

Effective 31 October 1996

Manpower and Equipment Control

Changes to Tables of Distribution and Allowances

This UPDATE printing publishes a revised regulation which is effective 31 October 1996. Because of the extensive changes made, no attempt has been made to highlight changed material.

For the Commander:

RICHARD L. TETERS, JR.
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

Summary. This regulation prescribes policies, responsibilities, and procedures related to tables of distribution and allowances changes.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

gested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-MM-FP), Fort Knox, KY 40121-2726.

Applicability. The provisions of this regulation are applicable to Headquarters, United States Army Recruiting Command, United States Army Recruiting Support Battalion, recruiting brigades, recruiting battalions, and Army Medical Department detachments.

Supplementation. Supplementation of this regulation is prohibited.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is printed in the Recruiting Brigade and Battalion Operations UPDATE.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Resource Management and Logistics. Users are invited to send comments and sug-

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Chapter 1

General

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures related to tables of distribution and allowances (TDA) changes.

1-2. References

For related publications and blank forms see appendix A.

1-3. Explanation of abbreviations and terms

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

1-4. Policy

a. Only those changes which are considered essential for effective mission accomplishment will be submitted.

b. Unless associated with a new mission or function assigned by Headquarters, Department of the Army (HQDA); Headquarters, United States Army Recruiting Command (HQ USAREC); or an approved functional transfer, increases in workload at HQ USAREC, the United States Army Recruiting Support Battalion (RSB), recruiting brigades (Rctg Bdes), recruiting battalions (Rctg Bns), and Army Medical Department detachments (AMEDD Dets) will be absorbed within existing manpower resources, pending a formal manpower survey.

c. HQ USAREC has been delegated proponent approval authority for certain categories of

TDA changes (AR 310-49, table 2-1). This approval authority does not, in and of itself, constitute authority for TDA changes. Supporting justification must be provided for all TDA changes. (See table 1-1 for an extract of AR 310-49 as it pertains to TDA units.)

d. TDA changes resulting from the Commercial Activities Program must comply with any supplemental guidance from Department of Defense or Department of the Army.

1-5. Responsibilities

a. Rctg Bn and AMEDD Det commanders are responsible for evaluation and analysis of organizational equipment, facilities, and personnel resource requirements, and for preparation of TDA change requests in accordance with this regulation and other applicable directives for submission to Rctg Bde headquarters for evaluation and further processing.

b. Rctg Bde commanders are responsible for evaluation of Rctg Bde and subordinate Rctg Bn and AMEDD Det TDA change requests; validation of requests and compliance with HQ USAREC policies and procedures; and, if Rctg Bde concurs with Rctg Bn's and AMEDD Det's request for submission of the request to HQ USAREC, along with supporting data for review and approval.

c. The Commander, RSB, is responsible for preparing TDA change requests as prescribed in this regulation, and for submitting requests to HQ USAREC (RCRM-MM-FP), Fort Knox, KY 40121-2726, for review and approval.

*This regulation supersedes USAREC Regulation 570-1, 21 June 1994.

d. HQ USAREC.

(1) Director of Resource Management and Logistics is responsible for evaluating logistical impact of proposed changes and is designated as the focal point for processing all TDA change requests and documenting all approved TDA changes.

(2) Director for Personnel is responsible for evaluating changes impacting on personnel.

(3) Director of Program Analysis and Evaluation is responsible for evaluating changes pertaining to the field force, to assure that they are based on valid market considerations, and for assignment of recruiting station identification codes.

(4) Director of Recruiting Operations is responsible for evaluating changes to assure that they are based on operational considerations.

(5) Other staff. When required, other directors and special staff section chiefs are responsible for evaluating the impact of proposed changes to their respective areas of responsibility.

