



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

1/4/2011

DAMO-FMP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY13 Command Plan Guidance

1. References:

- A. AR 71-32, Force Development and Documentation – Consolidated Policies, dated 3 March 1997.
- B. AR 5-10, Stationing, 20 August 2010.
- C. AR 570-4, Manpower Management, dated 8 February 2006.
- D. AR 350-10, Management of Army Individual Training Requirements and Resources, dated 3 September 2009.
- E. Memorandum, HQDA, DAMO-FMP, 18 October 2004, subject: HQDA Policy for Publishing Out-of-Cycle (OOC) MTOE, TDA, and AUGTDA Documents.
- F. Memorandum, Secretary of the Army, 7 January 2005, subject: Accounting for Contract Services.
- G. Memorandum, Secretary of the Army, 23 February 2006, subject: Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel.
- H. Memorandum, HQDA, DAMO-FMP, 31 March 2010, subject: Concept Plan Guidance.
- I. Memorandum, HQDA, DAMO-FMP, 28 September 2010, subject: Table of Distribution and Allowances (TDA) and Augmentation Table of Distribution and Allowances (AUGTDA) Unit Equipment Review and Validation Board (ERVVB).

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

3. **Overview:** The Army's goal is to build a versatile mix of tailorable and networked organizations, operating on a rotational cycle, to provide a sustained flow of trained and ready forces for full spectrum operations and to hedge against unexpected contingencies, at a sustainable tempo for our All-Volunteer Force. The Army continues to experience tremendous change. We remain at war and are balancing the operating and generating forces across the program while addressing the challenge to balance requirements with affordability.

4. **Purpose:**

A. The Command Plan is the annual force management process designed to account for and document force structure decisions and directives from the Army leadership including those changes submitted by OSD and the Commands and outlined in Congressional guidance. This memorandum provides key force structure guidance and milestones for the FY13 Command Plan (CPLAN) submission and describes the required actions to be accomplished.

B. The Command Plan results in the approval of the Army Master Force (M-Force). The FY11-13 M-Force is projected to be approved by the Director, Force Management on 23 JUN 11 through the Structure and Manpower Allocation System (SAMAS). The FY11-13 M-Force will adjust the FY12 force, establish FY13 force structure, and align force structure requirements and authorizations, both military and civilian, with budget data and decisions. It will also provide manpower, personnel and equipment requirements and authorizations at the grade, Military Occupation Specialty (MOS), Personnel Occupational Specialty Code (POSCO) for civilians, geographic location, unit identification code (UIC), Line Item Number (LIN) and quantity level of detail through The Army Authorization Documents System (TAADS) / Force Management System (FMS).

C. This Command Plan begins to implement Office of the Secretary of Defense (OSD) and Army decisions to find efficiencies and savings which may reorganize portions of the generating force. These efficiencies will permit continuation of modernization efforts in the operating force.

5. **Baseline:** The baseline for the FY13 CPLAN submission is the FY10-12 Master Force that locked on 4 OCT 10 and the Army Structure Memorandum 12-17 (ARSTRUC) dated 15 DEC 09. FY13 CPLAN will incorporate FMR 13-17 decisions and the FY12 President's Program Budget Guidance (PBG) to be published o/a FEB 11. CPLAN 13 will focus on documenting FY13 Modification Table of Organization and Equipment (MTOEs) based upon HQDA approved Tables of Organization and Equipment (TOEs), FY13 AUGTDAs, FY13 TDAs, and FY13 MOBTDA's and adjusting FY12 documentation through HQDA directed Out-of-Cycle (OOC) force structure adjustments. Activations and conversions in any component will be the priority for FY13 MTOE documentation. Force structure actions include continuing the implementation

and adjustment of modular designs, continuing to implement Total Army Analysis 2012-2017 decisions, implementing Force Management Review 13-17 decisions, implementing Army approved efficiencies, and programming the out years for planning purposes. Guidance regarding civilian manpower changes is included in the Resource Formulation Guidance (RFG) Integrated Program and Budget Data Call for the FY13-17 Program.

6. FY11/12 Out-of-Cycle (OOC) Force Structure Adjustments: Adjustments to existing documentation for FY11 or 12 will generate OOC documents. HQDA will permit OOC documentation for those actions with significant justification (readiness, mission capabilities, concept plan execution, etc). Director, Force Management, through the G-37/FMO quad chart process, must approve all OOC MTOE force structure adjustments to existing documents. TDA/AUGTDA OOCs will be approved by the G-37/FMP TDA/AUGTDA Board. Priority is to finalize any FY11 document changes and then adjust FY12 documentation. Commands should make every effort to limit the number and frequency of OOC submissions by consolidating updates resulting from approved concept plans, equipment requests, and other actions into a single submission rather than requesting separate OOCs.

7. Force Management Review 2013-2017: The Army Structure (ARSTRUC) Memorandum 12-17 published on 15 DEC 09 is the FY12-17 Force approved by the Secretary of the Army to be used as the baseline for beginning to build the FY 13-17 Army Budget. Force Management Review (FMR) 13-17 was the tool ensuring Senior Leader guidance to balance the Army across the 13-17 program within authorized endstrength, preserve options for TAA 14-18 and resource selected critical emerging capabilities were incorporated into the Program Objective Memorandum (POM) 13-17 Force. The FY13 CPLAN will incorporate FMR 13-17 decisions.

