



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

OFFICE OF THE PRESIDENT
4301 JONES BRIDGE ROAD
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SUBJECT: USU Manpower and Organizational Change Request Process

July 10, 2020

Instruction 1140

(MAN)

ABSTRACT

This Instruction establishes responsibilities, policies, and procedures for the determination, validation, and documentation of all military and civilian medical manpower requirements at the Uniformed Services University of the Health Sciences (USU). The Manpower and Organizational Change Request Process ensures the proper documentation of these requirements within the official Department of Defense (DoD) manpower system of record and establishes the USU Joint Table of Distribution (JTD).

A. Purpose. This Instruction establishes policies and procedures to request changes to existing manpower requirements, documentation of new mission requirements, and other administrative changes to the USU JTD.

B. Policy. It is USU policy to:

1. Validate current USU military and civilian requirements in light of increased scrutiny of military and civilian medical manpower and ongoing Military Health System (MHS) transformation.
2. Document these requirements within the DoD Fourth Estate Manpower Tracking System (FMTS) with an established USU JTD.
3. Establish an internal process to validate new mission workload or other required changes to USU military and civilian medical manpower requirements.
4. Utilize the Manpower and Organizational Change Request Process to identify opportunities to eliminate duplication or gain other manpower efficiencies for reinvestment within USU.
5. Ensure USU can successfully undergo an external manpower audit.

C. References. See *Enclosure 1*.

D. Applicability. This Instruction applies to all USU schools and colleges, Armed Forces Radiobiology Research Institute (AFRRI), the Brigade (BDE), Vice Presidents' offices, and the Office of the President (PRS), hereafter referred to in this Instruction as USU Responsibility Centers (RC).

E. Responsibilities.

1. The President, USU shall: Be the final approval authority for all organizational changes and USU JTD documentation updates.

2. The Manpower Directorate (MAN), Office of the Vice President for Finance and Administration (VFA) shall:

- a. Serve as the proponent for this Instruction.
- b. Serve as the Office of Primary Responsibility (OPR) for all USU manpower issues to include changes to organizational structure, documentation of military and civilian grades and position codes, requirements and authorizations; and other items that affect the University's JTD or manpower resources.
- c. Maintain the USU JTD and ensure its currency within FMTS.
- d. Conduct appropriate staff coordination with Resource Management, Civilian Human Resources (CHR), and the BDE as required.
- e. Provide Data Input Requirements for a Manpower Study (DIRMS) worksheets to requesting RC and assist with their preparation.
- f. Submit completed Manpower and Organizational Change Request staffing actions to the PRS for approval, maintains documentation of decision on record, and implements approved changes in FMTS.
- g. Provide subject matter consultation and all required forms to USU RC as required.

3. The USU RC shall:

- a. Conduct pre-coordination with MAN before formally submitting any request to change existing manpower requirements or assume new mission workload.
- b. Review existing internal requirements to ensure proposed changes do not duplicate existing mission workload.
- c. Identify internal offsets or other resource-neutral strategies when requesting changes to existing manpower requirements.
- d. Prepare DIRMS worksheets as required.


e. Prepare and submit to MAN the Manpower and Organizational Change Request form signed by the Principal Official of the RC.

4. The Principal Official of USU RC shall: Approve all Manpower and Organizational Change Requests for their RC prior to submission to MAN.

F. Procedures. *See Enclosure 2.*

G. Effective Date. This Instruction is effective immediately.

Richard W. Thomas, MD, DDS, FACS
President



Date
9 July 2020

Enclosures

1. References
2. Manpower and Organization Change Request Process
3. How to Prepare Manpower and Organizational Change Request Form
 - Attachment 1: USU Manpower and Organizational Change Request Form
 - Attachment 2: President's Decision Memorandum
 - Attachment 3: Manpower and Organizational Change Request Staffing Coordination Form

