

28 May 1993

## Manpower and Equipment Control MANPOWER REQUIREMENTS CRITERIA

**Summary.** This supplement assigns responsibilities for the management and development of Manpower Requirements Criteria (MARC) within the U.S. Army Training and Doctrine Command (TRADOC). It also provides policies and procedures for the management or development of MARC by the U.S. Army Combined Arms Command (USACAC) or the U.S. Army Combined Arms Support Command (USACASCOM).

**Applicability.** This supplement applies to TRADOC Headquarters staff elements, major subordinate

commands, TRADOC installations, TRADOC centers and schools, and U.S. Army Medical Department Center and School (AMEDDC&S).

**Suggested improvements.** The proponent of this supplement is the Deputy Chief of Staff for Combat Developments. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USACAC, ATTN: ATZL-CDD-M, Fort Leavenworth, KS 66027-5300.

AR 570-2, dated 15 May 1992, is supplemented as follows:

### **Paragraph 14, Responsibilities.**

**1-4e(7) Add the following:** Measure the due date from the last DA approval date of the current MARC.

**1-4j. (Added)** Commander, USACAC, is the TRADOC Executive Agent for MARC program management, operation, and implementation. This authority has been delegated to the Deputy Commanding General, Combat Developments (DCGCD), and the Director, Organizations Directorate. USACAC will –

- (1) Prescribe the scenarios required for the development of EUP data to support the MARC program.
- (2) Review and approve EUP and mission profile data generated from the prescribed scenario.
- (3) Forward approved usage data to USACASCOM (ATCL-FM) for inclusion in the usage factor data base.
- (4) Provide assistance in revision of AR 570-2.
- (5) Be preparing agency for TRADOC supplement to AR 570-2.
- (6) Issue MARC Control Numbers (MCN) for new MARC studies.

**1-4k. (Added)** DCGCD, USACAC, with the assistance of the Director, Organizations Directorate, will–

- (1) Provide program direction and general staff supervision of the MARC program within TRADOC and AMEDDC&S.
- (2) Maintain an appropriate organizational structure to support the MARC program.
- (3) Develop MARC for proponent CS and applicable CSS functions, for the Air Defense Artillery, Armor, Aviation, Chemical, Engineer, Field Artillery, Infantry, Military Intelligence, Military Police, and Signal Schools, and the Special Operations Command (SOC).
- (4) Establish a TRADOC MARC Review Board (MRB) to –

- (a) Schedule, review, and approve final MDPs.

(b) Schedule, review, and approve all MSDs and MARC Review Documents (MRD) for TRADOC prior to submission to HQDA for final approval.

(5) Develop the schedule for study of CS/CSS functions.

**1-4l. (Added)** Commander, USACASCOM, will–

- (1) Maintain an appropriate organizational structure to support the MARC program.
- (2) Develop MARC for proponent CSS functions for the Aviation Logistics, Ordnance, Ordnance Missile and Munitions, Quartermaster, Transportation, Adjutant General, Judge Advocate General, Chaplain, and Finance Schools; the public Affairs Proponent Activity; and Inspector General functions.
- (3) Serve as the responsible reviewing activity for maintenance MARC documents produced by USACAC and AMEDDC&S.
- (4) Act as the TRADOC interface and point of contact with AMC and U.S. Army Medical Materiel Agency (USAMMA) for maintenance data required to develop MARC studies.
- (5) Schedule and coordinate all Maintenance Data Review Panels (MDRP) within TRADOC.
- (6) Develop and maintain the AMMDB, a central EUP data base, and other data bases as required to support the development of MARC.
- (7) Submit completed MARC documents to USACAC (ATZL-CDD-M) by the established suspense. Requests for extensions must be fully justified in writing and forwarded to USACAC for review and approval.

(5) Schedule and coordinate all Maintenance Data Review Panels (MDRP) within TRADOC.

(6) Develop and maintain the AMMDB, a central EUP data base, and other data bases as required to support the development of MARC.

(7) Submit completed MARC documents to USACAC (ATZL-CDD-M) by the established suspense. Requests for extensions must be fully justified in writing and forwarded to USACAC for review and approval.

**1-4m. (Added)** Commander, U.S. Army Medical Department Center and School (AMEDDC&S), will–

- (1) Maintain an appropriate organizational structure to support the MARC program.
- (2) Develop MARC for medical functions.
- (3) Develop medical models and data bases needed to determine medical workloads.

(4) Submit completed MARC documents to USACAC (ATZL-CDD-M) by the established suspense. Requests for extensions must be fully justified in writing and forwarded to USACAC for review and approval.

(5) Act as an interface with USAMMA who develops and maintains the Army Medical Maintenance Data Base and provides maintenance data to USACAC through MARC and BOIP process as required.

**1-4n. (Added)** Commandants, TRADOC service schools, will–

(1) Facilitate visits, and provide administrative coordination and support for MARC SMEPS.