8. Army Efficiency Strategy: The fiscal and political realities of the current economic situation will continue to increase pressure on the Army. The Secretary of Defense has committed the Department to seek savings in current overhead and identify gaps, so that we can maintain critical operational capabilities, sustain force structure, and invest in needed modernization. At SECARMY direction, a short-term task force is examining common efficiency assertions and conducting a comparative financial and service analysis. This task force will develop the analytical foundation required to achieve "root and branch" changes needed to achieve efficiencies and will inform longer term efforts to posture the Army for the future. Also the USA & VCSA are leading a series of Capability Portfolio Reviews to fully examine our requirements process and bring added discipline to our programs. This important effort is designed to bring savings back to the Army. It is essential that these reviews are implemented quickly and that savings are captured to apply to more urgent requirements. The FY13 Command Plan is postured to implement the Army's efficiency strategy as decisions are made by the Army's senior leadership.

9. General Guidance:

A. Force Management Changes: Commands may submit force management changes to G-37/FM for consideration during the FY13 CPLAN. A force management change is defined as a change to any ARSTRUC or PBG specified action already captured in the Master Force. Examples are changes to E-dates, activations, inactivations, conversions, exceptions to MTOE standardization, and movement or transfer of units or structure among installations or commands.

B. Schedule 8 Submissions: Commands submit Schedule 8s via the Resource Requirements Management System (R2MS) projected for 4 MAR 11. Manpower instructions will be included in the Resource Formulation Guidance (RFG). Reserve components will submit Schedule 8s to align budget and force for all units to ensure Army Congressional Justification Book submissions drawn from the Program Optimization and Budget Execution (PROBE) database are accurate.

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

D. Active component organizations may not internally reprogram military or civilian manpower authorizations or equipment from any units that are scheduled to inactivate or return to CONUS unless approved by HQDA. Commands must submit a concept plan or detailed implementation plan to G-37/FMP to support any retention of manpower authorizations from inactivating organizations. Commands that are downsizing their OCONUS TDAs must have their reprogramming actions reviewed and approved by G-37/FMP prior to implementation.

E. Command Plan Actions

(1) G-37/FMP/FMO/Command/USAFMSA/USAMAA/G-1/G-8/FD Scrubs: G-37/FM and Commands will maximize the use of automation to support Command Plan actions. Scrubs will be scheduled between 18 APR - 6 MAY 11. At a minimum, scrubs will review SAMAS military, civilians, and CMEs by UIC, E-date, MDEP, AMSCO, CTYPE, FSC, requirements and authorizations (OFF-WO-ENL-CIV-CME). In addition, DP 99 codes, TPSN, stationing codes and unit location data will be reviewed for each UIC in every Command. Force Structure Command Managers, in coordination with the PBG Command Managers, will coordinate scrubs with their respective Commands, USAMAA, USAFMSA Document Integrators (DI)s and Force Management Organizational Integrators (OIs). Force Structure Command Managers will provide all participants with correctly formatted scrub sheets for all Command MTOE, AUGTDA, and TDA documents at least one week before the scheduled scrub date. Focus will be FY13 and by exception FY12. The preferred coordination methods will be electronic transmission/phone conference.

(2) **Command Plan Briefings:** CPLAN briefings will be scheduled between 16 May – 3 JUN11. All Commands will brief the Director, Force Management or Deputy Director, Force Management and the Assistant Secretary of the Army for Manpower and Reserve Affairs [ASA (M&RA)] Deputy Assistant Secretary of the Army (Force Management, Manpower and Resources). The briefing's purpose is to review command issues, review resource allocation decisions, provide program assessments, discuss initiatives and finalize the Commands' CPLAN. Commands will be prepared to discuss all their force structure issues and planned changes. Special topics to be addressed include: CME documentation, in-sourcing, Manpower Mix Criteria (MMC) coding, Function Codes, and DP99 coding. G-37/FMP will provide a general briefing chart outline to commands via E-mail. Commands will provide electronic copies of all final briefing slides to their Force Structure Command Manager NLT four working days before their scheduled briefing. Force Structure Command Managers will ensure that appropriate HQDA staff and USAFMSA POCs are invited to the briefing and receive any CPLAN information requiring reconciliation/approval during the CPLAN briefing two working days before the scheduled briefing date.

(3) **Paid Parachutist Positions (PPP).** HQDA policy pertaining to PPP sourcing is under review. HQDA will update MTOE PPP allocations based on approved modular designs and PPP sourcing decisions. TDA PPP will also be reviewed and adjusted as directed.

(4) **Army Working Capital Fund (AWCF) and Transportation Working Capital Fund (TWCF):** The US Army Materiel Command will coordinate documents affected by the AWCF and TWCF with the Command Manager. The AWCF and TWCF documents affected by the summer POM/BES cycle will not be published in-conjunction with Force Lock but instead they will be executed as FY12 and FY13 OOC's NLT September 2011.