REFERENCES

- (a) DoD Directive-type Memorandum (DTM) 12-006, "Fourth Estate Manpower Tracking System (FMTS)," dated November 15, 2012, Incorporating Change 9, March 18, 2019.
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD (P&R)), " dated June 23, 2008.
- (c) DoD Directive 1100.4, "Guidance for Manpower Management," dated February 12, 2005.
- (d) DoD Directive 1100.22 "Policy and Procedures for Determining Workforce Mix," dated April 12, 2010, Change 1, December 1, 2017.
- (e) Memorandum, Deputy Chief Management Officer, SUBJECT: Total Force Manpower Governance for the Office of the Secretary of Defense, the Defense Agencies, and Department of Defense Field Activities, dated July 26, 2017.
- (f) Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), SUBJECT: Manpower and Organizational Study of the Uniformed Services University of the Health Sciences (USU), dated January 7, 2019.

MANPOWER AND ORGANIZATIONAL CHANGE REQUEST PROCESS

1. As established by the President, USU, MAN is the OPR for all USU manpower issues to include changes to organizational structure, documentation of military and civilian grades and position codes, requirements and authorizations; and other items that affect the University's JTD or manpower resources.
2. MAN maintains the USU JTD and ensures its currency within Fourth Estate FMTS, also known as the electronic Joint Manpower and Personnel System (eJMAPS).
3. Prior to submitting an official request, all USU RC will conduct pre-coordination with MAN to ensure proposals are supportable and compliant with existing regulations, policies, and allocated resources.
4. MAN evaluates the requested change, recommends a potential implementation strategy, an effective date, and coordinates with Financial and Manpower Management (FMG), CHR, and the BDE. Specific emphasis is placed on the following factors:
 - a. The mission directive (e.g. required by DoD Instruction, Congressional directive) and justification statements.
 - b. Workload changes must be enduring and documented using the DIRMS Excel worksheet. MAN provides DIRMS worksheets to requesting RC and assists with their preparation.
 - 1) Enduring workload is defined as:
 - a) 36 months for non-modeled work centers.
 - b) 12 months modeled works centers. This includes the School of Medicine (SOM) and Graduate School of Nursing (GSN) and in these cases will request a model reapplication.
 - 2) Non-enduring workload should be first addressed with Temporary, Term, or Contract options.
 - 3) Change proposals should be resource-neutral whenever possible.
 - c. For new externally directed missions, for example recently enacted Congressional legislation, the requirement will be first reviewed by USU senior leadership to determine its alignment within the University and any allocation of resources. MAN will then work with the gaining USU RC to conduct a top-load application to the JTD and coordinate with other USU offices to ensure resource alignment.

5. On completion of the pre-coordination steps, USU RC will submit the completed Manpower and Organizational Change Request form utilizing the instructions found at *Enclosure 3* to initiate the formal staffing and approval process.
6. Submissions from SOM, GSN, Postgraduate Dental College (PDC), and College of Allied Health Sciences (CAHS) require the Dean's approval annotated on the Manpower and Organizational Change Request form. Other USU RC's require the supervising Vice President, AFRRI Director, or BDE Commander's approval annotated. Changes from the PRS will be directed through the Chief of Staff to MAN.
7. MAN will maintain a copy of the internal staffing coordination checklist and initiate formal staffing of the completed Manpower and Organizational Change Request form to ensure resource synchronization. Once complete the staffing package is submitted to the PRS for decision.
8. The President will review the request and document the decision using the Manpower Change Request President's Decision Memorandum. If approved by the President, MAN will document approved changes within FMTS and maintain a copy of the final Manpower and Organizational Change Request form on record. If disapproved, the action will be returned to the requesting USU RC for further action as required.

HOW TO PREPARE MANPOWER AND ORGANIZATIONAL CHANGE REQUEST

1. The USU Manpower and Organizational Change Request Form is pre-formatted for ease of data entry and consistency with text blocks and drop-down menu selections. Do not change or otherwise alter this form and text is edited for brevity as some sections are character-limited. Ensure all requisite blocks are complete and any endorsements are indicated on the form prior to submitting to MAN. Submit the completed form as a single PDF file to the MAN inbox at manpower@usuhs.edu.

