



DEPARTMENT OF THE ARMY  
WASHINGTON, DC 20310

HQDA Ltr 220-03-1

DAMO-FMZ

27 July 2003

Expires 27 July 2005

**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Tables of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

SEE DISTRIBUTION

**1. Purpose.** This letter extends the expiration date of HQDA LTR 220-01-1 from 27 July 2003 to 27 July 2005.

**2. Proponent and exception authority.** Proponent of this policy is the Deputy Chief of Staff, G-3. The Deputy Chief of Staff, G-3 has the authority to approve exceptions to this policy that are consistent with controlling law and regulation. The Deputy Chief of Staff, G-3 may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

By order of the Secretary of the Army:

JOHN M. KEANE  
*General, United States Army*  
*Acting Chief of Staff*

Official:

A handwritten signature in cursive script that reads "Joel B. Hudson".

JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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## DEPARTMENT OF THE ARMY

WASHINGTON, D.C. 20310

HQDA Ltr 220-01-1

DAMO-FMF

27 July 2001

Expires 27 July 2003

**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

SEE DISTRIBUTION

**1. Purpose.** This policy prescribes Headquarters, Department of the Army (HQDA) responsibilities, policies, and procedures for establishing multiple component units (MCUs).

*a. Policy applicability.* This policy applies to the Active Army (AA), the Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR). The ARNGUS is a Reserve Component of the Army that maintains a dual state administered status, as the Army National Guard (ARNG). This policy applies to the ARNG, except as indicated herein.

*b. Overview.* This document establishes policies and procedures for multiple component units. The intent of the MCU initiative is to integrate, to the maximum extent within statutory and regulatory constraints, resources from more than one component into a cohesive, fully capable Army unit. The MCU status will not change the priority of the parent unit but may change the priority of component derivatives so that they align with the parent unit. Any change in a unit's priority continues to be based on force packaging, Department of the Army Master Priority List (DAMPL) sequence and the tiered resource policies of the Army's components.

*c. Objectives.* This policy provides the mechanism to resource and document units with manpower, equipment, and funding from more than one component. Desired objectives of the MCU initiative include the following:

(1) Enhance integration of the Army by using resources of more than one component to fill authorizations in units consistent with force packaging and tiered resourcing policies.

(2) Improve the resource and readiness posture of Army units by eliminating cadre level organizations when MCU status can be used to bring an organization's authorized level of organization (ALO) to a mission capable level.

(3) Optimize the unique capabilities of each component by encouraging the integration of AA and Reserve Component (RC) resources (that is, personnel and equipment) in units while leveraging component strengths. Units organized as MCUs must provide value not



only to the Army in general but also to the resourcing components and the individual soldiers.

(4) Improve Army documentation procedures by reducing the need to maintain a separate modification table of organization and equipment (MTOE) and augmentation table of distribution and allowances (AUGTDA) that must be combined to form a mission capable unit. An example of this is a past practice that required the AA cadre level 19th Theater Support Command (TSC) located in Korea and its USAR augmenting counterpart in Iowa to be maintained on separate documents. Multiple component (MC) documentation procedures allow these two previously separately documented units to be combined into a single document.

**2. Proponent and exception authority.** Proponent of this policy is the Deputy Chief of Staff for Operations and Plans. The Deputy Chief of Staff for Operations and Plans has the authority to approve exceptions to this policy that are consistent with controlling law and regulation. The Deputy Chief of Staff for Operations and Plans may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

### **3. References.**

#### *a. Required publications.*

- (1) Army Regulation (AR) 55–46, Travel Overseas.
- (2) Field Manual (FM) 100–11, Force Integration.

*b. Related publications.* A related publication is a source of additional information. The user does not have to read a related publication to understand this HQDA letter. Obtain U.S. Army Forces Command (FORSCOM) regulations listed below from FORSCOM Publications Stockroom (ATTN: AFCI–A), 4599 N 2nd Street, Forest Park, GA 30297–5122.

- (1) AR 20–1, Inspector General Activities and Procedures.
- (2) AR 25–50, Preparing and Managing Correspondence.
- (3) AR 27–10, Military Justice.
- (4) AR 71–32, Force Development and Documentation—Consolidated Policies.
- (5) AR 135–2, Full-Time Support.
- (6) AR 220–1, Unit Status Reporting.
- (7) AR 220–5, Designation, Classification and Change in Status of Units.
- (8) AR 350–9, Overseas Deployment Training.
- (9) AR 500–5, Army Mobilization.
- (10) Department of Defense (DOD) Directive 1225.6, Equipping the Reserve Forces. Obtain at Internet site <http://web7.whs.osd.mil/corres.htm>.
- (11) FORSCOM Regulation 220–3, The Reserve Component Training Assessment.
- (12) FORSCOM/ARNG/USAR Regulation 350–2, Army Relationships.
- (13) FORSCOM Regulation 350–4, Army Relationships, FY 2000 Draft Update.
- (14) FORSCOM Regulation 350–21, Visits to FORSCOM Active and Reserve Component Installations and Units.
- (15) FORSCOM Training Support XXI Implementation Plan, dated 13 August 1998. Obtain from Deputy Chief of Staff for Operations and Plans (ATTN: DAMO–FMF), 400 Army Pentagon, Washington, DC 20310–0400.
- (16) National Guard Regulation (NGR) 10–1, Organization and Federal Recognition of Army National Guard Units. Obtain from the Internet at [www.ngbpdc.ngb.army.mil/](http://www.ngbpdc.ngb.army.mil/).

**DAMO-FMF**

**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

(17) SAFM–BUR message, 271424Z May 97, Subject: Army Reimbursable Policy (ARP). Obtain from Deputy Chief of Staff for Operations and Plans (ATTN: DAMO–FMF), 400 Army Pentagon, Washington, DC 20310–0400.

