

AR 1-46
ARMY REGULATION

Supsd AR 570-3 Mar '71
AR 1-46

CI,

Copy 2

ADMINISTRATION

**MANPOWER UTILIZATION
AND REQUIREMENTS**



HEADQUARTERS, DEPARTMENT OF THE ARMY

DECEMBER 1966

TAGO 6352A

THE ARMY LIBRARY
WASHINGTON, D. C.

CHANGE
No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 5 September 1967

ADMINISTRATION
MANPOWER UTILIZATION AND REQUIREMENTS

AR 1-46, 14 December 1966, is changed as follows:

1. Material which has been modified or added is indicated by a bold star.
2. Remove old pages and insert new pages as indicated below:

Remove pages—	Insert pages—
1-1 through 1-4 -----	1-1 through 1-4
2-3 and 2-4 -----	2-3 and 2-4
2-7 and 2-8 -----	2-7 and 2-8
3-1 and 3-2 -----	3-1 and 3-2
4-1 and 4-2 -----	4-1 and 4-2
A-1 and A-2 -----	A-1 and A-2
A-5 and A-6 -----	A-5 and A-6
A-9 through A-24 -----	A-9 through A-24.4
A-27 through A-29 -----	A-27 through A-30
B-1 -----	B-1
C-1 -----	C-1
D-1 -----	D-1
E-1 -----	E-1
F-1 and authentication page -----	F-1 Authentication page (unnumbered)

3. This transmittal sheet should be filed in the front of the publication for reference purposes.

[FOR PP]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Administration:

Active Army: C; NG and USAR: None.

ARMY REGULATION }
No. 1-46HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 14 December 1966ADMINISTRATION
MANPOWER UTILIZATION AND REQUIREMENTS

	Paragraph	Page
CHAPTER 1. GENERAL		
Purpose -----	1-1	1-1
Principles -----	1-2	1-1
Objectives -----	1-3	1-1
Scope -----	1-4	1-2
Preparing agencies -----	1-5	1-2
Routing and due date -----	1-6	1-3
Report forms -----	1-7	1-3
Mechanical preparation -----	1-8	1-3
Security classification -----	1-9	1-4
Definitions -----	1-10	1-4
2. INSTRUCTIONS FOR PART A (DA Form 2153) (RCS CSFOR-78)		
General -----	2-1	2-1
Structure -----	2-2	2-1
Identification of special categories -----	2-3	2-2
Object classification -----	2-4	2-2
Report format -----	2-5	2-3
Columnar entries -----	2-6	2-3
Command totals -----	2-7	2-7
Supplemental geographic location data -----	2-8	2-7
Monthly reports -----	2-9	2-7
Quarterly reports -----	2-10	2-8
Agreement with other reports -----	2-11	2-8
Separate reports -----	2-12	2-8
Authentication -----	2-13	2-8
3. INSTRUCTIONS FOR PART B (DA Form 2153-1) (RCS CSFOR-78)		
General -----	3-1	3-1
Data to be reported -----	3-2	3-1
Format -----	3-3	3-1
Columnar entries -----	3-4	3-2
Command totals -----	3-5	3-2
Analysis of projected requirements -----	3-6	3-3
Justification of increased requirements -----	3-7	3-3
Feeder reports -----	3-8	3-4
Authentication -----	3-9	3-4
4. DATA PROCESSING INSTRUCTIONS		
General -----	4-1	4-1
Preparation of punched cards -----	4-2	4-1
Preparation of DA Form 2153 (Part A) Consolidated Report -----	4-3	4-2

*This regulation supersedes AR 616-6, 10 September 1958, including C 1 through C 13; DA letter AGAM-P(M) 320.2 (22 Jun 60) DCSPER-UD, 1 July 1960, subject: Use of Military Personnel in Commissary Sales Stores; DA letter AGAM-P(M) (21 Jul 66) FOR PP AD, 26 July 1966; subject: Part B, Manpower Utilization and Requirements Report, Reports Control Symbol CSGPA 553; DA messages 720949, 22 June 1965 and 738631, 1 November 1965; and rescinds Reports Control Symbol CSGPA-553(R1).

	Paragraph	Page
APPENDIX A. STRUCTURE FOR MANPOWER UTILIZATION AND REQUIREMENTS REPORT -----	----	A-1
B. TYPES OF ENTRIES AND DATA REQUIRED FOR COMMAND TOTALS AND MAJOR ACTIVITY LISTINGS, PART A -----	----	B-1
C. CARD FORMAT -----	----	C-1
D. REPORT FORMAT -----	----	D-1
E. ENTRY CODES FOR PREPARATION OF COMMAND TOTALS AND MAJOR ACTIVITY LISTINGS—PART A -----	----	E-1
F. COMMAND CODES -----	----	F-1

CHAPTER 1

GENERAL

1-1. Purpose. This regulation contains principles, objectives, and procedures applicable to the preparation, use, and submission of the Manpower Utilization and Requirements Report (DA Form 2153-series) (RCS) Reports Control Symbol CSFOR-78.

1-2. Principles. The following manpower management principles have specific application to manpower engaged in support activities of the Army and to the objectives and content of the Manpower Utilization and Requirements Report prescribed herein.

a. Manpower is a human resource and requires distinctive management. To insure accomplishment of the Army's mission and economical use of the manpower made available to the Army, objectives are established for the strength, structure, and employment of personnel. To meet these established objectives, it is mandatory that manpower be managed efficiently. To this end, manpower must be programmed, allocated, and controlled.

b. To program for and allocate manpower to using commands and agencies, requirements must be determined and regularly reviewed and adjusted. Based upon these requirements, equitable allocations must be made within established priorities.

c. Manpower required for the support activities of the Army is allocated to successive echelons of command. Each allocation will consider past utilization and projected requirements to insure that priorities among all activities are recognized and that an equitable, economical distribution of available manpower resources is accomplished.

d. Adequate controls must be established to insure that the most effective utilization of

minimum numbers of personnel is made, while permitting sufficient flexibility to make adjustments in manpower as missions, workload, and facilities are changed or modified.

e. Data used in the processes of manpower management should relate basic manpower data and manpower cost data to help insure proper balance of these two resources.

1-3. Objectives. The Manpower Utilization and Requirements Report constitutes a major means of implementing the principles listed in paragraph 1-2 through the following specific objectives:

a. Provide the Department of the Army with the minimum basic manpower data required to adequately analyze, program, and review manpower requirements for the support activities of the Army.

b. Provide for commands and agencies that receive authorizations of manpower by Department of the Army Manpower Vouchers a systematic and effective means of presenting to Headquarters, Department of the Army, their estimate and justification of manpower requirements.

c. Provide at various echelons, including Headquarters, Department of the Army, the data required to analyze and equitably allocate manpower spaces by manpower voucher.

d. Relate civilian earnings or cost data to basic civilian manpower data in the same report to insure proper relatibility.

e. Implement the Army Management Structure for manpower reporting purposes to insure that manpower data can be readily and accurately related to other management data.

f. Provide more timely and significant data to manpower management officials by use of mechanical processing.

g. Furnish required data for manpower reporting responsibilities of Department of the Army to higher headquarters and other agencies, including the Congress, Civil Service Commission, and the Office, Secretary of Defense.

1-4. Scope. The scope and major contents of the Manpower Utilization and Requirements Report are as follows:

a. Authorization, strength, and workload data, by prescribed activities and functions, of manpower engaged in support activities of the Army (Part A) (DA Forms 2153 and/or 2153a).

b. Accrued earnings or costs, by prescribed activities and appropriate fund identification, of civilian manpower included in *a* above (Part A).

c. Projected requirements and utilization, by prescribed activities and functions, of manpower engaged in support activities of the Army and for which Department of the Army Manpower Vouchers are issued (Part B) (DA Form 2153-1).

1-5. Preparing agencies. *a*. Part A and Part B reports prepared in accordance with instructions contained in this regulation will be submitted by—

- (1) Office Secretary of the Army.
- (2) Office Chief of Staff.
- ★(3) Chief of Finance and Accounting, COA.
- (4) Commanding General, U.S. Army Security Agency.
- ★(4.1) Commanding General, U.S. Army Recruiting Command.
- (5) Chief, U.S. Army Audit Agency.
- (6) The Adjutant General (Field).
- (7) Staff Support Directorate, The Adjutant General's Office, for all other DA

* U.S. Continental Army Command will prepare consolidated Part B report (DA Form 2153-1).

** Headquarters, U.S. Army, Pacific will prepare consolidated Part B report (DA Form 2153-1).

Field, and OSD and joint activities. Consolidation of reports consistent with future consolidation of manpower vouchers will be directed by separate action.

- (8) Headquarters, U.S. Army Materiel Command.
- (9) Chief of Engineers (Military Functions).
- (10) Chief of Engineers (Civil Functions).
- (11) Chief of Support Services.
- (12) Chief, Communications Electronics.
- (13) The Surgeon General.
- (14) Headquarters, U.S. Army Combat Developments Command.
- (15) Headquarters, U.S. Army Air Defense Command.
- (16) Headquarters, U.S. Army Strategic Communications Command.
- (17) Headquarters, U.S. Army Intelligence Command.
- (18) Headquarters, Military Traffic Management and Terminal Service.
- (19) CONUS Armies; Military District of Washington, U.S. Army; Headquarters, U.S. Continental Army Command.*
- (20) Oversea Commands—U.S. Army, Europe; U.S. Army, Alaska; U.S. Army, Pacific** (for headquarters and U.S. Army Vietnam); U.S. Army, Hawaii; Eighth U.S. Army; U.S. Army, Japan; U.S. Army, Ryukyu Islands; and U.S. Army Forces Southern Command.
- ★(21) U.S. Army Support, Thailand.

b. Those Headquarters, Department of the Army and CONUS preparing agencies that have personnel in special foreign activities (see AR 220-31) will be responsible for obtaining reports from each activity.

c. Preparing agencies indicated in *a* and *b* above will issue such instructions to their subordinate echelons as may be necessary to obtain the data required by this regulation and to insure timely receipt of feeder reports for review and consolidation.

d. Appropriate review of existing reporting procedures within each preparing agency will be made to minimize feeder reporting.

1-6. Routing and due date. a. Part A (DA Form 2153). Consolidated quarterly and monthly reports and appropriate consolidated card decks will be dispatched by preparing agencies, using most expeditious means, to the destinations below not later than the 20th calendar day following the "as of" date of the report. Quarterly reports will be prepared for the months of March, June, September, and December.

- ★(1) All preparing agencies will forward one copy of the monthly report and three copies of the quarterly report, without cards, to Assistant Chief of Staff for Force Development, ATTN: PP-AU, Department of the Army, Washington, D.C. 20310.
- ★(2) All preparing agencies will forward two copies of the monthly and quarterly reports to the Director, U.S. Army Management Systems Support Agency, Department of the Army, Washington, D.C. 20310. In addition, a reproduced deck of punched cards for quarterly reports accompanied by one copy of DA Form 200 (Transmittal Record) will be forwarded to the same office. Cards for monthly reports need not be submitted to Headquarters, Department of the Army.
- ★(3) CONUS armies and military District of Washington, U.S. Army, will transmit required copies of DA Form 2153, without cards, also to the Commanding General, U.S. Continental Army Command, ATTN; Manpower Control Division.
- ★(4) U.S. Army, Hawaii; Eighth U.S. Army; U.S. Army, Japan; U.S. Army Support, Thailand; and U.S. Army, Ryukyu Islands will each transmit two copies of DA Form 2153, without cards, to the CINC, U.S. Army, Pacific. In addition, one deck of cards and one copy of the report for each of

these commands will be transmitted to the AG, DPU, Headquarters, U.S. Army, Pacific.

b. Part B (DA Form 2153-1). Consolidated reports, in triplicate, will be dispatched by most expeditious means to Assistant Chief of Staff for Force Development, ATTN: PP-AU, Department of the Army, Washington, D.C., 20310, not later than the 20th calendar day of May, August, November, and February. The commands listed in a(4) above, however, will submit their copies of DA Form 2153-1 to the CINC, U.S. Army, Pacific, for evaluation of requirements. The CINC, U.S. Army, Pacific, will transmit evaluated reports in triplicate addressed as noted above. Reports submitted in August will be for the 2d quarter of the fiscal year.

1-7. Report forms. The following forms, available through normal supply channels, will be used.

a. DA Form 2153 (Manpower Utilization and Requirements—Part A—Utilization (including Personal Services Earnings)), which is a 6-part continuous form, will be used by DPU's for the mechanical preparation of Part A reports.

b. DA Form 2153a (same title as above) is a cut sheet version of DA Form 2153. It will be used by installations and activities for manual or typewriter preparation of feeder reports.

c. DA Form 2153-1 (Manpower Utilization and Requirements—Part B—Requirements) will be used for preparing Part B.

1-8. Mechanical preparation. Chapter 4 contains instructions for the mechanical consolidation of Part A feeder reports and preparation of consolidated Part A reports at command or agency headquarters level. These instructions may be used also by installations or activities having machine capabilities if directed by the command or agency concerned. Instructions in chapter 4 applicable to spacing and identification requirements of column "a" and codes for columns "b" and "c" of DA Form 2153 may be used by installations and activities in the

manual preparation of feeder reports if directed by the command or agency concerned.

1-9. Security classification. If necessary, Parts A and B will be classified in accordance with AR 380-5. Overclassification will be avoided.

1-10. Definitions. For the purpose of this regulation, the following definitions apply:

a. Support activities. This term is used to refer collectively to these units and elements whose missions are to perform administrative, intelligence, logistical, and training activities not as a part of a combat force; it is synonymous with the following Troop Program categories: Supporting Forces; Special Activities; and Training Forces.

b. Operating forces. Those units, normally a part of a field army, whose primary mission is to participate in combat; composed of The Troop Program categories of Combat Forces and Combat supporting elements. Operating forces units, particularly certain field service-type units, as well as combat type units, may be employed on support activities as defined in *a* above.

c. Major activity. Each appendix title designation of the Army Management Structure constitutes a major activity, e.g., Training, Central Supply Activities, Army-wide Activities, etc. In the Operation and Maintenance, Army appropriation area, the major activity level is synonymous with the budget program level; in other appropriation areas, it is synonymous with the budget appropriation level.

d. Activity. Any subdivision of a major activity; a group of related subactivities or functions which permit collective definition and analysis. As used in this regulation an activity denotes any level below major activity level.

★*e. Allocation.* The limitation that the Headquarters, Department of the Army, places on commands, services, and agencies in the number of positions that the commands, services, or agencies may utilize as supporting personnel in the accomplishment of assigned missions. Pending next revision of AR 1-46

and DA Forms 2153 and 2153-1, the term "authorization" is continued in use elsewhere in this regulation.

f. Military personnel authorization. The portion of the limitation that Headquarters, Department of the Army, establishes by Manpower Voucher as to the number of military personnel that commands, services, or agencies may utilize for the organization of TDA and TOE units which CONUS commands use for organization of other than U.S. Strategic Army Force units and U.S. Army Air Defense units. Supporting functions comprise all administrative, intelligence, logistical, and training activities of the Department of the Army that are not organic to operating forces.

g. Civilian personnel authorization. The civilian personnel authorization established by Headquarters, Department of the Army, for commands, services, and agencies as an employment limitation.

h. Permanent positions. Those established without time limit, or for a limited period of a year or more, or which have been occupied for a year or more, regardless of the intent when established.

i. Temporary positions. Those established for a limited period of less than a year and which have not been occupied for more than a year.

j. Earnings. Amounts of salary or wages earned by and due to civilian employees for services rendered during the reporting period whether or not actual payment has been made. Earning figures to be reported for contract hire foreign nationals will include employer's share of retirement allowances and other similar costs. Fees paid to foreign governments for payroll processing will be excluded. Figures to be reported for "earnings" as used herein should be equivalent to civilian labor costs as defined in AR 37-100.

b. Man-months. A man-month of service for which payment is made, whether productive or nonproductive time. To derive man-months to be reported in DA Form 2153, multiply the number of workdays in a month (including holidays which occur on regular workdays) by

the number of normal work hours per day. Divide the result into the total number of man-hours worked (including man-hours of leave taken and holidays) by all employees (full-time, part-time, and WAE). Exclude from the computation overtime hours and man-hours for which terminal leave was paid.

l. Graded. Continental United States citizens or territorial employees occupying positions under the General Schedule established by the Classification Act of 1949, as amended, and "other personnel" whose basic rates of pay are established by Executive order, by administrative determination, and by acts other than the Classification Act of 1949, as amended.

m. Full-time employees. Those employees regularly required to work, as a minimum, the number of hours a day required by the administrative work-week, for their employment group or class, regardless of the nature of employment.

n. Part-time employees. Those employees regularly employed on a prearranged schedule whose hours or days of work are less than the prescribed hours or days of work for full-time employees in the same group or class.

o. Intermittent (WAE) employees. Consultants and other civilian employees in positions which require work on an irregular or

occasional basis, with hours or days of work not based on a prearranged schedule, and with compensation only for the time actually employed (WAE), or for service actually rendered.

p. Washington, D.C., Metropolitan Area. Washington, D.C., Metropolitan Area includes: The District of Columbia, Alexandria, Fairfax, and Falls Church cities, Virginia, Arlington and Fairfax Counties, Virginia; and Montgomery and Prince Georges Counties, Maryland.

q. Departmental service. Includes those elements of the Army which have responsibility for policy, planning, and general management of Field Commands. Departmental headquarters is that force which is engaged in the continuous centralized direction and control of total resources and personnel at Department of the Army.

r. Special foreign activity. A duly organized unit or activity assigned to a Headquarters, Department of the Army agency or to a major CONUS army command which, because of its mission, is required to perform permanent or recurring duty for a period of 5 months or longer outside the continental United States, where administrative and/or logistical support by the agency or command to which it is assigned is not feasible.

CHAPTER 2

INSTRUCTIONS FOR PART A (DA FORM 2153) (RCS CSFOR-78)

2-1. General. This part of the report consists of the following major items of data:

a. Authorization, strength, and workload data, by prescribed activities and functions, of manpower engaged in support activities of the Army.

b. Accrued earnings or costs, by prescribed activities and appropriate fund identification, of civilian manpower included in a above.

2-2. Structure. The Army Management Structure provides the basic structure for this report.

a. Activities to be reported. Since not all activities and performance factors contained in the Army Management Structure are to be utilized for this report, the applicable portions have been extracted and appear in appendix A. Commands will report all appendix A activities in which manpower is used. The introductory pages to the appendix contain instructions pertaining to its format and use.

b. Funds to be reported. In addition to the basic identification of activities and fund sources provided in the Army Management Structure and the instructions in *a* above, the following instructions apply to fund data and identification to be reported:

- (1) All funds utilized by preparing agencies will be reported and properly identified with the activity for which utilized. Funds to be separately reported include current and prior fiscal year appropriated funds, "no year" (X) appropriated funds, foreign aid funds, and transfer, trust and working funds. Reporting of funds will be on the basis of original charges to the fund sources. For example, personnel

whose earnings are chargeable to the Army industrial Fund will be so reported even though the Army Industrial Fund may be reimbursed for the respective services rendered from appropriated funds. Personnel whose earnings are charged to the allocated funds of the operating agency will be so reported even though subsequent reimbursement from some other source is anticipated and such reimbursements will be applied to a reimbursement or collection account upon receipt.

- (2) For the purpose of this report, funds utilized will be categorized as "agency funds" and "nonagency funds." Agency funds are those received through command funding channels. Funds received from tenant and/or satellite activities for OMF (common support) services furnished will be considered agency funds. Nonagency funds are those received through other than command fund channels, i.e., by direct citation, or by other direct allocation, allotment, or transfer arrangement except for the OMF noted above. Personnel paid from nonagency funds will be separately reported by use of Entry Code 30 and identified with the functions to which assigned.
- (3) Carryover or no-year funds will be reported only for current year earnings. Funds accumulated for prior years will not be carried over in reports from year to year.
- (4) Contract funds (object class 28) will relate only to oversea employment and will cover the pay of civilians em-

ployed by a contracting foreign government or agency when the product of the contract agreement is personal services rendered directly in support of the U.S. Army or an activity assigned to the Department of the Army for administration. Earnings will be expressed in terms of U.S. dollars for personnel paid from local economy who are furnishing such direct support to the Army.

2-3. Identification of special categories. Civilian employees to be included in DA Form 2153 are full-time, part-time, and WAE Department of the Army employees of the reporting commands or agencies, whether paid from appropriated funds or "local economy" (over-sea). Certain of these and other categories of personnel, with related data, require separate identification. Appendix B lists the parenthetical "Special Categories" that require separate identification, provides short titles to be used and specifies the columns in which data will be reported. Separate identification is not required below the levels at which civilian costs data is reported. All Special Category personnel, with applicable related data, will be in-

cluded in appropriate entries and then will be shown separately on succeeding lines.

2-4. Object classification. In DA Form 2153, dollar and man-months data for civilian manpower utilized will be object classes 11 and 16, and 12 and 17 for Direct Hire civilian employees (col h), and object class 28 for Contract Hire personnel (col k). Data of these different object classes will not be added together for any line entry in the report. Separate identity will be maintained as follows:

a. Object classes 11 and 16. Dollar data within the definition of this object class will be reported in columns p and q for all applicable line entries as directed by the "X" in columns (5) and (6) of appendix A. Related man-months worked will be reported in column o.

b. Object classes 12 and 17.

- (1) Cumulative dollar data within the definition of this object class will be reported only on a supplemental attachment to the quarterly DA Form 2153. The format of this attachment, which can be prepared manually, will be—

AMS code (a)	Actual civilian strength (col h, DA Form 2153) (b)	Object class 12 earnings U.S. citizens cumulative FY to date Total graded wg bd (c)	Object class 17 hire, foreign nationals cumulative FY to date (d)
-----------------	---	---	--

- (a) The sequence of entries in the attachment will agree with the sequence of entries on the main body of the DA Form 2153.
- (b) Totals in column (b) of the attachment will agree with line 2, column h, totals of comparable entries on DA Form 2153.
- (c) Summary totals will be shown in

columns (b) and (c) of the attachment at major activity and command levels.

