

**USARC Regulation 570-1**

**Manpower and Equipment Control**

# **Manpower Management of Full-Time Support**

**US Army Reserve Command  
4710 Knox Street  
Fort Bragg, NC 28310-1010  
10 October 2014**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

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

Changes to USARC Regulation 570-1 dated 1 April 2001

- o Changed the name of USARC Major Subordinate Commands (MSCs) to Operational, Functional, Training, and Supporting (OFTS) Commands.
- o Moved Manpower Requirement process from chapter 2 to chapter 3.
- o Implemented up to date requirements determination framework (chapter 3).
- o Deleted paragraph 2-3a Hands-on-Training Mission and Production Base Training (PBT).
- o Deleted paragraph 2-3b Live Missions.
- o Deleted paragraph 2-3c Command and Control (2).
- o Deleted paragraph 2-3d Collective staffing for multiple co-located detachments.
- o Added USARC Staff office Equal Opportunity (EO), Family Programs and Sexual Harassment and Rape Prevention (SHARP), Suicide Prevention, Security and Army Substance Abuse Program for review of pertinent requested documentation actions (chapter 4).
- o Changed Chapter 4 "Force Structure Realignments" to "FTS Authorizations Management and Documentation".
- o Changed Chapter 5 from "Changes to TDA Documents" to "FTS Management of Force Structure Changes".
- o Deleted paragraph 5-2 Use of non-standard remark codes in TDAs.
- o Modified paragraph 5-3 "Completion and submission of DA Forms 2028" (figure 5-1) (see appendix A).
- o Deleted table 5-1, Figure 5-1 and Figure 5-2 (Chapter 5); added "Instructions for completing DA Form 2028 as a request for FTS TDA change" to A-1 (appendix A).
- o Moved "References" from Appendix A to Appendix B.
- o Moved "Glossary" from Appendix A to Appendix B.

Manpower and Equipment Control  
**MANPOWER MANAGEMENT OF FULL-TIME SUPPORT**

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For the Commander:

Army Reserve Command (USARC) Full Time Support (FTS) manpower resources.

LUIS R. VISOT  
Major General, US Army  
Chief of Staff

**Applicability.** This regulation applies to Headquarters (HQ) USARC, and Operational, Functional, Training, and Supporting Commands (OFTS) located within CONUS and OCONUS. Local reproduction is authorized. You can access this regulation and other USARC publications on the INTRANET at <https://usarcintra/>.

Official:

CYNTHIA S. MCCARTY  
Colonel, US Army  
USAR Deputy Chief of Staff, G 1

**Suggested improvements.** The proponent of this regulation is the Director, U.S. Army Reserve (USARC) G-3/5/7 Force Management (FM). Users are invited to send comments and suggested improvements on DA Form 2028. (Recommended Changes to Publications and Blank Forms) directly to CDR, USARC, ATTN: AFRC-OPF-D, 4710 Knox Street, Fort Bragg, NC 28310-5010.

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**History.** This is the third edition of USARC Regulation 570-1. It was originally published on 1 June 1994.

**Summary.** This regulation establishes administrative procedures and policies for the **implementation and management of the U.S.**

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\*This regulation supersedes USARC Regulation 570-1 dated 1 April 2001.

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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 FTS authorizations for the U.S. Army Reserve.

#### **1-2. References**

References are listed in appendix B.

#### **1-3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in Section IV.

#### **1-4. Responsibilities**

a. The Army Reserve Command G-3/5/7 Force Management Directorate is responsible for and has approval authority for all Army Reserve FTS manpower policies and procedures. This includes, but is not limited to oversight of:

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

(2) Development, approval, and validation of FTS manpower requirements for Army Reserve Operational, Functional, Training and Supporting (OFTS) Commands.

(3) Development of FTS requirements Staffing Guides for OFTS Commands.

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

(5) Development of staffing standards for OFTS commands.

(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 OFTS Commands 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 DA Form 2028.

(4) Submit DA Form 2028 for FTS TDA change request in accordance with Appendix A and figure A-1 of this regulation no later than the established Command Plan (CPLAN) Guidance timeline.

