History. This publication is a new U.S. Army Cadet Command (USACC) pamphlet.

Summary. This pamphlet addresses how USACC develops the Table of Distribution and Allowance (TDA) for personnel requirements and authorizations, the personnel portion of the TDA, based on manpower resources allocated by higher headquarters. USACC G4 is the proponent for the equipment portion of the TDA.

Applicability. This pamphlet applies to the USACC Headquarters, Brigade Headquarters, including the JROTC staff, and SROTC programs/units.

Proponent. The proponent for this pamphlet is the USACC Deputy Chief of Staff, G5.

Army Management Control Process. NA.

Supplementation. NA

Suggested Improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ, USACC, ATTN: ATCC-SI, Fort Knox, KY 40121-5123.

Distribution. Distribution is intended for HQ USACC and its subordinate units in electronic format only.
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CHAPTER 1 - Introduction

1-1. Purpose

This Pamphlet provides guidance to USACC Staff and Units on the approved manpower processes and procedures required to document, amend and adjust the personnel portion of the USACC Table of Distribution and Allowances (TDA). The pamphlet explains the different tasks, responsibilities, authorities to submit and process changes to the HQs and brigade TDAs. This pamphlet supersedes USACC memorandums, memorandums of agreement, standard operating procedures and standard practices with force management and manpower.

1-2. References

References are listed in Appendix A.

1-3. Explanation of Terms

Acronyms and special terms used in this regulation are explained in the Glossary.

1-4. Responsibilities

a. USACC G5, Force Management Division.

   (1) Develop and maintain the USACC Headquarters (HQs) and eight Senior Reserve Officers’ Training Corps (SROTC) TDAs.

   (2) When required or directed, coordinate with Training and Doctrine Command (TRADOC) G8 to support manpower studies on the Command Headquarters TDA (staff) to validate the staff functions, authoritative directives, processes, workload, structure and manpower requirements.

   (3) Conduct manpower studies of the brigade headquarters to validate the brigade staff functions, authoritative directives, processes, workload, and manpower requirements.

   (4) Develop, maintain and update the USACC SROTC Program Manpower Model to validate program workload drivers, structure and manpower requirements.

   (5) As necessary, obtain and input program open enrollment (OE), commission mission and production data into the SROTC Program Manpower Model.

   (6) Develop, maintain and update the command SROTC Program Manning Allocation Rules based on the Commanding General’s (CG) priorities and guidance.

   (7) Review all USACC staff and subordinate unit requests for proper grade structure, PD changes, paragraph changes, title changes, TDA compliance. Changes
to the TDA are processed and documented on the TDA in one of three Department of the Army managed methods: an Out of Cycle (OOC) TDA change, an approved Command Plan (CP) change, or an approved Change Management Plan (CMP).

(8) Review all civilian hiring actions (PERM, TERM, TEMP, and Overhire) for validity IAW policy and guidance.

(9) Update changes into the Defense Rapid Readiness Systems Army (DRRS-A), to include all Unit orders created by USACC G1 and signed by TRADOC for both SROTC & JROTC units.

(10) In HSS, create or amend the TDA structure for the headquarters and brigades once an approved TDA is published.

(11) Identify and analyze affected positions for Grade Plate Review (Officer and Enlisted); staff and submit the USACC response/proposal, with input from brigades and/or staff, with the appropriate risk assessment.

(12) USACC proponent for processing and tracking all Directed Military Overhire (DMO) request memos to TRADOC G8.

(13) Responsible for publishing the Command Plan (CP) guidance annually to USACC headquarters staff/directorates and brigades. Command Plan adjustments are limited as follows:

   (a) Even years – only DA or TRADOC directed changes will be actioned in the even year CP process.

   (b) Odd years - during the odd years the G5 will review and validate the SROTC Manning Allocation Rules. During this review is when the brigades can request changes to SROTC programs, as long as the modifications align with command guidance and the Manning Allocation Rules. It is during the odd year cycle that directorates and staff can request changes to their TDA.

(14) Support directorates, staff and brigades in the development of Command Management Plan actions. Review for accuracy, proper documentation, and formatting. Submit through TRADOC to DA G3-5 FMD for approval and documentation.

b. USACC G4.

   (1) Update and maintain all equipment TDAs to include the seven Junior Reserve Officers’ Training Corps (JROTC).

   (2) Responsible for the creation and establishment of Department of Defense Activity Address Code (DoDAAC) for subordinate units.
c. USACC G1.

(1) Responsible for creating orders for establishment, disestablishment or amending the status of ROTC programs.

(2) Submit SROTC and JROTC unit orders to TRADOC G1 for signature.

d. USACC Surgeon’s Office. As part of the annual command plan process, submit the Medical Command Grade Allocation changes. Typically this is part of reprogramming and occurs in the January timeframe.

e. USACC Brigades.

(1) Responsible for submitting completed paperwork for TDA changes submitted through the G5 for staffing and approval.

(2) Responsible for completing and submitting appropriate documents for a Change Management Process request.

f. USACC Headquarters Directorates/Staff.

(1) Responsible for submitting completed paperwork for TDA changes submitted through the G5 for staffing and approval.

(2) Responsible for completing and submitting appropriate documents for a Change Management Process request.

g. The USACC CoS is the approval authority for TDA personnel structure changes for the USACC headquarters directorates and staff. The USACC CG is the approval authority for changes to the brigade headquarters and subordinate SROTC programs/units submitted through G5 for approval.

h. The CG has final appeal authority.
CHAPTER 2 – Table of Distribution and Allowances

2-1. General

a. The Table of Distribution and Allowance (TDA) is a record of organizational mission, structure, and the personnel and equipment required to perform the mission.

   (1) USACC personnel and equipment are authorized against the requirements based upon allocation of resources from higher headquarters.

   (2) USACC G5, Manpower section manages the personnel portion of the TDA.

   (3) USACC G4 is the proponent for changes to the equipment portion of the TDA.