**4. Explanation of abbreviations and terms.** See the glossary.

**5. Responsibilities.**

a. The Assistant Secretary of the Army (Financial Management and Comptroller) will oversee the development of financial procedures that support this initiative as provided by law. It will work with the Defense Finance and Accounting Service (DFAS) to accommodate necessary changes in Army financial systems.

b. The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—

(1) Exercise approval authority for the establishment of MCUs after appropriate HQDA staffing.

(2) Manage unit identification code (UIC) registration and management procedures to conform to this policy. Modify the Army Status of Resources and Training System (ASORTS) accordingly and coordinate with the Joint Staff (J3 Readiness Division) to ensure changes to the Global Status of Resources and Training System (GSORTS). Ensure UIC registration is validated in SORTS for a minimum of 1 year prior to the effective date (E-date) for MCUs.

(3) In consultation with the U.S. Army Training and Doctrine Command (TRADOC) and major Army commands (MACOMs), adapt training procedures to conform to this policy. Make all necessary systems changes.

(4) Adapt documentation and modernization procedures to conform to this policy. Make all necessary systems changes.

(5) Develop and/or approve interim applications that are designed to provide consolidated data to MCU commanders until Standard Army Management Information System (STAMIS) are modified to provide a standard application. Ensure that system support recognizes both peacetime and mobilization requirements.

c. The Deputy Chief of Staff for Personnel (DCSPER) will—

(1) Adapt personnel policies and procedures to support MCU status. Make changes to appropriate functional regulations to address MCU status.

(2) Establish oversight to ensure that UICs for MCUs are in appropriate component personnel systems.

(3) Ensure that requisitioning agencies are identified for the AA element of MCUs with an RC flag to support timely requisition of personnel.

(4) Ensure that structure data from documentation systems is available in personnel systems to support requisitioning and strength manning. Make all necessary systems changes when functional requirements are fully identified and funds are provided. Incorporate MCUs in the planning for future personnel systems including the Integrated Total Army Personnel Database (ITAPDB) and the Defense Integrated Military Human Resource System (DIMHRS). Develop and/or approve interim applications that are designed to provide consolidated data to MCU commanders until STAMIS are modified to

provide a standard application. Ensure that system support recognizes both peacetime and mobilization requirements.

(5) Participate in the MCU approval process in coordination with the DCSOPS.

d. The Deputy Chief of Staff for Logistics (DCSLOG) will—

(1) Adapt or modify appropriate logistics policies and procedures to support MCU status. Make changes to appropriate functional regulations to address MCUs.

(2) Evaluate equipping parameters for compatibility, availability, and sustainability of proposed MCUs.

(3) Participate in the MCU approval process in coordination with the DCSOPS.

(4) Modify logistics systems to provide appropriate support to MCUs, as required. Develop and/or approve interim applications that are designed to provide consolidated data to MCU commanders until STAMIS are modified to provide a standard application. Ensure that system support recognizes both peacetime and mobilization requirements.

e. Director, Army National Guard (DARNG) will—

(1) Nominate units for MC status in accordance with this policy.

(2) Coordinate with appropriation sponsors to identify and budget for necessary funding for their MCUs.

(3) Be a signatory on all Memorandums of Agreement (MOAs) with ARNGUS elements.

f. Chief, Army Reserve (CAR) will—

(1) Nominate units for MC status in accordance with this policy.

(2) Coordinate with appropriation sponsors to identify and budget for necessary funding for their MCUs.

(3) Be a signatory on all MOAs with USAR elements.

g. The MACOM commanders will—

(1) Nominate units for MC status in accordance with this policy.

(2) Exercise command and control of assigned or attached MCUs consistent with sections 162 and 165 (AA units), section 10171 (USAR units), and section 10107 (ARNGUS units), title 10, U.S. Code (USC). Unless directed otherwise by the Secretary of Defense (SECDEF), Army forces not performing departmental duties (those prescribed by 10 USC 3013(b)) must be assigned to the combatant commands and receive administration and support (administrative control (ADCON)) from the Army in accordance with 10 USC 162 and 165. The provisions of 10 USC 10171(c) require all non-special forces, continental United States (CONUS) -based USAR forces to be assigned to the U.S. Army Reserve Command and Joint Forces Command (except as provided by 10 USC 10171(c)(2)), and 10 USC 10107 prescribes State command and control of ARNGUS forces until such forces are ordered to Federal active duty under title 10 of U.S. Code.

(3) Coordinate with appropriation sponsors to identify and budget for necessary funding for their MCUs.

(4) Be a signatory on all MOAs for MCUs with AA elements within their command.

## **6. Policies and procedures.**

a. *Planning for MCUs.* Planning will follow the deliberate force management development process and address the force integration areas of structuring, manning, equipping, training, sustaining, funding, deploying, stationing and readiness. See appendix A for a diagram that outlines the major processes that sponsoring components must follow. Specific policies and procedures include the following:

## DAMO-FMF

### **SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

#### (1) *Force integration planning guidance.*

(a) *Pre-Nomination review.* Resourcing components will carefully consider the force integration functional areas (FIFAs) (see FM 100–11) and mobilization readiness and validation processes prior to nominating a unit for MCU status. Initially, resourcing components should conduct a supportability assessment that considers how a proposed MCU can be properly structured, manned and equipped. Units in the Force Support Package (FSP) or with latest arrival dates (LADs) of less than or equal to 30 days should normally not be included as nominees for MC status. This ensures that adequate time for postmobilization training and validation is available. Resourcing components must all agree on the proposed MCU configuration prior to nominating a unit for MCU status.