(d) Separate entries will be shown for FTP, Code 1C.

- (2) Object class 12 dollar data need not be shown on the supplemental attachment below the fiscal reporting levels shown in the following table:

AMS major activity Code series	Major activity title	Reporting level
2000 through 2900 ---	See appendix A -----	Budget Project
3000 -----	Army Industrial Fund -----	By Installation
3700 -----	OMARNG -----	Major Activity
4000 -----	Procurement of Equipment and Missiles, Army ---	Budget Program

AMS major activity code series	Major activity title	Reporting level
5000	Research, Development, Test and Evaluation	Budget Program
6000	Military Construction, Army	Major Activity
8500	Military Construction, Army National Guard	Major Activity
8600	Military Construction, Army Reserve	Major Activity
★9000	Base Operations	9010, Budget Project
0030	Non-Agency Funds	Each separate fund
0400	Civil Defense	Major Activity
0500	Promotion of Rifle Practice	Major Activity
0850	Civil Functions	Appropriation
0910	Military Assistance Program (MAP)	Major Activity
0970	Air Force Construction	Appropriation
1900	Military Family Housing	Budget Program

c. *Object class 28.* Dollar data, and related man-months worked, within the definition of this object class will be reported on DA Form 2153 in columns o, p, and q. However, the data will be reported on DA Form 2153 only for the following Special Category line entries, which cover foreign nationals reported in column k, Contract Hire:

- (1) Japanese Master Contract paid from Other Contractual Services Funds.
- (2) Korean Service Corps paid from Personal Services and Benefits Funds (Other Contractual Service Type).
- (3) French National Personnel paid from Other Contractual Services Funds.
- (4) German National Personnel paid from Other Contractual Services Funds.
- (5) German National Personnel paid from Deutschemark Support Funds.
- (6) Labor Service in Germany paid from Other Contractual Services Funds.
- (7) Labor Service in Germany paid from Deutschemark Support Funds.
- ★(8) Other Personnel paid from Other Contractual Services Funds. Data will be shown for each country.

d. *Mixed line entries.* The following procedures will be used for line entries that show both Direct Hire civilians (col h) and Contract Hire personnel (Indirect Hire) (col k):

- (1) Report on the same line the strength for both types of personnel.
- (2) Report on the same line as (1) above the object class 11 and 16 man-months

and dollars that relate to the column h civilians.

- (3) Report on the supplemental attachment the object class 12 and 17 dollars that relate to the column h civilians.
- (4) Report the object class 28 man-months and dollars on the Special Category line entries following the combined entry in (1) above.

2-5. **Report format (figs. 2-1 and 3-1).**★a. *Columnar headings.* DA Form 2153 is designed with double-header columns and data for entries in part A will be shown on two lines. The first line will show data for the upper row of columns in the heading, e.g., Authorized Military and Civilian Strength, Current Man-Months Worked, etc. The second line will show data for the lower row of columns, e.g., Actual Military and Civilian strength, TOE Support (O/S Commands). Total Personnel Utilized, Cumulative Man-Months Worked, etc. (fig. 2-1).

b. *Major activity sheets.* Each major activity listed in appendix A and applicable activities and functions for which manpower is utilized will be reported. A separate sheet, or sheets, of DA Form 2153 will be used for each major activity. All blocks in the heading of the form will be completed for each sheet.

2-6. **Columnar entries.** The following instructions apply to columns of DA Form 2153:

★a. *Column a, Activity and Fund Identifica-*

tion. Applicable abbreviated titles and AMS codes from appendix A will be listed in this column. All activities for which manpower is used will be reported. Entries will be made in descending order of the levels of activities, beginning with the major activity level as illustrated in figure 2-1. The activity entry will contain all applicable manpower, workload, man-month and dollar data for the activity. Non-agency funds will be identified by entering the applicable fund source followed by the AMS Code.

b. Column b, Entry Code. This column will be used for code identification of each data line reported on the major activity sheets and command totals. The codes, which are for use in consolidating reports, are listed in appendix E.

c. Column c, Line. Entries in this column relate column "a" line entries to their proper row of columns in the heading. They also denote the cards in which recorded data will be punched. The figure "1" will be used for entries pertinent to the upper row; the figure "2" will be used for entries pertinent to the lower row. These codes will be shown for each line item in DA Form 2153.

★*d. Column d, Total military.* Enter the total of columns e, f, and g for both authorized and actual strength. Aggregate actual strength will agree with permanent party Morning Report strength:

- (1) Include the following categories:
 - (a) Personnel on duty status.
 - (b) Personnel sick in quarters.
 - (c) Personnel sick in hospitals, if not assigned to medical holding detachments.
 - (d) Personnel AWOL.
 - (e) Garrison prisoners.
 - (f) Personnel on pass, leave or furlough.
 - (g) Personnel in arrest status.
 - (h) Personnel assigned but not yet joined.
- (2) The following categories of personnel will be excluded:

(a) Personnel received from and charged to the authorization of another command, service or agency that received an authorization direct from Headquarters, Department of the Army. Personnel received from agencies or departments outside the Department of the Army are also excluded from this column. The latter are reported in column l, "Other Personnel."

(b) "Other personnel used" reported in column l.

(c) Personnel awaiting discharge, personnel on terminal leave, and casualties.

e. Column e, Officers. Enter the total authorization (line 1) and strength (line 2). Include personnel in continental U.S. table of organization and equipment units that are authorized by manpower vouchers for supporting functions and missions. Include also nurses (ANC) and Army Medical Specialists Corps (AMSC).

f. Column f, Warrant Officers. Enter the total authorized and actual warrant officer strength including applicable TOE personnel.

g. Column g, Enlisted. Enter the total authorized and actual enlisted strength, including applicable TOE personnel.

h. Column h, Total civilian.

★(1) *Line 1, Authorization.* Enter the total authorized civilian employment.

(2) *Line 2, Actual Strength.* Enter the total actual strength of direct-hire civilian employees, including full-time in permanent positions, full-time in temporary positions, part-time and WAE, as of the last day of the report month. All civilian employees in an appointment status paid from appropriated funds, both graded and wage board employees (those whose compensation is determined by wage boards or similar wage fixing authority) will be reported. Include full-time

and regularly scheduled part-time employees who are on the rolls on the last day of the month, WAE employees who have worked at any time during the calendar month, and employees on maternity leave while in a pay status. Do not include in the reported—

- (a) Employees carried on a leave status without pay after the last day of active duty specified in a reduction-in-force notice, or those full-time employees who have left an overseas command to return to their place of hire.
- (b) Employees on extended leave without pay, absent from duty in a temporary nonpay status (including furlough and suspension) which is scheduled for, or has extended to a period of longer than 30 days.
- (c) Uncompensated employees i.e., those serving without compensation (WOC) whether or not receiving a per diem allowance for subsistence and other expenses while serving away from home.
- (d) Casual workers hired "on the spot" without appointment, for short intervals, to cope with fire, flood, and other local emergencies.
- (e) Contractors' employees, and civilians paid out of local economy and nonappropriated funds, technical observers paid by private companies, and personnel detailed to the Department of the Army as consultants and experts on reimbursable loan from other Government agencies.
- (f) Employees of self-supporting enterprises or activities who are paid solely from the profits thereof, i.e., from funds other than those appropriated by Congress (Examples: Employees of Army Exchange Service, Army Motion Picture Service, post restaurants, officers' clubs, etc.).

(g) Employees who are paid from "28, Other Contractual Services" funds.

i. Column i, Graded Civilians. Entries are not required on line 1. On line 2, enter the actual strength of such employees, included in column h, serving in positions specified by paragraph 1-10l. Entries are required for FTP, Code IC; FTT, Code ID; Part-Time, Code IE, and WAE, Code IF.

j. Column j, TOE Support. This column is applicable only to overseas commands. Enter the strength (man-month equivalents for personnel used part-time) of Operating Forces and Supporting Forces units utilized on support activities entered in column a.

k. Column k, Contract Hire (28). This column is applicable only to overseas commands. Enter the number of civilians employed by a contracting foreign government or agency when the product of the contract or agreement is personnel services rendered directly in support of the U.S. Army (or an activity assigned to the Department of the Army for administration), and the payment for which is made from funds classified as object of expenditure 28, "Other Contractual Services."

l. Column l, Other personnel.

- (1) Overseas commands will report in this column the number of equivalent man-months for the month covered by the report of other personnel used who are not chargeable to the personnel authorization of the agency and are not included in column k.
- (2) CONUS commands will report the number of equivalent man-months for the month covered by the report, of STRAF personnel and all other applicable personnel used who are not chargeable to the personnel authorization of the agency.
- (3) STRAF personnel utilized will be identified by unit and AMS code on a supplemental attachment to the report.
- (4) The "other" personnel in (1) and (2) above will include personnel such

as: general prisoners; trainees; students; personnel awaiting transfer, assignment, or discharge; other casuals; Navy, Marine, or Air Force personnel used in nonjoint activities; and personnel paid from non-appropriated funds.

m. Column m, Total Personnel Utilized. Enter the sum of the actual strength totals in columns d, h, j, k, and l.

n. Column n, Total Workload. Enter the total number of units of work produced during the last month of the quarter for each PF prescribed by appendix A. Appropriate explanatory footnotes should be added to the report for workloads representing significant deviations from previous reports or that are misleading for manpower evaluations. The letter "M" indicating "units of thousands" will follow the workload figures to which applicable. This letter will be placed in the last space (unit position) of the workload column. Where multiple PF's exist, enter workload in this column only for the first PF, designated by letter "a" in appendix A. Workload for any additional PF's will be reported on a supplemental attachment, identified by the proper AMS code and PF.

o. Column o, Man-Months Worked.

(1) *Current (Line 1).* Enter the total number of man-months worked during the report month. This total will be based on regular time (including holiday time) worked by all employees (full-time, part-time, and WAE). Include time worked by employees

separated during the month. Exclude man-months of overtime.

(2) *Cumulative (Line 2).* Enter the total number of man-months worked during the current fiscal year by civilian employees. The amounts shown will be the sum of the amounts reported as current man-months each month of the current fiscal year, plus or minus the sum of adjustments to prior month reports. Separate entries of net amounts of adjustments are not required. However, appropriate explanatory footnotes will be added when adjustments result in significant changes.

(a) For the purposes of this report, the following criteria will be used to determine when adjustments will be considered significant and when explanation is required:

1. *Man-Months.* When the adjustment equals or exceeds 10 percent of the monthly figure being adjusted or 25 man-months, whichever is smaller.
2. *Earnings (p(2) below).* When the adjustment equals or exceeds 10 percent of the monthly figure being adjusted or \$10,000, whichever is smaller.

(b) These criteria will be applied to the lowest fund level, i.e., Budget Program, Budget Project, Activity, as appropriate, and to each month as applicable. Adjustments exceeding the criteria will be listed on a supplemental page(s) with the following items of data:

AMS code and month	Adjustments		Explanation
	Man-months	Earnings	

(c) All figures will be rounded to the nearest whole number.

p. Column p, Earnings.

(1) *Current (Line 1).* Enter the total

number of dollars accrued (to the nearest whole dollar) as earnings for civilian employees during the report month. Include earnings at overtime rates and costs for terminal leave pay.

Exclude adjustments to prior month totals.

- (2) *Cumulative (Line 2)*. Enter the total number of dollars accumulated (to the nearest whole dollar) during the current fiscal year for personnel services of civilian employees. The amounts shown will be the sum of amounts reported as current earnings each month of the current fiscal year, plus or minus the sum of adjustments to prior month reports. Adjustments will be treated in o(2) above.

(3) *Graded Personnel, Object Class 11.*

- ★(a) Supplemental attachments to the quarterly DA Form 2153 reports will be prepared and furnished as of 31 March, 30 June, 30 September, and 31 December. This attachment may be manually prepared. The data shown will cover the earnings for graded personnel who are reported in column i and will be shown by Program and Budget Activity Account to the level shown in the monthly reports, using the following format:

AMS code (a)	Man-months current month, cumulative FY to date (b)	Earnings current month, cumulative FY to date (c)
-----------------	--	--

- (b) Separate identification for FTP, Code IC, is required.

★*q. Column q, Line 1, Current Terminal leave.* Enter the total dollar costs for terminal leave pay, included in columns o and p, of civilian employees during the current report month.

r. Column q, Line 2, Cumulative Overtime. Enter the total accrued overtime earnings earned at overtime rates by civilian employees. Exclude holiday pay. Include the net amount of adjustments. Adjustments will be treated as in o (2) above.

2-7. Command totals. (fig. 2-1). Command totals will be reported on properly identified separate sheets of DA Form 2153, and will

show summary manpower, man-months and earnings for the preparing agency for all applicable entries listed in appendix B, in the columns specified. Columnar totals reported for each entry will equal the sum of the comparable entries reported on the major activity sheets except for the last six special categories shown in appendix B which, while included in major activity entries, are not shown separately therein.

2-8. Supplemental geographic location data. For those commands and agencies which have civilian personnel assigned to Alaska, Hawaii, Commonwealth of Puerto Rico, Canal Zone, and U.S. territories, a supplemental report will be prepared containing the following items of data:

Location	Total civilian strength	Total current earnings	Total current terminal leave
----------	----------------------------	---------------------------	---------------------------------

The lower half of the command total page may be used for the above data.

2-9. Monthly reports. Reports will be prepared in accordance with instructions in preceding paragraphs but will consist of applicable manpower, man-month, and dollar data for the current month only. Data are required only

in columns d-i, k, and the upper row of columns o-q. Columns j, l-n, and the lower row of columns o-q will be left blank. Adjustment to prior months' reports and supplemental attachments for workload, identification of STRAF personnel, and object classes 12 and 17 data will also be excluded.

a. Command totals will be prepared as prescribed by paragraph 2-7.

b. Supplemental geographic location data will be prepared as prescribed by paragraph 2-8.

c. Supplemental attachments to monthly DA

Form 2153 reports will be prepared and submitted showing the man-months and earnings covering overtime and holiday premium pay for civilian employees. This attachment may be prepared manually and the data will be shown by Program and Budget Activity Account to the level shown in monthly report, using the following format:

AMS Code	Overtime earnings		Holiday pay	
	Man-months	Current month earnings	Man-months	Current month earnings

2-10. Quarterly reports. Quarterly reports will show data in all applicable columns of DA Form 2153, and will include prescribed supplemental attachments. Adjustments to prior months' reports will be included as prescribed by paragraphs 2-6o(2), p(2), and r.

a. Command totals will be reported as prescribed by paragraph 2-7.

b. Supplemental geographic location data will be prepared as prescribed by paragraph 2-8.

2-11. Agreement with other reports. a. The preparing agency aggregate for total civilian authorization will agree with the comparable total on DA Form 1043 (Personnel Subject to Authorization Voucher), and the current applicable manpower voucher.

★b. The preparing agency aggregates for total actual strengths and for categories of foreign nations will agree with comparable totals on Civilian Personnel Employment Report (CSGPA-969).

★2-12. **Separate reports.** Separate reports will be prepared for groups of employees exempted from personnel ceilings as follows: Youth Opportunity Back to School Drive (YOB's); Youth Opportunity Campaigns (YOC); other exempted groups. Data will be shown to level required for monthly report.

2-13. Authentication. The report will be authenticated by the authorized representative of the preparing agency.

MANPOWER UTILIZATION AND REQUIREMENTS PART A - UTILIZATION (Including Personnel Services Earnings) (AR 1-46)		MAJOR ACTIVITY TITLE				TO: (Include ZIP Code)				FROM: (Include ZIP Code)				REPORTS CONTROL SYMBOL CSFOR-78			
		COMMAND RECAP				OVERSEA COMMAND				REPORT FOR PERIOD ENDING NO. 30 Sep 19				PAGE NO. OF PAGES			
ACTIVITY AND FUND IDENTIFICATION	ENTRANCE	MILITARY AND DIRECT HIRE CIVILIAN				PERSONNEL NOT SUBJECT TO AUTHORIZATION VOUCHER				CIVILIAN MAN-MONTHS WORKED AND EARNINGS							
		MILITARY		CIVILIAN		CONTRACT (OS Comd)		PERSONNEL UTILIZED		WORKLOAD		CURRENT MAN-MONTHS WORKED		CURRENT EARNINGS			
		AUTHORIZATION		AUTHORIZATION		STRENGTH		STRENGTH		TOTAL		CURRENT EARNINGS		CURRENT TERMINAL LEAVE			
		OFF	WO	ENL	TOTAL	OFF	WO	ENL	TOTAL	CONTRACT (OS Comd)	OTHER	TOTAL	CUMULATIVE MAN-MONTHS WORKED	CUMULATIVE EARNINGS	CUMULATIVE OVERTIME		
		e	f	g	h	i	j	k	l	m	n	o	p	q	r		
		d															
COMMAND AUTH	10 1	30,000	500	100	29,400	25,000	20,150	5,000	15,000	50	74,900	24,850	14,910,000	12,000			
	10 2	29,700	490	100	29,110	25,150	19,600					62,125	37,275,000	837,500			
ANC/AMSC	1B1	70										24,378	14,626,800				
	1B 2					24,500	19,600					60,960	36,576,000	821,863			
FTP	1C 2											400	240,000				
	1F 2					500	400					900	540,000	15,637			
FTT	1F 2											60	36,000				
PT	1F 2					125	125					225	135,100				
WAE	1F 2					25	25					12	7,200				
WBUS	1G 1											1,450	870,000	17,000			
	1G 2					1,500						4,350	2,610,000	37,000			
(FTP)	40 1											1,400	840,000	14,000			
	40 2					(1,400)						4,200	2,520,000	34,000			
KOR	1M 1											1,450	58,000				
	1M 2					1,500						4,350	174,000				
(FTP)	41 1											1,450	58,000				
	41 2					(1,500)						4,350	174,000				
GER-LS	1S 1											4,950	1,158,300				
	1S 2							5,000				14,850	3,474,900				
ODHFN	1S 1											1,900	604,200				
	1S 2					2,000						5,700	1,812,600				
(FTP)	42 1					(2,000)						1,900	604,200				
	42 2											5,700	1,812,600				

REPLACES DA FORM 2153, 1 SEP 58, WHICH IS OBSOLETE.

DA FORM 2153
1 NOV 66

Figure 2-1

MANPOWER UTILIZATION AND REQUIREMENTS PART A - UTILIZATION (Including Personal Services Earnings) (AR 1-46)		MAJOR ACTIVITY TITLE TRAINING ACTIVITIES										TD: (Include ZIP Code)				FROM: (Include ZIP Code)				REPORTS CONTROL SYMBOL REPORT FOR PERIOD ENDING PAGE NO. OF PAGES 30 Sep 19 2			
ACTIVITY AND FUND IDENTIFICATION	ENTRANCE CODE	MILITARY AND DIRECT HIRE CIVILIAN										PERSONNEL NOT SUBJECT TO AUTHORIZATION VOUCHER		PERSONNEL UTILIZED		WORKLOAD		CIVILIAN MAN-MONTHS WORKED AND EARNINGS					
		MILITARY AUTHORIZATION					CIVILIAN AUTHORIZATION					STRENGTH		TOTAL		TOTAL		CURRENT MAN-MONTHS WORKED		CURRENT EARNINGS		CUMULATIVE EARNINGS	
		TOTAL	OFF	STRENGTH	WD	ENL	TOTAL	GRADED	STRENGTH	ENL	ENL	TOTAL	GRADED	CONTRACT (OS Comd)	OTHER	PERSONNEL UTILIZED	TOTAL	PERSONNEL UTILIZED	TOTAL	CURRENT MAN-MONTHS WORKED	CUMULATIVE EARNINGS	CURRENT TERMINAL LEAVE	CUMULATIVE OVERTIME
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
TNG ACTY	2100.0000	10	1,000	100	10	890	500	530												500	300,000	3,000	3,000
		10	950	90	10	850	560	530												1,500	900,000	20,223	20,223
TOE	"	1A	1																				
ANC/AMSC	"	1A	2	5	2	93														450	270,000	2,800	2,800
FTP	"	1B	2	7																1,350	810,000	20,000	20,000
		1C	1																	30	18,000	200	200
FTT	"	1C	2				490	480												90	54,000	223	223
		1D	1																	15	9,000		
PT	"	1E	1																	45	27,000		
		1E	2																	5	3,000		
WAE	"	1F	1																	15	9,000		
		1F	2																	5	3,000		
WBUS	"	1G	1																	30	18,000	1,500	1,500
		1G	2																	90	54,000	10,000	10,000
(FTP)		40	1																	10	6,000	500	500
		40	2				(10)	(10)												30	18,000	1,500	1,500
OPN OF SCH	2110.0000	10	1																	425	255,000	3,000	3,000
		10	2																	1,275	765,000	20,223	20,223
TOE	"	1A	2																				
ANC/AMSC	"	1B	2																	390	234,000	2,800	2,800
FTP	"	1C	1																	1,170	702,000	20,000	20,000
		1C	2																	25	15,000	200	200
FTT	"	1D	1																	75	45,000	223	223
		1D	2																	7	4,200		
PT	"	1E	1																	21	12,600		
		1E	2																	3	1,800		
WAE	"	1F	1																	9	5,400		
		1F	2																	30	18,000	1,500	1,500
WBUS	"	1G	1																	90	54,000	10,000	10,000
		1G	2																	30	18,000	2,800	2,800
(FTP)		40	1																	30	18,000	1,500	1,500
		40	2				(10)	(10)												30	18,000	1,500	1,500

REPLACES DA FORM 2153, 1 SEP 58, WHICH IS OBSOLETE.

Figure 2-1-Continued.