(2) Provide proponent SME to SMEP and MDRP as appropriate.

(3) Chair the internal maintenance burden data review.

(4) Research and provide applicable historical data at service school/centers when requested.

(5) Obtain and provide MARC developers relevant publications for MARC studies in their functional area that are not otherwise available at the MARC development site.

(6) Staff draft MARC documents within the service school/center directorates for comment, and provide resultant comments to the applicable MARC developer.

(7) Assist in the planning, management, and scheduling of the total MARC production effort as required. This will include, but is not limited to: MARC study documents (i.e., MDP, MSD, MRD), MARC Program Study Schedule, SMEPS, MDRPs, and suggested changes to MARC policies and procedures.

(8) Designate individual(s) to–

(a) Serve as the MARC advisor to the commandant.

(b) Serve as the MARC point of contact and liaison for entire service school/center staff.

(c) Assist force designers/developers in computing MARC requirements.

(d) Provide assistance in determining manpower estimates to materiel developers for new systems based on predecessor systems.

(e) Attend/participate in SMEP and MDRP as applicable.

(f) Report changes to MARC developer that affect functions appearing on the MARC schedule.

(9) Assist in the review and accomplishment of MARC special projects.

**1-4o. (Added)** MARC developers will–

(1) Use assigned MARC resources for the management or development of MARC documents in their respective areas of responsibility.

(2) Review MARC documents produced by other MARC developers and provide comments and other data as appropriate.

(3) Ensure compliance with published MARC schedules and policies.

(4) Provide a representative to the MARC Interim Working Group and MARC conferences, meetings, and working groups as required by USACAC.

(5) Develop schedules for MARC documents in accordance with paragraph 1-7, below.

(6) Coordinate all MARC documents with other agencies whose area of interest may be affected by the proposed MARC.

(7) Coordinate with proponent service schools to ensure local protocol procedures/standards (e.g., inbriefs, outbriefs, overall purpose of the visit) are met.

(8) Chair SMEPS:

(a) Conduct SMEP meetings for data collection/development efforts related to MARC studies at appropriate proponent schools.

(b) Assist in the scheduling of MDRPs at appropriate proponent schools.

(c) Conduct or coordinate the SMEP in the least costly and most efficient manner possible.

(9) Participate in TRADOC MARC Review Boards (MRB) by teleconference as required.

(10) Complete the TOE impact for all affected TOEs and make it part of the coordination draft MSD.

**1-4p. (Added)** MARC developers and maintenance MOS proponents are responsible for periodic review of the AMMDB to ensure that the MOS relationship to equipment contained in the data base accurately reflects equipment maintained by that MOS. Document incorrect association of an MOS to a piece of equipment on DA Form 2028 (Recommended Changes to Publications and Blank Forms) and forward to Commander, USACASCOM, ATTN: ATCL-FM, Fort Lee, VA 23801-6000.

**Paragraph 1-7, MARC Study Program schedule.**

**1-7d. (Added)** MARC developers will provide their recommendations for the 3-year MARC study schedule to Commander, USACAC, ATTN: ATZL-CDD-M, Fort Leavenworth, KS 66027-5300. Coordinate the proposed schedule with the functional proponent prior to submission to USACAC. Recommendation will include new MARC requirements (e.g., those generated by the introduction of new equipment, doctrine, organizations, MOS consolidation), those directed by HQDA or USACAC, and previously approved MARC due cyclic review. MARC developers will submit an explanation for any MARC due cyclic review not included in their recommended schedule.

**1-7e. (Added)** USACAC will update the HQDA approved MARC study schedule using the MSD submission dates established upon approval of the MDP. Requirements to change the established suspense date on any study must be justified in writing by the MARC developer, and reviewed and accepted by

USACAC before a change to the MARC study schedule can be recommended to HQDA.

**Paragraph 3-2, TOE/MTOE application.**

**3-2b(3) Add the following:** The maximum AAMP factor is 4380; this figure is based on 12 hours a day. The indirect productive factor of 840 hours per year is not to be subtracted if the workload is expressed in AMMH as currently found in TRADOC Documentation System (TDS) automated MARC reports.

**Paragraph 3-4, MARC development.**

**3-4d. (Added)** Coordinate functions identified for MARC study efforts with appropriate skill(s) proponent and responsible MARC developer. Upon concurrence of skill(s) proponent, submit a title and skill(s) involved with the functional area to be studied to USACAC for assignment of an MCN. Upon assignment of an MCN, notify HQDA responsible agency as to the due date of the MDP for the new study.

**3-4e. (Added)** MDP. An MDP is a general outline of the administrative and technical procedures used to develop an MSD. Preparation of this document is one of the first steps taken when developing new criteria and/or revising approved criteria. It serves as the source document for coordinating the methodology and data requirements to study a CS/CSS function. The TRADOC MRB has approval authority for MDPs. An MDP will be approved prior to initiation of an MSD or commitment of resources to continue the study.