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

10. Stationing Guidance: Commands will present General Officer endorsed planned FY 13-17 stationing actions in the Command Plan brief. Primary guidance for Army Stationing is AR 5-10.

A. Commands will submit to HQDA Stationing Packages 18 months prior to the effective date of any stationing action (activation / establishment, inactivation / discontinuance, realignment and relocation). Stationing actions, which cannot meet the 18-month timeline, are to be submitted as soon as possible after the decision for a

stationing action is made. If MILCON is involved, the package must be submitted five years in advance of the effective date.

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

C. Commands and OIs will coordinate with Office of the Assistant Chief of Staff for Installation Management (OACSIM), DAMO-FMI, Installation Management Command (IMCOM) Headquarters and the appropriate IMCOM Region, and other involved commands or organizations on force structure actions with stationing implications.

11. Personnel Force Structure and Standards of Grade: The Notification of Future Change (NoFC) process has been changed from one to two cycles per year for FY13. Remaining Notification of Future Change (NoFCs) for cycles 1004 and 1010 will be applied to FY12 documents only if done in conjunction with additional changes. All other NoFC changes for those cycles will be documented on FY13 documents. The next NoFC cycle opened on 1 November 2010 and closes 31 October 2011. NoFC changes for this period will be documented in FY14 documents. Out of Cycles (OOC) for NoFC will be conducted on a case by case basis. POC is Mr. Randy Newman, DAPE-PRP-CSB, DSN 221-2099. NOFC information can be viewed at AKO site <https://smartbook.armyg1.pentagon.mil/default.aspx>. The web site contains a summary of all NOFC actions for each management of change NOFC cycle and also contains the e-version of DA Pam 611-21.

12. Headquarters, Department of the Army (HQDA) Limitation:

A. 10 USC 3014(f) limits the number of military and civilian employees assigned or detailed to permanent duty in the Headquarters, Department of the Army (HQDA)-Offices of the Secretariat and Army Staff to 3,105. (This is not the same as the Army Management Headquarters Activities limit).

B. The Headquarters personnel limit does not apply during war or national emergency declared by the President or Congress. The current national emergency declared by the President extends until Sep 2011.

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

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

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

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

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

E. Concept plans for elements of the Secretariat and Army Staff will continue to be considered; however, based on statutory and resourcing constraints, requests for HQDA and AMHA should be submitted with proposed offsets. Offsets should be identified from organizationally "stale" and lower priority mission functions that should be eliminated or divested. Operational (as distinct from policy) functions should be realigned outside of HQDA without creating additional Field Operating Agencies.

13. Inspector General: All commands must coordinate any changes to Inspector General positions (this applies to all components and DA civilians). Commands will coordinate changes for any ASI 5N, SQI: B and Series 1801 with Remark Code DK requirements, authorizations, position title changes, and POSCO, realignments with the Chief, Inspector General Proponent Branch in the U.S. Army Inspector General Agency (USAIGA). The USAIGA POC is Ms. Donna Wood, 703-695-1592, e-mail: Donna.L.Wood@us.army.mil or Mr. Bob Wittwer, 703-614-6988, e-mail: Robert.Wittwer@us.army.mil

14. POC: DAMO-FMP will update this guidance as new force management policies and decisions are made by the HQDA senior leadership. The Army G-37/FM POC is Mr. Michael J. Bush, DSN: 222-7955, CML: (703) 692-7955, or e-mail: michael.bush@us.army.mil.

ANNEX A: Timeline
ANNEX B: MTOE
ANNEX C: TDA


ANTHONY R. IERARDI
Brigadier General, U.S. Army
Director of Force Management

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SUBJECT: FY13 Command Plan Guidance

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U. S. ARMY FORCE MANAGEMENT SUPPORT AGENCY

ANNEX A: FY13 Command Plan cycle key dates

29 SEP - 15 OCT 10: Structure and Manning Decision Review (SMDR) Conference

4 OCT 10: Force Review Point (FRP) baseline for the FY13 command Plan

30 NOV 10: Publish Structure and Composition System (SACS) file

30 NOV 10: HQDA TDA/AUGTDA Unit Equipment Review and Validation Board (ERVB) – USAR and TRADOC

2 DEC 10: Publish November Out-of-Cycle documents

JAN 11: FMR 13-17 ARSTRUC published (projected)

7 JAN 11: FY13 TDA Draft Documents made available to Commands in staffing status via FMSWeb.

10 JAN 11: Force Review Point

11 JAN 11: Schedule 8 training

12 JAN 11: January AUGTDA/TDA Out-of-Cycle Board

12 JAN 11: USAFMSA receives MTOE Out-of-Cycle Guidance

25 JAN 11: Schedule 8 training

26 JAN 11: HQDA TDA/AUGTDA ERVB – ARNG, ATEC, INSCOM, NETCOM, HQDA, USARSO, USASOC, and USMA

27 JAN 11: Publish January Out-of-Cycle documents

31 JAN 11: FY13 AUGTDA Draft Documents made available to Commands in Staffing status via FMSWeb.

31 JAN 11: Publish the Army Plan for Institutional Training (ARPRINT)

1 FEB 11: Model input to FMP complete

9 FEB 11: February AUGTDA/TDA Out-of-Cycle Board

18 FEB 11: Schedule 8 training

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24 FEB 11: Publish February Out-of-Cycle documents