DA FORM 2153
1 NOV 60

MANPOWER UTILIZATION AND REQUIREMENTS (Including Personnel Positions Earnings) (AR 1-46)		MAJOR ACTIVITY TITLE		TO: (Include ZIP Code)		FROM: (Include ZIP Code)		REPORT'S CONTROL SYMBOL REPORT FOR PERIOD ENDING 30 Sep 19		NO. OF PAGES															
PART A - UTILIZATION		TRAINING ACTIVITIES		MILITARY AND DIRECT HIRE CIVILIAN		PERSONNEL NOT SUBJECT TO AUTHORIZATION VOUCHER		PERSONNEL UTILIZED		WORKLOAD		CIVILIAN MAN-MONTHS WORKED AND EARNINGS													
L I N E N O E	C O D E	MILITARY AUTHORIZATION		CIVILIAN AUTHORIZATION		STRENGTH		PERSONNEL UTILIZED		WORKLOAD		CIVILIAN MAN-MONTHS WORKED AND EARNINGS													
		OFF	WO	ENL	TOTAL	GRADED	TOTAL	OFF	WO	ENL	TOTAL	GRADED	TOTAL	OTHER	TOTAL	CONTRACT (OS Comd)	STRENGTH	PERSONNEL UTILIZED	WORKLOAD	CIVILIAN MAN-MONTHS WORKED AND EARNINGS					
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
TNG DEV PUB	2140.0000	10 1	25	5	20	85	85	-	-	-	-	-	75	45,000	225	135,000									
FTP		10 2											60	36,000	180	108,000									
FTT		1C 1											5	3,000	15	9,000									
PT		1C 2											8	4,800	24	14,400									
WAE		1D 1											2	1,200	6	3,600									
		1D 2																							
		1E 1																							
		1E 2																							
		1F 1																							
		1F 2																							

REPLACES DA FORM 2153, 1 SEP 59, WHICH IS OBSOLETE.

DA FORM 2153
1 NOV 60

Figure 2-1—Continued.

CHAPTER 3

INSTRUCTIONS FOR PART B (DA FORM 2153-1) (RCS CSFOR-78)

3-1. General. This part of the report provides each command or agency that receives a manpower voucher from Department of the Army a systematic means of presenting to the Department of the Army its estimate, analysis, and justification of manpower requirements. Thorough preparation and analysis of this report will facilitate planning and programming of manpower resources and equitable and economical allocation of manpower resources by Headquarters, Department of the Army, to reporting commands and agencies.

3-2. Data to be reported. ★*a. Line 1—Authorization and Utilization Data for the Current Quarter.* Authorization data includes military and civilian ceilings reflected on the Department of the Army Manpower Voucher. (For oversea commands, the total authorizations to be reported will equal the manpower voucher less military spaces programmed for TOE units.) Utilization data includes TOE support personnel, contract hire 28 personnel, and other personnel not subject to authorization used by the command or agency.

★*b. Line 2—Projected Requirements and Utilization Data for the Next Quarter.* Projected requirements represent the command or agency estimate of the military and civilian space authorizations required to obtain sufficient personnel to accomplish projected workloads for the succeeding quarter. Projected utilization represents the command or agency estimate of the number of TOE support personnel, contract hire 28 personnel, and other personnel not subject to authorization, planned to be used for the next quarter. For the purpose of this report, entries for projected requirements and utilization will be stated as plus or

minus adjustments to or from authorization and utilization data for the current quarter. Therefore, the net total for all plus and minus entries of projected requirements and utilization will represent the command's net increased requirements.

c. Activities to be reported. The data referred to in *a* and *b* above will be reported by the activity and related Army Manpower Structure Codes indicated in appendix A. These activities and applicable performance factors are identical with those used to report, performance data in Part A of this report, thus establishing comparability on an Army-wide basis for analysis of past performance and projected requirements.

3-3. Format. *a. Columnar headings.* DA Form 2153-1 is designed with double-header columns. The first row of column headings, line 1, is designed to show the authorization and utilization data for the current quarter. The second row, line 2, is designed to show the projected requirements and utilization data for the next quarter. Both lines 1 and 2 will be utilized for each entry of data applicable to an activity and its related Army Management Structure Code. Entries on line 2 for projected requirements and utilization data for the next quarter will be stated as plus or minus adjustments to or from the authorization and utilization data for the current quarter, line 1. However when these data are identical for the same activity entry, no column entries are required for line 2 except for Workload (col m). See example, figure 3-1.

b. Major activity listings. A separate page or pages of DA Form 2153-1 will be prepared for each major activity listed in appendix A.

Data will be reported for all applicable activities and functions. For "Period Ending" show the ending dates of the current and next quarter covered by the report.

3-4. Columnar entries. *a. Column a, Activity Title.* Applicable abbreviated titles from column 2, appendix A, will be entered in this column. The following parenthetical entries will be reported for each activity entry, when applicable, accompanied by data in other columns as indicated:

- (1) SFA (Special Foreign Activities—applicable only to CONUS reporting commands)—columns c through h.
- (2) ANC/AMSC (Army Nurse Corps and Army Medical Specialist Corps)—columns c and d.

b. Column b, Army Management Structure Code. Applicable codes from column 1, appendix A, will be entered in this column. Zeros past the decimal point need not be entered, for example: 9010.2 instead of 9010.20000.

★*c. Columns c through g Military and Direct-Hire Civilian Positions Subject to Manpower Voucher.* Enter applicable categories of total military and total direct-hire civilian personnel authorized by DA manpower voucher.

★*d. Column h, FTT—PT—WAE.* No entry required.

e. Column i, TOE Support. This column is applicable only to oversea commands. Enter the strength (man-month equivalents for personnel to be used part-time) of Operating Forces and Supporting Forces units to be utilized on support activities entered in column a.

f. Column j, Contract Hire, 28 (O/S Commands). Enter the total of contract hire 28-type personnel. Types of personnel included in this column are the same as those for column k, DA Form 2153 (para 2-6k); however, the

various types do not require separate identification.

g. Column k, Other Personnel. Enter the total of all "other personnel." Categories of personnel to be included in this column are the same as those for column l, DA Form 2153 (para 2-6l). Significant increases or decreases in the number estimated to be available for the next quarter will be explained in the narrative justification to accompany this report.

h. Column l, Total Personnel. Enter the total of columns c, g, h, i, j, and k. Both lines 1 and 2 will be completed for this item.

i. Column m, Workload. Enter the total projected workload for the last month of the quarter. Both lines 1 and 2 will be completed for this item. Any significant differences between the projected workload of other months of the quarter or the average for the quarter and the last month may be explained in the narrative justification.

- (1) The workload figures to be entered in this column are those for the Performance Factors in column 8, appendix A. Workloads for multiple Performance Factors designated by letters "b," "c," etc., in column 8, appendix A, will be reported on a supplemental listing.
- (2) The letter "M" indicating "units of thousands" will follow the workload figures to which applicable in both DA Form 2153-1 and the supplemental attachment. This letter will be placed in the last space, or the units position, of the workload column.

j. Columns n and o. These columns are designed for use at Headquarters, Department of the Army, and will be left blank.

3-5. Command totals. The first page of the

report will contain command or agency totals for items in the following order:

a. Line 1—Enter authorization and utilization data for the current quarter accompanied by applicable parenthetical entries listed in paragraph 3-4.

b. Line 2—Enter projected requirements and utilization data accompanied by applicable parenthetical entries listed in paragraph 3-4*a*. This line will be the net total of all, plus or minus entries of the major activity listings. See example, figure 3-1.

3-6. Analysis of projected requirements. To insure optimum utilization of manpower throughout the Army, all projected requirements must be based on thorough analyses made with a view to determining the minimum amount of manpower required to accomplish assigned missions as well as the most economical mix of personnel. The plus and minus entries of projected requirements will reflect changes in missions and workloads, results of manpower surveys and other management improvement studies, contractual arrangements, etc., as well as the anticipated availability of other personnel not subject to authorization.

3-7. Justification of increased requirements. DA Form 2153-1, as modified, is designed to maximize reporting of analytical-type information and to minimize the reporting volume of detailed, supplemental narrative justification for estimated increased requirements. To achieve this objective, the data reported on DA Form 2153-1 must be accurate, complete, and valid. To keep reporting of supplemental justification data to a minimum, only the data indicated in the following paragraphs will be reported.

a. For increases reflected on DA Form 2153-1 for an activity, the criteria below will be used to determine the extent and nature of supplemental justification data required. Normally, supplemental justification data should be reported only if one or more of the following situations exist:

- (1) The increase involves a new mission

or function. The justification should cite competent authority or directives for the new mission or function and include a brief description of the nature of the work to be done.

- (2) The increase in estimated manpower required in relation to the increase in workload (i.e., ratio of manpower to workload) deviates from past utilization experience of the reporting command for the same or similar functions. The justification should explain the requirement for additional manpower per work unit, i.e., duties not previously included, change in nature of function, capability of personnel, etc.
- (3) The increase in workload is large, or the increase in workload does not follow the general pattern of workloads being generated in other functions of the command by dominant workload generators such as population supported, training input, etc. The justification should explain the cause of the exceptional increase in workload, its expected duration, seasonal aspects involved, etc.
- (4) The increase in manpower spaces is due partly or wholly to withdrawal or decrease in the estimated number of "other personnel" to be available. The justification should identify the unit being withdrawn or otherwise explain the decrease in availability of "other personnel."

b. The justification required as determined by the criteria in *a* above, will be included on supplemental typewritten sheets with identity of the Activity Title, AMS code, and amount of estimated personnel increase.

c. Fund implications will be clearly stated. If additional funds are required for current quarter authorizations (line 1 data) or for future quarter requirements (line 2 data), these facts will be stated in the supplemental attachment noted above. Reference will be made to the proper AMS code in the report.

3-8. Feeder reports. Submitting agencies and commands will determine and prescribe internal methods, techniques, and formats for feeder reporting. DA Form 2153-1 may be used for feeder reporting if desired. In this connection, it should be noted that current data of the type

contained in this report are essential for proper internal manpower management.

3-9. Authentication. The signature, name, grade (if military), and title of the individual approving the report will be placed on the last page.

MANPOWER UTILIZATION AND REQUIREMENTS PART B - REQUIREMENTS (AR 1-46)		MAJOR ACTIVITY TITLE COMMAND TOTALS		TO (Include ZIP Code) ASSISTANT CHIEF OF STAFF FOR FORCE DEVELOPMENT, DEPARTMENT OF ARMY WASHINGTON, D. C. 20310		FROM: (Include ZIP Code) Major Command/Agency		REPORTS CONTROL SYMBOL CSFOR-78 REPORT FOR PERIOD ENDING 31 December 19		PAGE NO. 1 NO. OF PAGES 20					
ACTIVITY DESIGNATION	ACTIVITY TITLE	MILITARY AND DIRECT HIRE CIVILIAN PERSONNEL						RESERVED FOR USE BY DA							
		MILITARY			CIVILIAN			TOTAL PERSONNEL		WORKLOAD	RESERVED FOR USE BY DA				
		OFF	WO	TOTAL	ENL	FTPT	WAE	GRADED	TOTAL SUPPORT (OS Command)			CONTRACT HIRE '07 (OS Command)	OTHER PERSONNEL		
PROJECTED AUTHORIZATIONS FOR CURRENT QUARTER			PROJECTED AUTHORIZATIONS FOR NEXT QUARTER			UTILIZATION FOR CURRENT QUARTER		PROJECTED UTILIZATION FOR NEXT QUARTER							
1	2	OFF	WO	TOTAL	ENL	FTPT	WAE	GRADED	TOTAL	TOTAL	TOTAL	(C+G+H+I+J+K)	TOTAL	(C+G+H+I+J+K)	
2	1	OFF	WO	TOTAL	ENL	FTPT	WAE	GRADED	TOTAL	TOTAL	TOTAL	(C+G+H+I+J+K)	TOTAL	(C+G+H+I+J+K)	
1	15,000	1,000	200	13,800	8,000	300	50	300	50	12,000	200	35,550			
2	500	+ 50	+ 10	+ 440	+ 100	+ 10						610			
1	(200)	(200)													
2	(+10)	(+10)													
COMMAND TOTALS															
(ANC TOTALS)															

REPLACES PREVIOUS EDITION, WHICH IS OBSOLETE.

Figure 3-1

DA FORM 2153-1
1 NOV 88

MANPOWER UTILIZATION AND REQUIREMENTS PART B - REQUIREMENTS (AR 1-46)		MAJOR ACTIVITY TITLE		TO: (Include ZIP Code)		FROM: (Include ZIP Code)		REPORTS CONTROL SYMBOL CSFOR-78 REPORT FOR PERIOD ENDING		TRADE NO. NO. OF PAGES		
		TRAINING ACTIVITIES						2		20		
ACTIVITY DESIGNATION L N E	ACTIVITY TITLE a	AMS CODE b	MILITARY AND DIRECT HIRE CIVILIAN PERSONNEL				RESERVED FOR USE BY DA					
			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
PROJECTED AUTHORIZATIONS FOR CURRENT QUARTER			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
PROJECTED REQUIREMENTS FOR NEXT QUARTER			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
TOTAL			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
TOTAL			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
TOTAL			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
TOTAL			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
TOTAL			MILITARY		CIVILIAN		TOE SUPPORT (OS Commands)		OTHER PERSONNEL		WORKLOAD	
1	TRAINING ACTIVITIES	2100	100	10	890	50	10					
2			50	5	45	10	5					
1	(ANC)		(4)									
2			(+1)									
1	OPN OF SCHOOLS	2110	100	10	890	50	10					
2			50	5	45	10	5					
TOTAL			1,000	10	890	50	10					4,000
TOTAL			1,050	15	935	60	15					4,150
TOTAL			1,000	10	890	50	10					4,000
TOTAL			1,050	15	935	60	15					4,150

TYPED NAME, GRADE AND TITLE

SIGNATURE

REPLACES PREVIOUS EDITION, WHICH IS OBSOLETE.

Figure 3-1-Continued.

DA FORM 2153-1 NOV 65

CHAPTER 4

DATA PROCESSING INSTRUCTIONS

4-1. General. Feeder reports prepared on DA Form 2153a will be forwarded by the preparing agency to the data processing activity designated to furnish service to the agency. Prior to forwarding these feeder reports, the preparing agency will edit the report for validity and accuracy. Edits will be made to insure that the addition of data is correct and that the data is entered on the correct line and in the correct column of the report.

4-2. Preparation of punched cards. *a.* Upon receipt of the feeder reports referred to above, each report will be edited to eliminate obvious errors in addition and to check the validity of data prior to preparation of punched cards. The punched cards will be prepared in the format prescribed in appendix C. Three cards are required and are as follows:

- (1) Card No. 1 is prepared from the data entered on Line 1 of the feeder report (DA Form 2153a) and will reflect any entry made in columns a, b, c, e, f, g, h, i, o, p, and q. There should be no entries on line 1 under columns j, k, l, m, and n. The total authorized military strength (col d) will not be entered in the punched card.
- (2) Card No. 2 is prepared from data entered on line 2 of the feeder report (DA Form 2153a) and will reflect any entry made in columns a, b, c, e, f, g, h, i, j, k, l, m, and n. The total actual military strength (col d) will not be entered in the punched card.
- (3) Card No. 3 is prepared from data entered on line 2 of the feeder report under columns o, p, and q representing the cumulative totals indicated. Card columns 1 through 22 will

duplicate the data entered in Card No. 2. The card number (3) will be entered in card column 25.

b. The quarter for which the report is prepared will be identified by punching an "X" (11) over one of the following card columns:

- (1) First Quarter ----- Column 28
- (2) Second Quarter ----- Column 31
- (3) Third Quarter ----- Column 34
- (4) Fourth Quarter ----- Column 37

c. The following edit criteria will be used:

- (1) Card columns 1-2 will contain one of the appropriate two position command codes listed in appendix F.
- (2) Card columns 3-14 will consist of the Fund and Activity Identification abbreviated title. It will be left justified and limited to 12 spaces. The approved titles are listed in appendix A.
- (3) The Army Management Structure Code (ASMC) taken from appendix A entered in columns 15-22 will be right justified and limited to eight spaces.
- (4) When nonagency entries are required, the name will be left justified beginning in column 3 and the fund appropriation right justified beginning in column 22.
- ★(5) The Entry Code listed in appendix E will be entered in columns 23-24 of Cards No. 1, 2, and 3.
- (6) The appropriate card number will be entered in column 25 of Cards 1, 2, and 3.
- (7) The entry in card columns 28, 31, 34,

or 37, Cards No. 1, No. 2 and No. 3 must agree with the quarter being reported.

- (8) Edit each card filed in accordance with the criteria established in a(1), (2), and (3) above.
- (9) If the feeder report reflects the letter M in the last position of workload, the M will be entered in column No. 80 of Card No. 2. If the M is not reflected but the total number of digits exceed 7 (total card columns from 73-79), obtain correction from preparing agency.

d. After the punched cards have been prepared from the feeder reports, they will be merged controlling on Card Number, Entry

Code, and Activity and Fund Identification. At this point, the merged punched cards may be used to list the report in the final form or the cards summarized to provide summary punched cards for Headquarters, Department of the Army. The format for the summary punched cards will be as prescribed in appendix C.

4-3. Preparation of DA Form 2153 (Part A, Consolidated Report). After the records prescribed in paragraph 4-2 have been prepared, they will be used to prepare DA Form 2153. Figures 2-1 and 3-1 will be used as a guide in preparing the consolidated listing. The completed report and summary punched cards will be distributed in accordance with paragraph 1-6.

APPENDIX A

STRUCTURE OR MANPOWER UTILIZATION AND REQUIREMENTS REPORT

A-1. Appendix A contains the activity accounts and related information which will be used by commands and agencies in the preparation of CSFOR-78 reports. The accounts have been extracted from the Army Management Structure (AMS), and represent the applicable portions deemed necessary to fulfill the following purposes:

a. To provide the Department of the Army with the minimum data required to adequately review and analyze manpower utilization and to analyze and program manpower requirements for the support activities of the Army.

b. To provide commands and agencies that receive bulk authorizations of manpower by Manpower Vouchers a uniform means of presenting their estimates and justifications of bulk manpower requirements.

c. To provide at various echelons, including Headquarters, Department of the Army, the data required to equitably allocate bulk manpower spaces by Manpower Vouchers.

A-2. The format of appendix A consists of 8 columns.

a. Columns (1) and (2) respectively, list the AMS codes and abbreviated titles of the activities for which data are to be reported in Parts A and B of the 78 Report.

b. Columns (3) through (6), by the presence of an "X," show the items of data to be included in Part A:

- (1) Columns (3) through (5) relate only to the quarterly DA Form 2153 (Part A) report. Within these, columns (3) and (4) pertain to reporting of authorized and actual strengths; column

(5) to reporting of civilian cost data (man-months and dollars).

- ★(2) Column (6) relates only to the monthly partial report. The presence of an "X" means all elements of data—authorized, if applicable, and actual strength, man-months and dollars—will be shown.

c. Column (7) relates only to DA Form 21-53-1 (Part B). Required data will be reported for every account for which there is an "X" in this column.

d. Column (8) lists the performance factors applicable to Parts A and B. However, performance factors will not be reported in Part B for accounts without an "X" in column (7). Certain performance factors are followed by AMS codes in parentheses. This has been done whenever a performance factor for an AMS account is shown for a different account in this appendix. The codes in parentheses identify the AMS accounts which provide the definitions of the performance factors. Multiple performance factors are denoted by the letter "a" for the first PF, and "b" for the second. When only one performance factor is listed for an account, no letter designation is shown.

A-3. Although actual strengths are required for every appendix A account in which manpower is utilized, authorized strengths in the reports are required only at major activity level. This is so because Headquarters, Department of the Army, requires authorized strength data at broader activity levels than it does actual strength data. Subordinate command echelons may require authorized strength data at more details levels, or for each account for which actual strength data will be reported. To allow

for this and to avoid possible duplicate reporting within subordinate echelons, preparing commands and agencies are, therefore, granted the option of reporting authorized strength for accounts without an "X" in column (3).

A-4. The Army Management Structure has not yet been developed for "Civil Works," Corps of Engineers, which is denoted by the 0850 code series and for "Civil Defense," which is denoted by the 0400 code series. In addition, AMS Code 0030 will be used to report activities where nonagency funds are utilized.

A-5. The structure for the major activity, "Army Industrial Fund (AIF)," AMS Code 3000, is composed of two elements in appendix A. The first is a functional listing, representing totals by function of *all* AIF facilities combined within a command or agency. This listing will be prepared for Parts A and B of the report. The second is an installation listing, representing grand totals for individual AIF facilities. This listing will be prepared for Part A only. Operation and maintenance of facilities integral to AIF activities will be reported in this major activity and will be excluded from the "9000" code series of accounts in the Opera-

tion and Maintenance, Army, appropriation area.

<i>AMS Code</i>	<i>Major activity title</i>	<i>Page No.</i>
0030	Non-Agency Funds	A-3
0400	Civil Defense	A-4
0500	Promotion of Rifle Practice	A-5
0850	Civil Functions	A-6
0910	Military Assistance Program (MAP) ..	A-7
0950	Army Management Fund Activities ..	A-8
0970	Air Force Construction	A-9
1900	Military Family Housing	A-10
2000	Operating Forces	A-11
2100	Training Activities	A-12
2200	Central Supply Activities	A-14
★2300	Depot Materiel and Support Activities	A-16
★2400	Medical Service Activities	A-17
2500	Army-Wide Activities	A-18
2600	Army Reserve and ROTC	A-19
2800	Intelligence Activities	A-20
★2900	Army-Wide Communication and Photographic Agency	A-23
3000	Army Industrial Fund (AIF)	A-24
3700	Operation and Maintenance, Army National Guard	A-24.2
4000	Procurement of Equipment and Missiles, Army	A-24.3
5000	Research, Development, Test, and Evaluation	A-24.4
6000	Military Construction, Army	A-25
8500	Military Construction, Army National Guard	A-26
8600	Military Construction, Army Reserve ..	A-27
★9000	Base Operation	A-28

Major Activity: Non-Agency Funds—0030

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
(a)	N-Agcy fund ----- (a)	X	X	X	X	-----	

^a Enter the non-Army appropriation, i.e., 57X3400 (AF), 89X0103 (AEC). Identify the function, i.e., Research and Development, Construction, etc.

