

DEPARTMENT OF THE ARMY
Wilmington District, Corps of Engineers
P.O. Box 1890
Wilmington, North Carolina 28402-1890

CESAW-RM

District Regulation
No. 570-2-1

1 December 1992

Manpower and Equipment Control
MANPOWER MANAGEMENT

1. Purpose. This regulation sets forth the objectives, principles, policies, procedures, and responsibility for manpower management in the District. It also defines scope, responsibilities, and procedures for administration of the Manpower Review Committee.
2. Applicability. This regulation applies to all elements of the Wilmington District.
3. References.
 - a. AR 570-4, Manpower Management.
 - b. DA PAM 570-4, Manpower Procedures Handbook.
 - c. ER 570-2-2, Management of Civil Functions Civilian Manpower by the Workyear System.
 - d. EC 37-1-115, Military Activities Performed by Civil FOA's.
4. Policy. The primary objective in managing manpower resources is to limit manpower use to that necessary to perform mission functions effectively and efficiently.
5. Background.
 - a. In FY82, OMB directed Federal agencies to manage and report civilian employment by the Full-Time Equivalent (FTE) workyear method. This concept limits the District's employment in terms of total cumulative hours worked throughout the entire year. While the new system is a more efficient method of managing manpower, it requires intensive management and involvement of all managers to ensure effective use of manpower is accomplished within assigned allocations. The Manpower Review Committee was established to assist the Commander in the decision-making process.

This Regulation supersedes District Regulation 570-2-1, 1 May 1987.

b. Wilmington is assigned a Civil only mission. To maintain a sufficient Civil Works engineer cadre, it is desirable that Civil strength personnel be utilized for accomplishment of Military funded workload. Civil FOA's cannot be allocated direct Military funds; nor can they disburse Military funds. However, Civil districts may perform Military work on a reimbursable basis through the Revolving Fund.

6. Responsibilities. The Commander has primary responsibility for manpower management. Responsibility for suballocation of manpower resources is retained by the Commander. Authority is delegated as follows:

a. The Deputy Commander will:

(1) Coordinate and supervise manpower management responsibilities for the District.

(2) Identify and resolve manpower implications of basic District policies and procedures.

(3) Serve as Chairman of the Manpower Review Committee and call meetings as required.

b. The Manpower Review Committee is composed of the following:

CESAW-DD, Chairman
CESAW-DP, Alternate Chairman
CESAW-EN, Member
CESAW-DX, Member
CESAW-PD, Member
CESAW-CO, Member
CESAW-RM, Member
CESAW-IM, Member
CESAW-LM, Member
CESAW-EE, Non-Voting Advisory Member
CESAD-HR-W, Non-Voting Advisory Member
CESAW-RM, Manpower Manager, Recording Secretary

The Manpower Review Committee will:

(1) Monitor District use of manpower resources and recommend changes as indicated by workload trends or mission shifts.

(2) Review initial manpower allocations received by the District and recommend internal distribution.

(3) Review and assess specific manpower requirements and develop recommendations.

(4) Review recruiting actions; investigate questionable actions; and provide recommendations to Commander.

c. The Resource Management Office will:

(1) Provide overall staff assistance and coordination on all aspects of the manpower management program.

(2) Provide manpower and force management services to all District elements, including manpower and management studies and selected analyses as required.

(3) Coordinate development of manpower justifications for submission to higher authority.

(4) Coordinate with HQUSACE, CESAD, and other FOA on manpower matters.

(5) Prepare all recurring manpower utilization reports and special appropriation, budget, and manpower data, including projections of manpower usage. Provide all organizational elements with analyses and data that reflect utilization of manpower resources. Recommend corrective action as needed to ensure full utilization of manpower ceilings.

(6) Exercise technical control over manpower authorization documents, including District TDA. Validate Requests for Recruitment.

(7) Maintain and publish the Manpower/Recruitment Status Report and the Table of Distribution and Allowances (TDA). The Manpower/Recruitment Status Report reflects manpower authorizations, cumulative workyear usage, and current personnel actions by organization. The TDA identifies authorized permanent positions and incumbents. It also lists all other employees, by category of employment, on District roles.

(8) Maintain official Manpower Review Committee files.

d. Staff Elements will:

(1) Ensure that civilian employment is restricted to minimum numbers needed to accomplish work. Each vacancy will be critically reviewed at each supervisory level to determine if the duties can be absorbed by other employees and the position abolished without seriously affecting the performance of essential functions. This review will include an analysis of alternative structures to determine whether the vacancy should be utilized differently, or redesigned for better position management.

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(2) Submit workload justification to support requests for additional manpower and outline reasons why present staff is not sufficient.

(3) Ensure that manpower resources, including hire lag, are utilized efficiently and effectively and that suballocations are not exceeded. (Hire lag is the cumulative total of delays during which authorized positions remain unfilled.)

