



SECRETARY OF THE ARMY
WASHINGTON

11 MAR 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Duty (Borrowed Military Manpower and Troop Diversion) –
Temporary Suspension of Certain Army Policy Constraints and Temporary Delegation
of Certain Exception and Other Approval Authorities

1. References:

a. Memorandum, Deputy Secretary of Defense, 10 January 2013, subject: Handling
Budgetary Uncertainty in Fiscal Year 2013.

b. Memorandum, Under Secretary of Defense for Personnel and Readiness,
2 March 2012, subject: Guidance Related to the Utilization of Military Manpower to
Perform Certain Functions.

c. Department of Defense Instruction 1100.22, Policy and Procedures for
Determining Workforce Mix, 12 April 2010.

d. Memorandum, Assistant Secretary of Defense for Readiness and Force
Management, 21 February 2013, subject: Total Force Management and Budgetary
Uncertainty.

e. Directive-Type Memorandum 09-007, Estimating and Comparing the Full Costs of
Civilian and Military Manpower and Contract Support, 29 January 2010.

f. Memorandum, Chief of Staff of the Army and Secretary of the Army,
16 January 2013, subject: Risk Mitigation in the Face of Fiscal Uncertainty.

g. Army Regulation 220-1, Army Unit Status Reporting and Force Registration –
Consolidated Policies, 15 April 2010.

h. Army Regulation 600-20, Army Command Policy, 18 March 2008.

i. Army Regulation 570-4, Manpower Management, 8 February 2006.

j. Memorandum, Assistant Secretary of the Army for Manpower and Reserve Affairs
(ASA(M&RA)), 28 October 2011, subject: Special Duty – Borrowed Military Manpower
Policy.

SUBJECT: Special Duty (Borrowed Military Manpower and Troop Diversion) – Temporary Suspension of Certain Army Policy Constraints and Temporary Delegation of Certain Exception and Other Approval Authorities

2. Special Duty (SD) has two components: Borrowed Military Manpower (BMM) and Troop Diversion (TD), as defined in reference 1.i. The use of SD can reduce readiness and operational capabilities. As such, Senior Commanders/Senior Managers—as defined in reference 1.h.—must balance readiness with near-term requirements.

3. Consistent with reference 1.d., except in extraordinary—and typically temporary—circumstances, individual military personnel or units should not perform work or functions that are not military essential. This memo is effective during Fiscal Year 2013 sequestration, unless extended by me in writing. During this period, where military personnel accounts are exempted from sequestration, there may be instances where military personnel can be used to satisfy a demand that is of mission critical importance.

4. I am temporarily suspending the following Army policy constraints, subject to the approval authority of the Senior Commanders/Senior Managers for units and personnel under their control, on the use of SD—including BMM and TD—set forth in reference 1.i. This authority may not be further delegated.

a. I delegate to Senior Commanders/Senior Managers the approval authority for SD outside the scope of the Soldier's primary military occupational specialty, or career progression military occupational specialty, when required to meet an urgent or extraordinary Army need or to perform a mission critical function. Senior Commanders/Senior Managers may approve SD for periods exceeding 90 days.

b. Senior Commanders/Senior Managers are required to document the fully burdened costs of using SD, in accordance with reference 1.e., and must:

1) document military as the only source of available manpower, thus negating the need for a cost-benefit analysis; or,

2) document through a cost-benefit analysis, they have validated that SD was the most cost-effective of multiple, available manpower options.

5. Senior Commanders/Senior Managers should avoid BMM or TD assignments which would violate the utilization rules in Army Regulation (AR) 570-4, paragraph 6-10(c). I delegate to the Deputy Assistant Secretary of the Army (Force Management, Manpower and Resources) (DASA(FMMR)) the authority to approve requests for deviation from this policy.

**SUBJECT: Special Duty (Borrowed Military Manpower and Troop Diversion) –
Temporary Suspension of Certain Army Policy Constraints and Temporary Delegation
of Certain Exception and Other Approval Authorities**

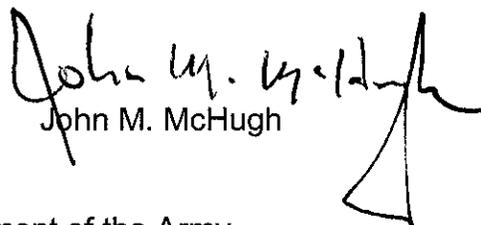
6. Units in the Army Force Generation cycle and their assigned personnel designated for deployment will not be used for BMM and TD for the 120 days prior to and following deployment. I delegate to the DASA(FMMR) the authority to approve requests for deviation from this policy.

7. AR 570-4 applies only to SD. In accordance with reference 1.d., SD does not include situations when military units perform work as part of a **rotation base for an operational capability**, on a limited and temporary basis, **provided such use is reflected in Operational Orders**.

8. Starting on 1 April 2013 and using the enclosed template, Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) must provide monthly SD utilization reports to the ASA(M&RA) point of contact listed below. Negative replies are required. Additionally, ACOMs, ASCCs, and DRUs must be prepared to discuss the use of SD in the monthly workforce shaping VTC hosted by ASA(M&RA) and ASA(FMC). SD-related impacts on training and readiness will be reported in the Commander's Unit Status Report prepared pursuant to reference 1.g. On a quarterly basis, beginning no later than 15 June 2013, the Deputy Chief of Staff, G-3/5/7 and the DASA(FMMR) will brief me on the implementation and impact of the policies and procedures set forth in this memorandum, with a focus on training and readiness impacts.

9. The point of contact for this action is Ms. Eileen Ginsburg at (703) 693-2109 or eileen.g.ginsburg.civ@mail.mil.

Encl


John M. McHugh

DISTRIBUTION:

Principal Officials, Headquarters, Department of the Army
Commander

- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Europe
- U.S. Army Central
- (CONT)

**SUBJECT: Special Duty (Borrowed Military Manpower and Troop Diversion) –
Temporary Suspension of Certain Army Policy Constraints and Temporary Delegation
of Certain Exception and Other Approval Authorities**

DISTRIBUTION (CONT)

U.S. Army North
U.S. Army South
U.S. Army Pacific
U.S. Army Africa
U.S. Army Special Operations Command
Military Surface Deployment and Distribution Command
U.S. Army Space and Missile Defense Command/Army Forces Strategic Command
U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)
U.S. Army Medical Command
U.S. Army Intelligence and Security Command
U.S. Army Criminal Investigation Command
U.S. Army Corps of Engineers
U.S. Army Military District of Washington
U.S. Army Test and Evaluation Command
U.S. Army Installation Management Command
Superintendent, U.S. Military Academy
Director, U.S. Army Acquisition Support Center
Commander, U.S. Army Cyber Command
Commander, Eighth U.S. Army
Commander, U.S. Army Reserve Command
Director, Army National Guard

Operational Unit Identification Code From Which Soldier Has Been Borrowed	Operational Unit Description; ARFORGEN phase for unit; readiness impact	Soldier's Military Occupational Specialty (MOS); Special Skill Identifier (SSI)	MOS and SSI Description	Grade	Start Date of Special Duty (SD)	Planned End Date of SD	TDA UIC and Position Number Where SD Performed (or Account if SD replacing overhire)	Manpower Mix Code Currently on TDA Civilian Position for IGCA where SD Performed; or SCRA Checklist Schedule and Contract Number as Reported in the PDC	Manpower Mix Code Title	Why is this function Mission Critical?	Fully Burdened Cost of Soldier (calculated using DTM 09-007)
--	--	--	-------------------------------	-------	---------------------------------------	---------------------------	---	---	-------------------------------	---	--