

**Assignments, Detail, and Transfer**  
**ASSIGNMENT, MANAGEMENT, AND ACCOUNTABILITY OF HHC, USAG**  
**AND HHC, III CORPS MILITARY PERSONNEL**

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**SUGGESTED IMPROVEMENTS.** The proponent for this memorandum is the III Corps Adjutant General (AG). Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-AG.

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**OVERVIEW**

Purpose This memo establishes guidance and outlines procedures, policy, and responsibility for the assignment, management, and accountability of

- Headquarters and Headquarters Company (HHC), United States Army Garrison (USAG) and
- HHC, III Corps military personnel.

1a

General Procedures for maintaining the unit manning report (UMR) are in appendix A, this regulation, and DA Pam 600-8 (Military Personnel operations).

The UMR is the source document for accountability of soldiers. When the UMR is correct, replacements are assigned to the command on time by

- grade
- military occupational specialty (MOS)
- additional skill identifier (ASI)
- special qualifications identifiers (SQI).

1b

UMR POC Each staff section will establish a point of contact (POC) for maintaining accountability of soldiers on the UMR.

This POC

- functions as a personnel strength monitor and
- maintains close contact with the headquarters command enlisted personnel manager.

1c

**RESPONSIBILITY**

2

AG The III Corps AG

- Provides enlisted replacements to the staff sections based on data provided by the Commander, Headquarters Command as explained at appendix B, this memorandum
- is the proponent for enlisted personnel management.

2a

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G1 III Corps G1 is the proponent for officer personnel management. 2b

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Staff Section Each staff section is responsible for the correct use and assignment of soldiers against current documented authorizations. 2c

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**OVERSTRENGTH AUTHORIZATIONS** 3

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Excess Staffing Staffing in excess of current authorizations requires approval of the Chief of Staff (CofS).  
Appendix C outlines the procedures for requesting CofS overstrength authorizations. 3a

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FOR THE COMMANDER:



WILLIAM A. FITZGERALD, JR  
Brigadier General, USA  
Chief of Staff

T. J. LEONARD  
COL, AG  
DOIM

**3 APPENDICES**

- A - Unit Manning Report (UMR) Position and Incumbent Data
- B - Replacement Flow
- C - Chief of Staff Overstrength Positions

**DISTRIBUTION:**  
IAW FH Form 1853, D  
Plus: IM-AO (2)  
IM-ARL (1)  
IM-Pubs (100)  
AGM-SM (20)

APPENDIX A  
UNIT MANNING REPORT

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General	<p>This appendix provides information to assist</p> <ul style="list-style-type: none"> <li>● in determining whether soldiers are being properly utilized, and</li> <li>● identifying soldiers surplus to the needs of the command.</li> </ul>	A-1
Authoriza- tion	<p>All soldiers will be assigned against authorized table of organization and equipment/table of distribution and allowances (TOE/TDA) positions in the correct unit (HHC USAG or HHC III Corps) based on actual duty assignment.</p> <p>Only one soldier should be slotted against each authorized position.</p>	A-2
Position Numbers	<p>Each authorization within a document is assigned a four character position number (POSN)</p> <ul style="list-style-type: none"> <li>● the first two characters of the POSN are             <ul style="list-style-type: none"> <li>● alphabetic and</li> <li>● identify the staff section (paragraph) within the TOE/TDA document.</li> </ul> </li> </ul> <p>These control POSNs will not be used to slot incumbent soldiers except as outlined below</p> <ul style="list-style-type: none"> <li>● 9992 - incoming personnel/awaiting authorized position</li> <li>● 9993 - identified loss.</li> </ul>	A-3
Excess or Surplus Soldiers	<p>Soldiers excess or surplus to a staff section will use the first two alpha characters for the POSN associated with the staff section where duty is performed.</p> <p>A soldier working in the AG Personnel Service Center (PSC ) (authorized POSNs begin with BR) who does not fill an authorized position and is surplus to the need of the command, will be reported as filling POSN BR9992 using the Standard Installation/Division Personnel System (SIDPERS) transaction POSN.</p> <p>Surplus soldiers are</p> <ul style="list-style-type: none"> <li>● soldiers not filling an authorized TOE/TDA position or an approved CofS overstrength position are surplus and</li> <li>● reported to headquarters command enlisted personnel manager for installation reassignment             <ul style="list-style-type: none"> <li>● considered first for reassignment within Headquarters Command</li> <li>● reported to the Corps AG or G1 for reassignment when they are surplus to the authorizations, and needs of Headquarters Command</li> </ul> </li> </ul>	

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# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

AFZF

SUBJECT

Principal Duty Change

TO Headquarters Command  
ATTN: Pers Mgr

FROM

DATE

CMT 1

1. Effective \_\_\_\_\_ 19\_\_, \_\_\_\_\_, currently assigned to HHC, \_\_\_\_\_, paragraph/line number \_\_\_\_\_, position number \_\_\_\_\_, will have a change in duty and will be assigned to HHC, \_\_\_\_\_ paragraph/line number \_\_\_\_\_, position number \_\_\_\_\_, duty title \_\_\_\_\_.

