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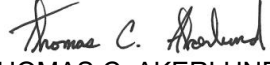
Manpower and Equipment Control

MANPOWER MANAGEMENT OF FULL-TIME SUPPORT

FOR THE COMMANDER:

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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation establishes administrative procedures and policies for the implementation and management of the U.S. Army Reserve (USAR) Full Time Support (FTS) manpower resources.

Applicability. This regulation applies to U.S. Army Reserve Command and all subordinate commands.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-3/5/7 FM. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency, in the grade of LTC or the civilian equivalent.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11-2 but does not identify controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the USARC Force Management (AFRC-OPF), 4710 Knox Street, Fort Liberty, NC 28310-5010.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028. (Recommended Changes to Publications and Blank Forms) directly to USARC G-3/5/7 FM, ATTN: AFRC-OPF, 4710 Knox Street, Fort Liberty, NC 28310-5010.

Distribution. Distribution level A, B, C, D and E. This regulation is available in electronic media located at [ADJUTANT GENERAL DIVISION - USAR Regulations - All Documents \(sharepoint-mil.us\)](#) and is intended for the U.S. Army Reserve.

*This regulation supersedes USAR Regulation 570-1 dated 10 October 2014.

USAR Regulation 570-1 • 1 November 2024

UNCLASSIFIED

SUMMARY of CHANGES

USAR Regulation 570-1
Manpower Management of Full-Time Support

Changes to USAR Regulation 570-1 dated 10 October 2014—

- Changed the name of Operational, Functional, Training, and Supporting Command to Major Subordinate Command.
- Department of the Army Form 2028 requests were replaced by Table of Distribution and Allowances Change Management Plan in accordance with Army Regulation 71-32 and Department of the Army Pamphlet 71-32.

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Chapter 1

General Guidance

1-1. Purpose

This regulation prescribes administrative policy and staff procedures for the management and documentation of Full Time Support authorizations for the U.S. Army Reserve (USAR).

1-2. References, forms, and explanation of abbreviations

References are listed in Appendix A. Abbreviations used in this regulation are explained in glossary.

1-3. Responsibilities

a. The Deputy Chief of Staff (DCS), G-3/5/7 Force Management (FM) is responsible for and has approval authority for all USAR FTS manpower policies and procedures. This includes, but is not limited to oversight of:

(1) Supervision, development, and execution of USAR manpower policies, plans, programs, and procedures pertaining to USAR military and civilian manpower based on guidance from Headquarters, Department of the Army (HQDA).

(2) Development, approval, and validation of FTS manpower requirements for USAR Major Subordinate Commands (MSCs).

(3) Development of FTS requirements Staffing Guides for MSCs.

(4) Management of request for special FTS manpower studies for MSCs.

(5) Development of staffing standards for MSCs.

(6) Management of FTS manpower authorizations.

(7) Guidance on the effective use of FTS manpower requirements and authorizations.

(8) Evaluation of FTS manpower management practices.

b. The MSCs will:

(1) Evaluate subordinate unit requests for FTS manpower changes prior to submission for staffing.

(2) Disseminate guidance and due dates to subordinate units to ensure timely submission of FTS changes for FTS Table of Distribution and Allowance (TDA) documentation.

(3) Ensure that FTS TDA change requests are submitted using a TDA Change Management Plan (TDA CMP).

(4) Submit a TDA CMP for FTS TDA change request in accordance with Appendix B and figure B-1 of this regulation no later than the established Command Plan (CPLAN) Guidance timeline.

1-4. Records management requirements

The records management requirements for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are in Army Records Information Management System (ARIMS)/RRS-A at <https://www/arims/army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see Army Regulation (AR) 25-400-2 and Department of the Army (DA) Pamphlet (PAM) 25-403 for guidance.

