

Assignments, Details, and Transfers
OVERSTRENGTH AND EXTERNAL SPECIAL DUTY PROGRAM MANAGEMENT

SUMMARY. This regulation sets the policies and procedures for conducting the overstrength (OS) and external special duty (SD) program.

APPLICABILITY. This regulation applies to III Corps and Fort Hood Garrison activities, special staffs, major subordinate commands (MSCs), and individual units.

INTERIM CHANGES. Interim changes to this regulation are not official unless they are authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

SUPPLEMENTATION. Supplementation of this regulation is prohibited without prior approval from the Directorate of Resource Management (DRM).

SUGGESTED IMPROVEMENTS. The proponent for this regulation is DRM. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-RM-MEDD, Fort Hood, Texas 76544-5056.

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Glossary

GENERAL

1

Purpose This regulation outlines policy, controls, and administrative procedures for conduct of the OS and external SD program.

1a

References Prescribed references are

- AR 215-1 Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in para 3e.)
- AR 570-4 Manpower Management. (Cited in para 3e.)
- AR 600-200 Enlisted Personnel Management System. (Cited in para 3e.)

Related references are

- AR 611-101 Personnel Selection and Classification, Commissioned Officer Classification System
- AR 611-112 Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties
- AR 611-201 Enlisted Career Management Fields and Military Occupational Specialties

Related form

- FHT Form 614-X3 Request for Special Duty

1b

Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1c

Goal

The goal is to supplement the Fort Hood Garrison tables of distribution and allowances (TDA) unit and other TDA tenant organizations with manpower considered essential for mission accomplishment while minimizing degradation to the overall readiness of MSCs.

Since only soldiers assigned to modification table of organization and equipment (MTOE) units may be appointed to perform external SD, the amount of supplemental manpower used will be continually reviewed to prevent a lowered level of readiness.

Review will be through individual commander inquiries and on-site manpower surveys.

1d

Objectives

The objectives are to

- maintain the fill of SD positions at 98 percent of the approved manpower positions on a continuing basis.

(continued on next page)

Objectives (cont) **NOTE:** Assessment of SD personnel will be made by the G3, Directorate of Plans, Training, and Mobilization (DPTM), at the end of each week and include a status report in the Weekly Significant Actions Report (WSAR).

- supplement Garrison personnel with the very minimum military manpower diverted from MTOE units.

le

Authority The approving authority for OS and external SD positions is the Chief of Staff (CofS), III Corps.

lf

RESPONSIBILITIES

2

MSCs MSC commanders

- provide continuous personnel support to external SD positions tasked by this headquarters.
- provide transportation for soldiers on external SD to and from the place of duty or a pickup point designated through coordination with the supported staff for remote locations.
- publish and distribute assignment orders for soldiers selected to perform external SD.
- ensure soldiers selected as replacements report 5 to 10 days before expiration of SD assignment of the soldier being replaced.
- ensure candidates selected for job interviews by supported staff are qualified to perform the duties outlined in the job description.
- will not assign soldiers
 - with critical military occupational specialty (MOS) to perform external SD.
 - who have performed previous external SD until the soldier has been assigned to the parent unit for at least 120 days.
- provide rations for the subsistence of soldiers performing external SD in remote locations (such as Belton Lake and North Fort Hood) or during odd periods of the day.

NOTE: Authority to ration separately may be granted in such cases.

- ensure candidates selected for external SD
 - have served an initial minimum period of 1 year at the parent unit before being assigned to an external SD position.
 - maintain established conduct and appearance standards.

(continued on next page)

MSCs (cont)

- receive necessary preparatory skills training.
- receive equal consideration toward favorable personnel actions (such as promotions and selection for schools).
- have sufficient retainability to complete period of appointment.

