

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5000

USASC&FG Regulation
No. 350-3

29 January 2009

Training
STRUCTURE MANNING DECISION REVIEW

Summary. This regulation describes US Army Signal Center and Fort Gordon policy for processes to follow during preparation for the Structure Manning Decision Review (SMDR) by all Training Departments, the Installation Management Command (IMCOM) and other SIGCEN Staff/Directorates.

Applicability. This regulation applies to all Training Departments, IMCOM and other SIGCEN Staff and Directorates involved with the training of Active Army, Army National Guard of the United States (ARNGUS), US Army Reserve (USAR), and Foreign students for CMF 25. During mobilization, the proponent may modify chapters and policies contained in this regulation.

Supplementation. Supplementation of this regulation is prohibited, unless approved specifically by the Commander, United States Army Signal Center and Fort Gordon (USASC&FG).

Suggested Improvement. The proponent of this regulation is the Directorate of Training (DOT). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Directorate of Training, ATTN: ATZH-DTM, Fort Gordon, Georgia 30905-5000 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to installation AIEP coordinator.

Availability: This regulation is available on the USASC&FG publications web site at www.gordon.army.mil/dhr/DocMgt/docmgt.htm

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***This regulation supersedes USASC&FG Regulation 350-3 dated 1 September 1987.**

1. Purpose. This regulation provides guidance and policy for preparation of data to be presented at the Structure Manning Decision Review (SMDR). The SMDR is an annual process chaired by the Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA) with participation by representatives from the United States Army Human Resources Command (HRC), Office of Chief, Army Reserve, National Guard Bureau, United States Army Training and Doctrine Command (TRADOC), and each TRADOC school. The SMDR process compares the total Army training requirements for a given fiscal year against the training capability of each TRADOC School and resolves constrained training, if possible. This process results in the Army Program for Individual Training (ARPRINT) "program line" which is the training mission.

2. References.

- a. TRADOC Regulation 350-10, *Institutional Leader Training and Education*.
- b. TRADOC Regulation 350-18, *The Army School System (TASS)*.
- c. TRADOC Regulation 350-70, *Systems Approach to Training Management, Processes, and Products*.
- d. DA Form 1045, *Army Ideas for Excellence Program (AIEP) Proposal*.
- e. DA Form 2028, *Recommended Changes to Publications and Bank Forms*.
- f. TRADOC Pam 350-70-8, *Total Army School System (TASS) Training Requirements Analysis System (TRAS)*.

3. Responsibilities.

- a. Training Management Division (TMD), DOT has the overall responsibility for the planning and execution of the USASC&FG SMDR in preparation for the HQDA SMDR.
- b. Training departments will develop course administrative data (CAD) to document projected changes to existing courses or to initiate new courses in accordance with (IAW) TRADOC Regulation 350-70, Chapter II-8. They will evaluate the SMDR summary sheet student training requirements and provide input regarding capabilities to train, based on instructor/equipment/facility availability, and will identify any constraints to the required training via Memorandum for Record (MFR), through the Director, DOT, to the Commander TRADOC.
- c. TMD, Training Requirements Analysis System (TRAS) Branch will develop estimated one-time instructor contact hours (ICH) for proposed/revised courses and provide this data to the concerned training departments. Training departments will develop equipment and facility requirements to support peacetime and mobilization program(s) of instruction (POIs).
- d. Office Chief of Signal (OCOS) will review training requirements to ensure that consideration was given to projected changes to the future force structure.

4. PROCEDURES.

a. TRAS Branch will submit course administrative data to TRADOC 36 months prior to the start of the fiscal year during which implementation of a new or revised course is proposed. For minor changes in course data to be considered at the formal SMDR, course must be submitted 2 months prior to the formal SMDR, or as announced by TRADOC. TRAS Branch will record and initiate required documentation action identified before, during, and after the formal SMDR.

b. Upon notification from TRADOC that the training requirements have been entered in the Army Training Requirements and Resources System (ATRRS) database, TMD, Programs and Records Section will secure a printout of the SMDR summary sheets. TMD, Resident Training Management Branch (RTMB), Programs and Records Section will provide a copy of the SMDR summary sheets to:

(1) TRAS Branch for coordination with TRADOC in validation of course administrative data based on submission.

(2) OCOS for review of training requirements versus projected force changes.

(3) Training departments for review of training requirements versus capability.

(4) TMD, RTMB for the development of equipment and facility requirements for future constrained courses, and to provide facility permanent project numbers and equipment requisition numbers for presently constrained courses for entry in the Army training requirements and resources system.

c. The Directorate of Resource Management (DRM) and RTMB will compute manpower requirements and identify the difference between these requirements and the resourced level for the previous fiscal year.

d. TMD will conduct meetings as necessary to ensure all SMDR worksheets and summary sheets are accurate for presentation at the formal SMDR. Items requiring resolution will be referred to the appropriate action officer.

e. Training departments will submit constraint via MFR, through the Director, DOT addressing constraints and Courses of Action (COA) to mitigate the constraint, to include cost analysis for any additional resources required i.e. facilities, equipment, and manpower to conduct the proposed SMDR load.

f. After a brief overview is presented to the DOT, designated representatives will present the SMDR data to TRADOC and DA representatives at the formal SMDR. NOTE: It is imperative that TRADOC's documented position on all courses is established prior to the formal SMDR.

g. The final draft of the ARPRINT is produced following the conclusion of the formal SMDR. The final ARPRINT is produced following the Council of Colonels' (COC)/General Officers' Steering Committee (GOSC) reviews of the SMDR recommendations.

h. The ICH, optimum class size, and course length established at the SMDR will provide the manpower base for the TRADOC review of manpower process, from which the personnel Table of Distribution (TDA) is developed. Minor course changes which are submitted by TRAS branch to TRADOC subsequent to the SMDR must be fully justified and submitted no later than 6 months prior to implementation.

