Office Symbol Date

MEMORANDUM FOR Director, U.S. Army Manpower Analysis Agency (USAMAA), Assistant Secretary of the Army, Manpower & Reserve Affairs, 5915 16th Street, Building 238, Fort Belvoir, Virginia 22060-5514

SUBJECT: Request for Manpower Study

1. Include general description of study requested, specific portion of the organization to be studied, along with reason for study, i.e. intended use of findings and recommendations. Also, identify any organizational issues and critical processes that may need to be analyzed for potential changes (improvements). Furthermore, describe rationale for why the study is needed and how this supports DOD or Army priorities. This will help USAMAA identify the specific type of study required and the potential approach that will be used. USAMAA studies generally include determining manpower requirements, organizational changes, and process improvements.

2. Include summary of manpower requirements currently on latest approved requirements document, by type, i.e., military, civilian, and contractor and location(s) for organization (or portion of organization) to be studied. Also, identify any major TDA/JTD or organizational changes pending. This will help USAMAA determine the scope of the study.

3. Specify requested timeframe for study to be conducted and/or a no later than date, along with reason. This will help USAMAA schedule the study.

4. Include contact information for organization’s point of contact (POC). USAMAA will coordinate directly with POC and will respond back to the organization (via a memorandum) once a determination is made if and when the study will be conducted.

Signature block and signature

(Flag Officer or SES)