



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR

30 OCT 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Workforce Adjustments in Workforce Shaping Venue

1. Fiscal constraints require the Army to use the most efficient and effective source of labor. To that end we must maintain sufficient Army Civilian Employee and Military manpower to perform inherently governmental functions and provide oversight, management, and readiness functions. We also must work to streamline operations and eliminate lower priority activities to reduce workload as funding is reduced. We should execute our programmed Full Time Equivalent (FTE) levels for the civilian workforce and develop our programs consistent with the workload levels we have executed. Finally, we need a process to accommodate changes in requirements by making adjustments to programmed FTE levels for new missions or to mitigate risk, as appropriate, as we downsize the workforce.
2. Accordingly, we will establish a process in the Workforce Shaping Video Teleconference venue co-chaired by Office of the Assistant Secretary of the Army, Manpower and Reserve Affairs and the Office of the Assistant Secretary of the Army, Financial Management and Comptroller to adjudicate adjustments to civilian Full Time Equivalent (FTE) levels projected in the program and budget. Any adjustments in the year of execution are subject to reprogramming limitations, and any adjustments to the program may require submittal of issue papers, as appropriate, to the Office of the Secretary of Defense.
3. The point of contact for policy issues is Dr. John Anderson, at John.C.Anderson1.civ@mail.mil, and the point of contact for the Workforce Shaping VTC is COL Bill McLagan, at William.M.McLagan.mil@mail.mil.

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