



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

REPLY TO
ATTENTION OF
DAMO-FMP

SEP 7 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Concept Plan Guidance

1. References:

- a. AR 71-32, Force Development and Documentation – Consolidated Policies, dated 3 March 1997.
- b. AR 570-4, Manpower Management, dated 8 February 2006.

2. The purpose of this memorandum is to provide guidelines and procedures for submitting a concept plan to Headquarters, Department of the Army (HQDA). It supplements Army Regulation 71-32 and replaces the HQDA G-3/5/7 Concept Plan Guidance, dated 15 October 2004. This memorandum outlines Army Force Management policy for concept plans, thresholds for concept plan submission, HQDA responsibilities, guidelines, establishes the Command Implementation Plan, and other detailed instructions that ultimately impact the requirements approval process.

3. The Institutional Army is undergoing tremendous change due to the effects of Base Re-alignment and Closure actions, the Integrated Global Presence and Basing Strategy, business transformation and the Army's goal of transferring 15,000 Active Component military authorizations from the Institutional Army to the operational force. To assist this effort, HQDA is revising the concept plan guidance with the long-term goal of decreasing Institutional Army requirements.

4. The enclosures provide detailed implementation procedures and concept plan preparation information. The Army G-37/FMP POC is Mr. Michael J. Bush, DSN: 222-8190, CML: (703) 692-8190, or e-mail: michael.bush2@hqda.army.mil.

3 Encls:

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OFFICE OF THE ASSISTANT SECRETARY FOR ARMY, MANPOWER AND
RESERVE AFFAIRS
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF
THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY ACQUISITION,
LOGISTICS AND TECHNOLOGY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY FINANCIAL
MANAGEMENT AND COMPTROLLER
DIRECTOR OF THE ARMY STAFF
DEPUTY CHIEF OF STAFF, G-1
DEPUTY CHIEF OF STAFF, G-2
DEPUTY CHIEF OF STAFF, G-3/5/7
DEPUTY CHIEF OF STAFF, G-4
CHIEF INFORMATION OFFICER/G-6
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U. S. ARMY INSTALLATION MANAGEMENT AGENCY
SUPERINTENDENT, U.S. MILITARY ACADEMY

ANNEX A: General Concept Plan Guidance

1. Overview:

a. For the purpose of this memo the term Commands pertains to all Army Service Component Commands, Army Commands, and all newly designated Direct Reporting Units to HQDA. G-37/FMP is executing concept plan approvals and disapprovals under the policy oversight of the ASA M&RA.

b. As defined by Army Regulation 71-32 a concept plan is a detailed proposal to create or change one or more units when the level of change reaches a specified threshold. The purpose of a concept plan is to ensure that resources are used to support Army objectives and priorities, ensure full understanding of the change, enable auditing of resource realignments, ensure supportability and satisfy a variety of HQDA functional interests related to how the organization plans to implement the proposed change. In the past concept plans were used to request approval of organizational structure, manpower, and equipment requirements. This approach will continue however, in addition to approving requirements, the concept plan process will now be resourced informed and will include a resourcing strategy for manpower and equipment authorizations.

c. A concept plan must align with Army goals and policy without building duplicate structure, and be an improvement to a required capability to warrant creating a new unit/organization, or restructuring an existing one. The concept plan must demonstrate a measurable efficiency, improved capability, or the need for a new requirement. It should address resource requirements and strategies, workload data, and command and control arrangements. Concept plans may not cause growth in a Command's manpower unless the concept plan references a HQDA directed mission. There must be sufficient documentation of the HQDA directed mission to be able to understand the scope and scale of the new mission.

d. The Army's long term goal for the institutional Army is to increase efficiency and decrease overall personnel requirements. In HQDA's current constrained resource environment, all concept plans must include a proposed bill payer strategy. HQDA may grant exceptions to this guidance in situations where the concept plan addresses new or expanded missions given to the Command by HQDA. All requests for additional requirements must be workload based and include substantiating workload data. Table of Distribution & Allowance (TDA) equipment requirements contained in the concept plan that meet HQDA review thresholds will be brought to the HQDA Unit TDA Equipment Review and Validation Board for a resourcing and documentation decision after concept plan approval.