   (4) The TDA documentation process at the USACC headquarters and below level focuses on TDA changes that are documented and go into effect in 12 – 24 months. Example of the TDA / CP cycle --

b. Changes documented in the FY20 command plan process are approved by DA in 4Q20 (published TDA o/a 1 October 2020 in FMSWeb) and published as the 0122 (FY22) TDA.

c. 1 October 2020, FY21 begins and the latest approved version of the FY21 TDA is in effect.

d. o/a 1 April 2021 the latest approved version of the FY22 TDA is used by HRC/USACC G1 assignments visibility in the Market Place (AIM2 process) for officers and the Enlisted Distribution and Assignment System (EDAS) generates auto-requisitions for enlisted assignments/RFOs.

NOTE: USACC G1 will generally use the latest approved version of the TDA to approve hiring actions.

   (1) Currently contractors are not documented on the TDA. USACC G1 and G4 maintain the approved and resourced list of contractor numbers, locations and supported staff and/or units. Contractors support the USACC headquarters, brigade headquarters and the SROTC programs.

   (2) USAR AGR PMS and APMS requirements/authorizations are documented on the USACC TDAs. Generally at the brigade level and below, documentation and reprogramming USAR requirements and authorizations follow the same process as other manpower actions. At the headquarters level there is additional coordination with HRC, 108th USAR and USACC G1 for reprogramming and moving requirements and authorizations within and between brigade TDAs.
NOTE: USAR requirements and authorizations will have “USAR” in the position title, i.e. “USAR PMS”, “USAR APMS”, and have a “92” code in the remarks code column of the TDA.

(3) HQDA G3-5 FM policy on any increase in the grade of a civilian requirement/authorization (accretion of grade) requires the command to have an equivalent grade billpayer for the accreted position to be documented. HQDA G3-5 FM also requires an equivalent grade billpayer for any change to military positions.

(4) Overhires and hiring actions outside of authorizations documented on the TDA, or GS-series changes and over grade hires are not Manpower/TDA actions. USACC leadership ICW USACC G1 establish policies and guidelines for these management actions separate from the TDA.

(5) HQDA G3-5 FM does not allow units to document “duty at” or “XF” coded positions on the TDA. All requirements and authorizations will be documented on a paragraph and line where the work is being performed.

(6) HQDA G3-5 FM policy is to standardize TDAs and minimize unique or non-standard organizations. USACC G5 establishes policies to standardize the brigade headquarters structure (except JROTC paragraph and the S6 paragraph in 1st and 8th brigades) and uses SROTC program allocation rules to standardize the program structure and afford some mission flexibility for brigade level decisions on aligning manpower within each brigade.

NOTE: The SROTC allocation rules are based on available manpower resources, not on requirements.

e. An approved TDA is changed in three ways:

(1) The Command Plan (CP) Process. (Chapter 3)

(2) The Change Management Plan (CMP) process. (Chapter 4)

(3) An Out of Cycle (OOC) change. An OOC TDA change is generated either by an approved CMP, or top loaded by Headquarters, Department of the Army (HQDA) G3-5 or United States Army Force Management Support Agency (USAFMSA). The types of DA directed changes include grade change, approved Change Management Plan (CMP), Notice of Future Change (NOFC) and equipment changes. Changing titles or renumbering a document are not valid reasons for an OOC, but may be included if the document was already scheduled for OOC.

f. SROTC program changes to structure and/or manpower will be reviewed by the G5 and brigades bi-annually during the Objective TDA (OTDA) build.
(1) USACC G5, Force Management (FM) will use the United States Army Manpower Analysis Agency (USAMAA) validated and HQDA approved model to derive SROTC program requirements for Professor of Military Science (PMS), Recruiting Operations Officer (ROO), and instructors, Human Resource Assistant (HRA), Program Assistant (PA) and Supply Tech.

(2) SROTC programs will receive requirements based on the latest approved SROTC Program allocation structure rules. (Appendix D – TBP)

2-2. Standard TDA Documentation Process Milestones:

a. **October:** Start new fiscal year. G5 loads the latest approved TDA into Headquarters Support System (HSS).

b. **November:** Recruiting, Marketing and Incentives Directorate (RMID) provides the current Fiscal Year (FY) Open Enrollment (OE) numbers. G5 begins the previous FY's SROTC Program Viability Analysis.

c. **December:** If required (during odd CP years), G5 will conduct an OTDA build with brigades. HQDA publishes The Army Resource Formulation Guide (RFG) for the upcoming documentation cycle. Areas of note are:

   (1) Section 1 of the RFG outlines suspense and milestones for the year.

   (2) Section 2 establishes the suspense dates for Schedule 8 submission. The Schedule 8 is the method of reprogramming (moving) manpower resources, i.e. requirements and authorizations between the USACC headquarters to/from/or between brigade TDAs, or documenting a grade change.

d. **January:** HQDA G3-5 generates a Draft Command Plan Guidance. USACC G5, ICW the Surgeon’s Office will submit the Medical Command Grade Allocation changes.

e. **February (NLT March):**

   (1) RMID provides the final commission mission, broken down by host, and programmed Cadet numbers, for Program Objective Memorandum (POM) submission.

   (2) G5 inputs commission mission and Cadet numbers by military science level in USACC SROTC Program Manpower Requirements Model.

   (3) RMID schedules and conducts the Mission Resource Workshop (MRW) to adjudicate mission changes and resource impacts.

   (4) G5 submits reprogramming request for Schedule 8’s through TRADOC G8 (excel format and email).
f. **April:** Schedule 8 are reviewed by the Program Budgetary Advisory Team (PBAT) and Army Command (ACOM) and if successful, approved.

g. **May through August:**

   (1) Compete in Total Army Analysis (TAA) for additional authorizations based on increased requirements earned in the SROTC Program Model, approved studies, or approved CMPs.