2. An EER/OER (is) (is not) required.

CF:  
Rcds Sec  
EER/OER Sec

FIGURE

**APPENDIX B  
REPLACEMENT FLOW**

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Headquarters  
Command  
Personnel  
Managers

The Headquarters Command personnel manager

- maintains a list of all known losses and position vacancies within each staff section
  - staff sections will update the list as changes are made or new information is received, but at least once a month (report may be made telephonically or in person between the 23d and 26th of each month).
- report impending personnel losses requiring special qualifications to AFZF-AG-SM
  - at least 9 months in advance of the departure or as soon as possible
  - to ensure personnel requisitions contain special requirements.

B-1

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Headquarters  
Command

Headquarters Command will

- provide a list of personnel requirements and projected 150 day losses
  - using the format listed below
  - to the Enlisted Assignment Section, III Corps AG.

The loss report

- will be prepared in military occupational speciality (MOS) sequence
- eases the identification of requirements.

B-2

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Staff  
Sections

Staff sections will report

- positions which require special qualification (e.g., security clearance/special investigation status, personnel reliability program (PRP) qualification,
- special equipment operator, etc.) for inclusion in the remarks section.

If more than one authorization is required per paragraph/line number, it should be listed as many times as there are authorizations for each separate POSN.

POSITION DATA					INCUMBENT DATA				
Unit Section	Para/ Line#	Posn	MOS	Rank	Name	PMOS	Rank	Loss Data	Remarks
B-3									

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Enlisted  
Replacements

Enlisted replacements

- are identified by the Corps AG from the replacement stream for assignment
- to staff sections based on the loss report provided by the headquarters command personnel manager.

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Enlisted  
Replacements  
(Continued)

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Only positions listed or projected as vacancies will be filled. Replacements will be provided no earlier than 30 days in advance of projected losses.

Headquarters is provided a monthly preassignment roster listing replacements in grades E5 through E8.

The sample format (figure B-1) will be forwarded

- from the headquarters command personnel manager
- to the staff section receiving the replacement.

The staff section

- completes comment 2
- returns it to headquarters command, with copies to AFZF-AGA
- not later than 3 working days.

Duty assignment is established by the AG Enlisted Assignment Section and published in the assignment order.

Headquarters command will submit arrival transactions into the specified position via SIDPERS.

B-4

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# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL AFZF	SUBJECT Principal Duty Change
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TO	FROM HQ ATTN: SIDPERS	DATE	CMT 1
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1. \_\_\_\_\_, has been assigned to HHC \_\_\_\_\_,  
 (RANK, NAME-FIRST,MI, LAST, SSAN)  
 occupy paragraph/line number \_\_\_\_\_, position number \_\_\_\_\_, duty title  
 \_\_\_\_\_, duty MOS \_\_\_\_\_.

2. HQ Command will arrive personnel into the position. If a change is position is required, notify this office prior to making the change.,

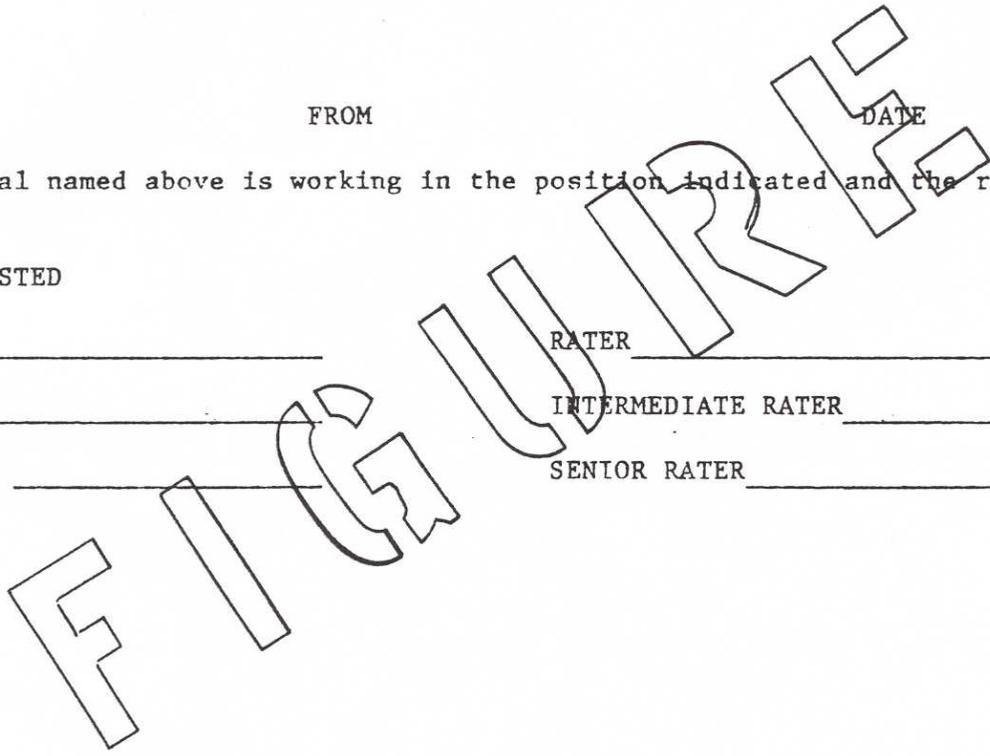
TO HQ Cmd	FROM	DATE	CMT 2
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The individual named above is working in the position indicated and the rating chain is a follows:

ENLISTED

- a. RATER \_\_\_\_\_ RATER \_\_\_\_\_
- b. INDOSER \_\_\_\_\_ INTERMEDIATE RATER \_\_\_\_\_
- c. REVIEWER \_\_\_\_\_ SENIOR RATER \_\_\_\_\_

CF:  
 Rcds Sec  
 EER/OER Sec



**APPENDIX C  
CHIEF OF STAFF OVERSTRENGTH POSITIONS**

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Overstrength  
Position  
Requests

Use the action DF format outlined in FH Memo 340-1 (Staff Procedures to obtain CofS approval for corps staff sections requiring manpower staffing assets in excess of authorized TOE/TDA positions to fulfill

- one-time
- continuing, or
- special requirements.

Requests will

- be fully documented and justified
- reflect the current TOE/TDA authorized and assigned personnel for the activity or section
- include completed coordination action prior to submission.

C-1

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Proponent  
Agency

The proponent agency (PA)

- is responsible for the affected military personnel class (MPC) as outlined in block 2a of this memorandum.
- will be listed under coordination in the request to obtain concurrence/nonconcurrence.
- is responsible for controlling, monitoring and maintaining files of all documentation pertaining to approved overstrength positions.
- request for overstrengthened position requirements will be forwarded through the appropriate PA to the CofS.

Both PAs will forward to each staff section a monthly report (sample at figure C-1) of approved CofS overstrength positions reflecting authorization/incumbent date.

Upon receipt of the report, staff sections will

- verify authorization/personnel data and
- update the authorized/assigned strength posture of TOE/TDA positions reflected at the top of the form.

Discrepancies or changes in data will be reported to the appropriate PA either telephonically or in writing.

The approved overstrength column will only be changed upon receipt of supporting documentation.

C-2

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CofS  
Overstrength  
Positions

CofS overstrength positions

- are special recognized requirements for excess personnel to accomplish a mission that can not otherwise be done based on the current authorized TOE/TDA assets.

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CofS  
Overstrength  
Positions  
(continued)

- will be approved for a specific period of time
- positions must be fully documented and justified.

Rejustification of the approved overstrength position

- will be required 30 days prior to the approved expiration date
- will not be required when the incumbent departs; the overstrength position remains a valid, fillable personnel requirement.

Personnel fill for these positions upon departure of the incumbent will be IAW appendix B.

In order to ensure overstrength position fill, current incumbent loss data needs to be reported to Headquarters, III Corps as soon as possible to effect a fluid replacement action.

NOTE: Due to the importance and nature of requirements, incumbents assigned to these positions remain in the position for the duration, except for PCS, ETS or separation. These soldiers will be assigned within the staff section or Headquarters Command to fill an authorized TOE/TDA position only upon approval of the CofS or when the overstrength position is deleted.

C-3

**COMMAND GROUP  
CHIEF OF STAFF APPROVED OVERSTRENGTH**

APPROVAL	MOS	GRD	TITLE	NAME	GRD	PMOS	LOSS DATE	REMARKS
2 May 85	*71L	E5	Clerk Typist	Curry	E4	71L1		CG Directed
3 Jun 85	* 71C	E5	Steno	Person	E5	71C2		CG Directed
4 Nov 85	71L	E4	Admin Spec	Mose	E2	71L1		CG Directed
15 Apr 86	71L	E4	Clerk Typist	Kohout	E5	71L2		CG Directed
22 Sep 86	64C	E4	CofS Driver	French	E4	64C1		CG Directed
20 Oct 86	71L	E5	Admin Clerk	Sanders	E4	72E1		C/S Office
20 Oct 86	71L	E4	Admin Clerk	Malloy	E1	71L1		C/S Office
20 Oct 86	71L	E7	Admin Clerk					C/S Office
20 Oct 86	71L	E4	Admin Clerk	Kelly	E1	71L1		C/S Office