#### **1-5. Objectives**

The objective of the Army Reserve 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 Army Reserve organizations. Also, the Army Reserve FTS Program provides AGR personnel to AC organizations in support of the Army Reserve missions. Commanders are responsible for effectively and efficiently using allocated manpower resources. Full Time Support personnel categories are:

a. Military Technician (MT). These Federal employees are civilians employed under Title 5 U.S. Code (USC), to administer, train, and maintain Army Reserve organizations. The MTs, in support of the Army Reserve, are members of the competitive civil service and consist of 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 an Army Reserve unit. The MT is assigned to a position as a technician in the administration and training of the Army Reserve or in the maintenance and repair of supplies or equipment issued to the Army Reserve.

b. Department of Army Civilian (DAC). These Federal employees are civilians employed under Section 3101, Title 5 USC and Section 709, Title 32 USC.

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 a Reservist. 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 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 OFTS Commands 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 OFTS Commands and USARC Staff may submit a request for FTS TDA change during the CPLAN for documentation in the Army Authorization Documents System (TAADS). The Director, USARC G-3/5/7 FM will establish suspense dates for OFTS Commands 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 using DA Form 2028 (Recommended Changes to Publications and Blank Forms). See Appendix A of this regulation for instructions on completing DA Form 2028 for FTS TDA change request.

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

d. The OFTS Commanders and USARC Staff Director or their designated representative must endorse all requests for FTS TDA change 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 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 Directorate determines Full Time Support (FTS) requirements for all Army Reserve organizations and develops standards 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 Assistant Secretary of the Army (Manpower & Reserve Affairs), U.S. Army Manpower Analysis Agency (USAMAA). Approved processes will have a common conceptual and doctrinal framework that is comprised of the following elements:

(1) Create Baseline. Establishes the baseline by describing the capabilities of the organization in official terms that is, manning documents, official manpower allocations, and programmed allocations. This step also describes additional real capabilities including overhires, 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.

(2) 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.

(3) 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.

(4) 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, overhires, 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.

(5) 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.

(6) 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.

(7) 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.

(8) 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.

(9) 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 FTS requirements will be aligned to a 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. 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 the purpose of this regulation, an additive is defined as a requirement to accomplish work that was not measured during the development of a modeling effort or approved Concept Plan (i.e., business rules, direct requirement, AC FTS etc). The USARC 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 3-5 years. Actual FTS requirements documented for a 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. Companies of an organic/composite battalion not collocated with the Headquarters Headquarters Company/Headquarters Headquarters Detachment are not considered split-stationed. Split stationing is a Commander's decision. Units under a workload-validated manpower study must stay within their established total FTS requirements. Units collocated may receive less FTS staffing.

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

- a. See ATOMM model Phase I breakpoint for requirements to be documented on the FTS/TDA.
- b. FTS Staffing for SRC may differ based on Mission Control and number of Line Item Numbers assigned to Management Control (MC) units.

## **Chapter 4**

### **FTS Authorizations Management and Documentation**

#### **4-1. Allocation of FTS TDA 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 DA G1 for approval/disapproval.

b. OFTS Commands 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 OFTS Commands does not change between approved FTS TDAs.

e. The OFTS Commands' allocated authorizations will only be adjusted based on established DA 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 OFTS Commands 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 concepts plans, and PBG reprogramming, which is subject to HQDA approval prior to FTS TDA documentation. The OFTS Commands must maintain AMSCO and MDEP integrity when submitting a request for realignment of authorizations. Request for realignment of authorizations will be submitted to USARC G-3/5/7 FM using DA Form 2028 no later than the submission deadline established by the CPLAN Guidance timeline. See appendix A, figure A-1 of this regulation for instructions on completing DA Form 2028.

b. The OFTS Commands 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 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 OFTS Commands 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 OFTS Commands 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 OFTS Command 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 OFTS Command 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 OFTS Command to a valid requirement. If a valid requirement is not available, the authorization will be realigned as deemed necessary by USARC G-3/5/7 FM Director.

(2) Civilian requirements documented on the FTS TDA that are no longer valid requires realignment of the authorization. The OFTS Command must submit a request to realign the authorization to a valid civilian requirement prior to the closure of the CPLAN window. If the OFTS Command 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 OFTS Command to a valid requirement. If the OFTS does not have a valid requirement to realign the authorization to, USARC G-3/5/7 FM will realign the authorization as necessary.

f. FTS authorizations will not be realigned out of units that activated 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 and Rape Prevention
- (12) Suicide Prevention
- (13) Security
- (14) Army Substance Abuse Program

## **Chapter 5**

### **FTS Management of Force Structure Changes**

#### **5-1. Activation**

The USARC 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 OFTS Commands 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 OFTS Commands have the option of submitting a request to realign current allocated authorizations to split-stationed requirements.