(b) *Resourcing alternatives for MCUs.* There are three allowable types of resourcing alternatives for MCUs. The MACOM commanders, the DARNG, and CAR will each determine how they choose to participate. The key to success is to configure an MCU to ensure that RC soldiers fill only those individual military occupational skill (MOS) positions that are not critical to day-to-day operations or administrative requirements. Careful consideration must also be given to RC career progression, demographics, stationing, and training (that is, basic FIFA considerations). The agreed upon resourcing option must be mutually beneficial for all resourcing components. Actions specified within AR 71–32 still apply. In all instances, ARNGUS elements of an MCU are designated as “units” for purposes of Federal recognition under title 32 of the USC. Correspondingly, USAR elements are designated as units under title 10 of the USC. Following is an overview of the types of resourcing alternatives:

1. *Organic unit structures.* This type of MCU configuration allows a component to resource a separate unit element. This configuration normally occurs in organic battalions that contain lettered companies (HHC, A Co, B Co, and so forth) or a separate company. For example, the ARNG may serve as the flag holder for a proposed MCU and resource (that is, provide manpower and equipment) the HHC, A Co and B Co in the battalion structure. Correspondingly, the AC would resource C Co and D Co within the same battalion structure. While the organic battalion configuration may be optimal, this type of unit configuration is normally not found in the majority of Echelons Above Corps/Echelons Above Division (EAC/EAD) combat support (CS) and combat service support (CSS) organizations in the Army.

2. *Separate and non-organic unit structures.* This MCU resourcing option normally applies to organizational structures at battalion level or higher. Examples include field Armies, Army service component commands (ASCC), separate functional commands, brigades, and battalions that do not contain lettered companies. In this type of MCU, resourcing components determine the allocation of MTOE authorized positions. Once determined, the authorization allocation will be used to build the component unit elements per paragraphs *b(2)* and *c* below.

3. *Hybrid configuration.* An example of this type of configuration would be an organic battalion with elements that are primarily allotted to the component holding the flag with some authorizations allotted to another component. A hypothetical example would be an AA organic battalion structure that is component pure in the lettered companies (A and B companies are AA and C and D companies are USAR) and the AA and USAR jointly

resource the HHC authorizations. As stated above, the documentation of the allocation of authorizations will be in accordance with paragraphs *b*(2) and *c* below.

(2) *Nomination procedures.* A sponsoring component will normally nominate units for MC status during the total Army analysis (TAA) resourcing phase and Command Plan (CPLAN) processes. Both processes are designed and intended to facilitate coordination and concurrence between the components that have agreed to resource the MCU.

(3) *Approved list of MCU nominees.* The DCSOPS has delegated the approval authority for acceptance as an MCU to the Director, Force Management. In this capacity, Director, Force Management will approve a nominated unit and add it to the list of approved nominees maintained by DAMO–FDF. The sponsoring component retains the responsibility for preparing and staffing concept plans for unit activation with all resourcing components and copy furnishing FORSCOM in its capacity as the Army executive agent for RC mobilization. The sponsoring component after coordination with all resourcing components and copy furnishing FORSCOM may also recommend removal of a unit from the list of approved nominees by submitting a written justification through the sponsoring component's Office of the DCSOPS (ODCSOPS) Command Manager to the Director, Force Management. Justifications will support the request for removal and identify an alternate unit or an appropriate bill-payer.

(4) *Command planning.* The sponsoring component will submit a fully coordinated Multiple Component Unit Concept Plan (MCUCP) that is developed in accordance with the format articulated in AR 71–32. The concept plan will address supportability and executability assessments to ensure that the MCU can attain C3 or better status (also see para *f* below for force validation committee review) by the E-date. The MCUCP will be submitted through normal channels to the respective ODCSOPS Command Manager who will coordinate staff the concept plan with appropriate Army Staff (ARSTAF) and obtain concurrence prior to submitting it to the Director, Force Management for approval. Approval by the Director, Force Management enables the MACOM to document the MCU during the appropriate CPLAN process.

*b. Documentation.* The documentation process and concept does not radically change because of a unit's MCU status.

(1) *Requirements determination.* The MCU MTOE requirements will not differ from TOE requirements unless ODCSOPS has approved an exception for the unit. Approval authority for AUGTDA requirements is the same as single component AUGTDAs. Each resourcing component will follow the normal requirements approval process for its portion of the AUGTDA.

(2) *Authorization documentation.* In accordance with AR 71–32, the centralized documentation (CENDOC) process will apply for MC documentation as it does for single component documentation. The United States Army Force Management Support Agency's Authorization Documentation Division (USAFMSA–ADD) will build the staffing document based on authorization allocation as identified within the approved MCUCP. Upon completion of the staffing document, USAFMSA–ADD will forward it to all resourcing components. Only the sponsoring component will recommend changes to the staffing document. The sponsoring component will coordinate with the other resourcing component(s) and serve as the primary point of contact (POC) for providing feedback to the USAFMSA–ADD Document Integrator. Issues that cannot be resolved will be forwarded to the sponsoring component's ODCSOPS Command Manager for resolution.

(a) *MTOE documentation.* Modernization level for the MCU (that is, Incremental Change Package application) will be as prescribed by HQDA Organizational Integrators. While modernization levels will be consistent across the MCU document, as a general rule, organizational elements will not be de-modernized because the elements become part of an MCU.

**DAMO-FMF**

**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

(b) *AUGTDA documentation.* An MCU AUGTDA prescribes personnel and equipment authorizations not documented on the MCU MTOE. The AUGTDA may include civilian, equipment and military authorizations. If required, one consolidated AUGTDA will be documented per MCU MTOE UIC. The document will be built in accordance with CENDOC policies (AR 71–32) by the USAFMSA–ADD Document Integrator using the following policy.

(c) *Approval authority.* The approval authority for MCU document (MTOE or AUGTDA) is the same as for single component document. Each document will follow the normal approval process as established by the annual CPLAN message.

c. *UIC convention.* The ODCSOPS (DAMO–FDP) will assign UICs for MCU elements. For strength accounting in the Structure and Manpower Allocation System (SAMAS), the parent UIC will show aggregate strength as “Display Only.” Derivative UICs (DUICs) will show strength as “Display-Compute.” The UIC itself will not identify which component owns the flag of an MCU. Consistent with current practice, the “component” field that is present in most Army databases will identify the unit’s component when viewing the “AA” record. The HQDA will assign each component-specific element of an MCU a DUIC in accordance with the guidance that follows. The parent and its derivatives will appear on the same document. The sponsoring component (after coordination with other resourcing components) must request the DUICs it requires based on the MCUCP to meet operational requirements.

