MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Manpower Analysis Agency (USAMAA) Manpower Requirements Determination Authoritative Documents

1. References:
   a. United States Code Title 10, Section 129.
   b. Army Regulation 570-4, (Manpower Management), 8 February 2006.
   c. Guidelines for Obtaining Manpower Single Point Study, 7 April 2017 (Encl 1).
   d. Instructions for Submitting a Manpower Requirements Determination Model for Validation, 15 July 2016, (Encl 2).
   e. Concept Plan Workload Analysis Guidelines, 14 April 2017, (Encl 3).

2. The Secretary of the Army is responsible for manpower requirements determination in accordance with (IAW) United States Code Title 10, Section 129. Pursuant to reference 1.b., the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) is responsible for and has approval authority for all manpower policies in the Army provides direction to USAMAA for policy execution.

3. This memorandum endorses references 1.c. through 1.f., authoritative instructions in the areas of Single Point Studies, Manpower Requirements Determination Models for Validation, Concept Plan Workload Analysis and guidance on how to appeal an analytical outcome or process. These documents will be updated, as required, and will be posted to the USAMAA website (http://www.asamra.army.mil/usamaa/) to ensure the Army’s Manpower Requirements Determination community is operating on one accord.

4. USAMAA will always adapt its techniques, procedures and guidance to maintain analytical relevancy with the Army’s current informational requirements and senior leaders’ decision needs. Any organization that seeks to deviate from the USAMAA authoritative guidance must coordinate with their USAMAA Command Analyst to ensure their approach is acceptable.
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5. If there is an instance where an organization is at an impasse with USAMAA’s requirements validation results, the higher level appeal authority is the Principal Deputy ASA (M&RA). Appeals for any USAMAA processes or actions can be submitted in accordance with the instructions contained in Enclosure 4.

6. The point of contact for this memorandum is the USAMAA Director at 703-805-4236.

Encls

EDWARD V. DeSHIELDS, JR.
COL, AD
Acting Director, U.S. Army Manpower Analysis Agency

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