2a

Supported Staff

Supported staff

- submits request with an appropriate job description to Manpower, Equipment, and Documentation Division (MEDD), DRM, when external SD or OS support is critically needed.
- conducts job interviews with external SD candidates with SD appointments for more than 90 days and informs MSC if candidate is acceptable or not.
- ensures soldiers assigned OS and performing on external SD maintain Army established conduct and appearance standards.
- submits requests for the termination of external SD and OS positions no longer needed to MEDD, DRM.
- releases soldiers on external SD to participate in scheduled and precoordinated unit or individual training events.
- returns soldiers to their parent unit of assignment when SD assignment is terminated.

2b

III Corps AG

The III Corps Adjutant General (AG)

- provides Operations Division, Assistant Chief of Staff (ACofS), G3, DPTM, access to the Fort Hood Standard Installation/Division Personnel System (SIDPERS) data base to facilitate MSC tasking determinations.
- provides Operations Division, ACofS, G3, DPTM, recommendations on tasking determinations for enlisted.
- reviews SD requests with MOS specific and monitors the use of critical MOS.

2c

III Corps Headquarters Command

The III Corps Headquarters Command

- assigns soldiers to approved enlisted overstrength positions in accordance with (IAW) current command guidance.
- releases enlisted soldiers to AG for reassignment to an MTOE unit after 12 months or sooner, by exception.
- ensures that OS positions are filled by soldiers possessing an MOS that corresponds with job description.

2d

III Corps
ACofS, G1

The III Corps ACofS, G1,

- provides Operations Division, ACofS, G3, DPTM, recommendations on tasking determinations for officer or warrant officer.
- assigns soldiers to approved officer or warrant officer overstrength positions IAW current command guidance.
- Reviews SD requests with MOS specific and monitors the use of critical MOS.

2e

III Corps
ACofS,
G3, DPTM

The III Corps ACofS, G3, DPTM,

- tasks MSCs to fill approved external SD positions on a fair-share basis.
- ensures that SD assignments are for 90 days only, after which soldiers will return to their parent unit of assignment.
- approves requests to terminate SD assignments.
- changes position data on existing SD positions as directed by the DRM and provide information to the MSCs.
- analyzes, coordinates, and prepares the ACofS, G3, DPTM, recommendation to the CofS on MSC requests for tasking relief.
- monitors the installation SD augmentation manpower objectives.

2f

DRM

DRM

- conducts overall management of the SD and OS program.
- analyzes requests for SD and OS support to ensure
 - rank, primary military occupational specialty (PMOS), and period of assignment requested are appropriate.
 - position title is appropriate.
 - the proposed job description is descriptive of the duties required by soldiers on SD or OS.
- conducts on-site manpower surveys to validate the need for additional support.
- analyzes requests to determine if positions are more suited for SD or OS.

(continued on next page)

DRM (cont)

- prior to forwarding requests to III Corps CofS, obtains comments from
 - G1 on requests for officer or warrant officer augmented positions and
 - AG and III Corps Headquarters Command for enlisted augmented positions.
- prepares recommendations and forwards the requests for SD and OS to the III Corps CofS for approval.
- assigns appropriate paragraph and line numbers to approved SD and OS positions for documentation purposes.
- maintains the SD and OS position roster.
- forwards disposition instructions to ACofS, G3, DPTM, for approved SD positions to
 - III Corps Headquarters Command for approved enlisted OS positions and
 - G1 for approved officer or warrant officer OS positions.
- provides SD and OS status at Program Budget Advisory Committee (PBAC) forums.

2g

PROCEDURES

3

Establishment of Positions

The Garrison staff or commanders of TDA tenant organizations will submit completed FHT Form 614-X3 (sample at appendix A) with a 1-page job description attached (example at appendix B) to DRM, ATTN: MEDD.

Exemptions from roster scheduled duties (for example, charge of quarters (CQ), staff duty, and guard detail) for SD soldiers are exceptions to policy which must be specifically justified on the request for external SD support.

The DRM, MEDD, will analyze requests for external SD and OS support to determine proper MOS requirements and whether positions should be SD or OS.

A survey will be conducted to validate the need for additional manpower.

Requests will be forwarded to the III Corps CofS for approval.