28 FEB 11: HQDA TDA/AUGTDA ERVB – FORSCOM, TRADOC, AMC, ASC, MDW, SMDC, SETAF, USAREUR, and USARPAC

4 MAR 11: Command Schedule 8s due to HQDA

9 MAR 11: March AUGTDA/TDA Out-of-Cycle Board

18 MAR 11: Commands submit final proposed changes to FY13 TDA documents except AMC, IMCOM and TRADOC

30 MAR 11: HQDA TDA/AUGTDA ERVB – USAR, AAC, CIDC, IMCOM, MEDCOM, USACE, USARNORTH, USARCEN, and USARNORTH

31 MAR 11: Publish March Out-of-Cycle documents

1 APR 11: FY13 MTOE staffing documents posted to FMS Web (January through March 2011)

3 APR 11: AMC, IMCOM, and TRADOC submit final proposed changes to FY13 TDA/AUGTDA documents

8 APR 11: USAFMSA releases updated TDA/AUGTDA staffing documents

12 APR 11: April AUGTDA/TDA Out-of-Cycle Board

15 APR 11: USAFMSA releases updated TDA/AUGTDA staffing documents for AMC, IMCOM and TRADOC

18 APR - 6 MAY 11: G-37/FMP/G-37/FMO/Command/USAFMSA Scrubs.

27 APR 11: HQDA TDA/AUGTDA ERVB – ARNG and FORSCOM

28 APR 11: Publish April Out-of-Cycle documents

29 APR 11: Command input for MOBTDA's due to USAFMSA

11 MAY 11: May AUGTDA/TDA Out-of-Cycle Board

16 MAY - 3 JUN 11: FY13 Command Plan briefings by Commands

27 MAY 11: Publish May Out-of-Cycle documents

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31 MAY 11: HQDA TDA/AUGTDA ERVB – TRADOC and USAR

2 JUN 11: FY13 Incremental AUTS 1

9 JUN 11: FY13 Incremental AUTS 2

15 JUN 11: FY13 Incremental AUTS 3

20 JUN 11: FY13 Incremental AUTS 4

23 JUN 11: Lock the Force, Establish the Master Force File

1 JUL 11: USAFMSA post FY13 HQDA approved documents on FMSWEB

28 SEP - 14 OCT 11: Structure and Manning Decision Review (SMDR) Conference

30 SEP 11: Force Review Point

1 Oct 11: USAFMSA complete posting of GFM DI Documents to Army Organization Server (AOS)

ANNEX B: MTOE and AUGTDA Documentation.

1. The FY13 Command Plan MTOE build will be based upon HQDA approved TOEs and the Army Force Generation model. The guidance is to build an FY13 MTOE document for any MTOE unit [Active Army, Army National Guard (ARNG), US Army Reserve (USAR)] that is not scheduled for deployment in FY13 or redeploys and enters the reset pool prior to 1 JUL 13. It is recognized that the Tactical Wheeled Vehicle Study 2 implementation plan and implementation of the Officer Grade Plate initiative will challenge our documentation strategy and will need to be monitored closely. G-37/FMF will provide a list of UICs not requiring new CP13 MTOEs to USAFMSA o/a 9 February 2011.

2. Documentation Priorities:

A. The enduring priority is Modification Tables of Organization and Equipment (MTOE) to support the warfight in accordance with (IAW) the Army Force Generation (ARFORGEN) cycle. Any FY11 or FY12 MTOE document update/build will be processed through normal procedures however these will be built ahead of the FY13 MTOE documentation effort.

B. FY13 activations and conversions in any component will be the first priority for the MTOE build.

C. Building or adjusting TOEs that support FMR 13-17 decisions

D. Supporting the Global Force Management Data Initiative (GFM DI)

E. Implementing LIN Review documentation adjustments

F. Update Basis of Issue Plans (BOIP) per agreement made between G-37/FMF, USAFMSA, and G-4 on 7 December 2010

G. Army Commands, ASCCs, DRUs, ARNG, and USAR will work closely with G-37/FMO Organizational Integrators to determine priority of build and which unit identification codes (UICs) to document during Command Plan. Staffing documents will be posted to FMS WEB NLT 1 APR 11.

3. USAFMSA continues to work on the Global Force Management data initiative (GFM DI) to comply with Joint Staff directives. Priority of effort continues to be GFM DI formatted TOEs followed by GFM DI formatted MTOEs; and after coordination with G-37/FMP, movement of MTOEs to the Army Organizational Server (AOS).

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4. R-edition TOEs will be used to support the Command Plan 13 MTOE build. All Force Design Updates (FDUs) and any TOE adjustment due to the tactical wheel vehicle study will result in a new or updated R-edition TOE.

