Department of the Army
Headquarters, U.S. Army
Operations Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6000

*OSC Memorandum 10-1

23 Oct 2000

Organization and Functions

INTERNAL REORGANIZATIONS
HEADQUARTERS, U.S. ARMY OPERATIONS SUPPORT COMMAND (HQ OSC)

Applicability. This memorandum applies to all HQ OSC elements.

Proponent. The proponent of this memorandum is the Resource Management Center, Manpower and Force Management Team (AMSOS-RMM). Users are invited to send comments and suggested improvements to HQ OSC, ATTN: AMSOS-RMM, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail amsos-rmm@osc.army.mil.

Distribution. The proponent determines distribution (available electronically at http://www.osc.army.mil/im/rcdsmgt/pubs.htm)

Supersession Notice. This memorandum supersedes IOCM 10-1, 4 Sep 95

FOR THE COMMANDER:

//signed//

Official: ROBERT A. BENSON
Colonel, GS
Chief of Staff

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1. Purpose. This memorandum prescribes the guidelines and procedures to reorganize within HQ OSC.

2. Responsibilities.

a. HQ OSC elements will submit any reorganization proposals to AMSOS-RMM IAW the guidelines and procedures shown in this memorandum.

b. AMSOS-RMM will:

(1) Analyze and process the reorganization proposals.

(2) Implement approved reorganizations.

3. Procedures. AMSOS-RMM receives all organization changes, including revisions to the table of distribution and allowances (TDA) and mission/function regulation (OSCR 10-1). The following guidance and procedures pertain to organization change proposals (OCP):

a. General OCP Guidance:

(1) Organization Realignments:

(a) Whether Commanding General (CG) directed, or a request for CG approval of a proposed OCP, the originating organization must prepare a packet and submit it to AMSOS-RMM. Your OCP packet should cite the authority; i.e., CG directed, etc., if any, for this change.

(b) After completion of the review, analysis and staffing by AMSOS-RMM, the OCP is ready for the appropriate approval authority. The approval authority is dependent on the nature of the requested reorganization.

<1> If controversial, not IAW regulations, or change crosses over into another Center's or special staff areas and they disagree with the changes, CG approves the request.

<2> If changes cross over one or more Centers or Special Staff's areas, all parties concur, and if it is non-controversial, the Director, AMSOS-RM, approves the request.

<3> If changes are within one Center, zero difference in authorizations between current and proposed changes, no increase in high grades, and no more than three levels of management, the Chief of Manpower and Force Management Team approves the request.

(2) Decrements/Additional Spaces:

(a) You must submit a written request, citing authority for change along with a marked-up change for proposed increases/ decreases to your TDA.

(b) You must submit a written request for any redistribution of TDA grades/authorizations.

(3) Other Changes:

(a) For high grades, organizations must remain within their high-grade cap as assigned by AMSOS-HR. There is a separate level for 14 and 15 positions.

(b) Organizations must submit all other changes, editorial, Management Decision Package, Army Management Structure code, etc., to AMSOS-RMM who will document the TDA accordingly.

b. Specific OCP Guidance:

(1) Applicable Functional Organization:

(a) Proposed organization changes, submissions must contain both the TDA and 10-1 documenting the change. Indicate in Red, all changes to these documents.

(b) Each action requires an audit trail. The OCP must include "from" and "to" organization charts, mission and function changes, and TDA manpower authorization changes, in sufficient detail for an audit trail of proposed actions.

(c) Submit a clean copy of the revised TDA/10-1 for final comparison purposes, but not as a substitute for an audit trail.

(d) AMSOS-RMM is responsible for coordinating all organization changes requiring AMSOS-RM or CG approval.

(e) Directors/Office Chiefs must sign requests for organization changes.

(2) AMSOS-RMM will:

(a) Upon receipt of an OCP, review the package using an internal reorganization proposal checklist to assess the nature of the proposed change, and initiate the change process.

(b) If documentation is not adequate (for example, inadequate descriptions of the change proposed, audit trails not

complete, etc.), take necessary steps to secure adequate documentation.

(c) Ensure coordination with impacted organizations and take steps to obtain coordination.

(d) Ensure coordination with relevant staff offices (civilian personnel, military personnel, budget, union, or other offices).

(e) Ensure the proposal accomplishes its claims (audit for claimed reductions, for example, supervisory positions or high grades.)

(f) Establish and analyze impact on other pending organizations or related actions.

(g) Assemble relevant information and forward decision package to AMSOS-RM, or the OSC CG. Decision package will include relevant analysis and space for decisions and comments. The package will include the complete original proposal.

(h) Upon receipt of decision, AMSOS-RMM will notify the HQ OSC, FSC and MAC of changes. Also, take all necessary steps to implement the decision, including:

<1> Changing official relevant organizational documents (current TDA, OSCR 10-1, staff directory charts, etc.).

<2> Establishing and coordinating implementation of new or changed office symbols.

<3> Coordinating cost center changes.

<4> Notifying civilian and/or military personnel offices of changes in structure.

<5> Providing notification of decision and copies of all supporting documents including new TDA, new 10-1, new office symbols and cost centers to the submitting office.