Table 1-1
Extract from AR 310-49
Approval Authority

<i>Item</i>	<i>Reserved to HQDA</i>	<i>Delegated to proponent (HQ USAREC)</i>
Deviate from HQDA organizational doctrine	X	
Activate or inactivate MTOE	X	
Designate or redesignate MTOE/TDA units	X	
Organize or discontinue TDA units	X	
Change MTOE Category from 1, or to 1, not according to that reflected in the TOE file	X	
Change required column of MTOE, other than application of CCT or one-for-one conversion update of POSC or LIN, unless specifically directed by HQDA	X	
Change POSC, LIN, or AMSCO as a result of HQDA edit file one-for-one conversions		X
Change ALO of unit reporting according to AR 220-1, unless specifically directed by HQDA	X	
Decrease personnel and associated equipment authorizations that do not change the ALO of MTOE units		X
Change grades in MTOE to conform to current grade authorization tables		X
Establish positions for, or change officer grades to, O6 and above in TDA	X	
Establish or change officer grades O5 and below in Active Army MTOE or TDA not according to grade authorization tables or staffing guide	X	
Establish or change enlisted positions in MTOE and TDA not according to SGA	X	
Change officer grades O5 and below in Active Army TDA according to grade authorization tables or staffing guide		X
Reorganize TDA for Army Management Headquarters Activities (AMHA) that do not change strength ceilings by identity, or do not make other changes requiring HQDA approval (refer to AR 570-8)		X
Reorganize TDA of field operating activities (FOAs) when personnel assigned to FOA are used in AMHA functions	X	
Decrease personnel positions (within SGA) or equipment requirements and authorizations, which do not affect the readiness of TDA units reporting according to AR 220-1		X
Exchange positions, within and between TDA, subject to restrictions imposed on those actions for which HQDA retains approval authority		X
Change enlisted positions in TDA according to SGA		X
Mass change of enlisted MOSC (other than HQDA directed) for more than 50 positions	X	
Increase proponent's demand on DA for total personnel spaces by identity	X	
Change MOSC for warrant officers unless specifically authorized by HQDA	X	
Change PSC for commissioned officers or MOSC for enlisted personnel in TDA		X
Change designation of General Staff with troop positions		X
Eliminate Chaplain positions	X	
Change strength of an Army band or band activity despite source or disposition of spaces	X	
Change strength or grade of club management positions	X	
Change strength, ASI, or LIC of Foreign Area Officer (FAO) positions	X	
Change strength or grade of judge advocate commissioned officer positions	X	
Change strength, SSI, or ASI of commissioned officer operational or nonoperational flying positions	X	
Designate or redesignate NCO Logistics Program positions (special qualification identifier (SQI) K)	X	
Apply POSC and LIN selective conversion changes (one-for-one conversions will be applied automatically)		X
Conversion of civilian positions to military	X	
Establish SES, 5 U.S.C. 3104, and GS-16 and higher positions	X	
Change grade level and position structure of civilian positions, GS-15 and below		X
Increase section III equipment requirements in MTOE above level 1 of TOE	X	
Increase section III TDA requirements for HQDA-controlled equipment	X	
Increase MOTE section III equipment authorizations as long as quantity shown in the required column is not exceeded and no demand for increased resources is placed on HQDA		X

Table 1-1
Extract from AR 310-49
Approval Authority--continued

<i>Item</i>	<i>Reserved to HQDA</i>	<i>Delegated to proponent (HQ USAREC)</i>
Increase noncontrolled equipment in TDA sections III and III supplement if the requirements of AR 70-61 and AR 71-13 have been satisfied		X
Decrease equipment authorizations for MTOE/TDA units not reporting according to AR 220-1		X
Add, increase, or decrease Government-owned, contractor-operated (GOCO) equipment authorizations in TDA to agree with an obligating contract. (See AR 71-13.)		X
Change personnel or equipment authorizations in RC MTOE/TDA not in accordance with RC policy	X	
Change officer grades in RC TDA	X	

Chapter 2
Recruiting Field Force Changes

2-1. Recruiting station changes

a. The following policy, governing the size of recruiting stations (RS) is applicable to recruiting field force changes. Market analysis performed per USAREC Reg 601-87 will be used to justify exceptions.