#### **5-2. Inactivation**

a. This USARC G-3/5/7 FM Director 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 OFTS Command boundaries.

## Appendix A

### Instructions for completing DA Form 2028 as a request for FTS TDA change:

The following guidance is provided to assist with the proper completion of DA Form 2028, request for FTS TDA change. The format prescribed in this regulation will be used. Items on the DA Form 2028 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 on the DA Form 2028.

- a. **DATE:** Date signed.
- b. **TO:** CDR, USARC, ATTN: AFRC-OPF-D, 4710 Knox Street, Fort Bragg, NC 28310-5010.
- c. **FROM:** Originator.
- d. **PUBLICATION/FORM NUMBER:** Latest approved FTS TDA and CCNUM.
- e. **DATE:** Effective date of FTS TDA referenced in PUBLICATION/FORM NUMBER block.
- f. **TITLE:** Command/Unit Title on the FTS TDA referenced in PUBLICATION/FORM NUMBER block.
- g. **ITEM NO:** Numeric number in sequential order.
- h. **PAGE NUMBER:** Leave blank.
- i. **PARAGRAPH:** FTS TDA paragraph number of the position requested for change.
- j. **LINE NO:** FTS TDA line number of the position requested for change.
- k. **FIGURE NO:** TPU paragraph number of the position requested for change (if applicable).
- l. **TABLE NO:** TPU line number of the position requested for change (if applicable).
- m. **RECOMMENDED CHANGES AND REASON:** Each item number will have "AS READS" and "SHOULD READ" with the following information (see example figure A-1):
  - (1) The Unit UIC, Unit Name
  - (2) AS READS: Will include as a minimum but not limited to, position Title, Grade, POSCO, REQ, AUTH, AMSCO
  - (3) SHOULD READ: Will include, as a minimum but not limited to, Position Title, Grade, POSCO, REQ, AUTH, AMSCO
  - (4) JUSTIFICATION: Provide justification for the requested change . Attach a copy of the approved position description if changing Position Title, Grade, or POSCO.
- n. **TYPED NAME, GRADE OR TITLE:** Individual submitting request for change (CDR, CXO, FM Analyst).
- o. **TELEPHONE EXCHANGE/DSN/PLUS EXTENSION:** Of person in "NAME, GRADE OR TITLE" block.
- p. **SIGNATURE:** Of person in "NAME, GRADE OR TITLE" block.



RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS <small>For use of this form, see AR 25-30, the proponent agency is OAASA</small>						Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE (a) Date Signed
TO: (Forward to proponent of publication or form) (Include ZIP Code) (b) THRU: Command Channels TO: Cdr, USARC, G 3/5/7, FM ATTN: AFRC-OPF-D 4710 Knox Street, Fort Bragg, NC 28310-5010						FROM: (Activity and location) (Include ZIP Code) (C) Commander, (OFTS) (Office Symbol) (Street Address) (City, State, Zip Code)	
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER						DATE	TITLE
(d) Latest Approved FTSTDA UIC CCNUM						DOC EDATE	(f) FTS TDA Document Title
ITEM	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended changes, if possible).	
(g) 1.	(h) (Leave Blank)	(i) FTS TDA PARNO  201A	(j) FTS TDA PERLN  04	(k) TPU PARA  107	(l) TPU LINE  03	(m) UIC: WXXXAA UNIT NAME: 111th Mess Kit Co  As Reads: PSNTL GR POSCO/DMOS AMSCO REQ AUTH Supply SGT E6 92Y30 113R1000 1 1  Should Read: Supply SGT E6 92Y30 1 0  UIC: WZZZAA UNIT NAME: 103rd Supply Co  As Reads: PSNTL GR POSCO/DMOS AMSCO REQ AUTH Motor SGT E7 91X40 113R1000 1 0  Should Read: PSNTL GR POSCO/DMOS REQ AUTH Motor SGT E7 91X40 1 1  Remarks: Realign authorization from WXXXAA, PARNO/PERLN 201A/04 to WZZZAA, PARNO/PERLN 216B/03  JUSTIFICATION: Provide justification for the requested action.  NOTE: When realigning an AGR authorization from one position to another, the following statement is required:  " The position the authorization is being realigned from is vacant and a replacement has not been identified."  or  " The position the authorization is being realigned from is filled, and incumbent will have met tour stabilization by effective date of requested change."	
(g) 2.		(i) 216B	(j) 03	(k) 103	(l) 06		
TYPED NAME, GRADE OR TITLE					TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE
(n) MSC Management Analyst, MSC Chief Executive Officer, or Commander					(o) Current Phone Number		(p) Management Analyst/CXO Signature