e. Commands must be prepared to resource concept plans from within the Command's available authorizations and Total Obligation Authority (TOA) and in accordance with the approved resourcing strategy. Any changes that involve manpower reprogramming will be submitted during the POM as part of the command's schedule 8 submission.

f. The Operational or Modified Table of Organization & Equipment (MTOE) Army has a systematic, disciplined methodology for organizational design centered on the Force Design Update (FDU) process. The FDU process determines Army doctrinal, organizational, training, material, leadership and education, personnel and facility (DOTMLPF) requirements and then translates them into programs and structure. It performs essentially the same function as a concept plan. The Institutional or TDA Army with the implementation of Centralized Documentation (CENDOC) and Army Campaign Plan Decision Point (DP) 59, TDA standardization, continues to develop a systematic approach to organizational design. Until these processes mature the concept plan process remains central to the TDA requirements process. In the future, the use of HQDA approved models and TDA standardization may reduce the necessity for concept plans except when crossing specific thresholds or as an exception to policy.

2. Thresholds:

a. AR 71-32 currently outlines the following threshold events that normally would trigger the submission of a concept plan to G-37/FMP.

(1) Introduction of a new unprogrammed MTOE/TDA organization into the Army force structure. A concept plan is not required to introduce a new MTOE unit into the Army force structure, if it is approved during Total Army Analysis and the MTOE organization is developed from an approved TOE or part of the Force Design Update approval process unless the command is establishing or activating a MULTI-COMPO UNIT (MCU). The sponsoring component will coordinate and obtain concurrence on the concept plan with all resourcing component(s) and Commands prior to submission.

(2) A deviation from MTOE or TDA organizational structure, standardization, stabilization policies and guidance from AR 71-32. Exception MTOEs will continue to be approved by the Director, Force Management and are exempt from the concept plan submission requirement.

(3) A change in MTOE unit Authorized Level of Organization (ALO) without prior HQDA approval.

(4) Creation of a new MTOE unit based upon new or changed doctrine.

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(5) A change to a TDA organization's mission or functions that will involve placing increased demands on HQDA for personnel, equipment, funds and facilities.

(6) Reorganization of a TDA unit at or above directorate level (guideline: one level lower than the commander or director).

(7) Establishment or reorganization of an Army Management Headquarters Account.

(8) Movement of a mission, function, or unit from one Command to another, if reorganization is involved.

b. HQDA continues to provide oversight of the TDA requirements determination process. Each new mission and each new manpower requirement must be evaluated carefully since total Army requirements exceed current available manpower. Therefore, HQDA adds the following thresholds.

(1) Growth of any new military requirements [position].

(2) Growth of any new civilian requirements [position]. Except as noted in paragraph 3 below. Does not include OCAR / ARNG Military Technicians. Requests for Military Technicians must be submitted and processed by OCAR and ARNG IAW AR 135-2 and AR 140-315.

(3) Requests for additional Paid Parachute requirements and authorizations that exceed a Command's existing ceiling.

(4) Conversion of contractor or Contract Manpower Equivalent (CME) manpower to Department of the Army Civilians. Follow instructions in Annex C.

3. The following Command manpower reprogramming actions do not require the submission of a concept plan (but must adhere to HQDA guidance governing controlled programs):

a. AR 570-4, chapter 10, provides procedures for obtaining HQDA approval and streamlining the approval of document changes. This process is to continue with the policy proponent offices and USAFMSA will coordinate results with G-37/FMP.

b. The realignment and/or reprogramming of existing military or civilian requirements (zero-sum) with or without authorizations during the POM build using the Schedule 8 process. An example is G-1/G-3/5/7 Structure Manning Decision Review (SMDR) which realigns training requirements across TRADOC. These changes will be reviewed by G-37/FMP to insure the realignment, reduction or growth supports the stated objective of the change.