5. MTOE Exceptions: All MTOEs developed during this CPLAN will be built based on HQDA approved and doctrinally sound TOE models. Any exception to approved MTOEs must be approved by the Director, Force Management if justified by operational imperatives or to document unique structures. Approved MTOE exceptions are valid for no more than three years from the E-date of the document on which the exception was first documented. MTOE exception requests, both initial and revalidation, will be submitted electronically, with detailed justification, to the appropriate HQDA G37/FM OI for review, appropriate action, and approval by the Director of Force Management.

6. Behavioral Health Team Documentation. The Army approved the growth of behavioral health (BH) capabilities for Brigade Combat Teams (BCTs), Multi-Functional Support Brigades and Functional Support Brigades during TAA 12-17. The growth in BH capabilities includes adding an additional BH team to each BCT consisting of a Behavioral Science officer (Immaterial) O3 67D and a Behavioral Health NCO E5 68X; and adding two BH teams to each Multi-Functional Support Brigade and Functional Support Brigade consisting of two Behavioral Science officers (Immaterial) O3 67D and two Behavioral Health NCOs E5 68X.

The increase in BH Teams was documented in the BCT TOEs and began to be documented in BCT MTOEs in FY12 and will continue to be documented in FY13 BCT MTOEs IAW ARFORGEN cycles. In the FY13 Command Plan BH capabilities will also be documented within the force structure for Combat Aviation Bdes, Fires Bdes and Medical Bdes. Specific guidance regarding the BH personnel and equipment will be coordinated between the Medical Organization Integrators and the respective Multi-functional Support Bde OIs, Functional Support Bde OIs and Document Integrators.

7. MTOE and AUGTDA documentation guidance:

A. FY12-13 MTOEs. G-8/FD will pass modernization data to G-37/FMF to use during the FY13 Command Plan. Modernization guidance will be based on the 18-22 OCT 10 Army Equipping Enterprise and Reutilization Conference results.

B. E-dates for FY13 MTOEs will be staggered based upon ARFORGEN, modernization, and other Army requirements for all COMPOs. This will be a priority for review during the Command scrub or review.

C. FY13 AUGTDAs: G-37/FMP is the approval authority for all AUGTDAs. All AUGTDAs will be updated and built during the FY13 Command Plan. They will be built by the appropriate USAFMSA TOE-MTOE division based upon G-37/FMP direction. Commands ICW the appropriate USAFMSA DI and the corresponding command

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manager will review all AUGTDAs to ensure correlation of para/line structure to the MTOE IAW the single organization view concept. The E-date for an AUGTDA will be directed by G-37/FMP. FY13 AUGTDA staffing documents (initial draft TDAs) will be completed and posted in FMSWeb NLT 31 JAN 11. AUGTDAs follow most of the same guidelines as TYPCO 3 TDAs outlined in ANNEX C with special emphasis on paragraphs 1-2, 7-8, and 11-15.

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

E. Army Preposition Stocks (APS) documentation (COMPO 6). Select APS COMPO 6 UICs will be updated during the FY13 Command Plan. These include any COMPO 6 UIC for which a R-edition TOE now exists. APS COMPO 6 UICs will be documented based upon the latest HQDA approved SRC. APS COMPO 6 UICs will have an effective date of 16 Oct 2012 (20121016). Equipment modernization level for each APS COMPO 6 UIC will be equal to that of the most modern SRC of that series in COMPO 1. Overall DAMO-FM lead is Mr. John Hammond, AMC Command Manager.

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

ANNEX C: TDA Documentation.

1. Concept Plans:

A. All concept plans will be based on the Concept Plan Guidance dated 31 MAR 10. In a procedural HQDA staffing change the Cost Benefit Analysis (CBA) will be added to the HQDA screening process. Concept plans will now be staffed with the US Army Manpower Analysis Agency (USAMAA) for manpower analysis and with Assistant Secretary for the Army (Financial Management and Comptroller) ASA FM&C for CBA analysis prior to HQDA staffing. Concept plans must pass screening from both organizations prior to HQDA staffing. Concept plans require 60-90 days for HQDA staffing. Commands should submit all FY13 Command Plan concept plans as soon as possible.

B. CBA Update: Portal address for CBA guidance is (cbaguidebook@conus.army.mil). In addition to the Army's Concept planning guidance of March 2010, in-sourcing actions should also follow OSD's Directive Type Memorandum (DTM) 09-007 that was effective January 29, 2010. This guidance directs the Army to take into consideration cost elements not routinely included in the past for military, civilians and contractors. Just to name a few of these costs, the contractor portion in the DTM includes government contract administration and oversight. The civilian portion adds training, severance pay, advertising, transportation subsidies and more. The military piece adds discount groceries, day care facilities, training and Veterans' benefits. For all possible cost elements that might impact an in-sourcing action please refer to the DTM.

C. CMEs not in the SAMAS data base. The only method to add additional CMEs to the SAMAS data base is a concept plan submission. This is consistent with the MAR 10 concept plan guidance.