1-5. Objectives

The objective of the USAR FTS Program is to improve Army Reserve readiness and mobilization/deployment planning and preparation by providing Active Component (AC), Active Guard Reserve (AGR), and Federal Civil Service personnel to USAR organizations. Also, the USAR FTS Program provides AGR personnel to AC organizations in support of Army Reserve missions. Commanders are responsible for effectively and efficiently using allocated manpower resources. FTS personnel categories are:

a. Military Technician (MT). These Federal employees are civilians employed under Title 5 U.S. Code (USC) 3329, and managed under Title 10 USC, sections 10216 (Military Technician Dual Status), 10217 (Non-Dual Status Technicians), and 10218 (Army Reserve Technicians). MTs administer, train, and maintain Army Reserve organizations. The MTs, in support of the Army Reserve, are members of the competitive civil service and are dual-status personnel. The MT is a civilian employee of the Army who is required, as a condition of employment, to maintain military membership in the Selected Reserve. The MT is assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the armed forces.

b. Department of Army Civilian (DAC). These Federal employees are civilians employed under Title 5 USC, section 3101.

c. Military Personnel. Military FTS positions in Troop Program Unit (TPU) organizations must match the documented Army Reserve positions on the organization's Modification Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA) or Augmentation TDA. Identification of a military position and allocation of an FTS authorization against the position blocks that position for fill by an Army Reserve (TPU) Soldier. Upon mobilization of the unit, all military FTS personnel attached to an organization become members of that organization.

(1) Active Guard/Reserve. All AGR personnel are Army Reserve Soldiers on active duty assigned to positions in support of the Army Reserve for organizing, administering, recruiting/retaining, instructing, and training the Army Reserve. The AGR positions are used in the following capacity:

(a) Indirect Support AGR personnel: Individuals not assigned to units (other than recruiters) who are ordered to active duty under 10 USC.

(b) Direct Support. Mission positions that are Reserve Component (RC) MTOE/TDA validated positions in Selected Reserve units. All AGR Soldiers assigned to those positions will mobilize and/or deploy with the units they support. These positions help prepare RC units for their wartime missions.

(2) Active Component (AC). The purpose of AC FTS is to obtain personnel who possess expertise and recent experience in AC training and doctrine to provide liaison, management, administration, training, and support to Army Reserve units. The AC personnel assigned to FTS positions are integrated into unit functions and missions.

Chapter 2

Full Time Support Table of Distribution and Allowance (FTS TDA)

2-1. FTS TDA and the Command Plan

a. The Command Plan (CPLAN) is the annual force management process designed to account for and document force structure decisions, directives, and changes from Army leadership, including changes submitted by Office of the Secretary of Defense (OSD), changes outlined in Congressional guidance, and request for documented submission changes from the Commands. The CPLAN annual guidance provides key force structure guidance and milestones for specific Fiscal Year (FY) submission and describes required actions to be accomplished.

b. The MSCs and USARC Staff will be notified of exceptions granted by HQDA for additional FTS TDA updates during the fiscal year.

2-2. Request for Change to the FTS TDA

a. The MSC and USARC Staff may submit a request for FTS TDA change during the CPLAN for documentation in the Army Authorization Documents System (TAADS). Deputy Chief of Staff, G-3/5/7 Force Management will establish suspense dates for MSC, and USARC Staff FTS TDA change requests. Request for changes to the FTS TDA received after the established suspense date will not be documented until the following FY CPLAN.

b. Request for FTS TDA change must be submitted as a TDA CMP. See Appendix B of this regulation for instructions on preparing a TDA CMP for FTS TDA change request.

c. CONUS commands must submit requests for change to the FTS TDA to USARC G-3/5/7 FMM Directorate. OCONUS commands must ensure all requests for change follow established procedures and timelines set by their servicing headquarters.

d. The MSC Commander and USARC Staff Directorates, or their designated representative must endorse all requests for FTS TDA changes prior to submission.

2-3. Documentation of Change

Commands must submit all requests for change by the close of the Command Plan (dates to be provided by Command Plan OPORD) to USARC G-3/5/7 FM. Approved change requests will be documented on the program year FTS TDA (draft) and forwarded to US Army Force Management Support Agency (USAFMSA) for final FTS TDA approval and loading into USAFMSA Force Management System Web (FMS Web).