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c. HQDA directed increases in requirements to support HQDA guidance or regulation (i.e. EO Advisors, etc.).

d. Changes to Joint or Defense Manpower.

e. Inter-Command Transfers: Movement of a mission, function, or unit from one Command to another does not require a concept plan if there is no reorganization of either unit involved. G-37/FMP, as the approving authority for Schedule 8s in the POM process does require a copy of the memorandum (MOA or MOU) signed by the losing and gaining command except when Schedule 8 are submitted to correct a previously approved inter-command transfer. This includes inter-service/agencies transfers.

f. Controlled Programs: Changes to programs such as; Senior Executive Service (SES), Army Management Headquarters Activity (AMHA), Defense Health Program (DHP), National Intelligence Program (NIP), General Officer (GO), Title XI, Special Operations Forces (SOF), or Counter Drug programs will be directed actions. Command must gain proponent approval for changes to authorizations for controlled programs.

g. Command Implementation Plans: To streamline the concept plan process Commands are now permitted to submit a Command Implementation Plan as an alternative to a concept plan. It will be used to reorganize either a single unit identification code (UIC) reorganization or several UICs residing on the same installation as long as total requirements and authorizations do not change or increase and there are no AMSCO/MDEP/CTYPE/REIMS/REIMC changes. On a case by case basis, Commands with multiple units that are split based and geographically separated may request G-37/FMP approval to use the Command Implementation Plan. A Command Implementation Plan will consist of a memorandum with an explanation of the reorganization and an attached crosswalk from the latest HQDA approved TDA to the proposed TDA organization. The proposed TDA will have a Section I, II, III and IIIS consisting of the proposed mission, personnel, and equipment requirements and authorizations. G-1 will continue to conduct a personnel supportability analysis of the proposed organization. G-37/FM will review Command Implementation Plans for approval and documentation.

4. Staffing of Concept Plans:

a. Commands submit all concept plans to G-37/FMP for HQDA/Command staffing. G-37/FMP's Force Structure Command Managers are responsible for staffing and coordination of issues concerning the concept plan. All concept plans will be evaluated for compliance with AR 71-32 and this policy memorandum before distributing them for staffing. Concept plans must be at a level of detail sufficient to permit analysis of the

proposed organization and its manpower and equipment requirements. Detailed workload data and crosswalk spreadsheets from current HQDA approved TDAs to the proposed organization are essential. Again, all concept plans must contain a proposed bill payer strategy. Command Managers will return concept plans to the Command if they lack sufficient information for staffing.

b. Since each concept plan is unique and is functionally oriented, G-37/FMP Force Structure Command Managers will determine which particular Command and HQDA offices need to review a concept plan. At a minimum concept plans will be staffed with the following organizations; appropriate Program Evaluation Groups (Training, Manning, Equipping, Sustaining, Installations and Organizing), ASA M&RA, ASA-FM&C, G1-PRP, G-37/FMF, G4-SIF, G8-PAE, US Army Manpower Analysis Agency (USAMAA), US Army Force Management Support Agency (USAFMSA), US Army Center of Military History, and G-37/FMP PBG Command Managers. Within their functional areas of expertise HQDA elements are expected to evaluate a concept plan based on the mission, function, organization, workload, capability, and proposed manpower and equipment requirements and resourcing. As part of the resourcing strategy for civilian requirements, PEGs must comment on their ability to resource the requirement.

c. HQDA Responsibilities:

- G-1: Functional proponent for review of military and civilian manpower requirements and authorizations. G37/FMP will submit all concept plans to DAPE-PRP-OA as the central point of contact for G1. Responsible for coordination with the Manning PEG. Also responsible for Army Management Headquarters Account (AMHA) control and review.
- G-2: Functional proponent for issues involving intelligence organization and operations to include army language skill programs
- G-33/OD: Functional proponent for issues involving readiness, current operations and mobilization operations.
- G-37/TR: Functional proponent for issues involving institutional training, unit training (including OPTEMPO, ammunition, and Training Support Systems), civilian and military leader development and civilian training implications. Responsible for coordination with the Training PEG.
- G-35/SS: Functional proponent for oversight of strategic concepts, policy and planning implications.
- G-4: Functional proponent for issues involving sustaining operations, equipment, and materiel readiness. Responsible for coordination with the Sustaining PEG.
- G-6: Functional proponent for the strategic direction, objectives and oversight of all Army C4 and Information Technology functions.
- G-8/PAE: Functional proponents to access, integrate, and synchronize The Army Program over the POM.