(1) *MTOE UIC convention.* The approved MTOE UIC convention is as follows:

(a) An “N” in the second character of the UIC denotes an MCU.

(b) The HQDA will assign each component-specific element a DUIC based on the initial request included in the MCUCP. Resourcing components will continue to assign additional derivatives as required. For example, after the initial DUICs are assigned, the National Guard Bureau (NGB) and the United States Army Reserve Command (USARC) may use the remaining DUICs to split-station units to meet operational requirements. The DUIC will be constructed as follows:

1. The first four characters of the DUIC will be the same as those of the parent UIC.

2. The fifth character of the DUIC will denote the component: “X” for AA, “G” for ARNG, and “R” for USAR.

3. The sixth character of the DUIC will identify the first occurrence and, as needed, succeeding occurrences of component-specific elements (for example, WNAAX1, WNAAX2, WNAAX3, and so forth). Once the numeric characters are exhausted, alpha characters will be used in the 6th position (WNAARA, WNAARB, WNAARC, and so forth). Alpha characters “I” and “O” will not be used. Table 1 illustrates the approved DUIC conventions.

**Table 1**  
**Approved DUIC conventions**

<b>MTOE UIC convention</b>	<b>Convention combinations</b>
AA Elements	X1...X9 then XA...XZ (excluding XI & XO)
ARNG Elements	G1...G9 then GA...GZ (excluding GI & GO)
USAR Elements	R1...R9 then RA...RZ (excluding RI & RO)

(2) *Parent AUGTDA.* The “parent” AUGTDA UIC will have the same first four characters as the HQDA assigned MCU MTOE UIC. The fifth and sixth positions will reflect a “99.” For strength accounting in SAMAS, this UIC will show aggregate strength as “Display Only.”

(a) *AUGTDA DUIC naming convention.* The UIC convention retains the “9” as the fifth character and uses “A” through “Z” in the sixth position to denote component-specific elements. Alpha characters “I” and “O” will be not used. Table 2 illustrates the options that will be used for the sixth position.

<b>AUGTDA UIC convention</b>	<b>Approved fifth and sixth character combinations</b>
AA Elements	9A, 9B, 9C, 9D, 9E, 9F, 9G, 9H
ARNG Elements	9R, 9S, 9T, 9U, 9V, 9W, 9X, 9Y,9Z
USAR Elements	9J, 9K, 9L, 9M, 9N, 9P, 9Q

(b) *Resourcing.* The DUIC convention allows each resourcing component to request several AUGTDA UICs based on component-specific requirements. Using this methodology, ODCSOPS (DAMO–FDP) will assign the sixth position based on the coordinated AUGTDA UIC request that should be contained in the MCUCP.

(3) *Practical application.* Table 3 illustrates a hypothetical application of the AUGTDA UIC convention. WNXX99 (AUGTDA) was created to support the MTOE MC UIC WNXXAA. The MC MTOE contains five geographically dispersed elements. This unit will be combined into one AUGTDA with all five derivatives on one document. Based on the AUGTDA convention (table 3) ODCSOPS (DAMO–FDP) will assign component-specific DUICs as follows:

<b>Description</b>	<b>MTOE</b>	<b>AUGTDA</b>
Display only	WNXXAA	WNXX99
AA Element	WNXXX1	WNXX9A
AA Element	WNXXX2	WNXX9B
ARNG Element	WNXXG1	WNXX9R
ARNG Element	WNXXG2	WNXX9S
USAR Element	WNXXR1	WNXX9J

*d. Utilization and documentation of full-time support (FTS) positions.*

(1) This policy imposes no change to how the ARNGUS and USAR determine, document, and manage their FTS Program requirements and authorizations using separate table of distribution and allowances (TDA) documents and internal systems. There are some considerations that are unique to MCUs. Specific guidance follows:

(2) As the initial step for determining FTS requirements for an MCU, the ARNGUS

## **DAMO-FMF**

### **SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

and the USAR will use the HQDA-approved FTS requirements determination model. This model will be applied based on the support required for the RC portions of the MCU.

(3) Proposals for increases or adjustments to the model-based requirements will be considered during the development of the MOA (see para *g* below) between resourcing components. The decision authority for FTS requirements and authorizations remains with the respective RC chief.

(4) Eighteen to 24 months after the unit's effective date, the ARNGUS and the USAR will perform an on-site workload validation and make necessary adjustments to the unit's FTS requirements.

(5) The FTS positions (Active Guard Reserve (AGR) and military technicians) exist to support RC element(s) of the MCU. The AGRs perform the functions of organizing, administering, recruiting, instructing and training the RC. In some instances, AGR may perform an expanded role as provided by amended 10 USC 12310(b)(2)(A) that states "...support of an operation or mission performed or to be performed by a unit composed of elements from more than one component of the same armed force."

(6) The FTS will not be documented in the RC portion(s) of the MC MTOE document. Military Technicians will be documented in Defense Civilian Personnel Data System (DCPDS) for ARNGUS and on separate FTS TDAs for USAR. The AGR positions are aligned against a paragraph and line number of the RC element of the MC MTOE document.

(7) Each year the ARNGUS and the USAR will review the distribution of authorizations against the approved FTS manpower requirements. Using their respective priority-setting methodologies, the ARNGUS and the USAR will independently establish the authorized levels of FTS in each MCU. The ARNGUS and the USAR will consider input from other resourcing components when making these decisions. However, FTS resourcing decisions are the sole domain of each RC chief. Once FTS authorizations are distributed and documented as described above, the ARNGUS and the USAR will keep the associated manning levels as close to 100 percent of authorizations as possible, consistent with approved HQDA FTS resourcing guidelines. All FTS documentation will be in compliance with DA documentation process (that is, to be forecasted 2 years prior to the years of documentation).