Chapter 3 Manpower Requirements

3-1. Requirements determination

The USARC G-3/5/7 Force Management Manpower and Requirements Division determines the Full Time Support (FTS) requirements for all Army Reserve organizations. The development standards are implemented in accordance with accepted manpower staffing methods (operational audits, work sampling, and time studies) to determine the most efficient essential staffing to accomplish that organization's mission. Implementation of workload management and manpower requirements determination processes is the responsibility of the chain of command. While the specific processes used by manpower requirements determination authorities in determining manpower requirements can vary, all processes used must be approved by the Assistant Secretary of the Army (Manpower & Reserve Affairs), and the U.S. Army Manpower Analysis Agency (USAMAA). Approved processes will have a common conceptual and doctrinal framework that is comprised of the following elements:

- a. **Create Baseline.** Establishes the baseline by describing the capabilities of the organization in official terms with the use of manning documents, official manpower allocations, and programmed allocations. This step also describes valid additional capabilities including over-hires, temporaries, overtime, borrowed military, contractors, and so forth. It captures official documentation pertaining to existing missions, new missions, or missions eliminated. The baseline also captures baseline workload history and any documentation bearing on workload projections. The Commander's vision of the future is also described.
- b. **Validate Mission.** Ensures that work performed by the organization (or by contractors supporting the organization) is chartered by a legitimate mission. A legitimate mission is one assigned to the organization by current regulations or other legitimate authority. In those cases where workload is not supported by legitimate tasking, either that tasking is obtained, or the workload is not staffed.
- c. **Evaluate Functions.** Ensures that functions being accomplished are implied by the mission as well as determining whether the functions are inherently governmental in nature. Functions are also formally described by the analyst in such a way as to provide the conceptual framework to link manpower and workload logically.
- d. **Validate Manpower Utilization.** Quantification of the total sources and level of labor used in the organization arrayed over time. The types of labor used (that is, military, over-hires, overtime, borrowed military manpower, temporary, contract, Non-Appropriated Fund (NAF), local national hires, and so forth) are analyzed and quantified. Patterns of labor usage are matched to patterns of workload arrivals, and manning strategies are evaluated.
- e. **Define, Validate, and Project Workload.** The outputs and services of the organization are defined. The level of output and service is quantified for an appropriate historical period and, if necessary, arrayed over time. The detailed outputs and services are related to a programmable variable.
- f. **Develop Workload/Manpower Relationship.** A staffing guide (model) is developed to link people to work. The technique used in any solution is purely a matter of what is required to measure a given type of work center or sub-function and what is required to maintain (that is, re-compute) the correct result over time as new workload projections are developed. No single technique is appropriate for all situations.
- g. **Determine Optimum Manpower Mix.** Alternate sources of labor which will make the delivery of services more efficient or less expensive are described. Examples of such labor offsets are the use of overtime, use of temporary/part-time personnel, seasonal employees, borrowed labor, contract, and so forth.
- h. **Structure New Organization.** Normally, a requirement is the basis for military requisitions and civilian recruitment. Care is taken to structure around the appropriate organizing principles such as customers served, expertise required, programs managed, and so forth.
- i. **Document Results.** The baseline analyses and computations are fully documented, and models/staffing guides are provided which are appropriate to the function in terms of technical requirements and cost effectiveness. The results are documented in TAADS and used in budget development deliberations.

3-2. Delineation of requirements

The delineation of civilian (Military Technicians and Department of the Army Civilians) versus military requirements for FTS requirements will be as follows:

a. Military. If the workload is based on factors mentioned above in the requirement determination process, the workload will be used as justification for recognizing an FTS requirement. If the workload corresponds to the duties associated with a military position (requires a military background) the FTS requirement will be recognized as a military requirement.

(1) Active Guard Reserve (AGR). Military FTS requirements are designated as AGR unless the position meets the criteria for AC designation. All AGR FTS requirements will be aligned to an Army Reserve TPU position identified on the unit's MTOE/TDA for COMPO 3 organizations.

(2) Active Component (AC) Criteria. Those military FTS requirements that demand AC expertise, to enhance operational readiness will be designated as AC resourced. All AC requirements are HQDA workload validated and not considered as part of the USARC requirement determination process.

b. Civilian:

(1) The Military Technician (MT). Requirements are normally established for positions that do not functionally align to a single military position on the Army Reserve MTOE or TDA. If assigned to the unit, in the event of mobilization, MTs serve in their assigned military MTOE/TDA position. It is intended that MTs serve with the unit before and after mobilization and/or deployment.

(2) The Department of the Army Civilian (DAC). The FTS positions are designated as DAC if they do not require current military expertise. The DAC requirements are normally recognized for the performance of administrative/inherently governmental peacetime functions.