Subsequent to CofS approval, MEDD will assign a paragraph and line number to the positions and forward the approval with disposition instructions to

- III Corps Headquarters Command for enlisted OS,
- G1 for officer or warrant officer OS, and
- G3 for SD tasking.

3a

OS Assignments Soldiers will be assigned to approved OS positions IAW current command policy.

After a 1-year assignment to an approved OS position, the soldier will be reassigned to an authorized position in an MTOE unit that requires the individual's PMOS if necessary to maintain proficiency.

3b

SD Taskings ACoS, G3, DPTM, will determine the appropriate MSC to task for support based on

- fair share status and
- availability of requested skills.

Initial tasking may be telephonic.

Final and formal tasking will be made via a III Corps memorandum not later than 7 working days following initial tasking.

3c

SD Job Interview/
Acceptance
Record Soldiers selected for SD will report for an acceptance interview at the supported staff within 3 weeks after initial tasking.

The MSC tasked to provide SD support will provide information contained in sample memorandum at appendix C to the supported staff.

The supported staff will respond to the MSC with an endorsement to either accept or not accept the candidate.

Sample of endorsement to MSC memorandum is at appendix C.

If the candidate is not acceptable,

- another qualified candidate will immediately be selected for interview and
- appointment orders will be published and distributed by the MSC.

Sample of an appointment order is at appendix D.

3d

SD
Appointments/
Assignments The routine SD assignment is a short-term assignment away from parent unit (not longer than 90 calendar days).

SD assignments will comply with policies outlined in AR 600-200, chapter 3; AR 570-4, chapter 5; and AR 215-1, chapter 5.

Soldiers will be assigned to an external SD position under SD assignment memorandum signed by an officer with authority to sign for the commander of the MTOE unit.

(continued on next page)

SD
Appointments/
Assignments (cont)

One copy of the assignment memorandum will be provided to the

- supported staff,
- the soldier performing SD,
- the soldier’s parent unit of assignment,
- the DRM, MEDD, and
- the G3, DPTM.

SD assignments are automatically terminated after 90 days unless stated otherwise.

Extensions beyond 90 days must be approved by the III Corps CofS.

Some SD positions are seasonal in nature (lifeguard for pools, Belton Lake workers) and will remain in that position for more than 90 days when identified by the DPCA and approved by the commanding general.

Requests for termination of SD assignments may be submitted by the supported staff or supporting MSC, to AFZF-G3, DPTM, for disposition.

NOTE: The G3, DPTM, is the approving authority.

Requests for termination of assignment because of unfavorable reasons (misconduct or nonstandard performance) will include counseling statements that clearly outline

- deficient performance or acts of misconduct,
- previous counseling and dates, and
- recommended actions the soldier should take to correct the shortcomings.

Soldiers on SD will be given sufficient time to correct performance deficiencies following formal counseling.

Lack of progress subsequent to two counseling periods will fully justify termination of SD.

The supported staff will telephonically inform the supporting MSC of any incidents of misconduct or poor duty performance (reporting late for duty, substandard appearance, or failure to complete assigned tasks) as soon as possible following the incident.

The supported staff will return the soldier whose SD has been terminated on the suspense date established by G3, DPTM.

3e

Tasking Relief

MSCs may request relief from responsibility to provide SD support.

The III Corps CofS is the approving authority.

Requests for tasking relief will be signed by an authority no lower than MSC CofS, where assigned, or nondivisional deputy commanders.

3f

EFFECTIVE PERSONNEL MANAGEMENT

4

Training

Individual skill proficiencies of all soldiers assigned to Fort Hood will be sustained throughout the training year whether performing duty at or external to the assigned unit.

Soldiers on SD are not exempt from

- common task testing,
- sergeant’s time,
- command general inspection,
- no-notice mobility exercises,
- Army Training and Evaluation Program (ARTEP),
- weapons qualification, or
- Army physical readiness test (APRT).