   (2) HQ, TRADOC will develop the TDA Documentation Guidance and establish submission timeline for TDAs as part of the annual command plan process.

   (3) USACC G5, Manpower section based on approved TDA changes will document new requirements on a draft OTDA.

   (4) During odd years, the directorates and Bdes will review the OTDA and submit TDA Change Request Form CC 570-4 (Appendix A) to USACC G5, Manpower section for review and staffing.

   (5) USACC G5, Manpower section will submit the FYXX TDA to HQ, TRADOC via the Tactical Information Gateway for Enterprise Resources (TIGER) web portal.

2-3. **Post TDA Submission to HQ, TRADOC:**

   a. HQ, TRADOC reviews the TDA and submits to USAFMSA.

   b. USAFMSA in coordination with HQ, TRADOC will hold an Automatic Update Transaction System (AUTS) review panel to ensure TDAs in The Army Authorization Documents System (TAADS) balance against the Structure and Manpower Allocation System (SAMAS).

   c. Post AUTS: HQDA publishes approved TDAs after a full review of all TRADOC TDAs in the AUTS process. USACC G5 Manpower section posts TDAs to the G5 Sharepoint under Public Documents/DCS, G5/Force Management/TDA.

   d. Post TDA approval: G5, FM updates changes to the TDA in the HSS.

**CHAPTER 3 – Command Plan Guidance and Instructions**

3-1. **USACC Headquarters Command Plan (Directorates and Staff)**

   a. Process for Headquarters Staff:

      (1) Upon receipt of tasking from TRADOC, USACC G5 Manpower section will initiate a tasker to all headquarters directorates and staff elements (this includes personal and special staff).
(2) TDA Change Request Form, CC FORM 570-4 (Appendix A) is required for all changes to the TDA. Each TDA change request form must be:

(a) Electronically signed by the Director.

(b) Directorates/Staff will forward signed forms to G5 Manpower (include the Dep G5), who will make recommendations and coordinate with G1, G8 and CoS, as applicable.

(3) Headquarters directorates and staff will review their paragraphs and line numbers each year as part of the command plan, for accuracy.

(4) Changes to series and grade of a civilian position require a CPAC classified position description (PD) be included for HQDA approval plus a same grade offset or higher grade bill payer, prior to documentation on the TDA.

(5) Changes to MOS/AOC and grade of military positions require proponent coordination prior to requested submission to TRADOC. Request requires HQDA approval prior to documentation on the TDA.

(6) Changes to Medical position requirements (Surgeon and Nurse TDA paragraphs) require coordination via the annual Command Grade Allocation board.

3-2. USACC Brigade Headquarters and SROTC Program Command Plan

a. Process for brigade staff and SROTC Programs:

(1) Upon receipt of tasking from TRADOC, USACC G5 FM will initiate a tasker to all brigades.

(2) TDA Change Request Form, CC FORM 570-4 (Appendix A) is required for all changes to the TDA. Each TDA change request form must be:

(3) Electronically signed by the Brigade Commander.

(4) Brigades will forward signed forms to G5 Manpower (include Dep G5 on transmittal), who will make recommendations and coordinate with USACC CG for final approval/disapproval.

b. Brigades will review their paragraphs and line numbers annually as part of the command plan process for accuracy. This includes the subordinate host program and extension unit paragraphs and line numbers.

c. Brigades will NOT request to document an earned requirement/authorization of any host or extension unit without coordination with G5 and command group approval.
Brigades will not request to move a req/auth to another host or extension unit other than where it was earned.

d. Brigades cannot document the PMS, Senior MSI, ROO, HRA or Supply Tech on any paragraph other than the host paragraph that earns it.

e. Changes to series and grade of a civilian position require a CPAC classified PD be included for HQDA approval plus a same grade offset or higher grade bill payer, prior to documentation on the TDA.

f. Changes to MOS/AOC and grade of military positions require proponent coordination prior request submission to TRADOC. Request requires HQDA approval prior to documentation on the TDA.

g. Changes to manpower allocations and program (host and/or extension unit), position grades, and authorizations.

(1) The recommendation to change a program structure must be based on the program’s historical 5-year production and an identifiable 2-year production trend that supports the resourcing of the program into another category - not based on a projection of assigned future commission mission, or one year's increase in production.

(2) Changes to program structure actions will be coordinated two years in advance of documentation during the bi-annual OTDA build (odd years). Once approved and documented, the brigade cannot change the program’s structure of that program for two years (until the next OTDA cycle).

(3) Brigades can recommend changing the type and grade of positions as long as the brigade has the bill-payer on their TDA; the program meets the standard structure rules; and the change does not violate the baseline structure rules of the program.

(4) Changes to civilian series and/or grade requires an approved Position Description submitted for staffing to DA for approval, and a billpayer if the grade requested is an increase.

h. Changes to the JROTC manpower and equipment. Brigades in coordination with USACC JROTC directorate, will review the brigade TDAs and submit changes of equipment to USACC, G4, Request for Orders to G1, and paragraph changes to USACC, G5.
CHAPTER 4 – TDA Change Management Plan (CMP)

4-1. TDA Change Management Plan Overview

a. The TDA change management plan (CMP) replaces both concept plans and command implementation plans. The procedures below outline Army Force Management policy for the CMP process, thresholds for change management submissions, staffing procedures, HQDA and command responsibilities per DA PAM 71-32, Chapter 6. **If a directorate requests a CMP, it is the responsibility of the requesting staff element to develop the CMP. G5 will provide assistance and support when requested.**

b. Table 4-1 lists the required documentation for each category (CAT) of CMP.