DA FORM 2028, FEB 1974 Figure A-1. DA Form 2028 (Recommended Changes to the Publication and Blank Forms)

## **Appendix B**

### **References**

#### **Section I**

##### **Required Publications**

DOD Directive 1205.18 Full Time Support for the Reserve Components  
AR 570-4 Manpower Management  
AR 135-18 The Active Guard Reserve (AGR) Program  
AR 135-2 Full-Time Support Program  
AR 71-32 Force Developmental and Documentation Consolidated Policies  
DA PAM 611-21 Military Occupational Classification and Structure

#### **Section II**

##### **Related Publications**

AR 71-11 Total Army Analysis (TAA)  
AR 140-1 Mission, Organization, and Training of the Army Reserve  
AR 140-10 Assignments, Attachments, Details, and Transfers of Army Reserve  
AR 140-30 Active Duty in Support of the U.S. Army Reserve (USAR) and Active Guard/Reserve (AGR) Management Program  
AR 140-315 Employment and Utilization of U.S. Army Reserve Military Technicians  
AR 614-100 Assignments, Details and Transfers of Officers  
AR 614-200 Assignments, Details and Transfers of Enlisted Personnel

#### **Section III**

##### **Prescribed Forms**

DA Form 2028

## Glossary

AC	Active Component
AGR	Active Guard Reserve
AMSCO	Army Management Structure Code
ATOMM	Administer, Train, Others, Maintain/Maintenance and Medical
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CME	Contract Manpower Equivalent
DA	Department of the Army
DAC	Department of Army Civilian
DRC	Direct Reporting Command
DUIC	Derivative Unit Identification Code
EDATE	Effective Date
E&U	Evaluation and Utilization
FM	Force Management
FMS WEB	Force Management System Web
FTS	Full-Time Support
FTS TDA	Full Time Support Table of Distribution and Allowances
GS	General Schedule
HQDA	Headquarters, Department of the Army
HHC/HHD	Detachment
MACOM	Major Command
MC	Management Control
MDEP	Management Decision Package
MOBTDA	Mobilization Table of Distribution and Allowances
MOS	Military Occupational Specialty
MT	Military Technician
MTOE	Modification Table of Organization and Equipment
NAF	Non-Appropriated Fund
OCONUS	Outside the Continental United States
OFTS	Operational, Functional, Training, and Supporting Command
OPATL	Operations, Personnel, Administration, Training, Logistics
OSD	Office of the Secretary of Defense
PATL	Personnel, Administration, Training, Logistics
PBG	Program Budget Guidance
POM	Program Objective Memorandum
POSCO	Position Occupation Code
RC	Reserve Component
RSC	Regional Support Command
SRC	Standard Requirement Code
TAADS	The Army Authorization Documents System
TDA	Table of Distribution and Allowances
TPU	Troop Program Unit
UIC	Unit Identification Code
USAFMSA	US Army Force Management Support Agency

USAMAA	US Army Manpower Analysis Agency
USAR	U.S. Army Reserve
USARC	U.S. Army Reserve Command
WG	Wage Grade

## Section IV

### Terms

#### **Active Guard and Reserve (AGR)**

Members of a Reserve component on active duty under 10 U.S.C. 12301, 14 U.S.C. or full-time National Guard duty under 32 U.S.C. 502 for a period of 180 consecutive days or more to perform duties as described in 12310 and 10211 of 10 U.S.C.

#### **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.

#### **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.

#### **Category**

The designation of positions as military or civilian. Each category is further divided into identities.

#### **Federal Civilian Employees**

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

#### **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 on a daily basis in the execution of operational missions and readiness preparation.

#### **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.

**Military Technician (MT)**

A 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.

**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.

**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.

**Staffing guides**

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

**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.

**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.