3-3. Staffing additives

For this regulation, an additive is defined as a requirement to accomplish work that was not measured during the development of a manpower study, manpower model or approved CMP (i.e., business rules, directed requirements, AC FTS, etc.). The USAR Pamphlet 570-1 describes the FTS requirement development process. The Administer, Train, Others, Maintain/Maintenance and Medical (ATOMM) model was developed to determine FTS requirements for all Reserve Component organizations at MTOE brigade and below structure. This model is workload validated and will be re-validated every 2-5 years. Actual FTS requirements documented for a MTOE unit will derive from within the scope of the ATOMM model.

3-4. FTS staffing and information on detachments/split units

Split-stationing of units does not warrant an increase in FTS requirements. The Administer, Train, Others, Maintain/Maintenance and Medical (ATOMM) model is the basis for determining FTS requirements for all Army Reserve MTOE brigade and below units. When an FTS position moves from one location to another based on split stationing, the selected FTS military position from the TDA/MTOE documents must be designated in the permanent order by TPU paragraph and line number.

3-5. Application of Standard Requirements Code (SRC) models for Staffing Guides and Manpower Standards

a. See ATOMM model breakpoint for requirements to be documented on the FTS HR-Document TDA per latest model dated 8 March 2023.

b. FTS Staffing for SRC may differ based on mission command and number of Line-Item numbers (LINs) assigned to a unit.

Chapter 4

FTS Authorizations Management and Documentation

4-1. Allocation of Full Time Support Table of Distribution and Allowance Authorizations

a. HQDA allocates FTS manpower authorizations in the Program Budget Guidance (PBG). The PBG contains current year, budget year, and program years of FTS manpower requirements and authorizations for organizations by FTS Unit Identification Code (UIC), category type (AC, MT, DAC), Management Decision Package (MDEP), and Army Management Structure Code (AMSCO). The guidance is published in January, May, and October to correspond with resource decisions made for the President's Budget, Program Objective Memorandum (POM), and Office of the Secretary of Defense (OSD) Budget Estimate Submission. The PBG is the basis for manpower authorizations documented on FTS TDAs. It is also the basis for development of civilian pay dollars and program and budget requirements. Reprogramming is permitted with the following constraints:

(1) Requests for reprogramming between Wage Grade (WG) and General Schedule (GS) civilian positions must be submitted to HQ USARC G-3/5/7 FM.

(2) Requests for reprogramming of AC authorizations must be submitted thru HQ USARC G-3/5/7 FM to HQDA G1 for approval/disapproval.

b. MSCs must continually:

(1) Review allocated manpower authorizations.

(2) Consider possible reallocation of authorizations based on changing priorities, requirements, and employment trends.

c. Approved realignment of authorizations will be documented on the FTS TDA during the appropriate CPLAN.

d. Allocation of FTS authorizations to MSCs does not change between approved FTS TDAs.

e. The MSCs' allocated authorizations will only be adjusted based on established HQDA directives, USAR directives, and USARC policies and guidance. Adjustments to authorization allocations will be documented on the applicable FTS TDA.

4-2. Realignment of allocated authorizations

a. The MSCs may request realignment of FTS authorizations based on their assigned valid mission requirements. However, they must stay within their total allocation of manpower categories (AC, MT, DAC, and AGR). Realignment of authorizations to different FTS UICs, AMSCOs, MDEPs, or manpower categories could require TDA CMP CAT3 and PBG reprogramming, which is subject to HQDA approval prior to FTS TDA documentation. The MSCs must maintain AMSCO, MDEP and Civilian Type (CTYPE) integrity when submitting a request for realignment of authorizations. Request for realignment of authorizations will be submitted on a TDA CMP CAT 1 to USARC G-3/5/7 FM no later than the submission deadline established by the CPLAN Guidance timeline. See appendix B, figure B-1 of this regulation for instructions on preparing a TDA CMP CAT 1.

b. The MSC and USARC Staff may request the realignment of allocated authorizations from one valid requirement to another within the same manpower categories. AGR officer authorizations will only be realigned to valid officer requirements; AGR warrant officer authorizations will only be realigned to valid warrant officer requirements; and AGR enlisted authorizations will only be realigned to valid AGR enlisted requirements. USARC G-3/5/7 FM will not process requests for realignment of authorizations as basis for personnel actions.

c. Request for realignment of AGR officer or enlisted authorizations in the grades of O-6 or E-9 must be realigned to or from an O-6 or E-9 requirement and coordinated through the appropriate Army Reserve Proponent Advisor. Requests for realignment of authorizations in other grades can be realigned to requirements of different grades within the same category.

d. The MSC must ensure that when requesting realignment of authorizations:

(1) Vacant positions: Inbound personnel have not been identified to fill the vacant position.