Major Activity: Civil Defense—0400

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
0400.0000	Civil Def -----	X	X	X	X	X	

Major Activity: Promotion of Rifle Practice—0500

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
0500.0000	Prom R Prac -----	X	X	X	X	X	

Major Activity: Civil Functions—0850

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
08——	Tot Civ Func -----	X	X	X	X	X	
0850.0000	Civ Wks CE -----	X	X	X	X	X	
0860.0000	Cem Act-SptS -----	X	X	X	X	X	★a. Number of Interments (0861.0000). ★b. Number of Grave Sites (0862.0000).
0870.0000	Ryukyu Isl -----	X	X	X	X	X	

Major Activity: Military Assistance Program (MAP)—0910

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
0910. 0000	MAP -----	X	X	X	X	X	Average Number of Students.
0911. L00	Supply Opns -----		X	X	X	X	
0911. L30	O-M Instal -----		X	X	X	X	
0911. L60	Log Mqt Exp -----		X	X	X	X	
09.11 L6B	Cen Control -----		X	X	X	X	
0912. N00	Training -----		X	X	X	X	
0912. N40	MAAG Tng Spt -----		X	X	X	X	
0915. R10	Intl Mil Hq -----		X	X	X	X	
0917. T00	Admin -----		X	X	X	X	
0917. T10	Adm Exp -----		X	X	X	X	
0917. T1A	Departmental -----		X	X	X	X	
0917. T1B	Maj Cmd Hq -----		X	X	X	X	
0917. T20	MAAG -----		X	X	X	X	
0917. T2A	Mil Miss Exp -----		X	X	X	X	
0917. T2B	CENTO -----		X	X	X	X	

Major Activity: Army Management Fund Activities—0950

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
0950.0000	Army Mgt Fnd -----	X	X	X	X	X	
0950.1000	Def Tel Svc -----		X	X	X	X	
0950.2000	Constr Eur -----		X	X	X	X	

Major Activity: Air Force Construction—0970

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
0970.0000	AF Constr -----	X	X	X	X	X	

Major Activity: Military Family Housing—1900

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
1900.0000	Mil Fam Hsg -----	X	X	X	X	X	Average number of Family Housing Units (1910.0000).
★1910.0000	Operations -----		X	X	X		
1920.0000	Mnt Rl Prop -----		X	X	X		

★Major Activity: Operating Forces—2000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2000.000	Optg Forces -----	X	X	X	X	X	
2009.0000	Base Opns -----		X	X			
2009.1000	Base Opn-GPF -----		X	X			
2009.2000	Base Opn-AD -----		X	X			
2020.0000	Gen Pur F -----		X	X	X	X	
2020.1000	Cbt Forces -----		X			X	
2020.2000	Cpt Spt F -----		X			X	
2020.3000	C Svs Spt F -----		X			X	
2020.3120	KSC -----		X	X	X	X	
2020.9000	Other Optg -----		X			X	
2030.0000	ARADCOM -----		X	X	X	X	
2040.0000	Fld Exer -----		X	X	X	X	
2050.0000	Sp Tac Act -----		X	X	X	X	
2050.1000	R-P Matches -----		X			X	
2050.2000	Cmb Dev Acty -----		X	X	X	X	
2050.3000	Class Proj -----		X				
2050.4000	Spt Allied F -----		X				

★Major Activity: Training Activities—2100

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
2100.0000	Tng Acty -----	X	X	X	X	X	
2109.0000	Base Opn Tng -----		X	X			
2110.0000	Spec Tng -----		X	X	X		Average Number of Resident Students.
2110.1111	Inf Sch -----		X			X	Do.
2110.1112	Inf OCS -----		X			X	Do.
2110.1121	Armor Sch -----		X			X	Do.
2110.1122	Armor OCS -----		X			X	Do.
2110.1131	Arty Msl Sch -----		X			X	Do.
2110.1132	Arty Msl OCS -----		X			X	Do.
2110.1133	Air Def Sch -----		X			X	Do.
2110.1141	WAC Sch -----		X			X	Do.
2110.1142	WAC OCS -----		X			X	Do.
2110.1160	CONARC Area -----		X			X	Do.
2110.1171	Warfare Sch -----		X			X	Do.
2110.1172	CA Sch -----		X			X	Do.
2110.1173	Intel Sch -----		X			X	Do.
2110.1174	Cbt Sur Sch -----		X			X	Do.
2110.1180	Br Immat OCS -----		X			X	Do.
2110.1210	Cml Sch -----		X			X	Do.
2110.1221	Eng Sch -----		X			X	Do.
2110.1222	Eng Sch OCS -----		X			X	Do.
2110.1231	Ord Sch -----		X			X	Do.
2110.1232	Ord M-M Sch -----		X			X	Do.
2110.1233	Ord OCS -----		X			X	Do.
2110.1241	QM Sch -----		X			X	Do.
2110.1242	QM OCS -----		X			X	Do.
2110.1251	Sig Sch -----		X			X	Do.
2110.1252	SE Sig Sch -----		X			X	Do.
2110.1253	Sig OCS -----		X			X	Do.
2110.1261	Trans Sch -----		X			X	Do.
2110.1262	Trans OCS -----		X			X	Do.
2110.1310	AG Sch -----		X			X	Do.
2110.1320	Chap Sch -----		X			X	Do.
2110.1330	Fin Sch -----		X			X	Do.
2110.1340	MP Sch -----		X			X	Do.
2110.1411	Log Mgt Cen -----		X			X	Do.
2110.1412	Jt Pkg T Cen -----		X			X	Do.
2110.1413	NMP & R Crse -----		X			X	Do.
2110.1510	JAG Sch -----		X			X	Do.
2110.1541	Oversea Area -----		X			X	Do.
2110.1542	Nuc PP Trng -----		X			X	Do.
2110.1543	Europe-Sch -----		X			X	Do.
2110.1544	Seven ACA Sch -----		X			X	Do.
2110.1545	Seven NCO -----		X			X	Do.
2110.1610	Def Lang Ins -----		X	X	X	X	Do.
2120.0000	Svc Academy -----		X	X	X	X	Do.
2120.1000	US Mil Acad -----		X	X	X	X	Average Number of Cadets.
2120.2000	USMA Prep Sch -----		X	X	X	X	Average Number of Resident Students.
2130.0000	Prof Educ -----		X	X	X	X	Do.
2130.1100	C-GS Coll -----		X	X	X	X	Do.
2130.1200	War College -----		X	X	X	X	Do.

★Major Activity: Training Activities—2100—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
2130.1300	Mgmt School -----		X	X	X	X	Do.
2130.2010	Def Info Sch -----		X	X	X	X	Do.
2130.2020	Nat'l War Coll -----		X	X	X	X	Do.
2130.2030	Ind Coll AF -----		X	X	X	X	Do.
2130.2040	Other Svcs -----		X			X	
2140.0000	Tng Dev Pub -----		X	X	X	X	
2150.0000	Recruit Tng -----		X	X	X	X	
							a. Average Active Army Training Load.
							b. Average Reserve Components Training Load.
2150.1000	Tng Centers -----		X			X	Do.
2150.1110	Ft Bliss -----		X				Do.
2150.1120	Ft Dix -----		X				Do.
2150.1130	Ft Gordon -----		X				Do.
2150.1140	Ft Sam Houston -----		X				Do.
2150.1150	Ft Jackson -----		X				Do.
2150.1160	Ft Knox -----		X				Do.
2150.1170	Ft McClellan -----		X				Do.
2150.1180	Ft Ord -----		X				Do.
2150.1190	Ft Polk -----		X				Do.
2150.1210	Ft Sill -----		X				Do.
2150.1220	Ft Leon Wood -----		X				Do.
2150.1230	Ft Benning -----		X				Do.
2150.1240	Ft Bragg -----		X				Do.
2150.1250	Ft Lewis -----		X				Do.
2150.1260	Ft Campbell -----		X				Do.
2150.1270	Ft Huachuca -----		X				Do.
2160.0000	Flight Tng -----		X	X	X	X	Average Number of Resident Students.
2160.1100	Avn Sch -----		X				Do.
2160.1200	Heli School -----		X				Do.
2160.1300	Avn Elmt -----		X				Do.

★Major Activity: Central Supply Activities—2200

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
2200.0000	Cen Sup Acty -----	X	X	X	X	X	Line Items Processed M \$ Value of Procurement Actions Proc- essed.
2210.0000	Cen Proc Act -----		X	X	X	X	
2210.1000	Proc Opns -----		X				
2210.1100	Proc Plans -----		X				
2210.1200	Contr Execut -----		X				
2210.1900	Overall Mgmt -----		X				Number of Contracts.
2210.2000	Contr-Admin -----		X				
2210.2100	Production -----		X				
2210.2200	Contr-Mgmt -----		X				
2210.2300	Quality Assur -----		X				
2210.2310	Accept Insp -----		X				M \$ Value of Materiel Inspected and Re- leased. Number of Inspection Reviews Performed. Number of Tests Performed.
2210.2320	Product Qual -----		X				
2210.2330	Accept Test -----		X				
2210.2900	Overall CM -----		X				
2209.0000	Base Opn -----		X	X			
2209.1000	Base Opn-CSA -----		X	X			
2209.2000	Base Opn-PD -----		X	X			
2220.0000	Supply Depot -----		X	X	X	X	a. Number of Short Tons. b. Number Line Items Received.
2220.1000	Stor & Wareh -----		X				
2220.1100	Receipt -----		X				
2220.1200	Pack-Issue -----		X				
2220.1210	Packing -----		X				
2220.1220	Bulk Issue -----		X				a. Number Short Tons. b. Number Line Items Removed from Storage. Line Items Removed from Bin Storage. a. Number of Short Tons. b. Line Items Shipped.
2220.1230	Bin Issue -----		X				
2220.1240	Shipping -----		X				
2220.1290	Pack-Issue Spt -----		X				
2220.1300	Storage Spt -----		X				
2220.1400	Other Storage -----		X				
2220.1900	G Sto & WH Spt -----		X				
2220.2000	Stock Control -----		X				
2220.3000	Traffic Mgmt -----		X				
2220.9000	Overall S D Spt -----		X				
2230.0000	Sup Mgt Opns -----		X	X	X	X	Number Items Managed. Number of FSN's. a. Number Items Recommended for Reten- tion. b. Number Items Recommended for Elim- ination. a. Number Items in Stock (2230.4200). b. Number Line Items Received (2230.- 4200). c. Number Line Items Other (2230.4200).
2230.1000	Commod Mgt -----		X				
2230.2000	Cataloging -----		X				
2230.3000	Sup Standard -----		X				
2230.4000	Stock Control -----		X				
2230.9000	Inv Con Spt -----		X				
2240.0000	Ind Prep Opns -----		X	X	X	X	

★Major Activity: Central Supply Activities—2200—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2240.1000	Res Ind Plt -----		X				
2240.2000	Res Ind Eq -----		X				
2240.3000	Ind Prep Plan -----		X				
2240.3100	Emer Prod R&S -----		X				
2240.3200	Prep Plan Mes -----		X				
2240.9000	Overall M&S -----		X				
2250.0000	Transp Svc -----		X	X	X	X	
2250.1000	Transp -----		X				
2250.2000	Opn P-T Ind -----		X				a. Measurement Tons (2250.2100). b. Number of Passengers (2250.2200).
2250.3000	Opn P-T N-I -----		X				
2260.0000	Mil Trf Mgt -----		X	X	X	X	
2260.1000	Mil Trf -----		X				
2260.2000	Transp Engr -----		X				
2270.0000	Other Log -----		X	X	X	X	
2280.0000	Log Control -----		X	X	X	X	
2280.2000	Disper Acty -----		X				
2280.3000	Proj Mgrs -----		X				
2290.0000	Excess Prop -----		X	X	X	X	
2290.1000	Demilitrztm -----		X			X	Short Tons Demilitarized.
2290.2000	Disposal -----		X				
2290.4000	Mnt Forest A -----		X			X	Acres.
2290.5000	Disp Timber -----		X				
2280.1000	Mid Mgt Cmd -----		X				

★Major Activity: Depot Materiel and Support Activities—2300

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2300.0000	Dep Mat Mtce -----	X	X	X	X	X	
23X0.0000	Wpns/Sys Mt:						
23X0.1030	Acft -----		X	X	X	X	NROF Items, Codes A-J (23X0.1031-1036).
23X0.1080	Auto Eq -----		X	X	X	X	NROF (23X0.1081-1082).
23X0.1090	Cbt Veh -----		X	X	X	X	NROF (23X0.1090-1094).
23X0.1100	Constr Eq -----		X	X	X	X	NROF (23X0.1101-1102).
23X0.1120	Elect-Commun -----		X	X			NROF (23X0.1121-1122).
23X0.1130	Missile Sys -----		X	X			NROF (23X0.1131-1136).
23X0.1140	Ships -----		X	X	X	X	NROF (23X0.1141-1148).
23X0.1160	Armament -----		X	X	X	X	NROF (23X0.1161-1162).
23X0.1170	Rail Eq -----		X	X	X	X	NROF (23X0.1171-1172).
23X0.1180	Gen Eq -----		X	X	X	X	NROF (23X0.1181-1182).
23X0.1200	Commod Gps -----		X	X	X	X	NROF (23X0.1200).
23K0.1900	Mat Spt -----		X	X	X	X	
23L0.1020	Mtce Spt Svc -----		X	X	X	X	
23Z9.0000	Base Opn -----		X	X			

★Major Activity: Medical Service Activities—2400

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
2400.0000	Med Svc Acty	X	X	X	X		
2409.0000	Base Opn		X	X			
2409.1000	Base Opn		X	X			
2409.2000	Base Opn-MC		X	X			
2409.3000	BO - USAEHA		X	X			
2410.0000	Off TSG		X	X	X	X	
2420.0000	Patient A F		X	X	X	X	
2420.1000	Medical Care		X			X	Medical Care Composite Unit.
2420.1200	Hospitiliz		X				Hospitalization Composite Unit.
2420.1300	Clin & Disp		X				Augmented Daily Clinic/Dispensary Visits.
2420.1600	Food Svc		X				Rations Served.
2420.2000	Dental Care		X			X	Dental Treatments.
2420.3000	Medical Cen		X	X		X	Medical Care Composite Unit.
2420.4000	Med Ctr Den		X			X	Dental Treatments.
2430.0000	Heal-NA-Fac		X	X	X	X	
2440.0000	Heal-Exec Ag		X	X	X	X	
2450.0000	Med Training		X	X	X	X	
2450.2000	Tng-AMEDS		X			X	Average Number of Resident Students.
2450.8000	Consultants		X			X	Man-Days.
2450.9000	Misc Tng		X				
2460.0000	AFEES		X	X	X	X	Examinations.
2470.0000	O Med Acty		X	X	X	X	
2470.1000	A Med Lab		X				Numbers of Tests or Procedures.
2470.2000	Optical Fab		X				
2470.3000	Cont Disease		X				
2470.4000	Vet Svc		X				
2470.5000	Dent Acty		X				Prosthetic Units.
2470.8000	R Misc		X				
2470.9000	Non-R Misc		X				

★Major Activity: Army-Wide Activities—2500

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2500.0000	A-W Acty -----	X	X	X	X	X	
2509.0000	Base Opn -----		X	X			
2509.1000	Base Opn—FC -----		X	X			
2509.2000	Base Opn—RD -----		X	X			
2510.0000	Dept HQ -----		X	X	X	X	
2520.0000	Fld Cmd HQ -----		X	X	X	X	
2530.0000	P-P Spt Svc -----		X	X	X	X	
2530.1000	Rec & Examin -----		X				
2530.1100	Rec Acty -----		X	X			Number of Persons Recruited.
2530.1200	AFEE Acty -----		X	X			a. Number of Persons Examined. b. Number of Persons Inducted.
2530.2000	Pers Spt -----		X	X			
2530.2100	Pers Cntrs -----		X	X			Number of Personnel Handled.
2530.2200	Welfare Svc -----		X	X			
2530.2300	Disp Remains -----		X	X			Number of Remains Processed.
2530.2400	Disc Bks -----		X	X			Average Prisoner Strength.
2530.2500	Env Eval Ctr -----		X	X			
2540.0000	Educ of Dep -----		X	X	X	X	Average Membership.
2580.0000	Adminis -----		X	X	X	X	
2580.1000	Intl-Jt Acty -----		X				
2580.1100	Intl Mil HQ -----		X			X	
2580.1200	Jt HQ -----		X				
2580.1300	Oth Ag & Bdx -----		X				
2580.2000	Hqs Spt -----		X			X	
2580.2100	AF Courier -----		X				
2580.2120	Heraldic Act -----		X				
2580.2130	Info Act -----		X				
2580.2140	JAG Act -----		X				
2580.2150	DCSPER Act -----		X				
2580.2160	Engr Act -----		X				
2580.2170	Data Spt Act -----		X				
2580.2180	Cost Anal -----		X				
2580.2190	Oth Hq Fld -----		X				
2580.2300	Adm-Pub Ctr -----		X				
2580.2400	Fin & Audit -----		X	X	X	X	
2580.2410	Finance Svc -----		X	X	X	X	M Number of Allotment Accounts in Effect.
2580.2420	Audit Svc -----		X	X	X	X	Number of Audit Man-Days.
2580.2500	DC Spt Svc -----		X	X	X	X	
2580.2900	Oth Spt Svc -----		X				
2580.3000	Admin Bds -----		X				
2580.0000	Jt Projects -----		X	X	X	X	
2590.1100	DA Missions -----		X			X	
2590.1200	Mil Groups -----		X			X	
2590.2000	Inter-Am Rel -----		X			X	
2590.3000	Jt Hq Opn -----		X			X	
2590.4000	Hq DA Cmd/Con -----		X				

★Major Activity: Army Reserve and ROTC—2600

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report		
		Strength		Civ costs			
		Author-ized	Actual				
(3)	(4)	(5)	(6)				
2600.0000	AR-ROTC -----		X	X	X	X	Number of Personnel Administered.
2609.0000	Base Opn -----		X	X			
2610.0000	Res-ROTC Adm -----		X	X	X	X	
2610.1000	Hq-Res -----		X			X	
2610.1100	Hq Opn -----		X				Number of Company or Equivalent Size Units.
2610.1200	Advisor Acty -----		X				
2610.1900	Other Hq Opn -----		X				
2610.2000	I/R Publicity -----		X			X	Number of Reservists Engaged in Reserve Duty Training.
2620.0000	Re D Tng Act -----		X	X	X	X	
2620.1000	Opn/Tng Act -----		X			X	Number of Units (Battalion and Larger). Do. Do. a. Number of Units with Strength over 49. b. Number of Units with Strength over 124.
2620.1100	Stf Adm Asst -----		X				
2620.1200	Stf Tng Asst -----		X				
2620.1300	Stf Adm Spec -----		X				
2620.1400	Adm Sup Tech -----		X				Maintenance Equivalents of Equipment Maintained.
2620.1500	Maint Tech -----		X				
2630.0000	Act-Du Tng -----		X	X	X	X	Total Accessions.
2630.1000	Op-Tng Acty -----		X				ROTC Enrollment Strength.
2640.0000	ROTC Acty -----		X	X	X	X	
2640.1000	Pers Spt -----		X				Number of Junior Division Students.
2640.1100	Jr Div Tng -----		X				
2640.1200	Sr Div Tng -----		X				Number of Senior Division Students.
2640.8000	Summer Tng -----		X				Total Accessions.

★Major Activity: Intelligence Activities—2800

Note. A consolidation of titles and definitions for these codes is classified. Refer to AR 37-100-68-1, Intelligence Activities for listing of activities. A document bearing the name of a single unit or activity and its assigned fiscal code will be classified according to the sensitivity of the information contained therein. Unclassified reports which list a series of intelligence units/activities will reflect only the code numbers listed herein and not the activity titles.