<table>
<thead>
<tr>
<th>DA PAM 71-32 Change Management Plan</th>
<th>CAT 1</th>
<th>CAT 2</th>
<th>CAT 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ DA Staffing</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>GO Memo for mission directive/mandate and org change</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Work Load Data Analysis</td>
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</tr>
<tr>
<td>Resourcing request (manpower requirements)</td>
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<td></td>
</tr>
<tr>
<td>TDA Crosswalk Spreadsheet</td>
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<td>X</td>
</tr>
<tr>
<td>Schedule 8</td>
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<td>X</td>
</tr>
<tr>
<td>Cost Benefit Analysis (CBA)</td>
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<td>No Programmatic Changes</td>
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</tr>
<tr>
<td>Approved PDs (if applicable)</td>
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</tr>
<tr>
<td>EXSUM describing nature of request changes</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Table 4-1: CMP Category 1 – 3 Required Documentation

4-2. Category 1 (CAT 1)

a. CAT 1 submissions are used for requests that result in no programmatic changes (i.e. no realigning between UICs, building new structure, requesting manpower increase) for:

(1) Management decision package (MDEP) positions and funding

(2) Army management structure code (AMSCO)

(3) Civilian type (CTYPE)

(4) No stationing actions
(5) No nominative CSM branch codes (00Z)

b. HQDA staffing is NOT required, with the exception of staffing changes to military grades with HQDA G1.

c. No Cost Benefit Analysis (CBA) or US Army Manpower Analysis Agency (USAMAA) review is required.

d. Staff or brigades requesting a CAT 1 CMP will contact the USACC G5 Manpower section to receive instructions and guidance for submission.

e. Once USACC G5 Manpower section receives a completed and correct CMP request packet approved by the CoS they will submit it via an email with a command HQs O6/GS-15 level endorsement.

(1) Submission must include:

(2) A brief summation of the nature of the requested changes

(3) A Section II personnel file formatted for documentation (G5 Manpower section will provide the Section II)

(4) Approved PDs for required civilian position title and grade changes

f. If approved, the TDA will be changed during the next available Out-Of-Cycle (OOC) process.

4-3. Category 2 (CAT 2)

a. CAT 2 request is used to internally realign structure within the Command Unit Identification Code (UIC), and between the nine (9) Command UICs as long as there is no programmatic impact (no request for new resourcing, no change to the current MDEP, AMSCO, CTYPF, and no nominative CSM branch codes (00Z)).

b. Staff or brigades requesting a CAT 2 CMP will contact the USACC G5 Manpower section to receive instructions and guidance for submission.

c. CAT 2 allows for:

(1) Changes to move requirements and authorizations between UICs (moving a requirement and/or authorization from the current approved TDA UIC para/ln to another UIC para/ln without changing the programmatic elements of the position)

(2) Changes to position titles
(3) Changes to military and civilian grades

(4) Changes to branch

(5) Changes to position code, military occupational specialty (MOS), and manpower mix criteria code (MMC).

d. A CAT 2 submission:

(1) Submitted via an email and requires a command memorandum signed by an O6/GS–15 representative.

(2) The memorandum must define the changes requested and a brief summation of the nature of the requested changes.

(3) All CMPs must be submitted by USACC G5, Manpower section thru TRADOC G8 to DAMO-FM and not directly from the command’s subordinate organizations.

(4) CAT 2 require limited HQDA staffing.

(5) If the requested changes occur between UICs (i.e. moving a requirement and authorization from the HQs UIC W0MTAA to the 1st Bde UIC W0C6AA) a schedule 8 must be submitted with the request

(6) An FMSWeb TDA Excel formatted crosswalk is needed for submission for documentation

(7) Approved position description (PDs) are required for civilian position title and grade changes

4-4. Category 3 (CAT3)

a. CAT 3 submission requests new manpower requirements (i.e. an increase in resources). A CAT3 submission is used to request organizational changes when the organization’s mission or functions change and place an increased demand on HQDA for resources, personnel, equipment, and/or facilities. Typically three actions trigger a CAT 3:

(1) **DA directive or policy** that introduces a new un-programmed TDA organization into the USACC structure and / or movement of a mission, function, or unit from a command to USACC that is not addressed as an inter-command transfer during the POM schedule 8 submission.

(2) Results of a new or updated **manpower requirements model**

(3) USAMAA validated and DAMO-FM approved study.
b. CAT 3 submission category is used to:

(1) Request new requirements to existing structure

(2) Add new structure requirements without command billpayers

(3) Add new structure requirements and authorizations with associated existing command bill payers

(4) Change existing UIC, paragraph and line level of detail.

c. HQs Staff or brigades requesting a CAT 3 CMP will contact the USACC G5 FM to receive instructions and guidance for submission per DA PAM 71-32 dtd 21 March 2019.

d. Staff and/or brigades will submit the CAT 3 CMP thru USACC G5 for review then forwarded thru TRADOC FM to HQDA FM for validations and concurrence.

e. The submission must contain a memorandum signed by a GO/SES that briefly describes and endorses the mission directive or mission mandate and the organizational change.

f. The submission must include an executive summary describing the nature of the requested changes, and validate that the requested requirements are work-load based.

g. A FMSWeb TDA Excel formatted crosswalk, appropriate schedules 8, and approved position descriptions must accompany the submission

h. A CBA is required if the dollar amounts and criteria are within the CBA thresholds as defined in the most current Army Program Guidance Memorandum. Submissions of $10 million (or more) in any 1 fiscal year (FY) of the POM or $50 million (or more) over the POM period require a CBA, unless approved by a HQDA Program Evaluation Group (PEG). The dollar amounts include but are not limited to all costs for manpower, equipment, supplies, training, facilities, construction, or contracts.

i. Proposed reprogramming moves or realignments that cross FY appropriations require a CBA.

j. CAT 3 submissions require a wider level of HQDA staffing.

4-5. Staffing of TDA CMP submissions

a. All TDA CMP are submitted to USACC G5, FM division for review prior to submission to TRADOC G8. Submissions, regardless of category must state which category (CAT 1–3) is being submitted.
b. Once received USACC G5 Manpower section will review and work with the submitting staff or brigade to ensure:

(1) TDA CMP submissions include a sufficient level of detail to permit analysis of the proposed organization and its manpower and equipment requirements by the applicable Army Staff (ARSTAF) or impacted command.