(2) Filled positions: Incumbents have met US Army Human Resources Command tour stabilization on the effective date of the FTS TDA that the change will be documented.

e. Invalid FTS requirements:

(1) If an AGR requirement documented on the FTS TDA is no longer valid, the AGR authorization will be realigned without consideration of the incumbent's tour status. The USARC G-3/5/7 FM will notify MSCs of the invalid requirement and give the opportunity to submit a request to realign the authorization to a valid AGR requirement prior to the closure of the CPLAN window. If the MSC does not submit a request to realign the authorization prior to closure of the CPLAN window, the invalid requirement will be indicated with remark code "ZX" on the program year FTS TDA. If the MSC fails to submit a request to realign the authorization during the next CPLAN year, USARC G-3/5/7 FM will realign the authorization within the MSC to a valid requirement. If a valid requirement is not available, the authorization will be realigned as deemed necessary by DCS, G-3/5/7 FM.

(2) Civilian requirements documented on the FTS TDA that are no longer valid require realignment of the authorizations. The MSC must submit a request to realign the authorization to a valid civilian requirement prior to the closure of the CPLAN window. If the MSC fails to submit a request to realign the authorization during the next CPLAN year, USARC G-3/5/7 FM in coordination with CPMO will realign the authorization within the MSC to a valid requirement. If the MSC does not have a valid requirement to realign the authorization to, then USARC G-3/5/7 FM in coordination with CPMO will realign the authorization as necessary.

f. FTS authorizations will not be realigned out of units that have been activated for less than 24 months.

g. Request for realignment of authorizations for the following type requirements must have concurrence of the appropriate USARC Staff office during the staffing process:

- (1) Judge Advocate
- (2) Chaplain
- (3) Medical Plans Officer
- (4) Safety Specialist
- (5) Inspector General
- (6) Engineer Customer Support
- (7) Public Affairs Officer/NCO
- (8) Internal Review Personnel
- (9) Equal Opportunity
- (10) Family Programs
- (11) Sexual Harassment Assault Response and Prevention
- (12) Suicide Prevention
- (13) Security
- (14) Army Substance Abuse Program

Chapter 5

FTS Management of Force Structure Changes

5-1. Activations

The DCS, G-3/5/7 FM will allocate AGR and civilian authorizations to newly activated units based on valid FTS requirements and availability of resources during the CPLAN year. Authorizations will only be allocated for activation at the parent unit level.

a. Authorizations will not be allocated for activating units at the Derivative Unit Identification Code (DUIC) level. The MSCs have the option of submitting a request to realign current allocated authorizations to units at the DUIC level.

b. Authorizations will not be allocated for unit split-stationing. The MSCs have the option of submitting a request to realign current allocated authorizations to split-stationed requirements.

5-2. Inactivations

a. The DCS, G-3/5/7 FM will withdraw all FTS manpower requirements and authorizations from inactivating commands or parent level units. These authorizations will be realigned to support other USARC FTS priorities.

b. Authorizations documented on the FTS TDA for units programmed for inactivation will be withdrawn on the effective date of inactivation and publication of the permanent order. The AGR/AC/Civilian authorized positions will be coded ZX ("Authorization to be realigned next CPLAN update") in the Remark column of the budget year FTS TDA.

5-3. Conversion/reorganization

When a conversion/reorganization increases the FTS requirements within a command or unit, the need for additional requirements or authorizations will be considered for additional FTS during the CPLAN with all other FTS bills. If a Command or unit conversion/reorganization decreases the FTS requirements, excess FTS authorizations will be realigned to support other USARC FTS priorities.

5-4. Transfer or relocation

All existing FTS manpower requirements and authorizations will be transferred with the Command or Unit, provided there is no change in the strength or mission command responsibilities. This also applies if the Command or Unit is relocated across MSC boundaries.