**3-4f. (Added)** MSD. Upon MDP approval, MARC study processes which culminate in the preparation of an MSD are initiated. The MSD is a stand-alone document. It contains the chosen methodologies, data, SMEP findings and rationale, conclusions, and recommendations pertaining to a given work function.

**3-4g. (Added) MRD**

(a) Each approved MARC study is scheduled for a formal cyclic review every 3 years from the DA date of approval. The review process starts with an initial front-end analysis in coordination with the functional proponent. This may be accomplished by memorandum or in person. This review should determine whether any changes in the function are substantial enough to require the initiation of a new MDP and MSD, or whether the approved MARC study requires only minor changes. The MRD reports the results of this cyclic review and contains the previously approved MSD with minor administrative changes, or a recommendation to complete a new study.

(b) Substantive change which alters the currently approved criteria requires a new study. Some examples of substantive changes are (NOTE: This list is not all inclusive. If there is any doubt, contact the USACAC MARC Management Team for clarification.):

- (1) change in doctrine
- (2) change in mission
- (3) change in scope

- (4) change in workload driver
- (5) change in type of study; i.e., from standard position criteria to variable position criteria, or vice-versa
- (6) change in methodology
- (7) new scenario basis
- (8) change to approved criteria
- (9) change to a portion of approved criteria

(c) If only minor administrative changes are found, include them as a revised MSD and revise the TOE impact statement. Some examples of minor administrative changes are (NOTE: This list is not all inclusive. If there is any doubt, contact the USACAC MARC Management Team.):

- (1) change of function name
- (2) change of MOS identification, but no substantive change to the overall function
- (3) note added to clarify intent/use of criteria
- (4) new equipment with the same configuration or manpower requirements as the old equipment

**3-4h. (Added)** The MARC developer initiates action to add or delete a function for study in the MARC program by submitting a request to USACAC. The request will include justification for the addition or deletion.

**3-4i. (Added)** MCNS are issued by the USACAC MARC Management Team upon initiation of a MARC study. The team also adds them to the schedule. MCN is a three-character alpha-numeric code. The first position is alphabetic and represents the MOS/AOC proponent for the function. The second and third positions are numeric and represent the administrative control of documents.

**3-4j. (Added)** MARC developers need to identify whether the function being studied is affected by movement or operational requirements for loading/unloading. Times used to quantify these workloads will come from table 3-3. (For example, is a computer system operational during movement or not? Available operational hours will decrease if it is nonoperational during movement. The same logic is applied when considering the impact of loading/unloading.)

**3-4k. (Added)** These adjustments or substitutions are authorized incomplete analysis and justification are provided in the applicable study. Table 3-3 provides unit movement factors by MARC header code. These figures have already been subtracted from the total annual available time to determine the AAMP in AR 570-2, table 3-1.\*

**3-4l. (Added)** TRADOC Pam 71-18 provides formats for the MDP, MSD, and MRD.

Appendix A, References. Add the following:

**Section II, Related Publications**

AR 570-5  
Manpower Staffing Standards System

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\* See page 4 for Table 3-1.

**Table 3-3. Annual Movement Factors**

MARC HEADER CODE	HOURS PER YEAR	
	MOVEMENT	LOAD/UNLOAD
11A	79	237
12A	37	237
13A	24	237
21A	67	310
22A	55	231
23A	30	55
31A	67	310
32A	55	231
33A	30	55

TRADOC Reg 71-15  
Tables of Organization and Equipment (TOE)  
Development

TRADOC Reg 351-1  
Training Requirements Analysis System

TRADOC Pam 11-8  
Studies and Analysis Handbook

TRADOC Pam 71-18  
"How To" Procedures Guide for Manpower  
Requirements Criteria Development

**Glossary**

**Section I, Abbreviations. Add the following:**

DCGCD  
Deputy Commanding General, Combat Developments

FOR THE COMMANDER:

OFFICIAL:



DAVID G. FITZ-ENZ  
Colonel, GS  
Deputy Chief of Staff for  
Information Management

DISTRIBUTION:

H1; S1;  
Commander, USACAC (ATZL-CDF)  
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MBD  
Maintenance Burden Data

MCN  
MARC Control Number

MDRP  
Maintenance Data Review Panel

MRB  
MARC Review Board

MRD  
MARC Review Document

TDS  
TRADOC Documentation System

USAMMA  
U.S. Army Medical Materiel Agency

**Section II, Terms Add the following:**

**Function**

The basic work unit of study and evaluation for MARC analysts. A function is the distinctive work activity that contains a set of tasks, the accomplishment of which results in a population served, equipment maintained or operated, or items processed. More than one AOC and MOS may participate in a function.

**Functional Area**

A related group of functions (composed of several sets of tasks), usually accomplished in a defined organizational segment called a work center.

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Chief of Staff