(2) For CAT 1 and CAT 2 that level of detail includes TDA crosswalk spreadsheets from current HQDA-approved TDAs to the proposed organization. For CAT 2, schedules 8 are required if the changes occur between UICs. A schedule 8 ensure expeditious updates to the SAMAS budget module.

(3) For CAT 3, detailed work-load data as defined by USAMAA, a DA level mission directive, TDA crosswalk spreadsheets from current HQDA-approved TDAs to the proposed organization (including manpower mix criteria), schedule 8 and a CBA are completed and accurate. A schedule 8 ensure expeditious updates to the SAMAS budget module.

(4) TRADOC Command managers will return TDA CMP submissions to the command if they lack sufficient information for staffing.

4-6. TDA CMP Approval Process

a. The CMP process includes TRADOC headquarters staffing and HQDA level staffing. Refer to DA PAM 71-32 for expected staffing time at TRADOC level and DA level for each CAT CMP.

b. At DA HQs level each reviewing staff element has 2 weeks to review a TDA CMP submission and return it to DA G3-5, and FM with a concurrence, a concurrence with comment, or a non-concurrence with comment.

CHAPTER 5 – Understanding the USACC TDA Document

5-1. TDA and MTOE

a. A Table of Distribution and Allowances (TDA) is an authorization document developed for non-doctrinal and non-tactical units that prescribes the organizational structure and the personnel and equipment requirements and authorizations of a military unit to perform a specific mission. Generally these are units in the Army’s generating force. Typically TRADOC, MEDCOM and IMCOM units are TDA organizations. USACC is a TDA organization.

b. A Modified Table of Organization and Equipment (MTOE) is an authorization document that is developed for tactical Army units based on doctrinal missions and tasks that prescribes the organizational structure and the personnel and equipment
requirements and authorizations. Generally these are units in the Army’s operational force.

c. The USACC TDAs contains information utilized by different levels of the Department of the Army and Defense. This chapter provides basic information that everyone should understand in order to read your TDA.

5-2. Reading a TDA

a. The USACC headquarters and brigade TDAs can be downloaded from FMSWeb as either a MS Word document or a MS Excel spreadsheet. Each version has advantages and disadvantages depending on how you want to use the TDA.

b. The **MS Word version of the TDA** displays the TDA in three sections:

   (1) Section I is Administrative and Summary information

   (2) Section II is Personnel

   (3) Section III is Equipment

c. The **MS Excel Spreadsheet version of the TDA** displays 47 columns of information. Many of the columns are displayed on the word version, but some additional information is expanded/additive in the excel version. **NOTE: The Excel version DOES NOT have the Section I information displayed.**

5-3. Section I (Administrative and Summary Information) of the TDA

a. Section I provides the following relevant information (see charts 5-1 thru 5-4):

   (1) The **CCNUM – Command and Control Number**. In Chart 5-1 this is in the top right as 0121. The first 2 digits (01) tells the iteration of the TDA; the second 2 digits are the year (21). An OOC will change the first 2 digits once the change is completed. For example, if the 0121 TDA is changed, the new version of the FY21 TDA will be published/posted to FMSWeb as the **0221 TDA** and becomes the latest approved TDA for use by USACC units and HRC for requisitions and assignments.
(2) Section I also listed the historical changes that have been applied to the TDA. In Chart 5-1 this is the listing of CCNUM 0121 through CCNUM 0117 TDA changes. Section I lists the unit’s mission (USACC approved mission statement), organizational structure (number of brigades, SROTC programs and JROTC affiliated High Schools), major functions, a summary or roll-up of personnel required and authorized by component (Active, USAR, ARNG) and type (military, civilian), and directive authorities that validate the mission, structure, functions and requirements and authorizations. Chart 5-2 shows additional summary information.

(3) Also depicted on every page of the MS Word version of the TDA in the top left corner is the UIC (Unit Identification Code). The Unit Identification Code is a six-character alphanumeric code that uniquely identifies an organization of the U.S. government. USACC has 9 SROTC UICs and 7 JROTC UICs.

(4) Listed below are the SROTC UICs and corresponding USACC unit:
(5) Listed below are the JROTC UICs and corresponding USACC unit:

<table>
<thead>
<tr>
<th>UIC</th>
<th>Brigade</th>
</tr>
</thead>
<tbody>
<tr>
<td>W0CGAA</td>
<td>2nd Brigade</td>
</tr>
<tr>
<td>W0CHA A</td>
<td>3rd Brigade</td>
</tr>
<tr>
<td>W0CJAA</td>
<td>4th Brigade</td>
</tr>
<tr>
<td>W0CKAA</td>
<td>5th Brigade</td>
</tr>
<tr>
<td>W0CLA A</td>
<td>6th Brigade</td>
</tr>
<tr>
<td>W0CMAA</td>
<td>7th Brigade</td>
</tr>
<tr>
<td>W0CNA A</td>
<td>8th Brigade</td>
</tr>
</tbody>
</table>

Section I lists the mission, organizational structure, major functions and a roll-up of personnel by component and type, and authoritative references for the Unit.

Personnel by component and type
b. Section I also lists abbreviations and codes used in the TDA. Chart 5-3 above illustrates the standard abbreviations and the remarks codes used on the USACC TDAs.

c. The Brigade Section I mirrors the Headquarters Section I, but has additional information on USAR PMS and APMS locations; and populates brigade location and structure that is specific to that brigade. Chart 5-4 below highlights the brigade’s specific information in their Section I.
5-4. Section II (Personnel) of the TDA (both MS Word and Excel Version)

a. The Section II provides detailed information on each required and/or authorized position on the TDA and aligned to the unit. Charts 5-5.1 and 5-5.2 illustrate the relevant elements of the personnel section of the MS Word TDA, Chart 5-5.3 illustrates the relevant lines and columns in section II of the MS Excel version (note several columns are “hidden” that are not relevant and to allow insertion into this document) and are expanded on in the text below.