- G-8/FD: Functional proponent that provides equipment resource implications and impacts. Responsible for coordination with the Equipping PEG.
- OTJAG: Responsible for reviewing concept plans for compliance with current legislation, relevant title and public/military law.
- Chief, Army Reserve (OCAR/USARC): Plan, program, and budget for resourcing of USAR FTS requirements. Approval authority for USAR FTS (AGR) authorizations.
- Chief, Army National Guard (ARNG): Plan, program, and budget for resourcing of ARNG FTS requirements. Approval authority for ARNG FTS (AGR) authorizations.
- ASA FM&C: Functional proponent that provides budgetary assessments and impacts of implementing future Army budgets.
- ASA M&RA: Provides oversight of manpower, personnel, training, mobilization, force management, Army organization and force structure functions for all components of the Army. Responsible for coordination with the Organizing PEG.
- ASA CW / OCE: Provide policy oversight of the Civil Works program.
- ACSIM: Provide policy guidance and program management on all matters relating to overall management and resourcing of Army installations worldwide. Review the availability of efficient, effective base services and facilities. Responsible for coordination with the Installation PEG.
- USAMAA: Provide strategic level analyses of major programs and initiatives, and utilizes models, performance metrics, and on-site analysis to determine requirements based on validated missions.
- USAFMSA: Responsible for managing the Army's documentation processes to include compliance with AR 570-4. Review will focus on transitioning from the current approved document to the proposed TAADS document.
- Center of Military History (DAMH-FPO): Responsible for approving official unit designations and coordinating with G-37/FMP for implementation in SAMAS (Structure and Manpower Allocation System) and ASORTS (Army Status of Resources and Training System).
- G-37/FMP PBG Command Managers: Responsible for validating availability of military, civilian, and CME manpower in the budget; and identifying impacts on Controlled Manpower Programs.

5. Approval Process:

a. Each staff section will have two weeks to review a concept plan and return it to G-37/FMP with a concurrence, a concurrence with comment, or a non-concurrence. If a staff section requires additional time to resolve issues then the Force Structure Command Manager may grant an additional two weeks for issue resolution. G-37/FMP will attempt to resolve all issues or non-concurrences prior to sending forward a concept plan to the leadership for decision. If this reconciliation is not possible then G-37/FMP

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will outline the Command's or HQDA's position and send the concept plan forward for decision. The approval authority for a concept plan will depend on its complexity and the nature of the change. Concept plans are approved by the Director, Force Management. For concept plans with wide ranging implications or changes, or senior leader interest, the G-3/5/7 or the VCSA may be the approval authority.

b. Concept plans focus on military requirements and authorizations and civilian requirements. The Director, Force Management will recommend or direct a military manpower resourcing strategy to implement the concept plan and approve the civilian manpower requirements. Unresourced requirements will continue to compete in the Program Objective Memorandum (POM) process for resources. TDA equipment requirements contained in the concept plan that meet HQDA review thresholds will be brought to the HQDA Unit TDA Equipment Review and Validation Board for a resourcing and documentation decision after concept plan approval.

c. Once a concept plan is approved the G-37/FMP Force Structure Command Manager will send the concept plan approval memorandum to the appropriate Command and will provide an information copy to ASA M&RA, the appropriate PEG, and USAFMSA. The Force Structure Command Manager will coordinate SAMAS entries and TAADS documentation of the approved concept plan. Changes to civilian endstrength and workyears that require APE/MDEP/CTYPE reprogramming will be submitted during the POM as part of the Command's schedules 8. General Orders are done at HQDA level by the proponent and permanent orders are done by the Command.