7. Discussion.

a. The District receives two separate workyear ceilings for Civil and Military functions from South Atlantic Division. These ceilings must be managed separately and independently of each other. Ceilings are allocated in Full-Time Equivalent (FTE) workyears which are the maximum number of cumulative hours that can be worked by employees. For manpower reporting purposes, one workyear equals 2080 paid hours (80 hours per pay period times 26 pay periods) and includes paid annual, sick, administrative and holiday hours. Overtime hours are not included.

b. Under the workyear system, a ceiling is allocated each fiscal year, to reflect the maximum number of workyears that may be used by all employees subject to the ceiling. For any given fiscal year, one workyear may be used by one employee working full-time for the year, more than one employee working full-time for less than the year, or more than one employee working less than full-time.

c. Included in manpower ceilings are workyears for the following categories of personnel:

(1) Full-Time with Permanent Appointment (FTP). An FTP employee is defined as "a full-time employee (has a 40-hour week) with a permanent appointment." On-Call and Seasonal employees who have a permanent appointment and work 40 hours a week are included in the FTP category regardless of the number of months worked within the year.

(2) Other than FTP (OTFTP). This category consists of Permanent Part-time (PPT); Full-Time Temporary (FTT); Temporary Part-Time (TPT); and Intermittent (WAE) employees. A temporary employee is one who has a temporary or indefinite appointment whose position has been established for a limited period. A part-time employee is one who is regularly employed on a prescheduled tour of duty normally not to exceed 32 hours a workweek. An intermittent employee is one who works on an irregular or occasional basis, with hours or days of work not on a prearranged schedule, and compensation paid only for time worked.

d. Certain special opportunity employees are exempt from manpower ceilings. These programs follow:

(1) Student Aid. The Stay-In-School Program is a Presidential program designed to help disadvantaged students continue their education. The student normally starts at minimum wage and during the school year is employed not to exceed 20 hours per week. During vacation periods (summer months, Christmas, and holiday nonschool periods), these employees may be converted to a full 40-hour workweek.

(2) Summer Aid. The Summer Aid Program is a Presidential program designed to help disadvantaged youth. Like the Stay-In-School Program, applicants must meet a family income criteria established for the program and be certified by the State Employment Services Office. These employees receive the minimum wage and are permitted to work a full 40-hour week. This program is only authorized for the summer months.

(3) Federal Junior Fellowship Program. This is a Presidential program for outstanding high school seniors who need earnings to attend college. This program provides participants with career-related summer and vacation employment throughout their undergraduate college career.

(4) Worker Trainee. Persons in the Worker-Trainee Opportunity Program are in developmental jobs for a 12-month period from date of appointment.

(5) Cooperative Education Students (Co-Ops). Employees enrolled as students in a cooperative education program.

8. Policies/Procedures.

a. RMO will develop and maintain the Manpower Review Committee Charter and the official committee records.

b. Upon receipt of manpower allocations from Division, the Chairman will call a meeting of the Manpower Review Committee.

(1) Programs Management Branch will brief the Committee on civil manpower requirements reflected in the FORCON (Force Configuration) submissions.

(2) Project Management Branch will brief the Committee on projected military workload and manpower requirements.

(3) RMO will brief status of manpower suballocations and current hire lag.

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(4) Staff chiefs will address their manpower requirements.

(5) Committee will rank all requests for additional manpower and develop recommendations for Commander.

c. Requests from staff elements for manpower adjustments after initial distribution of spaces:

(1) Staff elements will submit a written request through CESAW-RM to the Manpower Review Committee with the following information:

(a) Title(s) of new position(s) requested.

(b) Organizational element in which the position(s) will be established.

(c) Workload justification to support the request and the reasons why the present staff is not sufficient.

(d) Alternatives or impact if request is not approved.

(2) The Chairman will call a Manpower Review Committee meeting.

(3) RMO will present current manpower status and effect of request on manpower ceilings.

(4) The requesting organization will verbally brief the Committee on the need for the position.

(5) The Committee will compare new requirement to existing manpower requirements that may have already been ranked and establish priorities.

(6) The Committee will develop recommendations for approval/disapproval of the Commander.

d. Refilling an Authorized Position:

(1) Authorized positions are identified in the District TDA. When an "authorized" position becomes vacant and a replacement is needed, prior review by the Manpower Review Committee is not required.

(2) The requesting organization will submit an SF-52 recruitment action to the Human Resources Office. Recruitment SF-52's will be sent to CESAW-RM for validation.

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(3) The Manpower Review Committee will continuously review ongoing recruiting actions listed in the Manpower Recruitment Status Report. When personal knowledge of a position under recruitment leads a Committee member to believe that workload no longer supports the need for the position, it will be brought before the Committee for review. If the Committee concurs, recruiting action will be suspended and the requesting organization will be asked to brief the Committee on the need for the position. If the Committee is convinced that the position is justified, then recruiting will continue. If not, the Committee will develop recommendations for the Commander, who will decide whether or not the position will be filled.



WALTER S. TULLOCH
Colonel, Corps of Engineers
Commanding

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