(8) The utilization of FTS personnel in ARNGUS and USAR elements will not change as a result of being part of an MCU; existing laws and regulations still apply.

*e. Permanent orders (POs) procedures.* Permanent military orders are required for documented unit actions described in AR 220–5. Special instructions for preparing permanent orders for MCUs are as follows:

(1) *Procedures when the AA is the flag holder.* The Army MACOM will publish POs for USAR and AA elements. The Army MACOM will also publish Federal permanent orders for ARNGUS elements in accordance with AR 71–32. State permanent orders and organization authority will continue to be published by the appropriate State The Adjutant General (TAG) and NGB respectively.

(2) *Procedures when the ARNGUS is the flag holder.* The NGB will request that the appropriate Army MACOM publish POs for AA and/or USAR elements as well as the Federal permanent orders for ARNGUS elements. The NGB will designate an office to determine what is to be stated in the PO and send the data to the MACOM in template

format. The MACOM will provide the initial template to the designated office at NGB. State permanent orders and organization authority will continue to be published by the appropriate State TAG and NGB respectively in accordance with NGR Bureau guidance.

(3) *Procedures when the USAR is the flag holder (USAR flagged unit with AA and/or ARNGUS elements).* The USARC will publish the PO for the AA and USAR elements and the Federal permanent order for the ARNGUS element. State permanent orders and organization authority will continue to be published by the appropriate State TAG and NGB respectively. If the USAR holds the flag of a unit located overseas as in the case of the 7th and 9th Army Reserve Commands, the outside continental United States (OCONUS) Army MACOM will publish the POs for the USAR and AA element.

(4) *Publication of POs and Federal POs.* When the sponsoring component is an Army MACOM with resources provided by the RC, it is imperative that orders be published as soon as practical to allow the RC to requisition personnel, facilities, equipment, and so forth. The goal is to provide POs to the USAR 1 year prior to the MCU's activation date but not later than 9 months prior to activation. Federal permanent orders for ARNGUS elements should be published using the same time lines.

f. *The MCU Force Validation Review.* The ARSTAF will review activations/conversions of MCUs as part of the Force Validation Committee (FVC) process 1–2 year Force review (execution/budget years) prior to activation. Special emphasis will be placed on equipment modernization (compatibility), personnel requirements, DAMPL adjustments and any required follow-on actions. Special FVCs will be conducted per directive of Director, Force Management.

g. *Memorandum of Agreement between resourcing components.* Specific day-to-day operational issues not addressed in the MCUCP (see para a(4) above) will be addressed in an MOA between the resourcing components. The sponsoring component is responsible for development of the MOA. The MOA should conform to guidance in AR 25–50. Policies or procedures addressed in other guidance may be repeated in the MOA to ensure universal understanding. Signatures for all MOAs will include the AA MACOM commander, DARNG, CAR and the appropriate TAG(s). The MOA will be designed to address agreed upon operational procedures not articulated in this policy letter and the approved MCUCP. The MOA is a living document that should also be reviewed periodically. See appendix B for suggested MOA topics. The sponsoring component should modify the topics to meet its individual requirements.

h. *Programming.* Programming for MCUs follows the same process as programming for any unit. Basically, each functional/component develops requirements and presents them to the Program Evaluation Groups (PEGs) for validation and funding. The Director of the Army Staff's Program Analysis and Evaluation Division (PAED) manages the programming cycle.

i. *Budgeting and execution.*

(1) Consistent with financial management law and regulation, the MCU commander will manage the funds appropriated for the unit's organizational training and sustainment. The host installation will budget for base support services through the appropriate resourcing component (for example, AA, ARNG, or USAR). Installations will provide a standard level of base support to all units. This does not prevent the host installation from adjusting standard base support levels to its units to meet reduced resource levels. Units are expected to reimburse the host for services requested above standard levels.

(2) The host installation will budget and monitor the execution of funds (for example, pay and allowances, professional military education and base support) required for MCUs through the appropriate resourcing component.

(3) Operating tempo funding.

## DAMO-FMF

### **SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

Operating tempo (OPTEMPO) requirements for all units are based upon the Combined Arms Training Strategy (CATS). The Training Resource Model calculates OPTEMPO requirements for each component-specific element of an MCU. There is no change in the way each component of an MCU is funded. Funding is provided through the resourcing component.

#### *j. Personnel.*

(1) *Personnel processes.* Personnel processes will remain component-specific. The fully coordinated MC MOA will address how personnel actions are processed.

(2) *Manning levels.* Each resourcing component will keep manning levels in their component-specific elements as close to 100 percent of authorizations as possible, consistent with DAMPL, personnel priority group (PPG) code, and Officer Distribution Plan (ODP) guidelines.

(3) *Civilian manpower.* Civilian manpower policies and procedures are not changed due to MCU status.

(4) *Interim accounting systems.* The MACOMs are encouraged to develop interim accounting systems until permanent systems (that is, ITAPDB and DIMHRS) are fielded and operational. Both ODCSPER and FORSCOM are currently developing systems to allow for personnel asset visibility.

#### *k. Logistics.*

(1) *Single property book.* There is no requirement to combine equipment from the resourcing components of an MCU on a single property book. Equipment will not be combined on a single property book without complying with the requirements of DODD 1225.6, paragraph 3.5.

(a) *Property accountability.* Equipment from resourcing components should normally not be mixed within a DUIC. If the resourcing component of the DUIC determines that the unit must be split due to personnel requirements, then the component must submit an MTOE change to correct the MTOE to indicate the split. For Example, if B Company, known as "G1" is split, the second portion will be known as "G2," not "B1." The MTOE will be adjusted to reflect equipment shown as "G2."

(b) *Records, accountability, and OCIE.* Each component will maintain OCIE records and accountability, and soldiers will have OCIE at their geographical location to the greatest extent possible. The MOA may state that in the event of mobilization, mobilizing soldiers will be equipped at a specific Central Issue Facility (CIF).