(1) RS size requirements are determined by recruiting market analysis (RMA), which considers the following factors: Population 17 to 21 years of age, number of high schools and high school seniors, past Department of Defense production, road networks, facilities, and commute time.

(2) RS will not normally be established with only one recruiter (Regular Army (RA) or United States Army Reserve (USAR)). Exceptions will be considered on a case-by-case basis.

b. Standards of grade authorization for recruiters and the criteria for assigning limited-production station commanders (LPSC) are as follows:

(1) On-production station commander (OPSC) positions will be graded staff sergeant in one-person RS or two-person RS not authorized a USAR recruiter.

(2) An OPSC position will be graded sergeant first class in a two-person or more RS or when at least one USAR recruiter position is authorized in the RS.

(3) OPSC versus LPSC positions are determined by geodemographical data addressed during the RMA process. All LPSC will be graded sergeant first class and are authorized in RS with five or more authorized on-production recruiters. For RS with four or less on-production recruiters, the senior RA recruiter is an OPSC. (In effect, five-person RS are eliminated.) Exceptions to LPSC determination will be at the discretion of HQ USAREC.

(4) All USAR recruiter positions in RS will be graded sergeant first class. There will be no USAR recruiter positions identified on TDA as LPSC or station commander.

(5) USAR recruiters and civilian recruiting specialists are counted in the number on production when determining requirements for LPSC. Technical warrant officer recruiters are not in-

cluded in the determination of LPSC.

c. Changes resulting from completed RMA are submitted through command channels to HQ USAREC (RCPAE-MKT), Fort Knox, KY 40121-2726. Further information regarding the conduct of RMA and market analysis can be found in USAREC Reg 601-87. Requests for TDA changes will be summarized on the automated USAREC Fm 569-E (Recruiting Field Force Changes) generated using the Automated Territorial Alignment System provided by the Program Analysis and Evaluation Directorate.

d. The effective date for establishing RMA changes will be determined by the Resource Management and Logistics Directorate after staff coordination is performed. USAREC Reg 601-87 requires TDA changes to be effective within 90 days after the RMA has been approved by the Rctg Bde commander and quality control review has been completed by the Program Analysis and Evaluation Directorate. In order to coincide TDA changes with other impacted United States Army Recruiting Command (USAREC) program areas, the effective date will be the beginning of the following recruiting quarter after the RMA is approved by the Rctg Bde commander and the Program Analysis and Evaluation Directorate's quality control review.

e. Other proposed changes (those not resulting from an approved RMA) to RS size and/or realignment will also be summarized on USAREC Fm 569-E by the originator.

2-2. AMEDD Det recruiters

Per USAREC Reg 601-37, Army Medical Department (AMEDD) recruiters will be established as separate RS. All enlisted AMEDD recruiter positions for both RA and USAR will be graded sergeant first class. AMEDD LPSC positions will be authorized in RS with four or more authorized on-production nurse recruiters. An RA enlisted AMEDD recruiter position in a one- or two-person RS will be designated as AMEDD station commander. Policies established in paragraphs 2-1b(4) and (5) also apply. Changes to all on-production AMEDD recruiter positions will be submitted per USAREC Reg 601-87.

2-3. Establishment, disestablishment, or re-location of RS or recruiting companies

Changes requested will be detailed on USAREC Fm 569-E. All RS closure recommendations will require a statement from the Rctg Bde that will include the facility status of the RS to be closed (e.g., firm term lease, lease expiration date, cancellation clause (if any), cost factors, and collocation considerations). This statement can be expressed in the Rctg Bde's endorsement of all RS closures or as part of the RMA preparation process outlined in USAREC Reg 601-87.