6. Guidelines:

a. Concept plans may be submitted at any time. However to be considered during the next budget cycle, which is the key to resourcing the concept plan, they must be approved by 15 December of that POM year. Depending on their complexity, concept plans usually require 30-90 days from the time they are received at HQDA until a decision is reached. Therefore, concept plans should be received by G-37/FMP no later than 30 September in order to be included in the resourcing cycle that begins in the December timeframe each year. Again, unresourced civilian requirements must compete for funding in the POM and budget process; the G-3/5/7 can approve civilian requirements only, not funding. The Command Plan process (July - June of each year) normally documents the Army force two years out, but may document one year out by exception. The Command Plan process will include a review of all approved concept plans for implementation compliance. Out-of-Cycle requested E-dates that are approved will require the Commands to compete unfinanced requirements through the PPBE process.

b. The outcome of a successful concept plan submission is the approval of an organization/unit's structure, manpower and equipment requirements. A decision will be provided for the allocation of military manpower. TDA equipment requirements that meet HQDA review thresholds will be referred to the HQDA TDA Unit Equipment Review and Validation Board for a resourcing and documentation decision. Civilian manpower will be positioned to compete for resourcing against the Army's priorities during the next POM cycle or be paid internally by the command.

7. Way Ahead: As TDA centralized documentation matures, the key to success is increased standardization and efforts to support the development and validation of models that are responsive to mission and workload change. These two initiatives will decrease the number of concept plans and will apply a systematic approach to TDA organizational design similar to the MTOE's force design update. Also as contractor information and guidance matures it is anticipated that a threshold and additional guidance will be provided addressing this manpower area when the requirement is exclusively performed by contractors. However, to the extent contractors contribute to meeting a requirement together with military and civilian employees, they must be addressed in the concept plan. This is because concept plans approve "requirements" based on workload; sourcing of a requirement is not part of the validation of the workload; and contractors may offset some of the workload.

ANNEX B: Concept Plan Preparation

Organizations will prepare concept plans in the following format (one hard copy and an electronic version in Adobe Acrobat Reader) and submit them through their higher Army Command, Army Service Component Command or Direct Reporting Unit (referred to as Commands hereafter) offices or appropriate command channels to HQDA, ODCS G3/5/7 (DAMO-FMP). The use of abbreviated concept plans is discontinued.

Detailed workload data and crosswalk spreadsheets from current HQDA approved TDAs to the proposed organization are essential. They enable complete analysis of military and civilian grade and skill requirements and facilitate review of the manpower resourcing strategy. This analysis will trace bill payers, identify shortfalls and ensure compliance with standards of grade and manpower policies. Again, all concept plans must contain a proposed bill payer strategy.

1. All concept plans will have a one to two page executive summary in addition to the information outlined below. Provide key facts in the executive summary.
2. Subject. Short, descriptive title of the action, which includes the name of the unit and its proponent Command or HQDA staff agency.
3. Purpose. Provide a summary of the organizational aspect of the concept plan. Include the following information as appropriate in narrative format:
 - a. Mission Analysis. Is the mission required by law or regulation, HQDA or higher Command directed, Command/Agency initiative or assumed (should it be performed by some other unit/organization)? If not required by law or regulation, what is the impact of eliminating or scaling back performance? If the mission is not new, how and by whom has it been accomplished in the past? Reason or threshold for proposing the concept plan (i.e. correction of deficiency, new requirement, restructuring, etc)
 - b. Resource Analysis. Detailed description of how resource requirements (manpower, equipment, facilities, etc) were determined. Is the implementation of the concept plan contingent on receiving additional resources from HQDA? Based on the workload analysis, are the requirements of short-duration or enduring?
4. Execution. Discuss briefly how the concept plan will be executed to include requested E-dates and justification. Describe measurable efficiencies and improved capabilities resulting from the concept plan. Include an organizational efficiency review or a business process review if completed. Describe the command and control structure if the concept plan recommends a new TDA organization.