Appendix A

References

Section I Required Publications

(see DOD Instruction 1205.18 for Full Time Support (FTS) to the Reserve Components), 3-3
(see AR 570-4 for Manpower Management), 1-3
(see AR 135-18 for The Active Guard Reserve Program), 1-5

Section II Related Publications

(see AR 71-32 for Force Development and Documentation Consolidated Policies)
(see DA PAM 71-32 for Force Development and Documentation Consolidated Procedures)
(see AR 140-1 for Mission, Organization, and Training)
(see AR 140-10 for Assignments, Attachments, Details, and Transfers)
(see AR 140-30 for Active Duty in Support of the U.S. Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program)
(see DA PAM 611-21 for Military Occupational Classification and Structure)
(see AR 614-100 for Officer Assignment Policies, Details, and Transfers)
(see AR 614-200 for Enlisted Assignments and Utilization Management)

Appendix B Instructions for completing a TDA Change Management Plan (TDA CMP)

B-1. Format

Requests for FTS TDA change will be submitted on a TDA Change Management Plan (TDA CMP), IAW AR 71-32 and DA PAM 71-32. The items are to be arranged sequentially, from the lowest to the highest TDA paragraphs. The exception is realignment of authorizations, ensuring the "FROM" and "TO" actions regarding a specific authorization are in successive items.

B-2. TDA CMP Category 1

TDA CMP CAT1 submissions are used for requests that result in no programmatic changes MDEP, AMSCO, Civilian Type (CTYPE), Reimbursable Source (REIMS), Reimbursable Command (REIMC), Resource Operating Code (ROC) and no stationing actions). CAT1 submissions are used to request realignment of authorizations when no other changes are being requested to the document. The format for the memorandum is shown in Figure B-1. The format for the accompanying spreadsheet is shown in Figure B-2.

B-3. TDA CMP Category 2

A TDA CMP CAT2 request is used to internally realign structure within Command UIC(s), and between Command UICs so long as it has no programmatic impact (no request for new resourcing, no change to the current ROC, MDEP, AMSCO, CTYPE, REIMS, and REIMC and no nominative Command Sergeant Major (CSM) branch codes (00Z)). Refer to AR 71-32 and DA PAM 71-32 for detailed instructions concerning when and how to submit a TDA CMP CAT2.

B-4. TDA CMP Category 3

A TDA CMP CAT3 submission requests new manpower requirements. A CAT3 submission is used to request organizational changes to a TDA organization's mission or functions that result in placing increased demands on HQDA for resources, personnel, equipment, and/or facilities. Refer to AR 71-32 and DA PAM 71-32 for detailed instructions concerning when and how to submit a TDA CMP CAT3.



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES
ARMY
XXXXXXXXXXXX
XXXX, XXXXXX

FRXX-XXX-XXX

Date

MEMORANDUM FOR USARC G-3/5/7 Force Management (AFRC-OPF-D), 4710 Knox Street, Fort Liberty, NC 28310-5000

SUBJECT: CMP CAT 1 for FTS TDA (WXXXXXX)

1. Reference USAR Regulation 570-1, Manpower Management of Full-Time Support, Chapter 4, dated xx October 2023.
2. Request update of DOCNO (HRWXXXXXX) FTS TDA CCNUM XXXX based on justification below.
3. Justification for this request as follows:
 - a. Realignment of the valid authorization from PARNO XXX, PERLN XX, GRADE XX, POSCO XXXXX, PSNTL (Position Title) to PARNO XXX, PERLN XX, GRADE XX, POSCO XXXXX, PSNTL (Position Title).
 - b. All proposed changes have been thoroughly staffed through the (Command Description) HQ. This change will maximize efficiencies and effectiveness within the Command. There is no change to the total strength of the TDA.
4. Point of contact for this action is Mr./ Ms. XXX at (XXX) XXX-XXXX or email XXX.civ@army.mil.

XXXXXXXXXX
Command Executive Officer

Note: Request must be signed by the G&F command's (Senior FTS Incumbent with signature authority or Commander; GS-15 or O-6 and above).

Figure B-1. Sample memorandum request for FTS TDA CMP CAT 1.

