

Manpower and Equipment Control

Changes to Tables of Distribution and Allowances

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History. This UPDATE printing publishes a revised USAREC Reg 570-1, which is effective 30 September 2006. Because of the extensive changes made, no attempt has been made to highlight changes.

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

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Chapter 1

General

Applicability. The provisions of this regulation are applicable to Headquarters, United States Army Recruiting Command, recruiting brigades, recruiting battalions, and medical recruiting battalions.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G-4/8. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate this authority, in writing, to a division chief within the proponent agency in the grade of GS-13.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be

evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRLM-FD, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

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. This regulation is also available electronically and can be found on the USAREC Enterprise Portal.

1-1. Purpose

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

1-2. References

For required and related publications and referenced form 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; Headquarters, United States Army Recruiting Command (HQ USAREC); or an approved functional transfer, increases in workload at HQ USAREC, recruiting brigades (Rctg Bdes), recruiting battalions (Rctg Bns), and medical recruiting battalions (MRBs) will be absorbed within existing manpower resources, pending a formal manpower survey. Supporting justification must be provided for all TDA change requests.

c. 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 MRB commanders are respon-

sible 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 MRB TDA change requests; validation of requests and compliance with HQ USAREC policies and procedures; and, if Rctg Bde concurs with Rctg Bn's and MRB's request for submission of the request to HQ USAREC, Assistant Chief of Staff (ACofS), G-4/8, along with supporting data for review and approval.

c. HQ USAREC.

(1) The ACofS, G-4/8, 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) The ACofS, G-1, is responsible for evaluating changes impacting on personnel.

(3) The ACofS, G-2, 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) The ACofS, G-3, is responsible for evaluating changes to assure that they are based on operational considerations.

(5) The ACofS, G-7, Personnel Proponency Division, is responsible for evaluating changes to assure there are no negative impacts to the Leadership Professional Development Program.

(6) Other staff. When required, other direc-

*This regulation supersedes USAREC Regulation 570-1, 20 September 1996.

tors and special staff section chiefs are responsible for evaluating the impact of proposed changes to their respective areas of responsibility.

Chapter 2 Recruiting Field Force Changes

2-1. Recruiting station changes

a. The following policy governing the size of recruiting stations (RSs) 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 positioning, analysis, and evaluation (PAE) which considers, at a minimum, the following factors: Qualified military available population, number of 2-year and 4-year colleges, Army potential, Department of Defense production, road networks, facilities, and commute times.

(2) RSs will not normally be established with only one recruiter (Regular Army (RA) or Army Reserve (AR)) unless it is an on-campus recruiter. All other exceptions will be considered on a case-by-case basis.

b. Standards of grade authorization for recruiters and the criteria for assigning large station commanders (LSCs) staff positions and small station commanders (SSCs) are as follows:

(1) SSC positions will be graded staff sergeant in one-person RSs or two-person RSs not authorized an AR recruiter.

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

(3) SSC versus LSC positions are determined by geodemographical data addressed during the PAE process. All LSCs will be graded sergeant first class and are authorized in RSs with five or more authorized on-production recruiters. For RSs with four or less on-production recruiters, the senior RA recruiter is an SSC. Exceptions to LSC determination will be at the discretion of the respective Rctg Bde commander.

(4) All AR recruiter positions in RSs will be graded sergeant first class. AR recruiters may be placed as station commanders where the position is identified on the TDA as an LSC or station commander.

(5) AR recruiters, civilian recruiting specialists, and/or contract recruiters are counted in the number on production when determining requirements for LSC. Technical warrant officer recruiters are not included in the determination of an LSC.

c. Changes resulting from a completed PAE are submitted through command channels to HQ USAREC, ATTN: G-2 (RCPAE), 1307 3rd Avenue, Fort Knox, KY 40121-2726. Further information regarding the conduct of a PAE and market analysis can be found in USAREC Reg 601-87. Requests for TDA changes will be summarized on the automated USAREC Form 569 (Re-

cruiting Field Force Changes) generated using the Automated Territorial Alignment System provided by the ACofS, G-2.

d. The effective date for establishing PAE changes will be determined by the HQ USAREC staff after staff coordination is completed. USAREC Reg 601-87 requires TDA changes to be effective within 90 days after the PAE has been approved by the Rctg Bde commander and quality control review has been completed by the ACofS, G-2. In order to synchronize TDA changes with other impacted United States Army Recruiting Command (USAREC) program areas, the effective date will be the beginning of the following recruiting contract quarter after the PAE is approved by the Rctg Bde commander and the ACofS, G-2, quality control review.

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

2-2. MRB recruiters

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

2-3. Establishment, disestablishment, or relocation of RSs or recruiting companies

All RS closure recommendations will be detailed on USAREC Form 569 and will require a statement from the Rctg Bde to 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 PAE preparation process outlined in USAREC Reg 601-87.

Chapter 3 HQ USAREC, Rctg Bde, Rctg Bn, and MRB Changes

3-1. Changes in manpower requirements

Changes in manpower requirements between formal manpower surveys, which are required 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, ATTN: RCRLM-FD, 1307 3rd Avenue, Fort Knox, KY 40121-2726, for evaluation. Quantified workload data MUST be included. Submission will include only those activities which are affected by staffing changes or organization re-

alignment (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 Manpower Analysis Agency. Rctg Bde, Rctg Bn, and MRB 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 required.