5. Manpower Analysis. Describe method used to determine existing and proposed requirements. (HQDA manpower survey, Command delegated manpower requirements certification authority or a logical justification for manpower requirements). If a manpower survey was not the basis of analysis, then state when a follow-up manpower survey will be conducted once the command/organization stands up. The concept plan should contain sufficient workload data that validates the requested requirements and should ensure that the requested requirements are for expanded and authorized missions. What workload is specifically generated to support accomplishment of this mission? Is this an increase or decrease from past performance? If an increase, is it a short-duration increase or an enduring one? Review AR 570-4, chapters 3 and 4. Questions to consider for various types of personnel are:

a. Military. Is it an essential military function? Require unique military knowledge and skills? Provide job description and workload data to support the requirement.

b. Reserve Component Military. Is it an essential military function? Require unique military knowledge and skills? Provide job description and workload data. Reserve Component soldiers from the ARNG and the USAR must be addressed by the component and particular categories impacted (AGR or TPU). ARNG and/or OCAR/USARC must approve any Active Guard and Reserve (AGR) positions as appropriate. G-37/FMP will staff the concept plan with OCAR/USARC and ARNG however it is recommended that the Command complete coordination prior to submission. NOTE: Any FTS requirements approved in a concept plan must compete for resourcing with all other FTS requirements.

c. Civilians. Is it an inherently governmental function? Require continuity of operations? Provide job description and workload data to support the requirement.

d. Contractors. Is it a non-inherently governmental function? What is the cost? Provide a cost and benefit comparison for using Department of the Army Civilians instead. Provide workload data to support the requirement.

6. Summary of Changes. State how the changes will be resourced. All concept plans must contain a proposed bill payer strategy.

a. Personnel. Summarize personnel requirements (additions, changes, reductions) by category as listed below. These summaries can best be displayed in WINTAADS Format. The WINTAADS format can be created in FMSWeb (formerly WebTAADS) by selecting the spreadsheet option for exporting data and then subsequently selecting the TAADS/WINTAADS 9.3 format box. (Consult your USAFMSA Army Command/ASCC/DRU Document Integrator for more specifics).

(1) Military. Identify internal authorized Command bill payers.

(2) Reserve Component Military by specific category.

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- (3) Civilians. Identify internal Command bill-payers.
- (4) Contractors. Identify the source of funding for contractors and/or contracts. Identify requirements by Federal Supply Classification (FSC).
 - b. Controlled Programs. Address impacts.
 - c. DoD Manpower Mix Criteria: Recommend coding.
 - d. Equipment (list all additional equipment required, including controlled items in SB 700-20 Chapter 2 and 4, and the HQDA Intensely Managed Line Item Number (LIN) list). If the concept plan contains LINs that are in SB 700-20 Chapter 2 and 4 or are HQDA Intensely Managed LINs, they will have to be submitted to the HQDA TDA Unit Equipment Review and Validation Board through the G-37/FMP Force Structure Command Manager before they can be documented.
 - e. Facilities Requirements (by funded project and FY programmed). Provide an assessment of facilities required to support the concept plan and how those facilities will be funded. State if current facilities will be used. If facility requirements are unknown then provide an estimate and ACSIM will help develop the requirements.
 - f. Funding. State appropriation funding requirements, status of funding availability and any known/expected shortfalls.
 - g. Organizational or Standardization impact. Discuss any deviation from organizational or standardization policy /guidance. Also state whether this is directly in support of an approved Force Design Update (FDU) or HQDA-directed action (i.e. IGPBS, BRAC, etc).
 - h. Recommended E-Date and justification. Specify E-Date, for example 1 Oct 2007, not "as soon as possible".
 - i. Readiness Impact. Identify any readiness effects of either not approving the concept plan or delaying it past the recommended E-Date.
 - j. Other Units Affected: List UICs and names of units impacted by this concept plan, and their Command if outside the submitting Command.
 - k. Stationing: Identify any thresholds in AR 5-10 Stationing that will be breached, as appropriate. If there is a stationing issue, then submit a stationing proposal as an enclosure.
 - l. Political Sensitivities: Describe any known or possible political sensitivities that should be made known to HQDA.
 - m. Point of Contact: Name, office symbol, e-mail address, and DSN number of the point of contact.