(1) The TDA is organized with Paragraphs. Each Paragraph has a numeric code (i.e. 001) and a paragraph title (i.e. Office of the CG). If the Paragraph has a sub-paragraph(s) it is listed directly following the parent paragraph and has a letter at the end of number code (i.e. 001A) and a sub-paragraph title (i.e. Office of the DCG).

(2) A paragraph and sub-paragraph has line numbers that list each requirement and/or authorization aligned with that paragraph. Each line number has a corresponding Position Title (i.e. CG). Additional position information includes:

(a) Title – Assigned duty title
(b) **GR** – Grade assigned to position

(c) **POSCO** – Position Occupational Specialty Code (MOS or civilian series)

(d) **IDENT** – identity codes

- K- Officer
- P- Warrant Officer
- I-Enlisted
- C-Civilian
- T-Contractor

(e) **REQSTR** – Requirement strength - number of requirements assigned to that para/ln

(f) **AUTHSTR** - Authorization Strength – number of authorizations assigned to that para/ln

(g) **REMARKS** – codes that identify positions requirements

(h) **AMSCO** – Army Management Structure Code identifies your funding

(i) **MDEP** – Management Decision Package insures proper resourcing based on authorizations

- TROT = SROTC position
- TRJR = JROTC position
- VTER = Force Protection position
- QSEC = Security position
- VSHP = SHARP position
- GPSI = JROTC Background Check position
- PRAG = ARNG position
- WRFT = USAR position

(j) **SUPV** – Identifies supervisory positions

(k) **CMD** – Command - TA which includes Cadet Command and US Army Recruiting Command (USAREC)

(l) **EDATE** – Effective Date of the TDA. HQDA G-3/5/7, FM establishes EDATEs through the force development and documentation processes to support unit readiness and the current force generation process.

(m) **PARNO** – Paragraph Number that a requirement/personnel is assigned on the TDA.
(n) **PARATITLE** – Paragraph Title is the Dir/Div/Bde/Prog that contains your req/auth

**PARNO** – Paragraph Number that a requirement/personnel is assigned on the TDA.

(o) **PARATITLE** – Paragraph Title is the Dir/Div/Bde/Prog that contains your req/auth

(p) **LDUIC** – Location Derivative UIC is a six-character alphanumeric code that uniquely identifies location of an organization of the U.S. Government.

(q) **LN** – Line number that a requirement is assigned to within a UIC and paragraph

---

**Chart 5-5.1: Section II of the Headquarters TDA (MS Word Version)**

---
CHAPTER 6 – Accessing Your TDA

6-1. Force Management System (FMS) Web (FMSWeb)

a. The Force Management System website (FMSWeb) is the current authoritative source for Army requirement and authorization data. It transforms collections of data and processes into an intuitive interface.

b. FMSWeb is a controlled website. First time users have to request access to the site. Follow the prompts to request an account. Typically approval and user name and password information is provided in less than one business day. FMSWeb can be accessed at the following web address:

   https://fmsweb.fms.army.mil/unprotected/splash/

c. FMSWeb provides information on mission, organizational structure, personnel and equipment requirements and authorizations for Army units and Army elements of Joint organizations for the current year through the second program year.

d. See Appendix C for step by step instructions on how to access FMSWeb and export the TDA into excel.

6-2. Access your TDA on SharePoint

a. The USACC G5 Manpower section posts the latest approved USACC TDA that merges the Headquarters and Brigade TDAs into one document (MS Excel Version) on the USACC G5 Public Documents page. The link to the SharePoint Folder is:


b. This page is accessible by all USACC personnel with a CAC card and have been in processed through G6 to have access permissions to the USACC SharePoint site.

Chart 5-6: USACC G5 Public Documents Folder
c. Users should have a basic understanding of MS Excel and the sort and filter function in Excel to manipulate the file to view their headquarters’ staff/directorate paragraph, the brigade headquarters paragraphs, or a program specific paragraph.

d. The USACC G5 Manpower section posts the latest approved USACC TDA that merges the Headquarters and Brigade TDAs into one document (MS Excel Version) on the USACC G5 Public Documents page. The link to the SharePoint Folder is:

6-3. Accessing your TDA in the Public i:drive

a. The USACC G5 Manpower section posts the latest approved USACC TDA (both the MS Word and MS Excel Version) on the USACC Public i:drive folder in the DCS, G5 folder. The link to the Public i:drive Folder is:

I:\PUBLIC\DCS, G5\TDAs

b. This folder is accessible by all USACC personnel who have permissions to access the Public i:drive folders.

[Chart 5-7: USACC Public i:drive, DCS, G5 / TDAs Folder]
Chart 5-8: USACC Public i:drive, DCS, G5 / FY21 TDA Folder
APPENDIX A – Forms (CC Form 570-4 USACC TDA Change Request, April 2015)

The Form is available at I:\PUBLIC\DCS, G5\TDAs
APPENDIX B – References

Section I – Required Publications

AR 71-32
Force Development and Documentation Consolidated Policies

AR 570-4
Manpower Management

AR 145-1
Senior Reserve Officers' Training Corps Program: Organization, Administration and Training

AR 145-2
Junior Reserve Officers' Training Corps: Organization, Administration, Operation and Support

PAM 71-32
Force Development and Documentation Consolidated Procedures

Section II – Related Publications

CC REG 10-5
Organization and Functions U.S. Army Cadet Command

CC PAM 145-1-1
Procedures for Establishing, Reclassifying or Disestablishing a Senior Reserve Officers' Training Corps (SROTC) Unit
APPENDIX C – Accessing FMSWeb

1. Navigate to the page:
https://fmsweb.fms.army.mil/unsupported/splash/

2. Click Register/Login

FMSWeb Documents Include:
(TDA / TOE / MTOE / CTA / JTA)

Please Note: FMSWeb is scheduled to be replaced by the Army Org. Server (AOS). Timelines and additional information will be provided on the AOS website.