D. In-Sourcing: Consistent with Title 10, United States Code, section 129, the Department of the Army must manage its civilian personnel each fiscal year solely on the basis of (1) the workload required to carry out the functions and activities of the department; and (2) the funds made available to the department. Effective 10 DEC 10, the in sourcing rules as outlined in the concept plan guidance have been adjusted. All requests for in-sourcing Contractor Manpower Equivalents (CMEs) to Department of the Army Civilians (Civilians) will be submitted as a Concept Plan that includes supporting workload data. These requests will be staffed with USAMAA for review and validation. All in-sourcing actions will continue to be based on the contractor inventory reviews conducted by the Panel for Documenting Contractors (PDC).

2. TDA equipment: Document in accordance with the Table of Distribution and Allowances (TDA) and Augmentation Table of Distribution and Allowances (AUGTDA) Unit Equipment Review and Validation Board (ERVB) decisions. All Commands will

utilize the 4610-R tool on FMSWEB to submit requests for changes in equipment documentation. No action will be taken by HQDA or USAFMSA until the Command reviews and makes the proper input into the FMSWeb 4610-R Tool. 4610-R Tool POC is Mr. Johnnie Bennett, 703-805-2651/DSN 655-2651. G-37/FMP POC is Mr. Al Hawkins, 703-693-3178.

3. Use of ACOM/ASCC/DRU/HQDA Models for manpower requirements documentation: Commands that are using a model to assist in the manpower requirements process must adhere to the following guidelines. For CPLAN FY13 model review and approval continues to be a seven-phased process.

A. Phase 1-5 Model Validation: USAMAA responsibilities include reviewing all TDA/AUGTDA manpower requirement models, ensuring consistent application of Army manpower policies, and executing validation and accreditation functions. Validation includes an assessment of the functional model, as well as an evaluation of the model's underpinning data. During model development, USAMAA will provide the overarching guidance for the methodology and in-process feedback to facilitate continuous verification, to better prepare the final product for validation. USAMAA will brief the Deputy Assistant Secretary of the Army, Force Management, Manpower and Resources, ASA (M&RA), to obtain approval to move to the next phase of model application.

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

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

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

E. Model Expiration: Commands must keep their models up to date or they will not be applied across the program. Commands ICW USAMAA must monitor their models to be able to apply them during Command Plan.

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4. Command conducted studies must be approved by USAMAA. USAMAA will brief the DASA, FMMR, ASA(M&RA) on its analysis and brief G-37/FMP prior to any study results being documented.

5. TDA documentation guidance

A. USAFMSA TDA Division builds all TYPCO 3 TDAs. Command participation and review on new initiatives is an essential element of the document build process. E-date for FY13 TDAs will be 20121001 unless otherwise directed by the Force Structure Command Manager. ARNG TDA E-dates will be 20130901. For the USAR, TDAs will use 20121016 for training support structure and then 20130916 for all other TDAs.

B. TDA BUILD: USAFMSA TDA Division will prepare Command staffing TDAs from OCT 10 to JAN 11. FY13 TDA staffing documents (initial draft TDAs) will be completed and posted to FMSWeb. Command proposed changes to FY13 documents should be submitted as early as possible in order to be included in initial draft TDAs. Changes will be submitted to USAFMSA in WinTAADS (version 9.5 format). As a reminder, Commands are required to coordinate all proposed personnel growth, changes to grade, skill, Additional Skill Identifier (ASI), Language Identification Codes, Language Proficiency Indicators (LPIND) with G-37/FMP, and Standard of Grade (SGA) exceptions with USAFMSA TDA Division and HQDA G-1 Personnel System Staff Officers (PERSSOs) prior to documentation. In addition, the Language Identification Code and LPIND changes must be coordinated through HQDA G2, Army Foreign Language Proponency Office (Mr. Getzin, DAMI-POD, DSN 225-1384).

6. Joint and Defense: All Joint and Defense documents will participate in the AUTS process before documents will be published and released to the field. Joint Staff and Joint-Defense Agencies may submit documentation updates for FY11-12-13 during Command Plan 13 IAW instructions and guidance in this memo. All OOC Joint TDAs will be FY12 unless specifically requested by G-1. FY11-12 changes will be made thru the OOC process; FY13 will be accomplished at the 23 Jun 11 Master Force Lock.

7. Remarks Code 89 Positions: All commands must coordinate any changes to Title 10 Active Guard Reserve (AGR) positions (Remarks code 89) with the Army National Guard. Commands will coordinate changes for any remarks code 89 authorizations, position title changes, POSCO, and realignments with the Chief, Workforce Planning and Analysis Branch in the Army National Guard Directorate. The ARNG POC is Mr Tony Denham, 703-601-7520, e-mail: tony.denham@ng.army.mil. No requirements growth is authorized without an approved concept plan.

8. Remarks Code 92 Positions:

A. All Commands, except USARC and subordinate units, 7th Civil Support Command, 9th Mission Support Command, and the United States Army

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Civil Affairs Psychological Operations Command are required to coordinate all USAR AGR positions, remark code 92, with the G3/5/7 Force Management Directorate, FTS (Forward) Strategic Management Division. This includes, but is not limited to changes in the number of authorizations, changes to position titles, grade, position code, and realignments of remark code 92. A "Requirements" growth is not authorized without an approved concept plan. Also, contact your Command Analyst at G3/5/7 Force Management Directorate, FTS (Forward) Strategic Management Division. For additional assistance contact LTC Arrowsmith, 703-601-0831 or Ms. Bernice Morris, 703-601-0834.