7. List of supporting enclosures.

a. Proposed TAADS document (Sections I, II, III, IIIS) for each affected organization preferably in WINTAADS format. The WINTAADS format can be created in FMSWeb by selecting the spreadsheet option for exporting data and then subsequently selecting the TAADS/WINTAADS 9.3 format box (Consult your USAFMSA Army Command/ASCC/DRU Document Integrator for more specifics).

b. Spreadsheet with manpower para/line level of detail crosswalk from the latest approved TAADS document (WINTAADS format) to the proposed structure. Clearly identify bill payers, new positions, and account for every personnel requirement and authorization. Data for civilians must include REIMS and REIMC if other than Direct Funded; and data for CMEs must include the FSC. Spreadsheet must include FY, Document Number, and Command Control Number (CCNUM).

c. Spreadsheet with equipment para/line level of detail crosswalk from the latest approved TAADS document (WINTAADS format) to the proposed structure. Address increase/decrease of equipment by LIN with justification/rationale.

d. Summary Spreadsheet. This spreadsheet provides a summary of all changes (additions, deletions, transfers, etc) that are taking place in the concept plan by UIC/Unit Name/E-Date/ personnel structure (OFF/WO/ENL/CIV/CME/AGG by MDEP and AMSCO). NOTE: For complex concept plans, on a case by case basis G-37/FMP may accept a summary of all changes instead of a detailed crosswalk.

e. Requests for assignment of new UIC (if applicable). If a new organization is created, a UIC request is required. The following information is required to request a new UIC:

- (1) Proposed Unit Designation.
- (2) Command Assignment.
- (3) Proposed TPSN (AR 25-70).
- (4) Station Code and/or Geographical Location Code.
- (5) Specific Location (e.g. Camp Red Cloud, Republic of Korea).
- (6) Proposed E-Date.
- (7) Component (1 Active Army, 2 National Guard, 3 Army Reserve).
- (8) Type (1 MTOE, 2 AUG TDA, 3 TDA).
- (9) Mission statement. Brief description to aid in assignment of TPSN.

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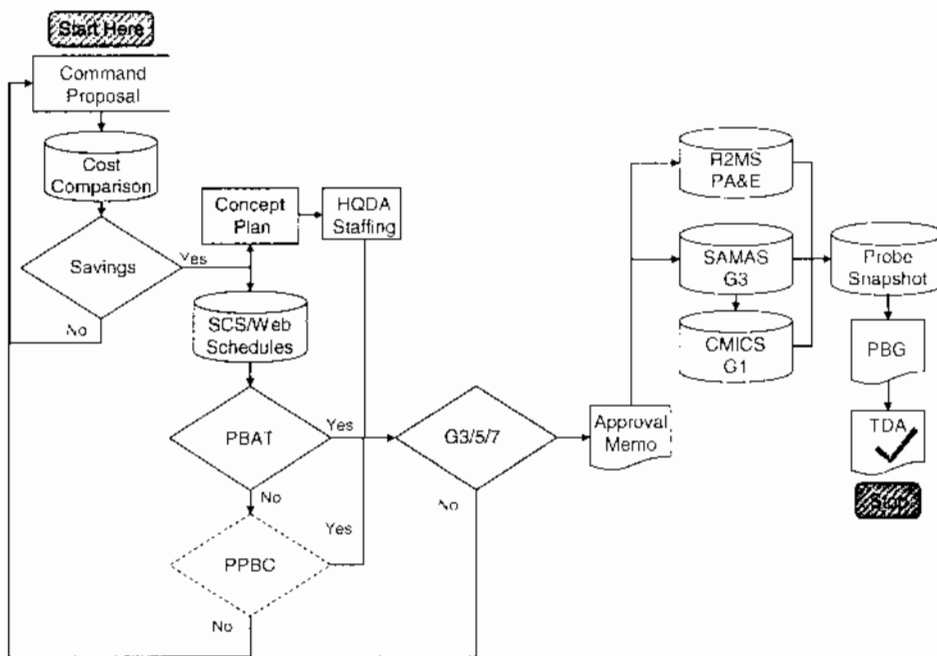
f. Supporting information (slides, etc) that can help communicate the concept plan in a clear, easily understood manner.