Security Notice

ATTENTION: You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the terms in the User Agreement. See User Agreement for details. This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

User Acceptance Policy

By logging into FMSWeb, you agree to the terms and conditions of use. In addition to the Army’s Acceptable Use Requirements contained in AR 25-2, FMS Web Users must also meet the following requirements:

1. This User Acceptance Policy applies to all information/data retrieved from this website by any means, to include but not limited to computer access, display, printed hard copy, or through electronic mediums and the subsequent dissemination of that information/data.
2. Access to this system is intended for use by authorized personnel working within force management or related functional areas in support of the U.S. Military specifically or in support of the U.S. Government at large.
3. Information contained on this website is classified and may be released or shared for official purposes.
4. Handling instructions for paper copies of information retrieved from FMSWeb will be IAW AR 380-5. Handling instructions for electronic media will be IAW AR 25-2.
5. When FMSWeb is active on your computer and you leave the area, you will invoke automatic password/PIN-protected screen locks on the workstation after not more than (1) minutes of non-use or inactivity IAW AR 25-2.
6. More stringent safeguards should be implemented when handling aggregate information/data because of the loss, misuse, or unauthorized access to, modification of, such information/data could adversely affect the national interest.

By clicking on the "I Accept" button below, you are agreeing to follow the guidelines established in this "User Acceptance Policy and User Agreement." To disagree for any reason, click "I Decline."

Your Contact Information

If this information is incorrect, please go to the ECM Portal and correct it. Thank you.

Name: Angelina Brown
Organization: Cadet Command
Phone: 502-264-6905
Current login: 2/5/2020 8:43:15 AM ET (from 143.85.163.27)
Last login: 2/5/2020 7:44:04 AM ET (from 143.85.163.27)
3. Click Authorization Doc Review

4. Click TDA Documents

n/a  No entries have been made for this time frame.
5. Click Unit by UIC

6. Enter your UIC, please see PAM Ch. 4 for a list of UIC's

7. After you enter your UIC, click Continue. Document Status defaults to All Approved.

8. Click on blue UIC

9. Click Personnel Details
10. Click on Spreadsheet

11. Click 1st 2 Boxes

12. Click Continue
13. Click Open

This is what your downloaded TDA will look like. Please see Chapter 5 for instructions on how to read your TDA.
APPENDIX D - G4 Equipment TDA Change Request

All equipment change requests to USACC Table of Distribution and Allowances (TDAs) are processed through USACC G4/TRADOC G8 for approval by the HQDA G3/5/7 Equipment Review and Validation Board (ERVB). Brigades will submit their TDA equipment changes to the USACC G4, using Form 4610-R (Tab 1). Requests for deletion of equipment authorizations will be reviewed for potential cross-leveling within the Command. Requests over $1M (for a single LIN or multiple LINs) require a Cost Benefit Analysis (CBA) to accompany the TDA equipment change request to be submitted through G4 (Tab 2). The creation of the CBA(s) will better capture available training and mitigation strategies.
### DA Form 4610R-ER, SEP 96

**Edition of DA Form 4610R, JAN 80 Is OBSOLETE.**

**USAPPC V2.00**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NUM BE ADDED (A) AND/OR DELETED (D)</th>
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</table>

**SECTION A - ITEM S TO BE ADDED AND/OR DELETED**

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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY ADDED</th>
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**SECTION B - ITEM S TO BE DELETED FROM OTHER MTOE/TDA**

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<th>ITEM NO.</th>
<th>DESCRIPTION</th>
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**PART II - PERSONNEL**

**EQUIPMENT CHANGES IN MTOE / TDA**

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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
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**PART I - EQUIPMENT**

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<th>ITEM NO.</th>
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**UNIT DESIGNATION**

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<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY DELETED</th>
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</thead>
</table>

**4. MORE THAN 256 CHARACTERS**

**5. CCNUM**

**6. CCUM**

**3. UNIT DESIGNATION**

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<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
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**2. UIC**

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<thead>
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<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY DELETED</th>
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**1. TITLE OF FUNCTIONAL AREA**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY DELETED</th>
</tr>
</thead>
</table>

**Remarks**

*For use of this form see AR 7-10.2 for procurement agency's OBO area.*
Each part of the form must be completed. “NA” will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

1. Why presently authorized equipment cannot be used.
2. The remarks column will identify the item number in Section A that the transfer will affect.
3. Why the tactical vehicle is required for a TDA unit.

Part II

This part will be completed when new MOS are required for the equipment requested.

A like number of MOS must be shown as deleted.

Part I - Section A

1. Complete the part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

Part I - Section B

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.

INSTRUCTIONS

1. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.”(D)”.  
2. Show deletion when an item(s) will be deleted to satisfy the item being requested.
3. When an increase is listed, a like number of positions must be deleted. Indicate as applicable.

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The part will be completed when new MOS are required for the equipment requested.

Part III

This part will be completed IAW AR 71-32 with the following additional information when applicable:

1. Why presently authorized equipment cannot be used.
2. The remarks column will identify the item number in Section A that the transfer will affect.

Part I - Section A

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

Part I - Section B

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
### ERVB BUSINESS RULES

ERVB Requests are exempt from the CBA requirement if the answer to any of the following questions is yes.

#### QUESTION 1
Is the equipment LIN already delivered to the command as part of an approved fielding plan? If yes, no CBA is required.

#### QUESTION 2
Is equipment LIN request currently on-hand, has an approved and documented requirement, but does not have an approved authorization? If yes, no CBA is required.

#### QUESTION 3
Is the total procurement cost under $1M? If yes, no CBA is required.
## ERVB ONE PAGE CBA GUIDE

The ERVB one page CBA (Cost Benefit Analysis) tool is designed to enable the quick and standardized creation of CBA’s. The one page CBA is a decision making tool, as it allows for the efficient comparison of the costs and benefits of a proposal. To create your one page CBA please follow the following steps.