Chapter 3
HQ USAREC, RSB, Rctg Bde, Rctg Bn, and AMEDD Det Changes

3-1. Changes in manpower requirements

Changes in manpower requirements between formal manpower surveys because of modification of mission and workload will be documented and include workload data on ALL positions within the organizational element, and will be forwarded to HQ USAREC (RCRM-MM-FR) for evaluation. Quantified workload data MUST be included. Submission will include only those activities affected by staffing changes or organization realignment (i.e., division, branch, etc.).

a. HQ USAREC changes in manpower requirements which increase demands for manpower must be processed by the U.S. Army Force Integration Support Agency. The RSB, Rctg Bde, Rctg Bn, and AMEDD Det changes will be processed at HQ USAREC.

b. When the change in manpower is significant or not directly related to confirmed mission or workload changes, an on-site validation of requirements may be necessary.

c. When transferring an authorization from one recognized requirement to another in the same category (officer, enlisted, or civilian), the following constraints apply:

(1) Grade of officer position affected must be the same.

(2) Enlisted recruiter authorizations may only be allocated against recruiter requirements. Production 79R authorizations (RA and USAR) may not be allocated against nonproduction 79R positions.

(3) Requests for realignment of civilian positions will include a statement that positions affected are vacant, and/or no adverse personnel

action will accrue as a result of the space realignment.

(4) Manpower requirements will not be realigned unless a functional realignment is also proposed. In such cases, action under paragraph 3-2 must be accomplished.

3-2. Organizational changes

a. Changes in organizational structure will not be made without prior HQ USAREC approval.

b. Only those changes which are considered essential for mission accomplishment will be considered.

c. Proposed deviations from standard organizational structure must be fully justified. As a minimum, justification should include the reason current organizational structure is considered inadequate, cost savings resulting from the change, projected benefits, factors with background supporting data which led to proposed change, and the impact if disapproved.

d. Recommended organizational changes will be submitted to attain minimum essential staffing for effective use of personnel and efficient operation, using currently authorized manpower resources.

e. In addition, all requests for organizational

changes will include the following:

(1) An organizational chart reflecting current structure with current manpower authorizations (officer, enlisted, and civilian) by TDA element, an organizational chart of the proposed structure showing recommended manpower by organizational element, and mission and functions statements of current and proposed organization. (Highlight new mission, if applicable).

(2) A summary comparing current TDA authorizations, by functional elements and position titles, with proposed staffing. Rationale for differences should be given (e.g., a program analyst is recommended in lieu of an accounting technician). New mission requirements dictating the use of the higher skill level positions should be explained.

f. Requests from field must be signed by the Rctg Bde commander, deputy Rctg Bde commander, or Rctg Bde chief of staff. Requests from HQ USAREC must be signed by the director, deputy director, or special staff section chief. All others will be returned without action.

**Chapter 4
TDA Equipment Changes**

4-1. Equipment changes

Request for equipment changes will be submitted per AR 71-13 and AR 310-49 with USAREC Suppl 1 thereto. Allocation of vehicle authorizations will be determined quarterly by the Resource Management and Logistics Directorate based on the USAREC vehicle basis of issue plan (BOIP) (table 4-1) as applied against force structure authorizations in section II (Personnel) of TDA.

4-2. Retention authority

There is no provision to grant retention authority for equipment on hand in excess of authorized allowance. When mission requirements warrant the continued use of equipment on hand, a request for equipment authorization will be submitted as indicated in paragraph 3-2. It must be noted that property being on hand does not constitute justification for authorization or retention.

4-3. Communication services

Requests for addition or deletion of communications services in support of approved TDA changes will be submitted per USAREC Reg 25-10 and the basis of issue prescribed therein.