The MSC will provide the supporting staff activity with a copy of the 3-month projected training plan (highlighting supporting unit training obligations).

The projected training plan should incorporate mandatory training requirements of the individual soldier (APRT, common tasks training (CTT), and so forth).

The MSC will provide the most current, changed, or updated information to the supported staff activity.

Supporting units will provide the supported staff activity 14 calendar day notification of training events requiring SD soldier participation.

Affected soldiers are replaced if preparatory training and adequate support to the supported staff activity and individual or unit training cannot be achieved concurrently.

The supporting unit and supported staff activity will coordinate training events requiring soldier participation to prevent disruption and continuity to the soldier’s duty performance and mission requirements.

4a

Formation

Soldiers on SD are required to attend monthly formation with parent unit to receive information and stand personnel inspection.

After formation, soldiers will report to their SD duty assignment.

4b

Mobilization

Soldiers on SD will immediately return to their parent unit of assignment upon mobilization.

4c

Appendix A
SAMPLE AND INSTRUCTIONS FOR COMPLETION OF FHT FORM 614-X3

REQUEST FOR SPECIAL DUTY SUPPORT (FH REG 614-1)					DATE OF REQUEST 27 Sep 91		
TO DRM			FROM DPCA-FSD-ACS				
POSITION INFORMATION <i>(Attached detailed job description is at Incl 1)</i>							
POSITION TITLE Relocation Assistance NCO			GRADE E6	MOS 76Y	NO. REQUESTED One	NEW X	RENEWAL
OTHER QUALIFICATIONS REQUIRED Instructor Skills					BEGINNING DATE		ENDING DATE
ACTIVITY TO BE SUPPORTED Army Community Service					BLDG NO/LOCATION 36		TELEPHONE NO. 287-4471
IN SUPPORT OF NEW MISSION			WORK WEEK <i>(Days and hours)</i> Mon - Fri, 0730 - 1630		<input type="checkbox"/> EXEMPT FROM DUTY		
REPORT TO SD Section, Bldg 1001, Room W217 (DPCA)					REPORTING DATE		REPORTING TIME
JUSTIFICATION <i>(Cont. on separate page. Include full justification for Exempt from Duty, E6 or above, and more than 90 day assignment of Individuals.)</i>							
RELOCATION ASSISTANCE PROGRAM NONCOMMISSIONED OFFICER REFERENCE: AR 608-1 ARMY COMMUNITY SERVICE PROGRAM							
<div style="font-size: 2em; font-weight: bold; opacity: 0.5;">sample</div>							
1. THE OBJECTIVES OF THE RELOCATION ASSISTANCE PROGRAM ARE TO PLAN, ARRANGE, COORDINATE AND PROVIDE PRE-MOVE ASSISTANCE TO INCLUDE PRE-MOVE BRIEFINGS, OVERSEAS ORIENTATIONS, TRAINING WORKSHOPS AND INDIVIDUAL COUNSELING WHICH WILL ADDRESS SUCH CONCERNS AS FAMILY MEMBER EMPLOYMENT, COPING WITH RELOCATION STRESS, UNDERSTANDING RELOCATION ENTITLEMENTS, AND FINANCIAL PREPAREDNESS. 2. PROVIDE POST-MOVE ASSISTANCE TO INCLUDE NEWCOMERS ORIENTATION, WELCOME PROGRAMS, AND ADAPTATION ASSISTANCE SUCH AS INDIVIDUAL COUNSELING AND STRESS MANAGEMENT; MAINTAIN A RESOURCE FILE OF INFORMATION ABOUT LOCAL MILITARY AND CIVILIAN COMMUNITY, AND ADMINISTER A LENDING CLOSET. 3. PROVIDE SPONSORSHIP TRAINING TO UNIT POCS UPON REQUEST; PROVIDE SERVICES TO WAITING FAMILIES TO INCLUDE COORDINATION OF ASSIGNMENT OF MILITARY SPONSORS TO FAMILIES IN QUARTERS AND, WHERE FEASIBLE, OFF-POST DURING SOLDIERS ABSENCE AND PROVIDE PRE-DEPARTURE BRIEFINGS ON STRESS FACTORS AND PRACTICAL ARRANGEMENTS FOR FAMILY SEPARATION. 4. ARRANGE FOR AND PROVIDE SERVICES TO FOREIGN-BORN SPOUSES TO INCLUDE SUCH THINGS AS CROSS CULTURAL TRAINING, COURSES IN ENGLISH AS A SECOND LANGUAGE, AND INFORMATION MATERIAL ON AMERICAN CULTURE. 5. PROMOTE AND COORDINATE THE RELOCATION ASSISTANCE PROGRAM BY ESTABLISHING AND MAINTAINING COMMUNICATION OR CONTACTS WITH MILITARY ORGANIZATIONS, GOVERNMENT AGENCIES, AND THE PRIVATE SECTOR. RECRUIT, SCREEN, TRAIN, SUPERVISE, AND EVALUATE VOLUNTEER RELOCATION COUNSELORS WHO WILL AUGMENT STAFF. PLAN, SUPERVISE, AND MANAGE IMPLEMENTATION OF THE RELOCATION AUTOMATED INFORMATION SYSTEM (RAIS). 6. IN THE ABSENCE OF AUTHORIZED MILITARY OR CIVILIAN MANPOWER MANY OF THESE MANDATED SERVICES HAVE NOT BEEN IMPLEMENTED. COMPLIANCE WITH THESE REQUIREMENTS CAN ONLY BE ACCOMPLISHED THROUGH USE OF SPECIAL DUTY PERSONNEL. AN E6 OR ABOVE WITH EXCELLENT COMMUNICATION SKILLS AND TRAINING EXPERIENCE IS NEEDED TO ASSIST THE RELOCATION ASSISTANCE COORDINATOR PERFORM THESE DUTIES.							
TYPED NAME, GRADE AND TITLE OF REQUESTER					SIGNATURE OF REQUESTER		
JAMES W. RITTER, COL, AR, DPCA							