- i. TMD, Programs and Records Section will publish the SMDR "after action" report, summarizing the major points of discussion and ensuring any tasking is addressed to the appropriate USASC&FG action officer.
- j. Figure 1 shows the basic SMDR flow chart.

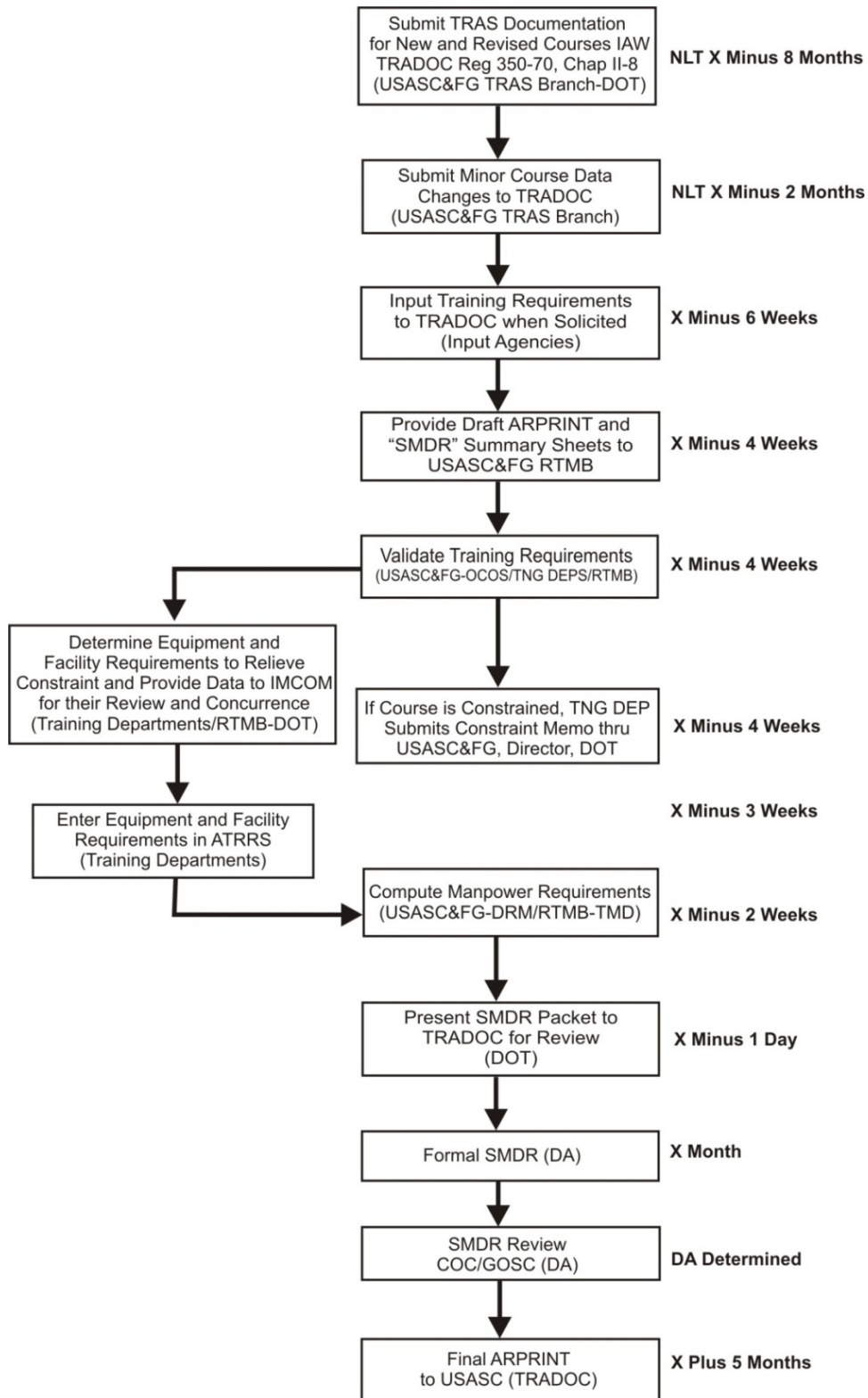


Figure 1. Structure Manning Decision Review Flow Chart
Glossary

Abbreviations and Acronyms

AIEP	Army Ideas for Excellence Program
ARPRINT	Army Program for Individual Training
ATRRS	Army Training Requirements and Resources System
ATTN	attention
CAD	course administrative data
Chap	Chapter
COA	Course(s) of Action
COC	Council of Colonels
DA	Department of the Army
DEP	department(s)
DOT	Directorate of Training
DRM	Directorate of Resource Management
GO	general officer
GOSC	General Officers' Steering Committee
HQDA	Headquarters, Department of the Army
HRC	Human Resources Command
IAW	in accordance with
ICH	instructor contact hours
IMCOM	Installation Management Command
MFR	Memorandum for Record
NLT	no later than
No.	number
OCOS	Office Chief of Signal
POI	point of contact
Reg	regulation
RTMB	Resident Training Management Branch
SMDR	Structure Manning Decision Review
TASS	The Army School System
TDA	Table of Distribution
thru	through
TMD	Training Management Division
TNG	training
TRADOC	United States Army Training and Doctrine Command
TRAS	Training Requirements Analysis System
U.S.	United States of America
USASC	United States Army Signal Center
USASC&FG	United States Army Signal Center and Fort Gordon

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