(c) *Accountable officer.* One or all of the resourcing components may appoint an accountable officer for property. If one accountable officer is appointed for all property, then each component will appoint a responsible officer to sign for their component's property.

(d) *Reporting property.* All property assets will be reported under its component DUIC through logistics channels to ensure component visibility of equipment assets.

(2) *Maintenance and supply.* Maintaining and supplying the organization is the overall responsibility of the commander, but each resourcing component will adequately fund maintenance and supply to maintain readiness of the unit consistent with that unit's ALO. Geographical location will determine support facilities. Units should utilize facilities closest to the equipment, regardless of location. Equipment maintenance done by one component

on another component's equipment should be limited and, consistent with financial management law and regulation, will either be reimbursed by Military Interdepartmental Purchase Request (MIPR) or purchased by IMPAC credit card (International Merchants Purchase Authorization credit card) as approved in the MOA.

(3) *Transfer of equipment.* Equipment will not be transferred from the ARNGUS or USAR to an AA element without following the guidance established by Department of Defense Directive 1225.6. Equipment will not be hand-receipted to another component longer than 6 months. For equipment required longer than 6 months, an equipment transfer must be done. The owning unit will continue to report readiness and on-hand status of the loaned equipment throughout the duration of the loan. Identification of equipment resources early in the nomination process is critical to successfully establishing an MCU that is logistically sustainable.

(4) *Army Materiel Status System.* To ensure credit for equipment usage to the proper component, all MCUs will report the Army Materiel Status System (AMSS) by DUIC.

*l. Operational policies.*

(1) *Readiness reporting.* Each component-specific element will provide Unit Status Report (USR) feeder data to the flag-holding commander. The MCU commander (flag holder) will submit a consolidated USR that shows the status of the entire unit. Unit status reporting will remain in compliance with Joint Staff policy and AR 220-1. (Note: AR 220-1 will be revised.) The USAR and ARNGUS feeder data will consist of quarterly USRs, monthly validation reports, and periodic change reports. The ARNGUS elements will submit reports to The Adjutant General with copies to the MC commanders and to the NGB as directed by NGB-ARR. Specific USR procedures will be addressed in the coordinated MOA.

(2) *Mobilization and deployment procedures.* Reserve Component elements of MCUs will be mobilized in accordance with AR 500-5, Army Mobilization, and FORSCOM Mobilization and Deployment Planning System (FORMDEPS) guidance. The U.S. Army Forces Command will update FORMDEPS to provide guidance in those cases where there is no command linkage established to order RC elements to active duty (for example, WNA1R1, 3 BN, 66th AR, 6 personnel assigned). Mobilization of RC members of MCUs is the same as for any RC unit. Accordingly, FORSCOM and OCONUS MACOMS must ensure that sufficient time to mobilize the RC is available prior to scheduling the deployment of an MCU. The U.S. Army Forces Command will ensure that AA and RC elements of the same MCU are assigned to installations providing optimal mobilization and peacetime support. Exceptions are those RC elements where the AA flag or AA element are already forward stationed or have deployed early.

(3) *Department of the Army Master Priority List.* There is no change to the DAMPL because of MCU status. The DAMPL is determined in accordance with current policies and procedures.

(4) *Measures of effectiveness.* To ensure MCU initiatives meet Army goals as stated in paragraph 1c of this document, resourcing components should give special emphasis to monitoring MCU readiness. The USR information elements recommended for monitoring are the number of units documented, number of units reporting P3, S3, and T3; and the number of units using common STAMIS.

*m. Training.*

(1) Training support for RC units designated as MC is available in FORSCOM/ARNGUS/USAR guidance for Reserve Component training, in accordance with the FORSCOM policy guidance for management functions (Army relationships), and in coordination with the training support structure outlined in the FORSCOM Training Support

## **DAMO-FMF**

### **SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

XXI Implementation Plan, dated 13 August 1998. Overseas deployment training (ODT) is addressed in accordance with AR 350–9.

(2) For the purpose of training support, a RC unit retains the same priority after being designated as an MCU as it did prior to designation as per the regulation in paragraph (1) above unless the unit's Force Package or DAMPL has been changed as stated in paragraph 1b (*Overview*). *The DAMPL for derivatives should be adjusted to be equal to that of the parent unit.*

#### *n. Legal issues.*

(1) Commensurate with their positions and subject to restrictions found in AR 27–10, AA and USAR officers will exercise Uniform Code of Military Justice (UCMJ) authority (that is, nonjudicial punishment and courts-martial) over AA and USAR soldiers assigned to their MCU.