To This block will be addressed to DRM, MEDD.

From Indicate the activity requesting support.

Position Title Indicate a brief title of the position that closely relates to the MOS or duties to be performed.

If more than one type position is requested, write in this block "See job descriptions attached," and incorporate the TDA paragraph and line of any new positions in a note on the bottom of the job descriptions (against TDA paragraph and line 008B01).

Grade Show the lowest grade or grades acceptable.

MOS List MOS according to

- AR 611-201 for enlisted,
- AR 611-101 for officers, and
- AR 611-112 for warrant officers.

If no specific MOS is required, state "immaterial."

Number and Type Indicate the total number of positions requested on this form, for example, 4 OS and 2 SD.

TDA/Paragraph and Line The paragraph and line on the TDA of the requirement against which the OS and SD is requested.

Other Qualifications Required This block should show any special requirements such as

- military driver's license,
- secret clearance, and so forth.

Beginning and Ending Dates Assignment will not exceed 1 year.

Activity to be Supported Indicate the directorate, division, and branch if applicable, for example

- DEH,
- Utilities Division,
- Electrical Branch.

Building
Number/
Location

Indicate where individual will report for duty.
If duty is to be at West Fort Hood or Belton Lake, so indicate.

Telephone
Number

Use telephone number for place of duty.

In Support of a
New Mission

Documentation assigning the new mission should be attached.

Work Week
(Days and
Hours)

Indicate normal work week.
If shift work is required, so state.

Exempt From
Duty

If required, place an X in the appropriate box and include justification.
Exempt from duty will be kept to a minimum.

Report To

Give the name of individual who will be interviewing for the position.

Reporting Date
and Time

Indicate the date and time of fill required for a new position.
It is important that requests be submitted 60 days in advance of the required reporting date mentioned previously in this regulation.