Glossary of Terms

Active Component (AC) FTS Personnel

Active Duty (AC) members paid from AC military personnel appropriations assigned or attached to Reserve component organizations or units by their respective service to provide advice, liaison, management, administrations, training, and support as a category of FTS.

Active Guard and Reserve (AGR)

Active Guard Reserve (AGR) refers to a United States Army federal military program which places Army National Guard and Army Reserve soldiers on federal active duty status under Title 10 U.S.C., or full-time National Guard duty under Title 32 U.S.C. 502(f) for a period of 180 consecutive days or greater in order to provide full-time support to National Guard and Reserve organizations for the purpose of leading, organizing, administering, recruiting, instructing, or training the Reserve Components.

Administer, Train, Others, Maintain/Maintenance and Medical (ATOMM)

The Administer, Train, Others, Maintain/Maintenance and Medical (ATOMM) model was developed to determine FTS requirements for all Reserve Component organizations at MTOE brigade and below structure. This model is workload validated and will be re-validated every 3-5 years. Actual FTS requirements documented for a unit will derive from within the scope of the ATOMM model.

Allocated manpower

The bulk Active Army military and civilian manpower spaces by identity and category contained in the HQDA PBG to MACOMs and separate agencies. The term may also be used to describe the spaces sub-allocated by MACOMs and sub-MACOMs to subordinate echelons.

Authorized manpower

The portion of required manpower that:

- a. Provides a unit the authority to requisition or maintain FTS personnel (i.e., Military, Civilians, and Contract Military Equivalent).
- b. Can be supported by allocated manpower.
- c. Is reflected in the authorized columns of current or projected authorization documents.

Continental United States (CONUS)

The continental U.S., or CONUS, is the 48 connected states and District of Columbia.

Civilian Personnel Advisory Center (CPAC)

The Civilian Personnel Advisory Center, or CPAC, is made up of a team of human resources professionals dedicated to supporting and empowering service members, civilian employees, families, and veterans worldwide in an era of persistent conflict.

Contract Manpower Equivalent (CME)

Contract manpower equivalents (CME) are also known as contract man-year equivalents or contractor positions.

Civilian Type (CTYPE)

Change Management Plan (CMP) Category 1, 2, 3 (CAT 1, CAT 2, and CAT 3)

Department of the Army (DA)

Department of the Army is a Military Department within the United States Department of Defense.

Department of Army Civilian (DAC)

Civilian Federal employees employed under Section 3101, Title 5 USC and Section 709, Title 32 USC.

Direct Reporting Unit (DRU)

Derivative Unit Identification Code (DUIC)

Effective Date (EDATE)

The E-date should allow time for initiation (or cancellation) of personnel and equipment requisitions and time for the systems to respond to new demands.

Evaluation and Utilization (E&U)

Federal Civilian Employees

Personnel hired under 5 U.S.C. 3101 to provide administration, training, maintenance, and recruiting support to the Reserve components.

Force Management (FM)

Force management is the overall framework on which the Army is raised, maintained, and sustained. Force development, a sub process of force management, determines organizational and materiel requirements and translates them into time-phased programs and force structure to accomplish Army missions and functions (this is the creation of forces).

Force Management System Web (FMS WEB)

Force Management System (FMS) is the information technology (IT) system for BOIP, TOE, and MTOE development. In the future, the FMS software application will also include table of distribution and allowances (TDA) development.

Full-Time Support (FTS)

Members of the Reserve components, AC assigned to Reserve components and Civilian personnel, assigned to organize; administer; instruct; recruit and train; maintain supplies, equipment, and aircraft; and perform other functions required daily in the execution of operational missions and readiness preparation.

Full-Time Support Table of Distribution and Allowances (FTS TDA)

A full-time support TDA records the mission, organizational structure, personnel and equipment requirements, and authorizations that augment/provide full-time support to RC units and to other organizations per AR 135-2. Standard remark code "MH" will be used to identify RC's military technician positions.

General Schedule (GS)

Headquarters, Department of the Army (HQDA)

Headquarters, Headquarters Company/Headquarters, Headquarters Detachment (HHC/HHD)

Major Command (MACOM)

Management Control (MC)

Management Decision Package (MDEP)

Manpower management

Planning, programming, budgeting, allocating manpower, and the development and evaluation of organizational structures. This includes determination of requirements and review of manpower use. The term refers to both the functions discharged collectively by manpower and resource management staffs and by commanders.