B. Any FTS TDA changes for USAREUR TDA E1W1GYAA 7th Civil Support Command and USARPAC TDA P1W3XQAA 9th Mission Support Command that increase or decrease the number of allocated Military Technician or AGR authorizations must be coordinated and approved by HQ USARC, G 3/5/7 Force Management Directorate, Manpower Division prior to submitting TDA changes to USAFMSA. For additional assistance contact LTC Deleon, 404-464-8619 or Mr. Eugene Watson, 404-464-8782.

9. Mobilization TDAs: All Mobilization TDAs will be updated during the FY13 Command Plan. Command input for MOBTDA is due to USAFMSA by 29 APR 11. MOBTDA will be reviewed during the command plan as required. Commands will retain the same number of funded Drilling IMA positions in FY13 as FY12. Commands will coordinate the placement of funded Drilling IMA positions with USAFMSA. Redistribution of requirements within the Command is authorized however a CIP is required. No requirements growth is authorized without an approved concept plan.

10. Panel for Documentation of Contractors (PDC) / TDA Document Compare: During this command Plan ASA M&RA, G-37/FMP and USAFMSA will synchronize the data between the PDC and the TDA document. Based on increased emphasis on contractor data there has been a significant effort to reconcile contractor data. In October 2010, Commands began to update their Panel for Documentation of Contractor (PDC) information with additional data, correct data errors and identify projected in-sourcing and contractor reductions. CMEs will be documented in TAADS with the Manpower Mix Criteria (MMC) coding resulting from the PDC review of the contract service function. The PDC MMC coding designates the contract function as inherently government, unauthorized personal services, closely associated with inherently governmental function, critical function, authorized personal service or a commercial function. At this time there is no funding penalty for an organization whose CMEs are not documented but OSD and Army are in the process of implementing Section 803 of the 2010 National Defense Authorization Act. This requires budget justification for funding of contract services and the number of full-time contractor employees (or the equivalent of full-time in the case of part-time contractor employees) projected and justified for each Department of Defense component, installation, or activity based on the inventory of contracts. Therefore, commands must ensure that contractor data is documented and

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reconciled among the aforementioned reporting tools. The ASA(M&RA) POC is Mr. Paul Rupprecht at 703-693-2123 or email Paul.Rupprecht@us.army.mil and the G-37/FMP POC is Mr. Ed Scott (703) 693-3051 or email edward.b.scott@us.army.mil.

To accomplish this:

A. All CME requirements that have been through a PDC review will have a distinct remarks code added to that particular line in the TDA. The new standard personnel remarks code for PDC review is: NP - APPROVED PANEL FOR DOCUMENTATION OF CONTRACTORS (PDC) REVIEW

B. All other CME requirements in SAMAS and on the TDA will be coded with an MMC code of "Z". The Command will have until the FY14 Command Plan to bring these for PDC decision or they will be eliminated during the FY14 command plan review.

11. Documentation of non-add positions.

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

B. Code 89 or 92 positions (RC). All positions must be coded with a requirement and authorization. The only approved exception to this directive are UICs W0XYAA, W1H1AA, W6GSAA, W1GYAA, W3XQAA, W6QUAA, W6QTAA, W3YBAA and assignment code HR.

C. Code 90 positions (Planning). All positions must be reviewed and revalidated by G-37/FMP prior to approval for documentation on the FY13 TDA. No code 90 growth is authorized.

D. Code 85 positions (Full-time Equivalent). All positions must be reviewed and revalidated by G-37/FMP prior to approval for documentation on the FY13 TDA. Positions sourced by GWOT, part time, volunteers, or over hires will not be documented. Use the standard personnel remark code "MF" along with code "85" to indicate Borrowed Military Manpower is being used. NAF positions will not be documented.

12. All Career Program Positions: Each Command is directed to review civilian requirements and identify positions eligible to be coded as Career Programs. The 23 already existing career programs contain 40% of all Army civilian employees. The other 60% of positions will be reviewed for assignment and inclusion into one of the existing career programs or aligned into one of the five newly proposed career programs. To ensure proper accountability and accuracy, annotate the correct civilian career program code in one of the PRMKS columns identified on/in. Use the table below. This will

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enable the career program proponency offices to clearly identify all positions to (1) anticipate workforce recruitment, (2) determine career program training needs and (3) support further analysis of those OSD-defined Mission Critical Occupations (MCO).