Justification

Justification must be sufficient to warrant diversions of MTOE troops from their assigned duties to perform a support mission. Provide a brief mission statement for the activity this SD or OS will support. If it is a new mission, state what the specific mission is (if not previously stated); who, or what regulatory provision, directed the mission, and why it cannot be absorbed within current resources. Justification must be sufficient to warrant diversion of MTOE troops from their assigned duties to perform a support mission.

Signature of
Requester

Signature of requester will be at the directorate level.

Appendix B
EXAMPLE OF JOB DESCRIPTION

Job #MSA-SD-17F-02
February 1983

TITLE: Supply Specialist

ACTIVITY TO RECEIVE SUPPORT: Youth Activities, Community and Skills Development Branch, Morale Support
Activities Division

GRADE: E4 or above

MOS: 76Y

HOURS OF DUTY: 0730-1630, 5 days per week, Monday through Friday, and other times as required by mission.

MAJOR DUTIES

1. Receives and secures all items of supply and equipment required by the operating programs and activities. Maintains up-to-date hand receipts on nonexpendable supplies, and ensures that all nonexpendable equipment is properly marked upon receipt. Responsible for turn in damaged or salvaged items, and picks up repaired or new items.
2. Maintains a stock of self-service items at all times for use by the Youth Activities programs. Maintains an accurate inventory of all concession items and makes purchases of all necessary concession items. Services approximately 13 different Youth Activities facilities on main post, West Fort Hood, and Comanche and Venable/Pershing Park Villages.
3. Performs other duties as assigned.

REQUIREMENTS

Must have valid military driver's license. Must be able to lift heavy objects. Supervisory capabilities are required. Must not have any punitive Articles 15 or civilian arrests. Knowledge of sports is helpful.

REPORT TO: Special Duty Section, Morale Support Activity Division
BLDG NO: 2301
TEL NO: 287-6371
FOR DUTY WITH: Youth Activity Admin, building 2212
DUTY PHONE: 287-2346

This position is not duty exempt.
This position is locally augmented.

Appendix C
EXAMPLE OF INTERVIEW AND ACCEPTANCE RECORD

AFVA-CS (350)

MEMORANDUM FOR (Supported Activity)

SUBJECT: External Special Duty (SD) Candidate Interview Record

1. Name of SD candidate is reporting for interview for SD position at paragraph 017f line 19. The following information is provided:
 - a. SSN: 379-61-0506
 - b. Unit of Assignment: HHC, 1/7 Cavalry, 1 CD
 - c. PMOS: 11B
 - d. RECORD OF DISCIPLINARY ACTIONS: No record
 - e. OTHER QUALIFICATIONS: (list other qualifications)
1. Indicate your decision regarding acceptance or rejection of applicant for this position and return immediately.
3. Instruct individual to hand carry the record to this office following completion of interview.

SIGNATURE BLOCK

AFZF-GT-P (AFVA-CS/date) (360) 1st End
SUBJECT: External Special Duty (SD) Candidate Interview Record

FOR Commander, 1CD, ATTN: AFVA-CS

1. The soldier (is) (is not) acceptable for this SD position.
2. Issue necessary duty assignment memorandum for the soldier to report to building 1803. Immediate supervisor will be Mr. Jones, phone 287-6371.
3. _____ reason(s) for non-acceptability (is) (are):

SIGNATURE BLOCK

Appendix D
EXAMPLE OF EXTERNAL SD ASSIGNMENT ORDER

AFVA-CS-OP (360)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Special Duty (SD) Assignment Orders

1. The following individual is assigned special duty to the US Army Garrison TDA Activity, G3/DPTM effective 7 Feb 91.
 - a. SD Position (para/line) _____
 - b. Grade, Name, SSN: _____
 - c. PMOS: _____
 - d. MTOE Unit of assignment: _____
2. Name of soldier will report to 1SG Grando at building 511 for duty as instructed. (Name of soldier) (is) (is not) exempt from unit duty.
3. This SD assignment is mandatory for a period of 90 days to expire on _____ at which time (name of soldier) will return to unit of assignment.