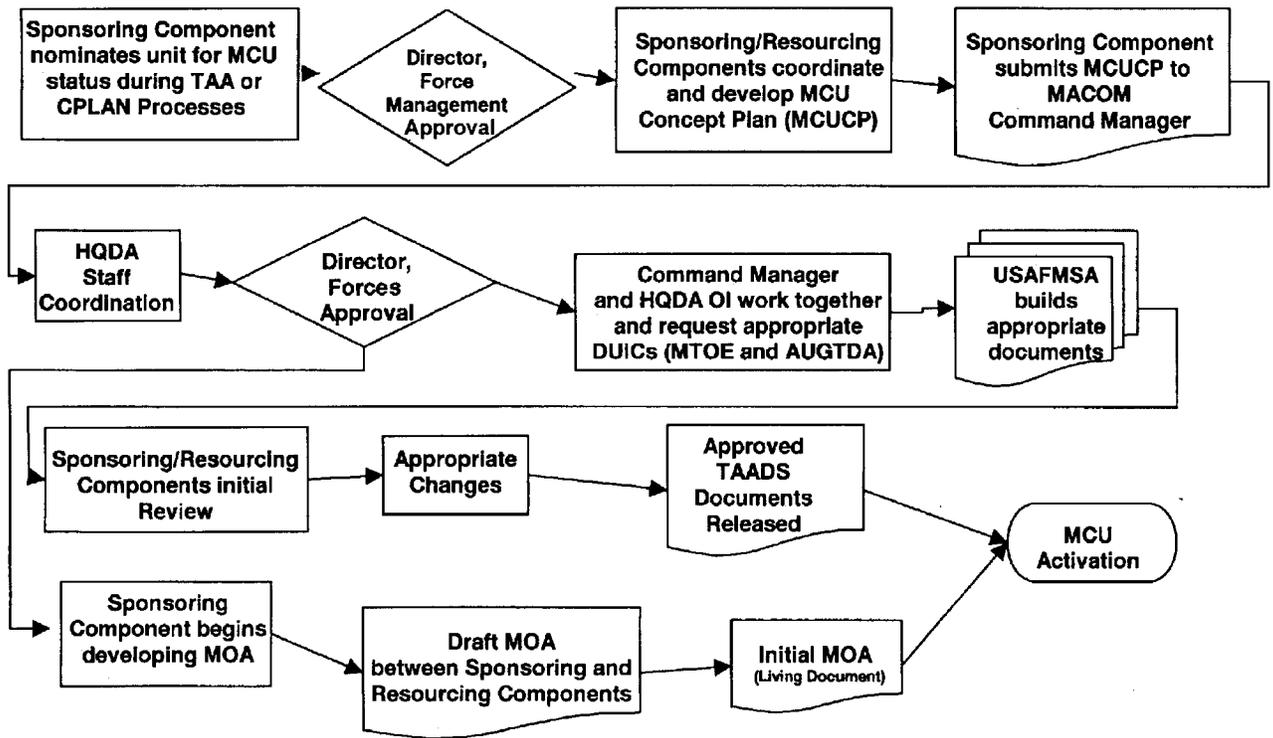
(2) Authority and responsibility for military discipline over ARNG soldiers not in Federal status rests with each State. Every ARNG element will have a designated State chain of command for purposes of military justice. Non-ARNGUS MCU commanders will forward recommendations for disciplinary actions pertaining to ARNG soldiers to the designated ARNG commander from the State of the respective ARNG element. The ARNGUS MCU commanders whose MCUs include ARNG elements from outside their own States will forward recommendations for disciplinary actions pertaining to such ARNG soldiers to the designated ARNG commander from the State of that element.

(3) For AA and USAR soldiers assigned to an MCU with an ARNGUS commander, the AA and USAR will attach these soldiers on orders for purposes of UCMJ to the nearest appropriate AA or USAR command. The ARNGUS unit commander will forward recommendations for disciplinary actions pertaining to USAR or AA soldiers to the designated USAR or AA commander.

*o. Command and control.* Command and control relationships will be prescribed in a MOA between components. Refer to paragraph 5g(2) for specific compliance requirements.

**7. Summary.** The Army's MCU initiative represents a change to the way the Army may provide resources to established units. Because this is an emerging initiative, changes to functional Army regulations, policies, procedures, and systems may occur to reflect this new resourcing methodology.

**Appendix A  
MCU Process**



**Figure A-1. The multiple component unit process**

**DAMO-FMF**

**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

**Appendix B  
Suggested MOA Topics**

**B-1. Purpose and scope.** Self-explanatory.

**B-2. Organization composition.** Describe what elements the unit is comprised of and where they are located. Outline who (MACOM or component) agrees to provide what element. Identifies availability of soldiers or units and limitations.

**B-3. Command and control.** Identify training relationships, peacetime and operational chains of command. Also discuss soldier evaluations, communications and information requirements. This section should also pay special attention to RC chains of commands as articulated in 10 USC 10171 for the USAR and 10107 for the ARNG.

**B-4. Legal.** Identify and clarify UCMJ authority and responsibilities for legal assistance and claims arising out of soldier activities. Discuss impacts of RC soldier duty status (State vs. Federal, ODT, FTS, inactive duty training (IDT), and so forth). For OCONUS relationships, discuss the impacts of host nation law, Status of Forces Agreements (SOFAs), or lack of a SOFA, on soldier activities and misconduct that may occur outside of U.S. territories.

**B-5. Personnel.** Identify responsibilities for personnel actions, requirements for information flow, manning (FTS and M-day), Presidential and congressional inquiries, personnel requisitioning, soldier promotions, rating chains, awards, and so forth.

**B-6. Inspector general.** Identify responsibilities for Inspector general (IG) activities as directed in AR 20-1, Inspector General Activities and Procedures.

**B-7. Funding.** Identify responsibilities, funding streams (component specific), direct and indirect OPTEMPO funding, funding limitations, personal clothing and Organizational Clothing and Individual Equipment (OCIE) funding, how appropriation sponsors will identify and provide funds to the MCU commander to manage, accounting and information requirements, travel funding, and procedures for requesting additional funds. Components are authorized to provide supplies and services to other components within an MCU on a reimbursable basis.

**B-8. Training.** Identify training requirements, expectations and limitations. Discuss responsibilities for pre- and post-mobilization training plans and evaluations, RC training support, training schedules, scheduling conferences, requests for additional man-days, school requirements, Standards and Training Commission (STRAC) requirements, and so forth. For OCONUS relationships, the MOA must identify minimum ODT requirements to achieve and sustain overall training readiness.

**B-9. Logistics.** Discuss equipment accountability and sustainment, equipment transfers, equipment modernization, personal clothing, and so forth.

**B–10. Mobilization.** Discuss mobilization responsibilities and procedures, mobilization records, and so forth.

**B–11. Unit status reporting.** Discuss USR submission requirements and information requirements to support USR submission.

**B–12. Overseas commands (OCONUS) temporary duty travel.** Discuss procedures and requirements for obtaining theater, country, and special area clearances, including travel between overseas commands for MCUs that consists of elements that are located in CONUS and OCONUS locations. Refer to AR 55–46, chapter 8, for specific guidance.