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Authorized (3)	Actual (4)				
2800.0000	-----	X	X	X	X	X	
.xxx7	-----						
2809.0000	-----		X	X			
2809.1000	-----		X	X			
2809.2000	-----		X	X			
2860.0000	-----		X	X	X		
2860.1000	-----		X	X			
2860.1110	-----		X	X			
2860.1120	-----						
2860.1130	-----						
2860.1140	-----						
2860.1190	-----						
2860.1200	-----		X	X			
2860.1400	-----		X	X			
2860.1410	-----		X	X			
2860.1420	-----		X	X			
2860.1430	-----		X	X			
2860.1500	-----		X	X			
2860.1510	-----		X	X			
2860.1520	-----		X	X			
2860.1530	-----		X	X			
2860.1600	-----		X	X			
2860.1700	-----		X	X			
2860.1800	-----		X	X			
2860.1900	-----		X	X			
2860.2000	-----		X	X			
2860.2100	-----		X	X			
2860.2900	-----		X	X			
2860.3000	-----		X	X			
2860.3100	-----		X	X			
2860.3110	-----		X	X			
2860.3120	-----		X	X			
2860.3190	-----		X	X			
2860.3191	-----		X	X			
2860.3192	-----		X	X			
2860.3193	-----		X	X			
2860.3194	-----		X	X			
2860.3195	-----		X	X			
2860.3200	-----		X	X			
2860.3210	-----		X	X			
2860.3220	-----		X	X			
2860.3290	-----		X	X			
2860.5000	-----		X	X			
2860.5100	-----		X	X			
2860.5200	-----		X	X			
2860.5300	-----		X	X			
2860.6000	-----		X	X			
2860.6100	-----		X	X			

★Major Activity: Intelligence Activities—2800—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2860.6110			X	X			
2860.6120			X	X			
2860.6130							
2860.6200			X	X			
2860.7000			X	X			
2860.7100			X	X			
2860.7110			X	X			
2860.7120			X	X			
2860.7190			X	X			
2860.7200			X	X			
2860.7210			X	X			
2860.7220			X	X			
2860.7250			X	X			
2860.7290			X	X			
2860.7291			X	X			
2860.7292							
2860.7300			X	X			
2860.7400			X	X			
2860.7500			X	X			
2860.7600			X	X			
2860.7610			X	X			
2860.7620			X	X			
2860.7630			X	X			
2860.7700			X	X			
2860.8000			X	X			
2860.8100			X	X			
2860.8110			X	X			
2860.8120			X	X			
2860.8130			X	X			
2860.8200			X	X			
2860.8210			X	X			
2860.8220			X	X			
2860.8221			X	X			
2860.8222			X	X			
2860.8223			X	X			
2860.8230			X	X			
2860.8231							
2860.8239			X	X			
2860.8240			X	X			
2860.8241			X	X			
2860.8242			X	X			
2860.8243			X	X			
2860.8250			X	X			
2860.8260			X	X			
2860.8261			X	X			
2860.8262			X	X			
2860.8290							
2860.9000			X	X			
2860.9100			X	X			
2860.9110			X	X			
2860.9120			X	X			

★Major Activity: Intelligence Activities—2800—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2860.9130	-----		X	X			
2860.9190	-----		X	X			
2860.9200	-----		X	X			
2860.9210	-----		X	X			
2860.9290	-----		X	X			
2860.9300	-----		X	X			
2860.9310	-----		X	X			
2860.9320	-----		X	X			
2860.9400	-----		X	X			
2860.9500	-----		X	X			
2860.9510	-----		X	X			
2860.9520	-----		X	X			
2860.9590	-----		X	X			
2860.9600	-----		X	X			
2860.9700	-----		X	X			
2870.0000	-----		X	X	X		
2880.0000	-----		X	X	X		
2881.0000	-----		X	X			
2882.0000	-----		X	X			
2885.0000	-----		X	X			
2888.0000	-----						

★Major Activity: Army-Wide Communications and Photographic Agency—2900

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
2900.0000	Comm-Photo -----	X	X	X	X	X	M Number of Messages Transmitted and Received. Number of Messages Transmitted. M Prints Processed.
2900.0000	Base Opn -----		X	X			
2900.1000	BO - ANMCC -----		X	X			
2900.2000	Base Opn—WCR -----		X	X			
2910.0000	STARCOM -----		X	X	X	X	
2910.1000	Opn & Maint -----		X				
2910.3000	Installation -----		X				
2910.4000	Comm Refile -----		X				
2910.9000	Oth STARCOM -----		X				
2920.0000	Audio Visual -----		X	X	X	X	
2930.0000	NMCS -----		X	X	X	X	
2930.1000	Alt NMCS -----		X				
2930.1100	Opn & Maint -----		X				
2930.1300	Installation -----		X				
2930.1400	ANMC/Log Spt -----		X				
2930.2000	DUCC -----		X				
2930.3000	NMCS A-Wide -----		X				
2940.0000	Special Acty -----		X	X	X	X	
2950.0000	DSSCS -----		X	X	X	X	
2950.1000	CRITICOMM -----		X				
2950.2000	SPINTCOMM -----		X				

★Major Activity: Army Industrial Fund (AIF)—3000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
	<i>Functional Listing</i>						
3000.0000	AIF -----	X	X	X	X	X	
3000.1900	Mil Fam Hsg -----		X	X		X	
3000.2000	Optg Forces -----		X	X		X	
3000.2100	Tng Acty -----		X	X		X	Average Number of Resident Students.
3000.2200	Gen Sup Acty -----		X	X		X	
3000.2210	Proc Opns -----		X	X			a. Line Items Processed. b. M \$ Value of Procurement Actions Processed.
3000.2220	Supply Depot -----		X	X			
3000.2230	Sup Mgt Opns -----		X	X			
3000.2240	Ind Prep Opn -----		X	X			
3000.2250	Transp Svc -----		X	X			
3000.2260	Mil Trf Mgt -----		X	X			
3000.2270	Other Log -----		X	X			
3000.2280	Log Control -----		X	X			
3000.2290	Excess Prop -----		X	X			Short Tons Demilitarized.
3000.2300	Dep Mat Mtce -----		X	X		X	
3000.2400	Med Svc Acty -----		X	X		X	a. Medical Care Composite Units. b. Dental Treatments.
3000.2500	A-W Acty -----		X	X		X	
3000.2800	Intel Acty -----		X	X	X	X	
3000.2900	Comm-Photo -----		X	X		X	
3000.4000	Manufacture -----		X	X		X	
3000.5000	RDTE -----		X	X	X	X	
3000.6200	Printing Svc -----		X	X		X	a. M Number of Sheets Printed. b. M Number of Sheets Reproduced.
3000.8000	Other Acty -----		X	X		X	
3000.9000	Base Opns -----		X	X		X	
3000.9100	Supply Opn -----		X	X		X	Population Served.
3000.9110	Post Supply -----					X	M Number of Line Items Processed.
3000.9200	Mnt Materiel -----		X	X		X	
3000.9300	Pers Spt -----		X	X		X	
3000.9400	Base Services -----		X	X		X	
3000.9420	Comm-Photo -----		X	X		X	
3000.9430	Trans Svc -----		X	X			
3000.9431	Adm Motor Svc -----		X	X			a. M Miles Driven by Assigned Drivers. b. Number of Vehicles Maintained. Documents Processed.
3000.9432	Transp Opns -----		X	X			Number of Operating Units.
3000.9433	Rail Svc -----		X	X			Number of Watercraft.
3000.9434	Watercft Svc -----		X	X			
3000.9440	Food Program -----		X	X			
3000.9441	Issue Comsy -----		X	X			M \$ Amount of Issues.
3000.9442	Bakeries -----		X	X			M Pounds Baked.
3000.9443	Meat Proc -----		X	X			a. M Pounds of Meat Processed. b. M Pounds of Fat Rendered.
3000.9444	Opn Messes -----		X	X			M Meals Served.
3000.9445	Pastry Kitch -----		X	X			M Servings Baked.
3000.9446	Comsy Stores -----		X	X			M Value of Sales.
3000.9450	Ldry-DC Svc -----		X	X			a. M Pieces Laundry Processed. b. M Pieces Dry-Cleaning Processed.

★Major Activity: Army Industrial Fund (AIF)—3000—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report		
		Strength		Civ costs			
		Author-ized (3)	Actual (4)				
3000.9500	Opn Util -----		X	X		X	Population Served. M Square Feet.
3000.9600	Mnt-Rea Prop -----		X	X		X	
3000.9700	Minor Constr -----		X	X		X	
3000.9800	Other Eng Sv -----		X	X		X	
3000.9900	Adminis -----		X	X		X	
3000.9920	Cmd Info -----		X	X			
3000.9930	Pres of Ord -----		X	X			
3000.9931	MP Opn -----		X	X			Population Served. Population Served. Population Served. Number of 8-hour one-man Posts or Patrols.
3000.8100	Pic Opn -----		X			X	a. Production Reels Produced. b. M Feet Motion Picture Film Processed.
	<i>Installation listing</i>						
3350.0000	MTMTS -----		X	X	X	X	
3351.0000	MTMTS East A -----		X	X	X		
3352.0000	MTMTS West A -----		X	X	X		
3353.0000	Hq MTMTS -----		X	X	X		
3354.0000	Transp Engr -----		X	X	X		
3601.0000	Diamond Lab -----		X	X	X		
3602.0000	A Pic Cen -----		X	X	X		
3603.0000	Watertown -----		X	X	X		
3611.0000	Atlanta Dep -----		X	X	X		
3612.0000	Lex-B-G Dep -----		X	X	X		
3613.0000	Richmond Cen -----		X	X	X		
3614.0000	Tooele Dep -----		X	X	X		
3631.0000	Redstone -----		X	X	X		
3651.0000	Frankford -----		X	X	X		
3652.0000	Picatinny -----		X	X	X		
3653.0000	Pine Bluff -----		X	X	X		
3654.0000	Rocky Mount -----		X	X	X		
3655.0000	Edgewood -----		X	X	X		
3656.0000	Ft Detrick -----		X	X	X		
3661.0000	Watervliet -----		X	X	X		
3662.0000	Springfield -----		X	X	X		
3663.0000	Rock Island -----		X	X	X		
3671.0000	Aberdeen PG -----		X	X	X		
3672.0000	Dugway PG -----		X	X	X		

Major Activity: Operation and Maintenance, Army National Guard—3700

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
★3700.0000	Army NG Opn ----	X	X	X	X	X	
3739.0000	O&M Facil -----	X	X	X	X	X	
3741.0000	NGB Acty -----	X	X	X	X	X	

Major Activity: Procurement of Equipment and Missiles, Army—4000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report		
		Strength		Civ costs			
		Author-ized	Actual				
(3)	(4)	(5)	(6)	(7)	(8)		
4 ———	Total PEMA -----	X	X	X	X	X	
4000.0000	Aircraft -----		X	X	X		
4100.0000	Acft Repair -----		X	X	X		
4200.0000	Missiles -----		X	X	X		
4400.0000	Wpn-Cbt Veh -----		X	X	X		
4500.0000	Tac-Spt Veh -----		X	X	X		
4600.0000	Comm-Elect -----		X	X	X		
4700.0000	Oth Spt Eq -----		X	X	X		
4800.0000	Ammo -----		X	X	X		
4900.0000	Prod-B Spt -----		X	X	X		

Major Activity: Research, Development, Test and Evaluation—5000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
5	Total RDTE -----	X	X	X	X	X	
5000.0000	Mil Science -----		X	X	X	X	
5100.0000	Aircraft -----		X	X	X	X	
5200.0000	Msl-Rel Eq -----		X	X	X	X	
5300.0000	Astronautics -----		X	X	X	X	
5400.0000	Ships-Craft -----		X	X	X	X	
5500.0000	Ord Veh -----		X	X	X	X	
5600.0000	Other Equip -----		X	X	X	X	
5700.0000	Fac-Inst Spt -----		X	X	X	X	
★5710.0000	Hq Cmd Adm -----		X	X		X	Population Served (9090.0000).
★5720.0000	Loc Wel Act -----		X	X		X	Population Served (9030.0000).
5760.0000	Minor Constr -----		X	X		X	
5770.0000	Loc M-M Fac -----		X	X		X	M Square Feet (9030.0000).
5780.0000	Civ Tng Pool -----		X	X	X	X	
5900.0000	Reimb Orders -----		X	X	X		

Major Activity: Military Construction, Army—6000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
6000.0000	Mil Con Army -----	X	X	X	X	X	
6100.0000	Maj Constr -----		X	X			
6300.0000	Planning -----		X	X			
6500.0000	Capehart Hsg -----		X	X	X		
6600.0000	Minor Constr -----		X	X			
6700.0000	Reim Constr -----		X	X			

Major Activity: Military Construction, Army National Guard—8500

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
8500.0000	Mil Const NG -----	X	X	X	X	X	

Major Activity: Military Construction, Army Reserve—8600

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
8600.0000	Mil Const AR -----	X	X	X	X	X	

★Major Activity: Base Operation—9000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
9000.0000	Base Opn -----	X	X	X	X	X	Population Served. M Number of Line Items Processed.
9010.0000	Supply Opn -----		X	X	X	X	
9010.1000	Post Supply -----		X			X	
9010.2000	Self Svc Ctr -----		X				M \$ Value of Sales.
9010.3000	Clo Sale Sto -----		X				M \$ Value of Sales and Issue.
9010.4000	Purch-Cntr -----		X				a. Procurement Actions. b. M \$ Value.
9010.5000	Clo Iss Pts -----		X				M \$ Value of Issues.
9020.0000	Mnt Materiel -----		X	X	X	X	a. M Number End Items Processed. b. M Number of All Other Items Pro- cessed. Same as 9020.1100. Same as 9020.1100.
9020.1000	Wpns-Spt Sys -----		X			X	
9020.1100	Aircraft -----		X				
9020.1200	Auto Equip -----		X				
9020.1300	Cbt Vehicles -----		X				
9020.1400	Constr Equip -----		X				
9020.1500	El-Comm Eqp -----		X				
9020.1600	Msl Sys -----		X				
9020.1700	Armament -----		X				
9020.1800	Rail Equip -----		X				
9020.1900	Gen Equip -----		X				
9020.2000	Commod Gps -----		X				
9030.0000	Pers Spt -----		X	X	X	X	Population Served.
9030.1000	Chap Acty -----		X				Population Served.
9030.2000	Info Acty -----		X	X			Population Served.
9030.2100	R&TV Fac -----		X				Population Served.
9030.2110	Opn R&TV Fac -----		X				Population Served. Population Served. Population Served. Population Served. Military Population Served. Military Population Served. Population Served. Hours of Educational Service. Hours of Educational Service. Hours of Educational Service. Hours of Educational Service.
9030.2120	Mnt R&TV Fac -----		X				
9030.2200	A Newspapers -----		X				
9030.2300	Publications -----		X				
9030.2400	Cmd Info Instr -----		X				
9030.3000	Sp Svc Acty -----		X	X			
9030.4000	Commun Svc -----		X	X			
9030.5000	Educ Devel -----		X	X			
9030.5100	Educ Ctr -----		X	X			
9030.5200	Tuition Asst -----		X	X			
9030.5300	USAFI(OS) -----		X	X			
9040.0000	Base Services -----		X	X	X	X	Hours of Aircraft Operation. Hours Airfield in Operation. Number Transient Aircraft Supported. M Number Negative Equivalents. a. Number Items Loaned or Maintained. b. Number of Trainees.
9040.1000	Avn Act Spt -----		X	X	X	X	
9040.1100	Op AF & HLPT -----		X				
9040.1200	Trans AC Spt -----		X				
9040.2000	Comm-Photo -----		X	X			
9040.2100	Comm Svcs -----		X	X			
9040.2110	Instal Wire -----		X	X			
9040.2120	O&M Wire -----		X	X			
9040.2130	Instal Radio -----		X	X			
9040.2140	O&M Radio -----		X	X			
9040.2200	Photo Svc -----		X	X			
9040.2210	Film Equip -----		X	X			
9040.2220	Photo Facil -----		X	X			M Number Negative Equivalents.

Major Activity: Base Operation—9000—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
9040.2300	TV Fac -----		X	X			Hours of Operation.
9040.3000	Trans Svc -----		X				
9040.3100	Adm Motor Svc -----		X				Population Served.
9040.3110	Veh Opn -----		X				M Miles Driven by Assigned Drivers.
9040.3120	Veh Maint -----		X				Number of Vehicles.
9040.3200	Transp Opns -----		X				Documents Processed.
9040.3300	Rail Svc -----		X				Number of Operating Units.
9040.3400	Watercft Svc -----		X				Number of Watercraft.
9040.3500	Mvt Hshld Goods -----		X				Number of Personnel Assigned.
9040.4000	Food Program -----		X	X			
9040.4100	Issue Comsy -----		X	X			M \$ Amount Issues.
9040.4200	Bakeries -----		X	X			M Pounds Baked.
9040.4300	Meat Proc -----		X	X			a. M Pounds Meat Processed.
							b. M Pounds of Fat Rendered.
9040.4400	Opn Messes -----		X	X			M Meals Served.
9040.4500	Pastry Kitch -----		X	X			M Servings Baked.
9040.4600	Comsy Stores -----		X	X			M \$ Value of Sales.
9040.5000	Ldry-DC Svc -----		X	X			a. M Pieces Laundry Processed.
							b. M Pieces Dry-Cleaning Processed.
9040.5100	Ldry Svc -----		X	X			M Pieces Laundry Processed.
9040.5200	Dry-Clean Svc -----		X	X			M Pieces Dry-Cleaning Processed.
9050.0000	Opn Util -----		X	X	X	X	Population Served.
9060.0000	Mnt-Rea Prop -----		X	X	X	X	M Square Feet.
9060.1000	Util Sys -----		X				
9060.2000	Buildings -----		X				M Square Feet.
9060.3000	Grounds -----		X				Acres.
9060.4000	Railroads -----		X				
9060.5000	Surface Ar -----		X				M Square Yards.
9060.6000	Spec Eq -----		X				
9060.8000	Inactive Fac -----		X				M Square Feet.
9070.0000	Minor Constr -----		X	X	X	X	
9080.0000	Other Eng Sv -----		X	X	X	X	
9080.1000	Fire Prev -----		X				
9080.2000	Refuse Disp -----		X				
9080.3000	Entom Svc -----		X				M Square Feet.
9080.4000	Custodial Sv -----		X				M Square Feet.
9080.5000	Snow Removal -----		X				
9080.6000	Mgmt & Engr -----		X				
9080.8000	Oth Engr Spt -----		X				
9080.9000	Oth Engr Act -----		X				
9090.0000	Adminis -----		X	X	X	X	Population Served.
9090.1000	Cmd and Staff -----		X	X			Assigned Population.
9090.2000	Cmd Admin -----		X	X			Population Served.
9090.2100	Dep Sch-C&PR -----		X	X			Average Daily Attendance of Students.
9090.2200	F and A -----		X	X			Numbered Vouchers Processed.
9090.2300	Data Proc -----		X	X			a. Line Entries Processed.
							b. Machine Hours.
9090.2400	Postal Svc -----		X	X			Pouches and Mail Sacks Handled.
9090.2900	Other Hq Svc -----		X	X			
9090.3000	Pres of Ord -----		X	X			Population Served.

Major Activity: Base Operation—9000—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
9090.3100	MP Opn -----		X	X			Number of 8-hour One-Man Posts or Patrols. a. Complaints or Requests Referred for Investigation. b. Surveys Conducted. Prisoner Days. Number of 8-hour One-Man Posts or Patrols.
9090.3200	C I Acty -----		X	X			
9090.3300	Confin Opn -----		X	X			
9090.3400	Phys Sec Opn -----		X	X			

APPENDIX B

TYPES OF ENTRIES AND DATA REQUIRED FOR COMMAND TOTALS AND MAJOR ACTIVITY LISTINGS-PART A

Type of entry a	Short title b	Command totals c	Major activity sheets d	All manpower and workload type data e	Only actual civilian strength: man/month and dollar type data f
Total (including agency and nonagency funds) -----	Total ¹	X	X	d-n	o-q
<i>Special Categories</i>					
CONUS Operating TOE included in MV -----	TOE	X	X	d-g	
Army Nurse Corps/Army Med Spec Corps -----	ANC/AMSC	X	X	d-g	
★Full-Time in Permanent Positions -----	FTP	X	X		h,i,o-q
★Full-Time in Temporary Positions -----	FTT	X	X		h,i,o-q
Part-Time Personnel -----	Part-time	X	X		h,i,o-q
When Actually Employed Personnel -----	WAE	X	X		h,i,o-q
Wage Board U.S. Citizens—Direct Hire ⁴ -----	WBUS	X	X		h, o-q
French National Personnel—Indirect Hire -----	Fr Nat'l	X	X		k, o-q
German National Personnel—Indirect Hire -----	Ger	X	X		k, o-q
German National Personnel paid from Deutschemark Support Funds.	Ger DS	X	X		k, o-q
Japanese Master Contract Personnel—Indirect Hire --	JMC	X	X		k, o-q
Korean Direct Hire ⁴ -----	KOR	X	X		h, o-q
Korean Service Corps -----	KSC	X	X		k, o-q
Labor Service in Germany—Indirect Hire -----	Ger LS	X	X		k, o-q
Labor Service in Germany paid from Deutschemark Support Funds.	Ger LS-DS	X	X		k, o-q
Ryukyuan Direct Hire ⁴ -----	RYUK	X	X		h, o-q
Other Direct Hire Foreign Nationals ⁴ -----	ODHFN	X	X		h, o-q
Other Indirect Hire Personnel -----	Other IH	X	X		k, o-q
Special Foreign Activities -----	SFA	X	X	d-l	o-q
Departmental Personnel ⁴ -----	Dept Pers	X	X	d-n	o-q
Field Personnel in DC Metropolitan Area -----	Fld DC	X		d-n	o-q
Personnel in Foreign Countries ² -----	Pers in FC	X		d-n	o-q
Unallocated Spaces -----	Unallocated	X		auth only	
Alaska -----	Alaska	X		d-n	o-q
Hawaii -----	Hawaii	X		d-n	o-q
★Vietnamese Direct Hire ⁴ -----	RVN	X	X	d-i	o-q
★CONUS Sustaining Increment -----	CSI	X	X	d-g	

¹ Short titles shown are for use in Command Totals. In Major Activities, use the AMS codes and related activity titles.

² Applicable only to commands having personnel located both in foreign countries and territories and possessions. Exclude personnel paid from 28 funds, local economy and KSC, who will be reported in other appropriate parenthetical entries.

³ All U.S. Citizens occupying wage board jobs regardless of location or command assignments.

⁴ Separate entries will be provided for Full-Time in Permanent Positions.

APPENDIX C CARD FORMAT

Item	Card columns		
	Card No. 1	Card No. 2	Card No. 3
Date (note 1)			
Command (app F) -----	1-2	1-2	1-2
Activity and Fund Identification (note 2) -----	3-14	3-14	3-14
Army Management Structure Code (app A) -----	15-22	15-22	15-22
Entry Code (app E) -----	23-24	23-24	23-24
Card Number -----	25	25	25
Officers-Authorized -----	26-30		
Warrant Officers-Authorized -----	31-34		
Enlisted-Authorized -----	35-39		
Civilian Total-Authorized -----	40-45		
★Blank -----	46-50		
Officers-Strength -----		26-30	
Warrant Officers-Strength -----		31-34	
Enlisted-Strength -----		35-39	
Civilian Total-Strength -----		40-45	
Civilian Graded-Strength -----		46-50	
TOE Support (O/S only) -----		51-55	
Contract Hire (25) (O/S only) -----		56-61	
Other Personnel (Pers not subj to Authorization Voucher) -----		62-66	
Total Personnel Utilized -----		67-72	
Workload -----		73-79	
Workload—Unit of Thousands (note 3) -----		80	
Blank -----	51-55		
Current Man-Months Worked -----	56-61		
Current Earnings -----	62-72		
Current Terminal Leave -----	73-80		
Cumulative Man-Months Worked -----			56-61
Cumulative Earnings -----			62-72
Cumulative Overtime -----			73-80

Note 1. The month of the report will be identified by punching an "x" over columns 26-37 according to the following: For the quarterly submission an x(11) will be punched over columns 28, 31, 34, and 37, as specified.