FOR THE COMMANDER:

SIGNATURE BLOCK

- DISTRIBUTION:
- 1 – Individual
 - 1 – Unit of Assignment
 - 1 – G-3/DPTM
 - 1 – DRM
 - 1 – Supported Staff
 - 1 – Servicing MILPO

Glossary

ABBREVIATIONS

ACofS	Assistant Chief of Staff
AG	Adjutant General
APRT	Army physical readiness test
ARTEP	Army Training and Evaluation Program
BMM	borrowed military manpower
CofS	Chief of Staff
CQ	charge of quarters
CTT	common tasks training
DOIM	Directorate of Information Management
DPTM	Directorate of Plans, Training, and Mobilization
DRM	Directorate of Resource Management
IAW	in accordance with
MACOM	major Army command
MEDD	Manpower, Equipment, and Documentation Division
MOS	military occupational specialty
MSC	major subordinate command
MTOE	modification table of organization and equipment
OS	overstrength
PBAC	Program Budget Advisory Committee
PMOS	primary military occupational specialty
SD	special duty
SDMR	special duty manning roster
SIDPERS	Standard Installation/Division Personnel System
TDA	tables of distribution and allowances
WSAR	Weekly Significant Actions Report

TERMS

borrowed military manpower (BMM)

The use of military manpower from an MTOE unit to perform duties within a TDA activity where a major Army command (MACOM) approved manpower requirement is documented but for which no manpower space has been authorized. Additionally, BMM may be used when manpower spaces have been authorized but the positions are vacant.

details

Special nonrecurring tasks which can be accomplished in 7 days or less. These tasks are usually directed below MSC level to fulfill short-term requirements.

exempt

Designation used to indicate that soldiers on SD will be excluded from the performance of roster scheduled duties at the parent unit (CQ, staff duty, and guard details). Soldiers in this category will be minimized, in the interest to overall fairness to those not on SD.

external special duty

The performance of duty with an organization or unit other than the unit to which assigned, while continuing to be administered and accounted for by the unit of assignment. These soldiers are assigned to MTOE units and are SD to TDA positions.

internal special duty

The performance of duty within the assigned MSC but outside the unit of assignment (company, troop, or battery).

major subordinate command

military command immediately subordinate to this headquarters. Presently those commands are:

- 1st Cavalry Division
- 13th Corps Support Command
- 6th Cavalry Brigade
- 3d Signal Brigade
- 504th Military Intelligence Brigade
- 89th Military Police Brigade
- 31st Air Defense Artillery Brigade
- 3d Finance Group
- 3d Personnel Group
- Apache Training Brigade
- Headquarters Command, III Corps

mission or unit tasking

Duty performed by a unit or subordinate element of a unit in support of requirements whose MTOE mission closely parallels the requirements. Mission or unit tasking does not require the day after day performance by the same incumbents. This is an acceptable and encouraged alternative to the tasking of individuals to perform SD away from their unit of assignment.

overstrength

Military assigned to an organization or activity to support a particular function but is excess to the authorizations documented in the TDA for that function. During the CofS's review of the fiscal year 88 civilian reduction, civilian authorizations in the Garrison TDA were deleted and soldiers were assigned to replace the civilians. The military were inadvertently called borrowed military manpower (BMM); however, by definition, they were OS. Soldiers will be reassigned to an MTOE unit after a 1-year assignment in an OS position.

special duty manning roster (SDMR)

Consolidated list of approved external SD positions organized sequentially by paragraph and line number.

supported staff

Staff directorate receiving supplemental manpower through troop diversion.

supporting organization

MSCs providing soldiers to perform SD.

The proponent of this regulation is the Directorate of Resource Management.

FOR THE COMMANDER:



ROBERT S. COFFEY
Brigadier General, GS
Chief of Staff

STEPHEN J. BERTOCCHI
LTC, SC
DOIM

DISTRIBUTION:
IAW FH Form 1853, A
PLUS: IM-Pubs (100)
IM-AO (5)
IM-ARL (2)