2. ADMINISTRATIVE INFORMATION:

- a. RC Organization (e.g. SOM, VFA).
- b. Requestor/Action Officer's Name for MAN coordination.
- c. Date of Request.
- d. Requestor Email and Phone.
- e. A brief subject title to classify the action for record (e.g. SOM Dept. of Surgery FY21 Growth).

3. SECTION A (CHANGE REQUEST OVERVIEW):

- a. Select the type of action (all that apply).
- b. Indicate the requested effective date for implementation of the change. Actions requiring resource programming/reprogramming of resources must be accomplished in accordance with (IAW) DoD procedures and may not coincide with the date requested.
- c. Provide an executive summary of the proposed action.

4. SECTION B (CHANGE REQUEST DETAILS):

- a. Provide a detailed rationale for the proposed action.
- b. Provide a specific mission directive. These include, but are not limited to changes in legislative language, regulatory requirement, directive type message, etc. Internal USU mission directives must be clearly justified; however, these typically are not sufficient justification when undergoing external manpower analyses.
- c. Attach a copy of the current and proposed organization chart. If not applicable, provide a short justification as to why.

5. SECTION C (CHANGE REQUEST IMPACTS):

- a. Requestors will address each of the questions in this section utilizing the drop down menu choices, and where indicated, short justification statements.
- b. Contract personnel cannot be utilized for inherently governmental positions.
- c. For positions indicating a military essentiality, MAN will assist the requestor to ensure the requirement complies with DoD Directive 1100. 22 (*Reference (d) at Enclosure 2*). The requestor should identify a recommended Military Department for fill in Section E comments (e.g. USN).
- d. Requestors will avoid same grade reporting for civilian and military positions to the maximum extent possible IAW Office of Personnel Management and Service manpower regulations.
- e. For the proposed duration the requestor will indicate if this is Enduring or Temporary workload and select the anticipated length utilizing the dropdown menu choices. Enduring requirements may necessitate the preparation of a DIRMS Excel worksheet. If so, MAN will provide further guidance as to its preparation and submission procedures.
- f. If the requirement is Temporary or Term, the requestor may be directed to pursue a contract option.

6. SECTION D (FUNCTIONS AND TASKS):

- a. Requestors concisely identifies the appropriate function(s) and task(s) to be performed IAW the mission directive. Cite applicable references where appropriate, e.g. “DoDI 4000.19, paragraph 3.b. (1).”
- b. Identify one function and task per line entry. Use a continuation sheet if the number exceeds five line entries.

7. SECTION E (ADDITIONAL COMMENTS ON THE PROPOSED CHANGE REQUEST): The requestor utilizes this text field to include any other details not addressed in the submission.

8. SECTION F (USU RESPONSIBILITY CENTER ENDORSEMENT): The requestor and RC manager provides digital signature.

9. SECTION G (EXISTING MANPOWER REQUIREMENT INFORMATION): Leave blank – for MAN internal use only.

USU Manpower and Organizational Change Request		
ORGANIZATION:	REQUEST/ACTION OFFICER:	DATE OF REQUEST:
REQUESTOR EMAIL ADDRESS:	REQUESTOR PHONE NUMBER:	
SUBJECT:		
A. Change Request Overview:		
TYPE OF ACTION: (Select all that apply)		REQUESTED EFFECTIVE DATE:
Manpower Change: <input type="checkbox"/>	Organizational Change: <input type="checkbox"/>	
EXECUTIVE SUMMARY OF REQUEST:		
B. Change Request Details: (i.e. reorganization, division/branch renaming) Attach supporting documentation.		
CHANGE REQUEST DETAILS:		
MISSION DIRECTIVE SUMMARY:		

