Enterprise Resources |
| TRADOC | U.S. Army Training and Doctrine Command |

| UIC | Unit Identification Code |
| UICIO | Unit Identification Code Information Officer |
| USACC | U.S. Army Cadet Command |
| USAR | United States Army Reserve |
| USAFMSA | U.S. Army Force Management Support Agency |
| USAMAA | U.S. Army Manpower Analysis Agency |
| USAREC | U.S. Army Recruiting Command |
| WS | Worksheet |
| XT | Cross Town |

**Section II – Terms**

This section contains no entries.