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ANNEX C: Contractor to Department of Army (DAC) Conversion: In-Sourcing

This constitutes interim guidance pending OSD issuance of guidance on in-sourcing pursuant to National Defense Authorization Act (NDAA) for FY06, Section 343. In-sourcing is defined as converting contracted services to Federal government employee performance. The procedures outlined in this portion of the concept plan guidance are for contractor to Department of the Army Civilian conversions only. All other requirement requests must follow the guidelines identified in Annex B.

NOTE: This guidance is addressing the programming cycle. Once the POM is locked or the BES is submitted (whichever) there will be no further changes regardless of the decisions made in the PBAT - - until the next POM starts.



Commands will be responsible for the following actions prior to submitting a concept plan to HQDA:

1. Command Proposals. Command proposals must include the following documentation.

- Workload and mission validation;
- Major Headquarters Activities Ceilings (10 United States Code Section 130a): Analyze how in-sourcing would affect Management Headquarters ceilings;

- DoD Manpower Mix Criteria: An analysis of whether the work currently being performed by contract or being considered for contract performance : 1) is inherently governmental or exempt from outsourcing per the DoD Manpower Mix Criteria or 2) being administered as a personal services contract prohibited under the FAR Part 37.104 (direct supervision of contractor employees by government personnel). The Assistant Secretary of the Army, Manpower and Reserve Affairs is the Army proponent for interpretation of the DoD Manpower Mix Criteria. If the work is inherently governmental or is being performed as a personal services contract, it must be brought in-house regardless of cost.
- If the work is not inherently governmental and can be performed without direct supervision of contractor personnel by government employees, then a cost analysis must be performed to determine the less costly source of labor.

2. Cost Comparison. If the contracted work was awarded via OMB Circular A-76 (public-private competition) then commands must use A-76 procedures (either streamlined or standard competition) in order to in-source. Commands must coordinate with ASA (I&E) in order to in-source via A-76. For contracts which were not awarded via A-76, commands will perform a cost analysis to determine the less costly source of labor. The Office of the Assistant Secretary of the Army (Financial Management and Comptroller), Cost and Economics is currently working on a costing tool to help facilitate this process. In the interim, commands will provide their own cost analysis.

3. Savings. Once a determination has been made that it is cost effective to in-source, commands will submit a concept plan to G-37/FMP to ensure the validation of the requirement. The required documents for concept plan submission are outlined in Annex B and defined by Army Regulation 71-32. Regardless of whether this is a new requirement or an existing requirement documented on the TDA, units will submit a concept plan for any contractor to civilian conversion.

The following steps will take place at HQDA:

4. HQDA Staffing. In addition to the staffing as outlined in Annex A, a Schedule 8 is to be submitted outlining the detail. A future change to the staffing process will include an automated web-based tool for the commands to use that will facilitate the coordination and help provide a resource informed decision. This automated tool will use the Schedule & Coordination System in conjunction with Web Schedules which will tie together manpower, resources and requirements. Data will be entered into the system by the command once the determination has been made that it is cost effective to in-source.

5. PBAT. Representatives from ABO, PA&E, G-1, and G-3 will meet the second Wednesday of every month to review the results of staffing and provide a recommendation to the G-37/FM.

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6. Approval Memorandum. G-37/FMP will provide a memorandum to the command with the disposition of the Concept Plan request. A command that submits a concept plan that is able to pay for any growth in DA civilians to perform a valid requirement without exceeding AMHA limits should receive an approval memorandum within 45-60 days. It is possible for requirements to be approved and resourcing decisions made at a later date based on the timeline within a POM cycle.

7. Database Structure. Once concept plans are approved, decisions will be documented in PROBE. Various databases will be updated. These systems include R2MS, SAMAS, CMICS and Probe Snapshot. This will provide closure to the contractor to civilian conversion process as the unit receives visibility on authorizations, funding and requirements.