USU FORM VFA/MAN 1140-1

USU Manpower and Organizational Change Request

ORIGINAL AND PROPOSED ORGANIZATION STRUCTURE:

Original Organization Chart	Proposed Organization Chart	
Not Applicable: (Provide reason)		

C. CHANGE REQUEST IMPACTS:

<p>Is this requirement authorized (funded)?</p> <p>If the requirement is not funded, has an offset requirement been identified?</p> <p>Is the workload for the projected requirement inherently governmental?</p> <p>Does the proposed position have a military essential requirement?</p> <p>Will the proposed position require new office/laboratory space?</p> <p>Will the proposed position require the purchase and maintenance of special equipment?</p> <p>Is this a supervisory requirement?</p> <p>If this is a supervisory requirement, does it meet the span of control requirements as outlined by the Office of Personnel Management (OPM) in HRCD-5 for general schedule positions or TS-66 for federal wage system positions?</p> <p>Does the proposed change create a same grade reporting conflict?</p>		
<p>If a same grade reporting conflict will exist, include a justification for why this is required or appropriate.</p>		
<p>Other impacts not listed above: (i.e. changed geographic location, realignment to different department, occupational series or grade change, supervisory status change)</p>		
<p>What is the duration of the proposed requirement?</p>		
REQUIREMENT TYPE		DURATION
Enduring	<input type="checkbox"/>	
Temporary / Term (minimum of 6 months)	<input type="checkbox"/>	

USU Manpower and Organizational Change Request

D. Functions and Tasks

Complete this page only if the proposed change request creates a new department, division, or organization.

FUNCTION:

TASKS:

USU Manpower and Organizational Change Request

E. Additional Comments on the Proposed Change Request

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F. USU Responsibility Center Endorsement

DEPARTMENT CHAIR/DIRECTOR SIGNATURE AND DATE	RESPONSIBILITY CENTER MANAGER SIGNATURE AND DATE

G. Existing Manpower Requirement Information

TO BE COMPLETED BY THE USU MANPOWER DIRECTORATE ONLY

ELEMENT:	FROM:	TO:
USU Assigned Organization:		
FMTS Department ID:		
FMTS Position ID:		
FMTS Position Title:		
JTD Pay Plan:		
JTD Specialty/Job Series:		
JTD Grade:		



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Date

MEMORANDUM FOR USU MANPOWER DIRECTORATE

SUBJECT: Manpower Change Request

1. Manpower Change Request Number
2. The requested change establishes in the Department of XXXX in the XXXX Responsibility Center in accordance with Directive XXXX
3. Personnel, space utilization, and equipment requirements have been considered.
4. USU Manpower Directorate is authorized to document the decision in appropriate corporate, Department of Defense, and Service specific manpower systems, as required.

Richard W. Thomas, MD, DDS, FACS
President



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MANPOWER DIRECTORATE
BETHESDA, MARYLAND 20814-4799
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MANPOWER AND ORGANIZATION CHANGE REQUEST STAFFING COORDINATION				
DOCUMENT INFORMATION:		MOCR NUMBER:		
DATE RECEIVED:	COORDINATION SUSPENSE:	DETERMINATION SUSPENSE:		
SUBJECT:				
RESPONSIBILITY CENTER MANAGER:				
DEPARTMENT POINT OF CONTACT:				
COORDINATING AGENT	CONCUR	NON-CONCUR	N/A	SIGNATURE & DATE
REQUESTING DEPARTMENT				
RESPONSIBILITY CENTER				
MANPOWER DIRECTORATE				
CIVILIAN HUMAN RESOURCES				
COMMENTS:				
LOGISTICS				
COMMENTS:				
AVP, ADMINISTRATION				
COMMENTS:				
AVP, RESOURCE MANAGEMENT				
COMMENTS:				
VP, FINANCE & ADMINISTRATION				
COMMENTS:				
USU CHIEF OF STAFF				
COMMENTS:				

USU FORM VFA/MAN 1140-3

Learning to Care for Those in Harm's Way