Manpower models

Mathematical equations which describe the relationship between independent variables, workload values, and manpower or man-hours.

Manpower requirements

Human resources needed to accomplish specified workloads of organizations. The term manpower requirement is synonymous with required manpower.

Mobilization Table of Distribution and Allowances (MOBTDA)

A requirements and authorization document that shows the planned mobilization mission, organizational structure, and personnel and equipment requirements for units authorized under the non-deployment mobilization troop basis after a declaration of mobilization.

Major Subordinate Command (MSC)

Military Technician (MT)

A Federal Civilian Employee who is required as condition of employment to maintain military membership in a Reserve component and who is assigned to a position as a technician in the administration and training of such Reserve component or in the maintenance and repair of supplies or equipment issued to such Reserve component.

Modification Table of Organization and Equipment (MTOE)

The MTOE is a modification of a TOE, which incorporates UIC, unit designation, and the E-date for activation, reorganization, conversion, or modernization of a unit. The MTOE required and authorized levels of organization for personnel and equipment should match the prescribed TOE levels unless additions or deletions are justified and approved by HQDA based on mission, capabilities, and constraints.

Outside the Continental United States (OCONUS)

Office of the Secretary of Defense (OSD)

The **Secretary of Defense** oversees the **Defense Department** and acts as the principal defense policy maker and adviser.

Program Budget Guidance (PBG)

A document issued by HQDA to convey to commands and agencies the objectives, policies, standards, support services, obligation estimates, and broad goals that have been approved to meet requirements generated by national military strategy. It provides military and civilian allocations for current budget and all program fiscal years.

Position Occupation Code (POSCO)

Define Federal white-collar occupations, establish official position titles, and describe the various levels of work.

Readiness Division (RD)

Provide personnel services and guidance to **supported commands** within a specific geographical region.

Required strength

The minimum number of military and civilian personnel which an Army unit or activity requires to perform its mission effectively. Required strength in TDA and MOBTDA is based upon the manpower requirements approved by a manpower requirement authority.

Reserve Component (RC)

The Reserve Component composed primarily of soldiers who serve part-time but who can be ordered to full-time duty. The Army's RC is made up of both the Army National Guard (ARNG) and the United States Army Reserve (USAR).

Staffing guides

Manpower staffing guides serve as a general planning document for determining requirements in TDA units when manpower standards are not available.

Standard Requirement Code (SRC)

The SRC is a twelve-position alphanumeric code that identifies the type of organization, edition, authorized level of organization (ALO), and exceptions to standard structure, personnel, and equipment. The SRC determines manning and equipping of units, as well as planning.

The Army Authorization Documents System (TAADS)

An automated system that supports the development and documentation of organizational structures, and the requirements for and authorizations of personnel and equipment needed to accomplish the assigned missions of Army units.

Table of Distribution and Allowances (TDA)

An authorization document that prescribes the organizational structure and the personnel and equipment requirements and authorizations of a military unit to perform a specific mission for which there is no appropriate MTOE.

Table of Distribution and Allowances Change Management Plan (TDA CMP)

TDA CMP is a request for compliance with manpower policy, and for validation of workload analysis, manpower studies and models.

Troop Program Unit (TPU)

The heart and soul of America's Army Reserve. Army Reserve Soldiers are assigned to reserve units that train together and mobilize in support of America's Army.

Unit Identification Code (UIC)

The UIC is a six-character alphanumeric code that uniquely identifies each United States Department of Defense entity.

United States Army Force Management Support Agency (USAFMSA)

The **US Army Force Management Support Agency** develops, produces, maintains, updates, and distributes the Army's organizational requirements and authorizations.

United States Army Reserve (USAR)

The United States Army Reserve is a reserve force of the United States Army. Together, the Army Reserve and the Army National Guard constitute the Army element of the reserve components of the United States Armed Forces.

United States Army Reserve Command (USARC)

United States Army Reserve Command commands all United States Army Reserve units and is responsible for overseeing unit staffing, training, management, and deployment.

Wage Grade (WG)

Wage grade (WG) is the term used to describe non-supervisory Federal Wage System (FWS) employees.

Workload

The amount of work assigned/directed to and expected to be accomplished by a worker or unit of workers in a given time period.