



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION
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MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Senior Resource Council – Memorandum #15

1. REFERENCES.

- a. AR 570-4 (Manpower Management) Chapter 8, Analysis and Evaluation of Manpower Management.
- b. Chairman of the Joint Chief of Staff Manual 1600.01 (CJCSM 1600.01), subject: Joint Manpower Program Procedures.
- c. Chairman of the Joint Chief of Staff Instruction 1001.01 (CJCSI 1001.01), subject: Joint Manpower and Personnel Program.
- d. Department of Defense Instruction Number 1120.11, Programming and Accounting for Active Military Manpower.

2. PURPOSE. To establish the process and procedure for the review of military and civilian manpower requirements related to the effective and efficient use of Joint Force Headquarters-National Capital Region (JFHQ-NCR) and U.S. Army Military District of Washington (USAMDW) manpower resources.

3. APPLICABILITY. This policy applies to the Headquarters (HQ) Staff Directorates, Major Subordinate Commands (MSCs) and organizations assigned to the JFHQ-NCR and USAMDW.

4. POLICY.

a. The Senior Resource Council (SRC) is a senior advisory body on matters related to manpower management. The SRC reviews requests for changes, additions and deletions to Army and Joint manpower requirements for organizations assigned to the JFHQ-NCR and USAMDW; advises and recommends final disposition to the Commanding General. The SRC also reviews civilian resourcing plans/issues, to include but not limited to directed command decrements, over hire requests, all recruit actions and all changes to position descriptions, which impact budgetary and executionary requirements; and advises and recommends manpower management disposition to the Commanding General.

(1) Manpower requirement: Military and civilian positions, both funded and unfunded, that represent the total manpower requirement for units and organizations in the programmed

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force structure. A manpower requirement is a state manpower need, based on an activity's missions, functions, and tasks.

(2) Manpower resource: The actual quantities and qualities of positions required to support force missions – the determined requirements and authorizations.

(3) Manpower authorization: Manpower requirements supported by appropriate funding or meeting other established criteria. Manpower authorizations are expressed in terms of one year of full time workload.

(4) Manpower management: The means of manpower control to ensure the most efficient and economical use of available manpower.

b. The SRC will review non-traditional manpower documents when those documents impact manpower resources. Such documents may include, but are not limited to Memorandums of Agreement, Memorandums of Understanding, and Concept Plans. These documents will be forwarded by the Office of Primary Responsibility to the SRC as part of the staffing process.

c. The SRC may perform functions such as fact funding, research, special studies, audits, reviews and inspections.

5. PROCEDURES.

a. The SRC is comprised of the Deputy Commander (Chair); Chief of Staff; Director for Personnel (J/G1); Director for Resource Management (J/G8); Chief, Manpower and Force Management; and the Chief, Civilian Personnel Directorate (J/G1).

b. The SRC will operate in accordance with the purpose, responsibilities, and methodology as outlined by the SRC charter found at the Enclosure. It will render recommendations based on an objective view of the validity of requests for manpower, balanced against available resources and mission priorities. The SRC will leverage the On-Board-Vacancies-Recruits-Gains-Losses Report outlined in reference 1.b., as a tool for the continuous oversight of civilian personnel utilization.

c. Procedures for submitting manpower requests are found in the USAMDW Manpower Management Standard Operating Procedure (SOP). This SOP outlines all policy and procedures for the management and administration of manpower.

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6. PROPONENT. The JFHQ-NCR/USAMDW J/G8 is the proponent for this policy. The POC is the Chief, Manpower and Force Management Division, (202) 685-3258 or DSN 325-3258.



BRADLEY A. BECKER
Major General, US Army
Commanding

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