Month	Column
July -----	26
August -----	27
September -----	28
October -----	29
November -----	30
December -----	31
January -----	32
February -----	33
March -----	34
April -----	35
May -----	36
June -----	37

Note 2. When nonagency funds are used, the fund source identification will be punched in columns 8-12.

Note 3. Unit of thousands as prescribed in appendix A.

APPENDIX D REPORT FORMAT

Item	Card Column	Card No.
Line 1		
Activity and Fund Identification -----	3-14	1
Army Management Structure Code -----	15-22	1
Entry Code (app E) -----	23-24	1
Card Number -----	25	1
Military Total-Authorized (note 1)		
Officers-Authorized -----	26-30	
Warrant Officers-Authorized -----	31-34	1
Enlisted-Authorized -----	35-39	1
Civilian Total-Authorized -----	40-45	1
Current Man-Months Worked -----	56-61	1
Current Earnings -----	62-72	1
Current Terminal Leave -----	73-80	1
Card Number -----	25	1

Line 2		
Entry Code -----	23-24	2
Card Number -----	25	2
Total Military-Strength (note 1)		
Officers-Strength -----	26-30	2
Warrant Officers-Strength -----	31-34	2
Enlisted-Strength -----	35-39	2
Civilian Total-Strength -----	40-45	2
Civilian Graded-Strength -----	46-50	2
TOE Support (O/S only) -----	51-55	2
Contract Hire (28) (O/S only) -----	56-61	2
Other Personnel (Not subj to Authorization Voucher) -----	62-66	2
Total Personnel Utilized -----	67-72	2
Workload -----	73-79	2
Unit of Thousands -----	80	2
Cumulative Man-Months Worked (note 2) -----	56-61	3
Cumulative Earnings (note 2) -----	62-72	3
Cumulative Overtime (note 2) -----	73-80	3
Card Number -----	25	2

Note 1. Total military authorized and total military strength is derived by crossfooting the military fields and printing the totals from the 407.

Note 2. Cumulative man-months worked, cumulative earnings, and cumulative overtime are printed on line 2 from card number 3.

APPENDIX E

ENTRY CODES FOR PREPARATION OF COMMAND
TOTALS AND MAJOR ACTIVITY LISTINGS—PART A

Type of entry	Short title	Total-agency and non-agency funds
Total (agency and nonagency funds) -----	Total ¹	10
<i>Special Categories</i>		
CONUS Operating TOE included in -----	TOE	1A
Army Nurse Corps/Army Med Spec Corps -----	ANC-AMSC	1B
Full-Time in Permanent Positions -----	FTP	1C
Full-Time in Temporary Positions -----	FTT	1D
Part-Time Personnel -----	Part-time	1E
When Actually Employed Personnel -----	WAE	1F
Wage Board U.S. Citizens ³ Direct Hire -----	WBUS	1G
French National Personnel—Indirect Hire -----	Fr Nat'l	1H
German National Personnel—Indirect Hire -----	Ger	1J
German National Personnel paid from Deutschemark Support Funds -----	Ger DS	1K
Japanese Master Contract Personnel—Indirect Hire -----	JMC	1L
Korean Direct Hire ⁴ -----	KOR	1M
Korean Service Corps -----	KSC	1N
Labor Service in Germany—Indirect Hire -----	Ger LS	1Q
Labor Service in Germany paid from Deutschemark Support Funds -----	Ger LS-DS	1R
Ryukyuan Direct Hire ⁴ -----	RYUK	1S
Other Direct Hire Foreign Nationals ⁴ -----	ODHFN	1T
Other Indirect Hire Personnel -----	Other IH	1U
Special Foreign Activities -----	SFA	1V
★Vietnamese Direct Hire ⁴ -----	RVN	1W
★CONUS Sustaining Increment -----	CSI	20
Nonagency Funds -----	N-Agcy Fd	30
Wage-Board U.S. Citizens—Full-Time in Permanent Positions -----	WBUS-FTP	40
Korean Direct Hire—Full-Time in Permanent Positions -----	KDH-FTP	41
Other Direct Hire Foreign Nationals—Full-Time in Permanent Positions -----	ODHFN-FTP	42
Ryukyuan Direct Hire—Full-time in permanent positions -----	RYUK-FTP	43
★Vietnamese Direct Hire -----	FTP RVN-FTP	44
Departmental Personnel ⁴ -----	Dept Pers	50
Field Personnel in DC Metropolitan Area -----	Fld DC	60
Personnel in Foreign Countries ² -----	Pers in FC	70
Unallocated Spaces -----	Unallocated	80
Alaska -----	Alaska	90
Hawaii -----	Hawaii	91

¹ Short titles shown are for use in Command Totals. In Major Activities, use the AMS codes and related activity titles.

² Applicable only to commands having personnel located both in foreign countries and territories and possessions. Exclude personnel paid from 28 funds, local economy and KSC, who will be reported in other appropriate entries.

³ All U.S. citizens occupying wage board jobs regardless of location or command assignments.

⁴ Separate entries will be provided for Full-Time in Permanent Positions.

APPENDIX F

COMMAND CODES

<i>Command or agency</i>	<i>Code</i>	<i>Command or agency</i>	<i>Code</i>
Office, Secretary of the Army -----	SA	United States Army, Europe -----	E1
Office, Chief of Staff, U.S. Army -----	CS	★United States Army, Pacific -----	P1
First United States Army -----	1A	United States Army, Hawaii -----	P2
Third United States Army -----	3A	United States Army, Japan -----	P3
Fourth United States Army -----	4A	United States Army, Ryukyu Islands -----	P4
Fifth United States Army -----	5A	★U.S. Army, Vietnam -----	P5
Sixth United States Army -----	6A	★U.S. Army Support, Thailand -----	P6
Military District of Washington, U.S. Army ..	MW	Eighth United States Army -----	P8
United States Air Defense Command -----	AD	The Adjutant General -----	AG
HQ, United States Continental Army Com- mand.	CA	Army Audit Agency -----	AU
U.S. Army Strategic Communications Com- mand.	CC	Chief of Engineers, Military Functions -----	CE
U.S. Army Combat Developments Command ..	CD	Chief of Engineers, Civil Functions -----	C1
U.S. Army Intelligence Command -----	IC	★Chief of Finance and Accounting, OCA -----	FI
Military Traffic Management and Terminal Service.	MT	The Surgeon General -----	MD
U.S. Army Materiel Command -----	MI	Chief, Communications-Electronics -----	SC
United States Army, Alaska -----	AL	Other Field Activities of the Army Staff* ---	SF
United States Army Forces Southern Com- mand.	C1	Chief of Support Services -----	SV
		U.S. Army Security Agency -----	AS
		Department of Defense and U.S. Army Ele- ments of Joint Activities.	SD

* Includes activities assigned to DCSPER, ACSI, DCSOPS, DCSLOG, ACSFOR, CORC, OPO, Chief R&D, Chief of Chaplains, The Provost Marshal General, Chief of Information and The Judge Advocate General.

[FOR PP]

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

HAROLD K. JOHNSON
General, United States Army,
Chief of Staff.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for Administration—C.

NG: None.

USAR: None.

S/S

Pages

S/S ch 1, Sept 67

CHAPTER 1

GENERAL

1-1. Purpose. This regulation contains principles, objectives, and procedures applicable to the preparation, use, and submission of the Manpower Utilization and Requirements Report (DA Form 2153-series) (RCS) Reports Control Symbol CSFOR-78.

1-2. Principles. The following manpower management principles have specific application to manpower engaged in support activities of the Army and to the objectives and content of the Manpower Utilization and Requirements Report prescribed herein.

a. Manpower is a human resource and requires distinctive management. To insure accomplishment of the Army's mission and economical use of the manpower made available to the Army, objectives are established for the strength, structure, and employment of personnel. To meet these established objectives, it is mandatory that manpower be managed efficiently. To this end, manpower must be programmed, allocated, and controlled.

b. To program for and allocate manpower to using commands and agencies, requirements must be determined and regularly reviewed and adjusted. Based upon these requirements, equitable allocations must be made within established priorities.

c. Manpower required for the support activities of the Army is allocated to successive echelons of command. Each allocation will consider past utilization and projected requirements to insure that priorities among all activities are recognized and that an equitable, economical distribution of available manpower resources is accomplished.

d. Adequate controls must be established to insure that the most effective utilization of

minimum numbers of personnel is made, while permitting sufficient flexibility to make adjustments in manpower as missions, workload, and facilities are changed or modified.

e. Data used in the processes of manpower management should relate basic manpower data and manpower cost data to help insure proper balance of these two resources.

1-3. Objectives. The Manpower Utilization and Requirements Report constitutes a major means of implementing the principles listed in paragraph 1-2 through the following specific objectives:

a. Provide the Department of the Army with the minimum basic manpower data required to adequately analyze, program, and review manpower requirements for the support activities of the Army.

b. Provide for commands and agencies that receive authorizations of manpower by Department of the Army Manpower Vouchers a systematic and effective means of presenting to Headquarters, Department of the Army, their estimate and justification of manpower requirements.

c. Provide at various echelons, including Headquarters, Department of the Army, the data required to analyze and equitably allocate manpower spaces by manpower voucher.

d. Relate civilian earnings or cost data to basic civilian manpower data in the same report to insure proper relatability.

e. Implement the Army Management Structure for manpower reporting purposes to insure that manpower data can be readily and accurately related to other management data.

f. Provide more timely and significant data to manpower management officials by use of mechanical processing.

g. Furnish required data for manpower reporting responsibilities of Department of the Army to higher headquarters and other agencies, including the Congress, Civil Service Commission, and the Office, Secretary of Defense.

1-4. Scope. The scope and major contents of the Manpower Utilization and Requirements Report are as follows:

a. Authorization, strength, and workload data, by prescribed activities and functions, of manpower engaged in support activities of the Army (Part A) (DA Forms 2153 and/or 2153a).

b. Accrued earnings or costs, by prescribed activities and appropriate fund identification, of civilian manpower included in *a* above (Part A).

c. Projected requirements and utilization, by prescribed activities and functions, of manpower engaged in support activities of the Army and for which Department of the Army Manpower Vouchers are issued (Part B) (DA Form 2153-1).

1-5. Preparing agencies. *a.* Part A and Part B reports prepared in accordance with instructions contained in this regulation will be submitted by—

- (1) Office Secretary of the Army.
- (2) Office Chief of Staff.
- (3) Chief of Finance (Field).
- (4) Commanding General, U.S. Army Security Agency.
- (5) Chief, U.S. Army Audit Agency.
- (6) The Adjutant General (Field).
- (7) Staff Support Directorate, The Adjutant General's Office, for all other DA Field, and OSD and joint activities.

Consolidation of reports consistent with future consolidation of manpower vouchers will be directed by separate action.

- (8) Headquarters, U.S. Army Materiel Command.
- (9) Chief of Engineers (Military Functions).
- (10) Chief of Engineers (Civil Functions).
- (11) Chief of Support Services.
- (12) Chief, Communications Electronics.
- (13) The Surgeon General.
- (14) Headquarters, U.S. Army Combat Developments Command.
- (15) Headquarters, U.S. Army Air Defense Command.
- (16) Headquarters, U.S. Army Strategic Communications Command.
- (17) Headquarters, U.S. Army Intelligence Command.
- (18) Headquarters, Military Traffic Management and Terminal Service.
- (19) CONUS Armies; Military District of Washington, U.S. Army; Headquarters, U.S. Continental Army Command.*
- (20) Oversea Commands—U.S. Army, Europe; U.S. Army, Alaska; U.S. Army, Pacific** (for headquarters and U.S. Army Vietnam); U.S. Army, Hawaii; Eighth U.S. Army; U.S. Army, Japan; U.S. Army, Ryukyu Islands; and U.S. Army Forces Southern Command.

b. Those Headquarters, Department of the Army and CONUS preparing agencies that have personnel in special foreign activities (see AR 220-31) will be responsible for obtaining reports from each activity.

c. Preparing agencies indicated in *a* and *b* above will issue such instructions to their subordinate echelons as may be necessary to obtain the data required by this regulation and to insure timely receipt of feeder reports for review and consolidation.

* U.S. Continental Army Command will prepare consolidated Part B report (DA Form 2153-1).

** Headquarters, U.S. Army, Pacific will prepare consolidated Part B report (DA Form 2153-1).

d. Appropriate review of existing reporting procedures within each preparing agency will be made to minimize feeder reporting.

1-6. Routing and due date. *a. Part A (DA Form 2153).* Consolidated quarterly and monthly reports and appropriate consolidated card decks will be dispatched by preparing agencies, using most expeditious means, to the destinations below not later than the 20th calendar day following the "as of" date of the report. Quarterly reports will be prepared for the months of March, June, September, and December.

- (1) All preparing agencies will forward one copy of the monthly report and three copies of the quarterly report, without cards, to Assistant Chief of Staff for Force Development, ATTN: PP-AD, Department of the Army, Washington, D.C., 20310.
- (2) All preparing agencies will forward one copy of the monthly and quarterly reports to The Adjutant General, ATTN: AGRZ-PR, Department of the Army, Washington, D.C., 20310. In addition, a reproduced deck of "Major Activity punched cards" for quarterly reports accompanied by one copy of DA Form 200 (Transmittal Record) will be forwarded to the same office. Cards for monthly reports need not be submitted to Headquarters, Department of the Army.
- (3) CONUS armies and Military District of Washington, U.S. Army, will transmit two copies of DA Form 2153, without cards, also to the Commanding General, U.S. Continental Army Command, ATTN: Manpower Control Division.
- (4) U.S. Army, Hawaii; Eighth U.S. Army; U.S. Army, Japan; and U.S. Army, Ryukyu Islands will each transmit two copies of DA Form 2153, without cards, to the CINC, U.S. Army, Pacific. In addition, one deck of cards and one copy of the report for each of these commands will be transmitted to

the AG, DPU, Headquarters, U.S. Army Pacific.

b. Part B (DA Form 2153-1). Consolidated reports, in triplicate, will be dispatched by most expeditious means to Assistant Chief of Staff for Force Development, ATTN: PP-AD, Department of the Army, Washington, D.C., 20310, not later than the 20th calendar day of May, August, November, and February. The commands listed in a(4) above, however, will submit their copies of DA Form 2153-1 to the CINC, U.S. Army, Pacific, for evaluation of requirements. The CINC, U.S. Army, Pacific, will transmit evaluated reports in triplicate addressed as noted above. Reports submitted in August will be for the 2d quarter of the fiscal year.

1-7. Report forms. The following forms, available through normal supply channels, will be used.

a. DA Form 2153 (Manpower Utilization and Requirements—Part A—Utilization (including Personal Services Earnings)), which is a 6-part continuous form, will be used by DPU's for the mechanical preparation of Part A reports.

b. DA Form 2153a (same title as above) is a cut sheet version of DA Form 2153. It will be used by installations and activities for manual or typewriter preparation of feeder reports.

c. DA Form 2153-1 (Manpower Utilization and Requirements—Part B—Requirements) will be used for preparing Part B.

1-8. Mechanical preparation. Chapter 4 contains instructions for the mechanical consolidation of Part A feeder reports and preparation of consolidated Part A reports at command or agency headquarters level. These instructions may be used also by installations or activities having machine capabilities if directed by the command or agency concerned. Instructions in chapter 4 applicable to spacing and identification requirements of column "a" and codes for columns "b" and "c" of DA Form 2153 may be used by installations and activities in the

manual preparation of feeder reports if directed by the command or agency concerned.

1-9. Security classification. If necessary, Parts A and B will be classified in accordance with AR 380-5. Overclassification will be avoided.

1-10. Definitions. For the purpose of this regulation, the following definitions apply:

a. Support activities. This term is used to refer collectively to these units and elements whose missions are to perform administrative, intelligence, logistical, and training activities not as a part of a combat force; it is synonymous with the following Troop Program categories: Supporting Forces; Special Activities; and Training Forces.

b. Operating forces. Those units, normally a part of a field army, whose primary mission is to participate in combat; composed of The Troop Program categories of Combat Forces and Combat supporting elements. Operating forces units, particularly certain field service-type units, as well as combat type units, may be employed on support activities as defined in *a* above.

c. Major activity. Each appendix title designation of the Army Management Structure constitutes a major activity, e.g., Training, Central Supply Activities, Army-wide Activities, etc. In the Operation and Maintenance, Army appropriation area, the major activity level is synonymous with the budget program level; in other appropriation areas, it is synonymous with the budget appropriation level.

d. Activity. Any subdivision of a major activity; a group of related subactivities or functions which permit collective definition and analysis. As used in this regulation an activity denotes any level below major activity level.

e. Authorization. The limitation that the Headquarters, Department of the Army, places on commands, services, and agencies in the number of positions that the commands, services, or agencies may utilize as supporting

personnel in the accomplishment of assigned missions.

f. Military personnel authorization. The portion of the limitation that Headquarters, Department of the Army, establishes by Manpower Voucher as to the number of military personnel that commands, services, or agencies may utilize for the organization of TDA and TOE units which CONUS commands use for organization of other than U.S. Strategic Army Force units and U.S. Army Air Defense units. Supporting functions comprise all administrative, intelligence, logistical, and training activities of the Department of the Army that are not organic to operating forces.

g. Civilian personnel authorization. The civilian personnel authorization established by Headquarters, Department of the Army, for commands, services, and agencies as an employment limitation.

h. Permanent positions. Those established without time limit, or for a limited period of a year or more, or which have been occupied for a year or more, regardless of the intent when established.

i. Temporary positions. Those established for a limited period of less than a year and which have not been occupied for more than a year.

j. Earnings. Amounts of salary or wages earned by and due to civilian employees for services rendered during the reporting period whether or not actual payment has been made. Earning figures to be reported for contract hire foreign nationals will include employer's share of retirement allowances and other similar costs. Fees paid to foreign governments for payroll processing will be excluded. Figures to be reported for "earnings" as used herein should be equivalent to civilian labor costs as defined in AR 37-100.

k. Man-months. A man-month of service for which payment is made, whether productive or nonproductive time. To derive man-months to be reported in DA Form 2153, multiply the number of workdays in a month (including holidays which occur on regular workdays) by

AMS major activity code series	Major activity title	Reporting level
5000 -----	Research, Development, Test and Evaluation -----	Budget Program
6000 -----	Military Construction, Army -----	Major Activity
8500 -----	Military Construction, Army National Guard -----	Major Activity
8600 -----	Military Construction, Army Reserve -----	Major Activity
9000 -----	OMF (OMA) -----	9010; 9020; 9030; 9040; 9050.1; 9050.2; 9050.3; 9050.4; 9050.5.
0030 -----	Non-Agency Funds -----	Each separate fund
0400 -----	Civil Defense -----	Major Activity
0500 -----	Promotion of Rifle Practice -----	Major Activity
0850 -----	Civil Functions -----	Appropriation
0910 -----	Military Assistance Program (MAP) -----	Major Activity
0970 -----	Air Force Construction -----	Appropriation
1900 -----	Military Family Housing -----	Budget Program

c. Object class 28. Dollar data, and related man-months worked, within the definition of this object class will be reported on DA Form 2153 in columns o, p, and q. However, the data will be reported on DA Form 2153 only for the following Special Category line entries, which cover foreign nationals reported in column k, Contract Hire:

- (1) Japanese Master Contract paid from Other Contractual Services Funds.
- (2) Korean Service Corps paid from Personal Services and Benefits Funds (Other Contractual Service Type).
- (3) French National Personnel paid from Other Contractual Services Funds.
- (4) German National Personnel paid from other Contractual Services Funds.
- (5) German National Personnel paid from Deutschemark Support Funds.
- (6) Labor Service in Germany paid from Other Contractual Services Funds.
- (7) Labor Service in Germany paid from Deutschemark Support Funds.
- (8) Other Personnel paid from Other Contractual Services Funds.

d. Mixed line entries. The following procedures will be used for line entries that show both Direct Hire civilians (col h) and Contract Hire personnel (Indirect Hire) (col k):

- (1) Report on the same line the strength for both types of personnel.
- (2) Report on the same line as (1) above the object class 11 and 16 man-months

and dollars that relate to the column h civilians.

- (3) Report on the supplemental attachment the object class 12 and 17 dollars that relate to the column h civilians.
- (4) Report the object class 28 man-months and dollars on the Special Category line entries following the combined entry in (1) above.

2-5. Report format (fig. 3-1 and 3-1). *a. Columnar headings.* DA Form 2153 is designed with double-header columns and data for entries in part A will be shown on two lines. The first line will show data for the upper row of columns in the heading, e.g., Authorized Military and Civilian Strength, Current Man-Months Worked, etc. The second line will show data for the lower row of columns, e.g., Actual Military and Civilian strength, TOE Support (O/S Commands), Total Personnel Utilized, Cumulative Man-Months Worked, etc. (fig. 3-1).

b. Major activity sheets. Each major activity listed in appendix A and applicable activities and functions for which manpower is utilized will be reported. A separate sheet, or sheets, of DA Form 2153 will be used for each major activity. All blocks in the heading of the form will be completed for each sheet.