**B–13. MOA review.** Discuss discretionary and mandatory reviews of the MOA.

**DAMO-FMF**  
**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

**Glossary**

**Section I**  
**Abbreviations**

**AA**  
Active Army

**ADCON**  
administrative control

**AGR**  
Active Guard and Reserve

**ALO**  
authorized level of organization

**AMSS**  
Army Materiel Status System

**AR**  
Army regulation

**ARNG**  
Army National Guard

**ARNGUS**  
Army National Guard of the United States

**ARSTAF**  
Army Staff

**ASCC**  
Army service component commands

**ASORTS**  
Army Status of Resources and Training System

**AUGTDA**  
augmentation table of distribution and allowances

**CAR**  
Chief, Army Reserve

**CATS**  
Combined Arms Training Strategy

**CENDOC**  
centralized documentation

**CIF**  
Central Issue Facility

**CONUS**  
continental United States

**CPLAN**  
Command Plan

**CS**  
combat support

**CSS**  
combat service support

**DAMPL**  
Department of the Army Master Priority List

**DARNG**  
Director, Army National Guard

**DCPDS**  
Defense Civilian Personnel Data System

**DCSLOG**  
Deputy Chief of Staff for Logistics

**DCSOPS**  
Deputy Chief of Staff for Operations and Plans

**DCSPER**  
Deputy Chief of Staff for Personnel

**DFAS**  
Defense Finance and Accounting Service

**DIMHRS**  
Defense Integrated Military Human Resource System

**DOD**  
Department of Defense

**DUIC**  
derivative unit identification code

**EAC/EAD**  
Echelons Above Corps/Echelons Above Division

**DAMO-FMF**  
**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

**FIFA**  
force integration functional areas

**FORMDEPS**  
FORSCOM Mobilization and Deployment Planning System

**FORSCOM**  
U.S. Army Forces Command

**FSP**  
Force Support Package

**FTS**  
full time support

**FVC**  
Force Validation Committee

**GSORTS**  
Global Status of Resources and Training System

**HQDA**  
Headquarters, Department of the Army

**IDT**  
inactive duty training

**IMPAC card**  
International Merchants Purchase Authorization credit card

**ITAPDB**  
Integrated Total Army Personnel Database

**LAD**  
latest arrival dates

**MACOM**  
major Army command

**MC**  
multiple component

**MCU**  
multiple component unit

**MCUCP**

Multiple Component Unit Concept Plan

**MOA**

Memorandum of Agreement

**MIPR**

Military Interdepartmental Purchase Request

**MTOE**

modification table of organization and equipment

**MOS**

military occupational specialty

**NGB**

National Guard Bureau

**NGR**

National Guard regulation

**OCIE**

Organizational Clothing and Individual Equipment

**OCONUS**

outside continental of United States

**ODCSOPS**

Office of the Deputy Chief of Staff for Operations and Plans

**ODP**

Officer Distribution Plan

**ODT**

Overseas Deployment Training

**OPTEMPO**

operating tempo

**PAED**

Program Analysis and Evaluation Division

**PEG**

Program Evaluation Group

**PO**

permanent orders

**POC**

point of contact

**DAMO-FMF**

**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

**PPG**

personnel priority group

**RC**

Reserve Component

**SAMAS**

Structure and Manpower Allocation System

**SECDEF**

Secretary of Defense

**SOFA**

Status of Forces Agreement

**STAMIS**

Standard Army Management Information System

**STRAC**

Standards and Training Commission

**TAA**

total Army analysis

**TAG**

The Adjutant General

**TDA**

table of distribution and allowances

**TRADOC**

U.S. Army Training and Doctrine Command

**TSC**

Theater Support Command

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**USAR**

United States Army Reserve

## **USARC**

United States Army Reserve Command

## **USR**

Unit Status Report

## **Section II**

### **Terms**

#### **Administrative control**

Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.

#### **Appropriation sponsor**

In the components receiving funding directly from Congress, the appropriation sponsor is the designated official in each component who manages these funds.

#### **ARNGUS**

The Reserve Component of the Army, all of whose members are members of the Army National Guard.

#### **Command manager**

HQDA manager of resourcing, documentation, fielding, and sustainment to assure doctrinal, operational, and technical integration of functionally dissimilar organizations.

#### **Component**

Refers, in this policy, to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

#### **Derivative UIC**

A code based on the parent UIC that is assigned to a portion of a unit. The first four characters of the derivative UIC match those of the parent unit.

#### **Display-Compute**

Totals are aggregated together to come up with the total unit strength.

#### **Display Only**

No component totals can be derived from this type of entry.

#### **Element**

Describes a component-specific portion of a multiple component unit.

#### **Force integration functional areas**

Nine areas (structuring, manning, equipping, training, sustaining, funding, deploying, stationing, and readiness) that must be addressed when transitioning Army units.

#### **Multiple component unit**

A unit on a single document that is authorized personnel and/or equipment from more than one component.

**DAMO-FMF**

**SUBJECT: Army Policies and Procedures for Establishing Multiple Component Modification Table of Organization and Equipment (MTOE) and Augmentation Tables of Distribution (AUGTDAs) Units**

**Parent unit**

The UIC that reflects the fifth and sixth position as “AA.” When cross-referenced between the UIC and COMPO (component), determines which Army component has overall responsibility of the unit. COMPO refers to the components (Active Army, Army National Guard, or U.S. Army Reserve) of the Army that provide manpower resources to organizations.

**Resourcing components**

Refers to the component (Active Army MACOM, the Army National Guard of the United States, and the U.S. Army Reserve) that agrees to resource manpower and/or equipment for an MCU.

**Sponsoring component**

Refers to the component (Active Army MACOM, the Army National Guard of the United States, and the U.S. Army Reserve) that holds the flag of an MCU.

**Training Resource Model**

Training Resource Model (TRM) is the costing and packaging software application used at HQDA to manage those resources that directly impact unit training and operations. ODCSOPS is the proponent office.

By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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