PERMK	CP	SPTXT
CA	CP 10	CIVILIAN HUMAN RESOURCE MANAGEMENT
CB	CP 11	COMPTROLLER
CC	CP 12	SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
CD	CP 13	SUPPLY MANAGEMENT
CU	CP 14	CONTRACTING AND ACQUISITION
CV	CP 15	QUALITY AND RELIABILITY ASSURANCE
PB	CP 16	ENGINEERS AND SCIENTISTS (NON-CONSTRUCTION)
CE	CP 17	MATERIEL MAINTENANCE MANAGEMENT
CF	CP 18	ENGINEERS AND SCIENTISTS (RESOURCES AND CONSTRUCTION)
CG	CP 19	PHYSICAL SECURITY AND LAW ENFORCEMENT
CH	CP 20	QUALITY ASSURANCE SPECIALISTS (AMMUNITION SURVEILLANCE)
CJ	CP 22	PUBLIC AFFAIRS AND COMMUNICATIONS MEDIA
CL	CP 24	TRANSPORTATION MANAGEMENT
CN	CP 26	MANPOWER AND FORCE MANAGEMENT
CY	CP 27	HOUSING MANAGEMENT
CP	CP 28	EQUAL EMPLOYMENT OPPORTUNITY
CS	CP 31	EDUCATION SERVICES
CT	CP 32	TRAINING AND WARFIGHTING DEVELOPERS
PC	CP 33	AMMUNITION MANAGEMENT
PD	CP 34	INFORMATION MANAGEMENT
PE	CP 35	INTELLIGENCE
PG	CP 36	MODELING AND SIMULATION
PF	CP 50	MILITARY PERSONNEL MANAGEMENT

13. Security codes. All security requirements will be reflected in the appropriate security data fields (PPSST, PSIRQ, and PPSRQ). Personnel remarks codes will not be used to identify security requirements for a position.

14. Requirements without authorizations. Commands have a responsibility to review military, DAC, and CME requirements without authorizations. Requirements that are no longer valid must be eliminated. This will be a major focus area in the TAA 14-18.

15. MEDCOM Documentation: G-37/FM recognizes the challenge to document MEDCOM TDAs during the FY13 Command Plan and as per the 21 DEC 10 decision brief, the MEDCOM documentation strategy will be conditions based, focus on FY12 documentation first and delay the FY13 build until prepared to proceed with the goal of

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publishing FY13 TDA documents NLT 30 SEP 11.

A. Documentation Priorities:

1. OSD Resource Management Decision (RMD) to add 5,885 civilian authorizations in FY12. Update FY12 TDA documents in Jan 11 OOC. MEDCOM may realign requirements and authorizations between UICs, but may not reprogram MDEP/AMSCO combinations
2. Align Walter Reed and Ft Belvoir Community Hospital TDAs. Update FY12 TDA documents in FEB 11 OOC.
3. MEDCOM Models; Primary Care, Behavior Health, Radiology, and Inpatient Nursing models.
 - a) 7 JAN 11: Proposed briefing to FMP
 - b) JAN 11: TBD DFM approval for implementation (target late JAN)
 - c) 31 MAR: Proposed TDAs to USAFMSA and S8 to FMP
 - d) 22 APR: USAFMSA posts staffing TDAs in FMSWEB
 - e) 18 MAY: Special OOC Event publish updated FY12 documents

B. Other Working Actions

1. USA Public Health Command implementation FY12
2. WTC Expansion policy and cadre over structure
3. Remote Care concept plan
4. JTF CAPMED
5. OSD Function code review

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

16. Army Acquisition Workforce Coding: The military Army Acquisition Workforce has been properly identified on TDAs using Additional Skill Identifier codes. The civilian Army Acquisition Workforce must also be properly identified during this command plan through the use of established Remark Codes. The following RMKS Codes will be used:

A. DD: Code all civilian Army acquisition workforce requirements in grades of GS-13 (or equivalent pay structure) and below. These positions are defined as civilian positions in the Department of the Army that are designated to be acquisition positions in accordance with Section 1721 of Chapter 87, Title X United States Code and regulations issued by the Under Secretary of Defense (Acquisition, Technology and Logistics) (USD(AT&L)).

B. DC: Code all civilian Army critical acquisition workforce requirements in the grades of GS-14 (or equivalent pay structure) and above. These positions are defined as critical acquisition positions, which are a subset of acquisition workforce positions, and specifically designated by the Army Acquisition Executive in accordance with Section 1721 of Chapter 87, Title X United States Code and regulations issued by the USD(AT&L).

C. Affected Organizations: The following organizations are the primary organizations in the Army that are performing an acquisition function: AMC (and subordinate commands), ARMY G-3 (REF), ARMY G-6, ASA(ALT), ASC (to include PEOs/Direct Reporting PMs), ATEC (and subordinate commands), USACE, and SMDC. Other Army organizations performing acquisition functions should also properly code acquisition workforce positions to comply with this guidance. If further clarification is needed, contact Ms. Karen Walker, Karen.A.Walker@us.army.mil.

D. Acquisition Skills: Below is a listing of POSCOs to use as a guide for determination of civilian Army acquisition workforce positions:
150, 180, 301, 340, 343, 346, 391, 392, 401, 403, 413, 501, 505, 510, 560, 801, 802, 803, 804, 806, 808, 810, 818, 819, 830, 850, 854, 855, 858, 861, 873, 893, 896, 1101, 1102, 1150, 1152, 1301, 1306, 1310, 1313, 1315, 1320, 1321, 1340, 1350, 1360, 1370, 1382, 1384, 1515, 1520, 1529, 1530, 1550, 1670, 1910, 2001, 2003, 2010, 2150, 2210.