2-6. Columnar entries. The following instructions apply to columns of DA Form 2153:

a. Column a, Activity and Fund Identifica-

tion. Applicable abbreviated titles and AMS codes from appendix A will be listed in this column. All activities for which manpower is used will be reported. Entries will be made in descending order of the levels of activities, beginning with the major activity level as illustrated in figure 3-1. The activity entry will contain all applicable manpower, workload, man-month and dollar data for the activity. Non-agency funds will be identified by entering the applicable fund source followed by the AMS Code.

b. Column b, Entry Code. This column will be used for code identification of each data line reported on the major activity sheets and command totals. The codes, which are for use in consolidating reports, are listed in appendix E.

c. Column c, Line. Entries in this column relate column "a" line entries to their proper row of columns in the heading. They also denote the cards in which recorded data will be punched. The figure "1" will be used for entries pertinent to the upper row; the figure "2" will be used for entries pertinent to the lower row. These codes will be shown for each line item in DA Form 2153.

d. Column d, Total military. Enter the total of columns e, g, and g for both authorized and actual strength. Aggregate actual strength will agree with permanent party Morning Report strength:

(1) Include the following categories:

- (a) Personnel on duty status.
- (b) Personnel sick in quarters.
- (c) Personnel sick in hospitals, if not assigned to medical holding detachments.
- (d) Personnel AWOL.
- (e) Garrison prisoners.
- (f) Personnel on pass, leave or furlough.
- (g) Personnel in arrest status.
- (h) Personnel assigned but not yet joined.

(2) The following categories of personnel will be excluded:

- (a) Personnel received from and charged to the authorization of another command, service or agency that received an authorization direct from Headquarters, Department of the Army. Personnel received from agencies or departments outside the Department of the Army are also excluded from this column. The latter are reported in column l, "Other Personnel."
- (b) "Other personnel used" reported in column l.
- (c) Personnel awaiting discharge, personnel on terminal leave, and casuals.

e. Column e, Officers. Enter the total authorization (line 1) and strength (line 2). Include personnel in continental U.S. table of organization and equipment units that are authorized by manpower vouchers for supporting functions and missions. Include also nurses (ANC) and Army Medical Specialists Corps (AMSC).

f. Column f, Warrant Officers. Enter the total authorized and actual warrant officer strength including applicable TOE personnel.

g. Column g, Enlisted. Enter the total authorized and actual enlisted strength, including applicable TOE personnel.

h. Column h, Total civilian.

- (1) *Line 1, Authorization.* Enter the total authorized full-time civilian employment in permanent positions.
- (2) *Line 2, Actual Strength.* Enter the total actual strength of direct-hire civilian employees, including full-time in permanent positions, full-time in temporary positions, part-time and WAE, as of the last day of the report month. All civilian employees in an appointment status paid from appropriated funds, both graded and wage board employees (those whose compensation is determined by wage boards or similar wage fixing authority) will be reported. Include full-time

Exclude adjustments to prior month totals.

- (2) *Cumulative (Line 2)*. Enter the total number of dollars accumulated (to the nearest whole dollar) during the current fiscal year for personal services of civilian employees. The amounts shown will be the sum of amounts reported as current earnings each month of the current fiscal year, plus or minus the sum of adjustments to prior month reports. Adjustments will be treated as in *o*(2) above.

(3) *Graded Personnel, Object Class 11.*

- (a) Supplemental attachments to the quarterly DA Form 2153 reports will be prepared and furnished as of 31 March, 30 June, 30 September, and 31 December. This attachment may be manually prepared. The data shown will cover the earnings for graded personnel who are reported in column i and will be shown by Program and Budget Activity Account to the level shown in the monthly reports, using the following format:

AMS code (a)	Man-months, current month, cumulative quarter for FY to date (b)	Earnings current month, cumulative quarter for FY to date (c)
-----------------	---	--

(b) Separate identification for FTP, Code IC, is required.

q. Column q, Line 1, Current Terminal Leave. Enter the total dollar costs for terminal leave pay, included in column o, of civilian employees during the current report month.

r. Column q, Line 2, Cumulative Overtime. Enter the total accrued overtime earnings earned at overtime rates by civilian employees. Exclude holiday pay. Include the net amount of adjustments. Adjustments will be treated as in *o* (2) above.

2-7. Command totals (fig. 2-1). Command totals will be reported on properly identified separate sheets of DA Form 2153, and will

show summary manpower, man-months and earnings for the preparing agency for all applicable entries listed in appendix B, in the columns specified. Columnar totals reported for each entry will equal the sum of the comparable entries reported on the major activity sheets except for the last six special categories shown in appendix B which, while included in major activity entries, are not shown separately therein.

2-8. Supplemental geographic location data. For those commands and agencies which have civilian personnel assigned to Alaska, Hawaii, Commonwealth of Puerto Rico, Canal Zone, and U.S. territories, a supplemental report will be prepared containing the following items of data:

Location	Total civilian strength	Total current earnings	Total current terminal leave
----------	----------------------------	---------------------------	---------------------------------

The lower half of the command total page may be used for the above data.

2-9. Monthly reports. Reports will be prepared in accordance with instructions in preceding paragraphs but will consist of applicable manpower, man-month, and dollar data for the current month only. Data are required only

in columns d-i, k, and the upper row of columns o-q. Columns j, l-n, and the lower row of columns o-q will be left blank. Adjustment to prior months' reports and supplemental attachments for workload, identification of STRAF personnel, and object classes 12 and 17 data will also be excluded.

AR 1-46

a. Command totals will be prepared as prescribed by paragraph 2-7.

b. Supplemental geographic location data will be prepared as prescribed by paragraph 2-8.

c. Supplemental attachments to monthly DA

Form 2153 reports will be prepared and submitted showing the man-months and earnings covering overtime and holiday premium pay for civilian employees. This attachment may be prepared manually and the data will be shown by Program and Budget Activity Account to the level shown in monthly report, using the following format:

AMS Code	Overtime earnings		Holiday pay	
	Man-months	Current month earnings	Man-months	Current month earnings

2-10. Quarterly reports. Quarterly reports will show data in all applicable columns of DA Form 2153, and will include prescribed supplemental attachments. Adjustments to prior months' reports will be included as prescribed by paragraphs 2-6o(2), p(2), and r.

a. Command totals will be reported as prescribed by paragraph 2-7.

b. Supplemental geographic location data will be prepared as prescribed by paragraph 2-8.

2-11. Agreement with other reports. a. The preparing agency aggregate for total civilian authorization will agree with the comparable total on DA Form 1043 (Personnel Subject to

Authorization Voucher), and the current applicable manpower voucher.

b. The preparing agency aggregates for total and graded civilian actual strengths and for categories of foreign nationals will agree with comparable totals on DA Form 805 (Army Civilian Personnel in the Continental United States) (CSGPA-415); and DA Form 989 (Army Civilian Personnel Overseas) (CSGPA-357).

2-12. Separate reports. Separate reports will be prepared for Youth Opportunity Back to School Drive (YOBS) and Youth Opportunity Campaign (YOC) Employees.

2-13. Authentication. The report will be authenticated by the authorized representative of the preparing agency.

CHAPTER 3

INSTRUCTIONS FOR PART B (DA FORM 2153-1) (RCS CSFOR-78)

3-1. General. This part of the report provides each command or agency that receives a manpower voucher from Department of the Army a systematic means of presenting to the Department of the Army its estimate, analysis, and justification of manpower requirements. Thorough preparation and analysis of this report will facilitate planning and programming of manpower resources and equitable and economical allocation of manpower resources by Headquarters, Department of the Army, to reporting commands and agencies.

3-2. Data to be reported. *a. Line 1—Authorization and Utilization Data for the Current Quarter.* Authorization data includes military and civilian ceilings reflected on the Department of the Army Manpower Voucher. (For oversea commands, the total authorizations to be reported will equal the manpower voucher less military spaces programmed for TOE units.) Utilization data includes FTT-PT-WAE personnel, TOE support personnel, contract hire 28 personnel, and other personnel not subject to authorization used by the command or agency. Local nationals in Vietnam and Thailand will not be included in Part B.

b. Line 2—Projected Requirements and Utilization Data for the Next Quarter. Projected requirements represent the command or agency estimate of the military and civilian space authorizations required to obtain sufficient personnel to accomplish projected workloads for the succeeding quarter. Projected utilization represents the command or agency estimate of the number of personnel (FTT-PT-WAE, TOE support, contract hire 28 personnel), and other personnel not subject to authorization, planned to be used for the next quarter. For the purpose of this report, entries

for projected requirements and utilization will be stated as plus or minus adjustments to or from authorization and utilization data for the current quarter. Therefore, the net total of all plus and minus entries of projected requirements and utilization will represent the command's net increased requirements.

c. Activities to be reported. The data referred to in *a* and *b* above will be reported by the activity and related Army Manpower Structure Codes indicated in appendix A. These activities and applicable performance factors are identical with those used to report performance data in Part A of this report, thus establishing compatibility on an Army-wide basis for analysis of past performance and projected requirements.

3-3. Format. *a. Columnar headings.* DA Form 2153-1 is designed with double-header columns. The first row of column headings, line 1, is designed to show the authorization and utilization data for the current quarter. The second row, line 2, is designed to show the projected requirements and utilization data for the next quarter. Both lines 1 and 2 will be utilized for each entry of data applicable to an activity and its related Army Management Structure Code. Entries on line 2 for projected requirements and utilization data for the next quarter will be stated as plus or minus adjustments to or from the authorization and utilization data for the current quarter, line 1. However when these data are identical for the same activity entry, no column entries are required for line 2 except for Workload (column m). See example, figure 3-1.

b. Major activity listings. A separate page or pages of DA Form 2153-1 will be prepared for each major activity listed in appendix A.

Data will be reported for all applicable activities and functions. For "Period Ending" show the ending dates of the current and next quarter covered by the report.

3-4. Columnar entries. *a. Column a, Activity Title.* Applicable abbreviated titles from column 2, appendix A, will be entered in this column. The following parenthetical entries will be reported for each activity entry, when applicable, accompanied by data in other columns as indicated:

- (1) SFA (Special Foreign Activities—applicable only to CONUS reporting commands)—columns c through h.
- (2) ANC/AMSC (Army Nurse Corps and Army Medical Specialist Corps)—columns c and d.

b. Column b, Army Management Structure Code. Applicable codes from column 1, appendix A, will be entered in this column. Zeros past the decimal point need not be entered, for example: 9010.2 instead of 9010.20000.

c. Columns c through g Military and Direct-Hire Full-Time Permanent Civilian Positions Subject to Manpower Voucher. Enter applicable categories of military and direct hire civilian personnel authorized by DA manpower voucher.

d. Column h, FTT—PT—WAE. Enter the total direct hire full-time in Temporary Positions (those established for a limited period of less than a year and which have not been occupied for more than a year), Part-time positions (those to be occupied by direct-hire employees who are regularly employed on a prescheduled tour of duty which is less than the specified hours or days of work for full-time employees in the same group or class), and WAE Positions (those to be occupied by direct hire employees who are employed on an irregular or occasional basis).

e. Column i, TOE Support. This column is applicable only to oversea commands. Enter the strength (man-month equivalents for personnel to be used part-time) of Operating Forces and Supporting Forces units to be utilized on support activities entered in column a.

f. Column j, Contract Hire, 28 (O/S Commands). Enter the total of contract hire 28-type personnel. Types of personnel included in this column are the same as those for column k, DA Form 2153 (para 2-6k); however, the various types do not require separate identification.

g. Column k, Other Personnel. Enter the total of all "other personnel." Categories of personnel to be included in this column are the same as those for column l, DA Form 2153 (para 2-6l). Significant increases or decreases in the number estimated to be available for the next quarter will be explained in the narrative justification to accompany this report.

h. Column l, Total Personnel. Enter the total of columns c, g, h, i, j, and k. Both lines 1 and 2 will be completed for this item.

i. Column m, Workload. Enter the total projected workload for the last month of the quarter. Both lines 1 and 2 will be completed for this item. Any significant differences between the projected workload of other months of the quarter or the average for the quarter and the last month may be explained in the narrative justification.

- (1) The workload figures to be entered in this column are those for the Performance Factors in column 8, appendix A. Workloads for multiple Performance Factors designated by letters "b," "c," etc., in column 8, appendix A, will be reported on a supplemental listing.
- (2) The letter "M" indicating "units of thousands" will follow the workload figures to which applicable in both DA Form 2153-1 and the supplemental attachment. This letter will be placed in the last space, or the units position, of the workload column.

j. Columns n and o. These columns are designed for use at Headquarters, Department of the Army, and will be left blank.

3-5. Command totals. The first page of the

CHAPTER 4

DATA PROCESSING INSTRUCTIONS

4-1. General. Feeder reports prepared on DA form 2153a will be forwarded by the preparing agency to the data processing activity designated to furnish service to the agency. Prior to forwarding these feeder reports, the preparing agency will edit the report for validity and accuracy. Edits will be made to insure that the addition of data is correct and that the data is entered on the correct line and in the correct column of the report.

4-2. Preparation of punched cards. *a.* Upon receipt of the feeder reports referred to above, each report will be edited to eliminate obvious errors in addition and to check the validity of data prior to preparation of punched cards. The punched cards will be prepared in the format prescribed in appendix C. Three cards are required and are as follows:

- (1) Card No. 1 is prepared from the data entered on Line 1 of the feeder report (DA Form 2153a) and will reflect and entry made in Columns a, b, c, e, f, g, h, i, o, p, and q. There should be no entries on Line 1 under Columns j, k, l, m, and n. The total authorized military strength (Col d) will not be entered in the punched card.
- (2) Card No. 2 is prepared from data entered on Line 2 of the feeder report (DA Form 2153a) and will reflect any entry made in Columns a, b, c, e, f, g, h, i, j, k, l, m, and n. The total actual military strength (Col d) will not be entered in the punched card.
- (3) Card No. 3 is prepared from data entered on Line 2 of the feeder report under Columns o, p, and q representing the cumulative totals indicated. Card Columns 1 through 22 will

duplicate the data entered in Card No. 2. The card number (3) will be entered in card column 25.

b. The quarter for which the report is prepared will be identified by punching an "X" (11) over one of the following card columns:

- (1) First Quarter ----- Column 28
- (2) Second Quarter ---- Column 31
- (3) Third Quarter ----- Column 34
- (4) Fourth Quarter ---- Column 37

c. The following edit criteria will be used:

- (1) Card Columns 1-2 will contain one of the appropriate two position command codes listed in appendix F.
- (2) Card Columns 3-14 will consist of the Fund and Activity Identification abbreviated title. It will be left justified and limited to 12 spaces. The approved titles are listed in appendix A.
- (3) The Army Management Structure Code (AMSC) taken from appendix A entered in Columns 15-22 will be right justified and limited to eight spaces.
- (4) When nonagency entries are required, the name will be left justified beginning in Column 3 and the fund appropriation right justified beginning in Column 22.
- (5) The Entry Code listed in appendix E will be entered in Columns 23-24 of Cards No. 1 and No. 2. These columns will be blank in Card No. 3.
- (6) The appropriate card number will be entered in Column 25 of Cards 1, 2, and 3.
- (7) The entry in Card Columns 28, 31, 34,

or 37, Cards No. 1, No. 2 and No. 3 must agree with the quarter being reported.

- (8) Edit each card filed in accordance with the criteria established in a(1), (2), and (3) above.
- (9) If the feeder report reflects the letter M in the last position of workload, the M will be entered in Column No. 80 of Card No. 2. If the M is not reflected but the total number of digits exceed 7 (total card columns from 73-79), obtain correction from preparing agency.

d. After the punched cards have been prepared from the feeder reports, they will be merged controlling on Card Number, Entry

Code, and Activity and Fund Identification. At this point, the merged punched cards may be used to list the report in the final form or the cards summarized to provide summary punched cards for Headquarters, Department of the Army. The format for the summary punched cards will be as prescribed in appendix C.

4-3. Preparation of DA Form 2153 (Part A, Consolidated Report). After the records prescribed in paragraph 4-2 have been prepared, they will be used to prepare DA Form 2153. Figures 2-1 and 3-1 will be used as a guide in preparing the consolidated listing. The completed report and summary punched cards will be distributed in accordance with paragraph 1-6.

Major Activity: Promotion of Rifle Practice—0500

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
0500.0000	Prom R Prac -----	X	X	X	X	X	

Major Activity: Civil Functions—0850

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
08_____	Tot Civ Func -----	X	X	X	X	X	a. Number of Interments (0860.1000). b. Number of Grave Sites (0860.2000).
0850.0000	Civ Wks CE -----	X	X	X	X	X	
0860.0000	Cem Act-SptS -----	X	X	X	X	X	
0870.0000	Ryukyu Isl -----	X	X	X	X	X	

Major Activity: Air Force Construction—0970

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
0970.0000	AF Constr -----	X	X	X	X	X	

Major Activity: Military Family Housing--1900

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
1900.0000	Mil Fam Hsg -----	X	X	X	X	X	
1910.0000	Operations -----		X	X	X		
1920.0000	Mnt Rl Prop -----		X	X	X		

Major Activity: Operating Forces—2000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Monthly report (6)	Part B (7)	Performance factor title (8)
		Quarterly report			Civ costs (5)			
		Strength		Actual (4)				
		Author- ized (3)						
2000.0000	Optg Forces -----	X	X	X	X	X	Average Strength. Military Strength.	
2020.0000	Cbt Forces -----		X	X	X	X		
2020.1000	Cbt Forces Op -----		X	X	X	X		
2020.2000	Cmd-Spt F -----		X	X	X	X		
2020.2130	KSC -----		X	X	X	X		
2030.0000	ARADCOM -----		X	X	X	X		
2040.0000	Fld Exer -----		X	X	X	X		
2050.0000	Sp Tac Act -----		X	X	X	X		
2050.1000	R-P Matches -----		X			X		
2050.2000	Cmb Dev Acty -----		X	X	X	X		
2050.3000	Class Proj -----		X					
2050.4000	Other -----		X	X	X	X		

Major Activity: Training Activities—2100

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2100.0000	Tng Acty -----	X	X	X	X	X	Average Number of Resident Students.
2110.0000	Opn of Sch -----		X	X	X	X	Average Number of Resident Students.
2110.1111	Inf Sch -----		X			X	Average Number of Resident Students.
2110.1112	Inf OCS -----		X			X	Average Number of Resident Students.
2110.1120	Armor Sch -----		X			X	Average Number of Resident Students.
2110.1131	Arty Msl Sch -----		X			X	Average Number of Resident Students.
2110.1132	Arty Msl OCS -----		X			X	Average Number of Resident Students.
2110.1133	Air Def Sch -----		X			X	Average Number of Resident Students.
2110.1141	WAC Sch -----		X			X	Average Number of Resident Students.
2110.1142	WAC OCS -----		X			X	Average Number of Resident Students.
2110.1150	C-GS Coll -----		X			X	Average Number of Resident Students.
2110.1160	CONARC Area -----		X			X	Average Number of Resident Students.
2110.1171	AM Sch -----		X			X	Average Number of Resident Students.
2110.1173	Warfare Sch -----		X			X	Average Number of Resident Students.
2110.1174	CA-Sch -----		X			X	Average Number of Resident Students.
2110.1176	Intel Sch -----		X			X	Average Number of Resident Students.
2110.1177	Cbt Sur Sch -----		X			X	Average Number of Resident Students.
2110.1210	Cml Sch -----		X			X	Average Number of Resident Students.
2110.1220	Eng Sch -----		X			X	Average Number of Resident Students.
2110.1231	Ord Sch -----		X			X	Average Number of Resident Students.
2110.1232	Ord GM Sch -----		X			X	Average Number of Resident Students.
2110.1240	QM Sch -----		X			X	Average Number of Resident Students.
2110.1251	Sig Sch -----		X			X	Average Number of Resident Students.
2110.1252	SE Sig Sch -----		X			X	Average Number of Resident Students.
2110.1260	Trans Sch -----		X			X	Average Number of Resident Students.
2110.1310	AG Sch -----		X			X	Average Number of Resident Students.
2110.1320	Chap Sch -----		X			X	Average Number of Resident Students.
2110.1330	Fin Sch -----		X			X	Average Number of Resident Students.
2110.1340	MP Sch -----		X			X	Average Number of Resident Students.
2110.1400	AMC Tng Act -----		X			X	Average Number of Resident Students.
2110.1421	Log Mgt Cen -----		X			X	Average Number of Resident Students.
2110.1422	Jt Pkg Crse -----		X			X	Average Number of Resident Students.
2110.1423	NMP and R Crse -----		X			X	Average Number of Resident Students.
2110.1510	JAG Sch -----		X			X	Average Number of Resident Students.
2110.1520	Nat War Coll -----		X	X		X	Average Number of Resident Students.
2110.1530	War College -----		X	X		X	Average Number of Resident Students.
2110.1541	USMA Prep -----		X			X	Average Number of Resident Students.
2110.1542	Oversea Area -----		X			X	Average Number of Resident Students.
2110.1543	Nuc PP Trng -----		X			X	Average Number of Resident Students.
2110.1550	Ind Coll AF -----		X	X		X	Average Number of Resident Students.
2110.1610	Def Lang Ins -----		X	X		X	Average Number of Resident Students.
2110.1620	Def Info Sch -----		X			X	Average Number of Resident Students.
2110.2100	Aviation Sch -----		X			X	Average Number of Resident Students.
2110.2200	Heli Tng -----		X			X	Average Number of Resident Students.
2120.0000	US Mil Acad -----		X	X	X	X	Average Number of Cadets.
2140.0000	Tng Dev Pub -----		X	X	X	X	a. Average Active Army Training Load.
2150.0000	Recruit Tng -----		X	X	X	X	b. Average Reserve Components Training Load.