### STEP 1

To begin creating your CBA, click the "Costs" worksheet. Here you will find the majority of the questions that you will need to answer. In every equipment request it’s imperative that you consider not only the costs of the equipment itself, but the personnel used to operate the equipment and the facilities used to store it. On the “Costs” page you will find three boxes labeled TDA, 4610-R and Third COA (Course of Action). For each box select the appropriate cost drivers. You will find further explanations as comments in the worksheet.

### STEP 2

Once you have finished filling out the cost drivers for all three COA’s. Navigate to the “Benefits” worksheet at the bottom of the page. Here you will find three text boxes that correspond to each COA. Place a brief explanations of the benefits for each proposed solution.

### STEP 3

After you finish entering the narrative text for the CBA’s benefits, proceed to the "CBA Report" worksheet. Here you will find your completed ERVB CBA. Print this page out and present to decision maker.
Please describe the benefits for each course of action.

### CURRENT TDA BENEFITS

List Current TDA Benefits Below:

### 4610-R REQUEST BENEFITS

List 4610-R Benefits Below:

### THIRD COA BENEFITS

List 3rd COA Benefits Below:
### CBA TITLE

**NAME OF PREPARER**

**ORGANIZATION UIC**

<table>
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<tr>
<th>Status Quo - COA 1</th>
<th>4610-R Changes - COA 2</th>
<th>Third Solution - COA 3</th>
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#### STATUS QUO DESIRED ENDSTATE ACROSS COURSES OF ACTION

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<th>LIN</th>
<th>REQUIREMENTS</th>
<th>AUTHORIZATIONS</th>
<th>ON HAND EQUIPMENT</th>
<th>30 yr LC COSTS</th>
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#### REQUESTED CHANGES ACROSS COURSES OF ACTION

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<th>Incremental Cost</th>
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#### 30 yr LC COSTS

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<th>Initial Procurement</th>
<th>Replacement</th>
<th>O&amp;S</th>
<th>Direct Manning</th>
<th>Facilities</th>
<th>Construction</th>
<th>SRM</th>
<th>Other</th>
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#### Benefits

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<th>Benefits - COA 2</th>
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## GLOSSARY

### Section I – Acronyms and Abbreviations

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<tr>
<th>Acronym</th>
<th>Description</th>
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<td>ACOM</td>
<td>Army Command</td>
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<tr>
<td>AMSCO</td>
<td>Army Management Structure Code</td>
</tr>
<tr>
<td>APMS</td>
<td>Assistant Professor of Military Science</td>
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<td>AR</td>
<td>Army Regulation</td>
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<td>ARSTAF</td>
<td>Army Staff</td>
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<tr>
<td>AUTHSTR</td>
<td>Authorization Strength</td>
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<tr>
<td>AUTS</td>
<td>Automatic Update Transaction System</td>
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<td>Brigade</td>
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<td>CAT</td>
<td>Category</td>
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<td>CBA</td>
<td>Cost Benefit Analysis</td>
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<td>Command and Control Number</td>
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<td>CMP</td>
<td>Change Management Plan</td>
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<td>Command Plan</td>
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<td>Civilian Personnel Advisory Center</td>
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<td>Force Management System website</td>
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<td>General Officer</td>
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<td>GR</td>
<td>Grade</td>
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<td>HRA</td>
<td>Human Resource Assistant</td>
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<td>Headquarters Support System</td>
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<td>HQs</td>
<td>Headquarters</td>
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<td>Headquarters, Department of the Army</td>
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<tr>
<td>IDENT</td>
<td>Identity Codes</td>
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<td>JROTC</td>
<td>Junior Reserve Officers’ Training Corps</td>
</tr>
<tr>
<td>LN</td>
<td>Line</td>
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<tr>
<td>MDEP</td>
<td>Management Decision Package</td>
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<td>MMC</td>
<td>Manpower Mix Criteria</td>
</tr>
<tr>
<td>MOS</td>
<td>Military Occupational Specialty</td>
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<tr>
<td>MRW</td>
<td>Mission Resource Workshop</td>
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<td>MSI</td>
<td>Military Science Instructor</td>
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<td>NOFC</td>
<td>Notice of Future Change</td>
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<tr>
<td>OE</td>
<td>Open Enrollment</td>
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<tr>
<td>OOC</td>
<td>Out of Cycle</td>
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<td>OTDA</td>
<td>Objective TDA</td>
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<td>Program Assistant</td>
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<td>PAM</td>
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<tr>
<td>PBAT</td>
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<td>PEG</td>
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<td>Professor of Military Science</td>
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<td>POM</td>
<td>Program Objective Memorandum</td>
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<td>POSCO</td>
<td>Position Occupational Specialty Code</td>
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<tr>
<td>RFG</td>
<td>Resource Formulation Guide</td>
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<tr>
<td>RMID</td>
<td>Recruiting, Marketing Incentives Directorate</td>
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<td>ROO</td>
<td>Recruiting Operations Officer</td>
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<tr>
<td>REQSTR</td>
<td>Required Strength</td>
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<tr>
<td>SAMAS</td>
<td>Structure and Manpower Allocation System</td>
</tr>
<tr>
<td>SROTC</td>
<td>Senior Reserve Officers’ Training Corps</td>
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</table>
SUPV  Supervisor
TAA   Total Army Analysis
TAADS The Army Authorization Documents System
TDA   Table of Distribution and Allowances
TIGER Tactical Information Gateway for Enterprise Resources
TRADOC U.S. Army Training and Doctrine Command
UIC   Unit Identification Code
USAFMSA U.S. Army Force Management Support Agency
USAMAA U.S. Army Manpower Analysis Agency
USAREC U.S. Army Recruiting Command
XT    Cross Town

Section II – Terms

This section contains no entries.