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 (on production and on production Army Reserve) authorizations may only be allocated against recruiter (on production and on production Army Reserve) requirements. Production 79R authorizations (RA and AR) may not be allocated against nonproduction 79R positions.

(3) Requests for realignment of civilian positions will include a statement from the requesting organization, that the positions affected are either vacant and/or no adverse personnel action will occur 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 structures 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 the proposed staffing. Rationale

for differences should be given (e.g., a program analyst is recommended in lieu of an accounting technician). If applicable, new mission requirements dictating the use of higher skill level positions should be explained.

f. Requests 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 ACoFS, deputy ACoFS, or special staff section chief. All others will be returned without action.

**Chapter 4
TDA Equipment Changes**

4-1. Equipment changes

Requests for equipment changes will be submitted per AR 71-32 . Allocation of vehicle authorizations will be determined quarterly by the ACoFS, G-4/8, 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 re-

quest for equipment authorization will be submitted as indicated in paragraph 3-2. It should be noted that because property is “on hand,” it does not constitute justification for authorization or retention.

4-3. Communications 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 (BOI) prescribed therein.

**Table 4-1
USAREC vehicle BOIP**

HQ USAREC BOI (Per TDA authorized unit or position)	
Sedan, Compact	1 Command Sergeant Major 1 Headquarters Commandant 1 Personnel Security Screening Detachment 1 Headquarters (Pool)
Truck, Carryall	1 Commanding General 1 Deputy Commanding General 2 Protocol Office 8 Recruiting and Retention School (Fort Jackson) 1 Headquarters (Pool)
Truck, Panel	1 Headquarters Commandant 1 Logistics Warehouse 1 Protocol Office
Truck, Cargo	1 Logistics Warehouse
Rctg Bde BOI (Per TDA authorized unit or position)	
Sedan, Compact	1 Rctg Bde Commander 1 Rctg Bde Deputy Commander 1 Rctg Bde Command Sergeant Major 2 Per Rctg Bde (Pool)
Truck, Carryall	4 Per Rctg Bde (Pool)
Truck, Utility or Cargo	1 Per Rctg Bde (Rock Wall)
Truck, Cargo	1 Per Rctg Bde Headquarters
Rctg Bn BOI (Per TDA authorized unit or position)	
Sedan, Compact	1 Rctg Bn Commander 1 Rctg Bn Command Sergeant Major 3 Rctg Bn (Pool) 1 Recruiter Training Noncommissioned Officer 1 Recruiting Company (Rctg Co) First Sergeant * 1 On-Production RA Recruiter * 1 On-Production AR Recruiter 1 Rctg Co Commander * LSCs are not authorized vehicles.

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

Truck, Carryall	1 Rctg Co Field First Sergeant 2 Rctg Bn (Pool) 1 Five-Man RS and Above (in lieu of sedan, compact (when approved by Rctg Bde commander))
Truck, Cargo	1 Rctg Bn Headquarters
Truck, Utility, AWD, Carryall	May be authorized in lieu of sedan, compact (when approved by HQ USAREC)
MRB BOI (Per TDA authorized unit or position)	
Sedan, Compact	1 MRB Commander 1 MRB Sergeant Major 1 MRB Recruiter Training Noncommissioned Officer 1 MRB On-Production Recruiting Officer 1 MRB On-Production Recruiting Noncommissioned Officer 1 MRB Noncommissioned Officer in Charge when team has more than one MRB RS
Truck, Carryall	1 MRB 1 Five-Man RS and Above (in lieu of sedan, compact (when approved by Rctg Bde commander))
Special Forces BOI	
Sedan, Compact	1 Special Forces Company Commander 1 Special Forces Recruiter

NOTES: 1. Honolulu Rctg Co and San Juan Recruiting Detachment are supported the same as a Rctg Bn.
2. Pool supports HQ USAREC, Rctg Bde, and Rctg Bn staffs (i.e., EP, SSP, FSS, IM, SI, etc.).

Appendix A References

Section I Required Publications

AR 71-32

Force Development and Documentation - Consolidated Policies. (Cited in para 4-1.)

USAREC Reg 25-10

Telecommunications Management. (Cited in para 4-3.)

USAREC Reg 601-37

Army Medical Department Recruiting Program. (Cited in para 2-2.)

USAREC Reg 601-87

Recruiting Market Analysis. (Cited in paras 2-1a, 2-1c, 2-1d, 2-2, and 2-3.)

Section II Related Publications

AR 570-4

Manpower Management.

AR 600-8-105

Military Orders.

USAREC Reg 405-1

Facility Management.

USAREC Reg 601-102

Special Forces Inservice Recruiting.

Section III Prescribed Forms

There are no entries in this section.

Section IV Referenced Form

USAREC Form 569

Recruiting Field Force Changes.

Glossary

Section I Abbreviations

ACofS

Assistant Chief of Staff

AR

Army Reserve

BOI

basis of issue

BOIP

basis of issue plan

HQ USAREC

Headquarters, United States Army Recruiting Command

LSC

large station commander

MRB

medical recruiting battalion

PAE

positioning, analysis, and evaluation

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RS

recruiting station

SSC

small station commander

TDA

tables of distribution and allowances

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.

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.