**Table 4-1
USAREC vehicle BOIP**

HEADQUARTERS BASIS OF ISSUE (Per authorized unit/position)	
Sedan Compact	6 per Headquarters 1 per Recruiting and Retention School
Sedan Midsize	1 per Commanding General
Station Wagon Compact	1 per Headquarters
Truck, Carryall	2 per Headquarters 1 per Recruiting and Retention School
Truck, Cargo	1 per Headquarters
RSB BASIS OF ISSUE (Per authorized unit/position)	
Sedan Compact	1 per RSB Headquarters
Truck, Carryall	3 per RSB Headquarters
Truck, Panel	1 per RSB portable optical display exhibit
RCTG BDE BASIS OF ISSUE (Per authorized unit/position)	
Sedan Compact	3 per Rctg Bde Headquarters
Truck, Carryall	3 per Rctg Bde Headquarters
Truck Cargo	1 per Rctg Bde Headquarters

**Table 4-1
USAREC vehicle BOIP--continued**

RCTG BN BASIS OF ISSUE (Per authorized unit/position)	
Sedan Compact	2 per Rctg Bn Headquarters 1 per Recruiter Training NCO 1 per Education Services Specialist 1 per Rctg Company Commander *1 per On-Production RA Recruiter 1 per On-Production USAR Recruiter 1 per On-Production Technical Warrant Officer Recruiter (USAR) **1 per On-Production Recruiting Specialist ***1 per Special Forces RS 1 per Nurse Counselor
Truck Carryall	1 per Rctg Co First Sergeant 1 per Rctg Bn Headquarters 1 per five-man RS and above (in lieu of sedan compact when approved by HQ USAREC)
Truck Cargo	1 per Rctg Bn Headquarters
Truck Utility 4 X 4	May be authorized (in lieu of sedan compact when approved by HQ USAREC)
AMEDD DET BASIS OF ISSUE (Per authorized unit/position)	
Sedan Compact	1 per AMEDD Det 1 per Recruiter Training NCO 1 per AMEDD On-Production Recruiting Officer *1 per On-Production AMEDD Recruiting NCO
Truck, Carryall	1 per AMEDD Det

* LPSC are not authorized vehicles.

** Civilian authorized overhire positions.

*** USAREC Reg 601-102, paragraph 8b (exception is Special Forces (Heidelberg - 1 per recruiter)).

Appendix A References

Section I Related Publications

AR 71-13

The Department of the Army Equipment Authorization and Usage Program.

AR 310-10

Military Orders.

AR 310-49 with USAREC Suppl 1 to thereto

The Army Authorization Documents System (TAADS).

AR 570-4

Manpower Management.

DA Pam 570-4

Manpower Procedures Handbook.

USAREC Reg 25-10

Telecommunications Management.

USAREC Reg 405-1

Facility Management.

USAREC Reg 601-37

Army Medical Department Officer Recruiting Program.

USAREC Reg 601-87

Recruiting Market Analysis.

USAREC Reg 601-102

Special Forces Inservice Recruiting.

Section II

Related Form

USAREC Fm 569-E

Recruiting Field Force Changes.

Glossary

Section I Abbreviations

AMEDD

Army Medical Department

AMEDD Det

Army Medical Department detachment

BOIP

basis of issue plan

HQDA

Headquarters, Department of the Army

HQ USAREC

Headquarters, United States Army Recruiting Command

LPSC

limited-production station commander

OPSC

on-production station commander

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

RMA

recruiting market analysis

RS

recruiting station

RSB

United States Army Recruiting Support Battalion

TDA

tables of distribution and allowances

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

Section II

Terms

approval authority

The headquarters authorized to approve actions which result in changes to an organization's TDA.

proponent

The major Army command or agency under Department of the Army that is responsible for developing and processing The Army Authorization Document System documents.

proponent approved changes

Those changes which may be approved by the proponent without prior HQDA approval (table 1-1).

tables of distribution and allowances change

A modification to the current TDA, resulting from an officially approved addition, deletion, or change of any element of the organization (to include unit location, identification, personnel, or equipment), or change in job title and/or series.