Major Activity: Central Supply Activities—2200

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
2200.0000	Cen Sup Acty -----	X	X	X	X	X	M \$ Value of Materiel and Services Inspected and Accepted. M \$ Value of Contracts Executed and Administered.
2210.0000	Procure Opn -----		X	X	X	X	
2210.1000	Procure Acty -----		X	X			
2210.1100	Procure Plan -----		X				
2210.1200	Contr-Exec -----		X				
2210.1300	Contr-Admin -----		X				
2210.1400	Accept Insp -----		X				
2210.1500	Key Insp -----		X				Square Feet Covered Space Maintained. Replacement Value of Equipment.
2210.1600	Accept Test -----		X				
2210.1700	Bus-Lab-Acty -----		X				
2210.3000	Standardiztn -----		X	X		X	
2210.4000	Ind Readi -----		X	X		X	
2210.5000	R E Admin -----		X	X		X	
2210.7000	Fac Inv-Stud -----		X	X		X	
2210.8000	Appl Eng -----		X	X		X	
2220.0000	Opn Sup Dep -----		X	X	X	X	
2220.1000	Sup Dep Opn -----		X	X		X	
2220.2000	Logist Svc -----		X	X		X	
2220.2420	Laun Tec Off -----		X				
2220.2430	Subs Ctr -----		X				
2230.0000	Sup Mgt Opns -----		X	X	X	X	
2230.1000	Inv Mgt Acty -----		X	X			
2230.2000	Cataloging -----		X	X			
2240.0000	Res Ind Fac -----		X	X	X	X	
2240.1000	Res Ind Plt -----		X				
2240.2000	Res Ind Eq -----		X				
2250.0000	Transp -----		X	X	X	X	
2270.0000	Port Ter-Fac -----		X	X	X	X	
2270.1000	Opn of Ports -----		X	X			
2270.2000	Trans Engr -----		X	X			
2270.3000	Other Fac -----		X	X			
2280.0000	Log Control -----		X	X	X	X	
2280.1000	Mid-Mgt Cmd -----		X	X		X	
2280.2000	Dispr Acty -----		X	X		X	
2280.3000	Proj Mgrs -----		X	X		X	
2290.0000	Excess Prop -----		X	X	X	X	
2290.1000	Demilitrzttn -----		X			X	
2290.2000	Disposal -----		X			X	
2290.4000	Mnt Woodland -----		X			X	
2290.5000	Disp Timber -----		X			X	

Major Activity: Depot Materiel Maintenance and Support Activities—2300

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2300.0000	Dep Mat Mtce -----	X	X	X	X	X	
23X0.1030	Acft -----		X	X	X	X	
23X0.1080	Auto Eq -----		X	X	X	X	
23X0.1090	Cbt Veh -----		X	X	X	X	
23X0.1100	Constr Eq -----		X	X	X	X	
23X0.1120	Elect-Commun -----		X	X			
23X0.1130	Missile Sys -----		X	X			
23X0.1140	Ships -----		X	X	X	X	
23X0.1160	Armament -----		X	X	X	X	
23X0.1170	Rail Eq -----		X	X	X	X	
23X0.1180	Gen Eq -----		X	X	X	X	
23X0.1200	Commod Gps -----		X	X	X	X	
23K0.1900	Mat Spt -----		X	X	X	X	
23L0.1020	Mtce Spt Svc -----		X	X	X	X	

Major Activity: Medical Activities—2400

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2400.0000	Med Acty -----	X	X	X	X	X	Medical Care Composite Unit. Man-Days. Examinations. Prosthetic Units.
2410.0000	Off SGO -----		X	X	X	X	
2420.0000	Opn Hosp -----		X	X	X	X	
2420.1000	Medical Care -----		X	X		X	
2420.2000	Dental Care -----		X	X		X	
2430.0000	Med-NA-Fac -----		X	X	X	X	
2440.0000	Medicare Adm -----		X	X	X	X	
2450.0000	Med Training -----		X	X	X	X	
2450.2000	Health Fac -----		X	X		X	
2450.8000	Consultants -----		X	X		X	
2460.0000	O Med Acty -----		X	X	X	X	
2460.1000	A Med Lab -----		X	X		X	
2460.2000	AFES -----		X	X		X	
2460.6000	Vet Svc -----		X	X		X	
2460.7000	Dent Acty -----		X	X		X	
2460.8000	R Misc -----		X	X		X	
2460.9000	Non-R Misc -----		X	X		X	

Major Activity: Army-Wide Activities—2500

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2500.0000	A-W Acty -----	X	X	X	X	X	
2510.0000	Dept Hq -----		X	X	X	X	
2520.0000	Fld Cmd Hq -----		X	X	X	X	
2530.0000	R-P Spt -----		X	X	X	X	
2530.1000	Pers Proc -----		X	X		X	
2530.1100	Recruit Acty -----		X			X	Number of Persons Recruited.
2530.1200	AFEI Acty -----		X			X	a. Number of Persons Examined. b. Number of Persons Inducted.
2530.1300	Pers Cntrs -----		X			X	Number of Personnel Handled.
2530.4000	Welfare Svc -----		X	X		X	
2530.5000	Disp Remains -----		X	X		X	Number of Remains Processed.
2530.6000	Disc Bks -----		X	X		X	Average Prisoner Strength.
2530.7000	Other Spt -----		X	X			
2540.0000	Other Admin -----		X	X		X	
2540.2000	Rec-Pub Cen -----		X		X	X	
2540.3000	Admin Bds -----		X			X	
2540.4000	Ed of Dep -----		X	X		X	
2540.5000	Hq Fld Acty -----		X			X	Average Membership.
2540.5100	AF Courier -----		X			X	
2540.5200	Heraldic Act -----		X				
2540.5300	Info Act -----		X				
2540.5400	JAG Act -----		X				
2540.5500	DCSPER Act -----		X				
2540.5700	Engr Act -----		X				
2540.5800	Data Spt Act -----		X				
2540.5900	Other Sp Act -----		X				
2580.1000	Fin Svc -----		X	X	X	X	a. M Number of Allotment Accounts in Effect. b. M Number of Incoming and Outgoing Documents.
2580.2000	Aud Svc -----		X	X	X	X	
2590.0000	Jt Activ -----		X	X	X	X	
2590.2000	Intl-Acty -----		X	X	X	X	
2590.2100	DA Missions -----		X			X	
2590.2200	Inter-Am Rel -----		X			X	
2590.2210	USA Mil Mis -----		X			X	
2590.2300	Other Ag-Bds -----		X			X	
2590.3000	Jt Hq -----		X	X	X	X	
2590.8000	DC Spt Svc -----		X	X	X	X	

Major Activity: Army Reserve and ROTC—2600

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2600.0000	AR-ROTC -----	X	X	X	X	X	
2610.0000	Res-ROTC Adm -----		X	X	X	X	Number of Personnel Administered.
2610.1100	Hq Opn -----		X			X	
2610.1200	Advisor Acty -----		X			X	Number of Company or Equivalent Size Units.
2610.1300	Other Hq Opn -----		X			X	
2620.0000	Reserve Acty -----		X	X	X	X	Number of Reservists Engaged in Re- serve Duty Training.
2620.1100	Stf Adm Asst -----		X			X	Number of Units (Battalion and Larger).
2620.1200	Stf Tng Asst -----		X			X	Number of Units (Battalion and Larger).
2620.1300	Stf Adm Spec -----		X			X	Number of Units (Battalion and Larger).
2620.1400	Adm Sup Tech -----		X			X	a. Number of Units with Strength over 49. b. Number of Units with Strength over 149.
2620.1500	Maint Tech -----		X			X	Maintenance Equivalents of Equipment Maintained.
2620.8000	Op Acft -----		X				Hours of Aircraft Operation-Aviator Par- ticipants.
2630.1000	Op-Tng Acty -----		X	X	X	X	
2640.0000	ROTC Acty -----		X	X	X	X	ROTC Enrollment Strength.
2640.1100	Jr Div Tng -----		X				Number of Junior Division Students.
2640.1200	Sr Div Tng -----		X				Number of Senior Division Students.
2640.1300	Mil Sch Tng -----		X				Number of Military Schools Division Students.
2640.8000	Summer Tng -----		X	X			

Major Activity: Intelligence Activities—2800

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Monthly report (6)	Part B (7)	Performance factor title (8)
		Quarterly report			Civ costs (5)			
		Strength		Actual (4)				
		Author- ized (3)						
2800.0000	Intel Acty -----	X	X	X	X	X		
2860.0000	Eval Acty -----		X	X	X	X		
2860.1000	Sp Int Tng -----		X	X		X		
2860.3000	Cen Intel -----		X	X		X		
2860.3100	Deptl Intel -----		X	X				
2860.3200	Im Int Acty -----		X	X				
2860.3300	Intel Fld -----		X	X				
2860.3400	DSSCS -----		X	X				
2860.3500	Civ Car Prog -----		X	X				
2860.3600	Security Gp -----		X	X			Security Actions Process.	
2860.3700	Cl-Inv Acty -----		X	X				
2860.3800	Intel Dat Sy -----		X	X				
2860.3900	Spec Acty -----		X	X				
2860.5000	Tech Intel -----		X	X				
2860.5100	Fgn Sc-Tech -----		X	X				
2860.5200	Mis Intel -----		X	X				
2860.5300	Intel Dat Sy -----		X	X				
2860.6000	Fld Acty -----		X	X	X	X		
2860.6100	Intel Dat Sy -----		X	X				
2860.6200	Tech Intel -----		X	X		X		
2860.6300	Spt Hq Int -----		X	X				
2860.6400	Spt Fld Tact -----		X	X				
2860.6500	Other Fld -----		X	X				
2860.7000	Cl & Inv -----		X	X				
2860.7100	Sec Invest -----		X	X				
2860.7200	NAC's -----		X	X			No. NAC cases completed.	
2860.7300	Cl Opns -----		X	X				
2860.7400	Cl Scty Svc -----		X	X				
2860.7500	Other Cl -----		X	X				
2860.7600	Cl Rcds -----		X	X				
2860.7700	Int Cmd Hq -----		X	X				
2860.8000	Jt Cmd Int -----		X	X				
2860.8100	IDHS -----		X	X				
2860.8200	ELINT -----		X	X				
2860.8300	DSSCS Jt Cmd -----		X	X				
2870.0000	Map Geod Int -----		X	X	X	X		
2870.1000	Map & Geod -----		X	X	X	X		
2870.1100	Survey-D Pro -----		X	X				
2870.1200	DR, Source Ev -----		X	X				
2870.1300	Prod and Distr -----		X	X				
2870.1400	Svcs-Spt -----		X	X				
2870.1500	AD Handl Sys -----		X	X				
2870.2000	Engr Intel -----		X	X	X	X		
2870.2100	Survey-D Pro -----		X	X				
2870.2200	DR, Source Ev -----		X	X				
2870.2300	Prod and Distr -----		X	X				
2870.2400	Svcs-Spt -----		X	X				
2880.0000	ASA Acty -----		X	X	X	X		

Major Activity: Army-Wide Communications and Pictorial Services—2900

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
2900. 0000	Comm-Pic Svc -----	X	X	X	X	X	M Prints Processed.
2950. 1000	STARCOM-DCS -----		X	X		X	
2950. 2000	Non-DCS -----		X	X		X	
2950. 3000	Oth C-E Acty -----		X	X		X	
2950. 4000	Pic Svc -----		X	X		X	
2950. 5000	NMCS -----		X	X		X	
2950. 5100	Alt NMC -----		X	X		X	
2950. 5200	DUCC -----		X	X		X	
2950. 5300	NMCC -----		X	X		X	
2950. 5400	NMCS, A-W -----		X	X		X	
2950. 6000	Emerg Reloc -----		X	X		X	

Major Activity: Army Industrial Fund (AIF)—3000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
	Functional Listing						
3000.0000	AIF -----	X	X	X	X	X	
3000.2000	Optg Forces -----		X			X	
3000.2100	Tng Acty -----		X			X	Average Number of Resident Students.
3000.2200	Cen Sup Acty -----		X			X	
3000.2210	Procure Opn -----		X			X	a. M \$ Value of Contracts Executed and Administered. b. M \$ Value of Materiel and Supplies Inspected and Accepted.
3000.2220	Opn Sup Dep -----		X			X	
3000.2230	Sup Mgt Off -----		X			X	
3000.2250	Transp Engr -----		X			X	
3000.2260	Mil Tfc Mgmt -----		X			X	
3000.2270	Port Ter-Fac -----		X			X	a. M Number of Measurement Tons. b. Number of Passengers.
3000.2280	Log Control -----		X			X	
3000.2290	Excess Prop -----		X			X	
3000.2300	Dep Mat Mtce -----		X			X	
3000.2400	Med Acty -----		X			X	a. Hospitalization and Specialty Services Composite Unit. b. Average Daily Dispensary/Clinic Visits.
3000.2500	A-W Acty -----		X			X	
3000.2800	Intel Acty -----		X	X	X	X	
3000.2900	A-W CP Svc -----		X			X	
3000.4000	Manufacture -----		X			X	Total Number of Items Completed.
3000.5000	RDTE -----		X	X	X	X	
3000.6000	Pic Opn -----		X			X	a. Production Reels Produced. b. M Feet, Motion Picture Film Processed.
3000.7000	Printing Svc -----		X			X	a. M Number of Sheets Printed. b. M Number of Sheets Reproduced.
3000.8000	Other Acty -----		X			X	
3000.9000	O-M of Fac -----		X			X	
3000.9100	L Hq Cmd Adm -----		X			X	Population Served.
3000.9110	Hq Opn -----		X				Population Served.
3000.9120	Pres of Ord -----		X				Number of 8-Hour One-Man Posts or Patrols.
3000.9200	Loc Wel Svc -----		X			X	Population Served.
3000.9300	Loc M-M Fac -----		X			X	M Square Feet.
3000.9310	Active Fac -----		X				M Square Feet.
3000.9320	Inactive Fac -----		X				M Square Feet.
3000.9340	DA Proj -----		X				
3000.9370	Master Plan -----		X				
3000.9400	Spt Maint ¹ -----		X			X	Number of End Items Processed.
3000.9500	Loc Log Svc -----		X			X	Population Served.
3000.9510	Post Supply -----		X				M Number of Line Items Processed.
3000.9520	Comm-Photo -----		X				
3000.9530	Trans Svc -----		X				

¹ Exclude contractual services personnel and workload, e.g., employees of a private contractor working in a non-Army shop.

Major Activity: Army Industrial Fund (AIF)—3000—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
3000.9531	Adm Mtr Svc -----		X				a. M Miles by Assigned Drivers. b. Number of Vehicles Maintained. Documents Processed. Number of Operating Units. Number of Watercraft. M \$ Value of Sales.
3000.9532	Transp Opns -----		X				
3000.9533	Rail Svc -----		X				
3000.9534	Watercft Svc -----		X				
3000.9540	Food Program -----		X				
3000.9541	Issue Comsy -----		X				
3000.9546	Comsy Stores -----		X				
3000.9550	Ldry-DC Svc -----		X				
	Installation Listing						
3351.0000	MTMTS East A -----		X	X	X		
3352.0000	MTMTS West A -----		X	X	X		
3601.0000	Diamond Lab -----		X	X	X		
3602.0000	A Pic Cen -----		X	X	X		
3603.0000	Watertown -----		X	X	X		
3611.0000	Atlanta Dep -----		X	X	X		
3612.0000	Lexington Dep -----		X	X	X		
3613.0000	Richmond Cen -----		X	X	X		
3614.0000	Ogden Cen -----		X	X	X		
3631.0000	Redstone -----		X	X	X		
3651.0000	Frankford -----		X	X	X		
3652.0000	Picatinny -----		X	X	X		
3653.0000	Pine Bluff -----		X	X	X		
3654.0000	Rocky Mount -----		X	X	X		
3655.0000	Edgewood -----		X	X	X		
3656.0000	Ft Detrick -----		X	X	X		
3661.0000	Watervliet -----		X	X	X		
3662.0000	Springfield -----		X	X	X		
3663.0000	Rock Island -----		X	X	X		
3671.0000	Aberdeen PG -----		X	X	X		
3672.0000	Dugway PG -----		X	X	X		

Major Activity: Operation and Maintenance, Army National Guard—3700

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
3700.0000	Army NG Opn -----	X	X	X	X	X	Total Military Population.
3739.0000	O&M Facil -----	X	X	X	X	X	
3741.0000	NGB Acty -----	X	X	X	X	X	

Major Activity: Procurement of Equipment and Missiles, Army—4000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
4-----	Total PEMA-----	X	X	X	X	X	
4000.0000	Aircraft-----		X	X	X		
4100.0000	Acft Repair-----		X	X	X		
4200.0000	Missiles-----		X	X	X		
4400.0000	Wpn-Cbt Veh-----		X	X	X		
4500.0000	Tac-Spt Veh-----		X	X	X		
4600.0000	Comm-Elect-----		X	X	X		
4700.0000	Oth Spt Eq-----		X	X	X		
4800.0000	Ammo-----		X	X	X		
4900.0000	Prod-B Spt-----		X	X	X		

Major Activity: Research, Development, Test and Evaluation—5000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
5.-----	Total RDTE -----	X	X	X	X	X	
5000.0000	Mil Science -----		X	X	X	X	
5100.0000	Aircraft -----		X	X	X	X	
5200.0000	Msl-Rel Eq -----		X	X	X	X	
5300.0000	Astronautics -----		X	X	X	X	
5400.0000	Ships-Craft -----		X	X	X	X	
5500.0000	Ord Veh -----		X	X	X	X	
5600.0000	Other Equip -----		X	X	X	X	
5700.0000	Fac-Inst Spt -----		X	X	X	X	
5710.0000	Hq Cmd Adm -----		X	X		X	Population Served (9010.0000).
5720.0000	Loc Wel Act -----		X	X		X	Population Served (9020.0000).
5740.0000	Field Maint -----		X	X		X	a. Number of End Items Processed (9040.0000); b. Number of All Other Items Processed (9040.0000);
5750.0000	Loc Log Svc -----		X	X		X	Population Served (9050.0000).
5750.1000	Iss Comsy -----		X				M \$ Amount.
5750.2000	Comsy Stores -----		X				M \$ Value of Sales.
5760.0000	Minor Constr -----		X	X		X	
5770.0000	Loc M-M Fac -----		X	X		X	M Square Feet (9030.0000).
5780.0000	Civ Tng Pool -----		X	X	X	X	
5790.0000	Intl Coop RD -----		X	X	X	X	
5900.0000	Reimb Orders -----		X	X	X		

APPENDIX A

STRUCTURE OR MANPOWER UTILIZATION AND REQUIREMENTS REPORT

A-1. Appendix A contains the activity accounts and related information which will be used by commands and agencies in the preparation of CSFOR-78 reports. The accounts have been extracted from the Army Management Structure (AMS), and represent the applicable portions deemed necessary to fulfill the following purposes:

a. To provide the Department of the Army with the minimum data required to adequately review and analyze manpower utilization and to analyze and program manpower requirements for the support activities of the Army.

b. To provide commands and agencies that receive bulk authorizations of manpower by Manpower Vouchers a uniform means of presenting their estimates and justifications of bulk manpower requirements.

c. To provide at various echelons, including Headquarters, Department of the Army, the data required to equitably allocate bulk manpower spaces by Manpower Vouchers.

A-2. The format of appendix A consists of 8 columns.

a. Columns (1) and (2) respectively, list the AMS codes and abbreviated titles of the activities for which data are to be reported in Parts A and B of the 78 Report.

b. Columns (3) through (6), by the presence of an "X," show the items of data to be included in Part A:

- (1) Columns (3) through (5) relate only to the quarterly DA Form 2153 (Part A) report. Within these, columns (3) and (4) pertain to reporting of authorized and actual strengths; column (5) to reporting of civilian cost data (man-months and dollars).

- (2) Column (6) relates only to the monthly partial report. The presences of an "X" means all elements of data—authorized and actual strength, man-months and dollars—will be shown.

c. Column (7) relates only to DA Form 21-53-1 (Part B). Required data will be reported for every account for which there is an "X" in this column.

d. Column (8) lists the performance factors applicable to Parts A and B. However, performance factors will not be reported in Part B for accounts without an "X" in column (7). Certain performance factors are followed by AMS codes in parentheses. This has been done whenever a performance factor for an AMS account is shown for a different account in this appendix. The codes in parentheses identify the AMS accounts which provide the definitions of the performance factors. Multiple performance factors are denoted by the letter "a" for the first PF, and "b" for the second. When only one performance factor is listed for an account, no letter designation is shown.

A-3. Although actual strengths are required for every appendix A account in which manpower is utilized, authorized strengths in the reports are required only at major activity level. This is so because Headquarters, Department of the Army, requires authorized strength data at broader activity levels than it does actual strength data. Subordinate command echelons may require authorized strength data at more detailed levels, or for each account for which actual strength data will be reported. To allow for this and to avoid possible duplicate reporting within subordinate echelons, preparing commands and agencies are, therefore, granted the option of reporting authorized strength for accounts without an "X" in column (3).

A-4. The Army Management Structure has not yet been developed for "Civil Works," Corps of Engineers, which is denoted by the 0850 code series and for "Civil Defense," which is denoted by the 0400 code series. In addition, AMS Code 0030 will be used to report activities where nonagency funds are utilized.

A-5. The structure for the major activity, "Army Industrial Fund (AIF)," "AMS Code 3000," is composed of two elements in appendix A. The first is a functional listing, representing totals by functions of *all* AIF facilities combined within a command or agency. This listing will be prepared for Parts A and B of the report. The second is an installation listing, representing grand totals for individual AIF facilities. This listing will be prepared for Part A only. Operation and maintenance of facilities integral to AIF activities will be reported in this major activity and will be excluded from the "9000" code series of accounts in the Operation and Maintenance, Army, appropriation area.

AMS Code	Major activity title	Page No.
0030	Non-Agency Funds	A-3
0400	Civil Defense	A-4

AMS Code	Major activity title	Page No.
0500	Promotion of Rifle Practice	A-5
0850	Civil Functions	A-6
0910	Military Assistance Program (MAP) ...	A-7
0950	Army Management Fund Activities	A-8
0970	Air Force Construction	A-9
1900	Military Family Housing	A-10
2000	Operating Forces	A-11
2100	Training Activities	A-12
2200	Central Supply Activities	A-13
2300	Major Overhaul and Maintenance of Materiel	A-14
2400	Medical Activities	A-15
2500	Army-Wide Activities	A-16
2600	Army Reserve and ROTC	A-17
2800	Intelligence Activities	A-18
2900	Army-Wide Communication and Pictorial Services	A-19
3000	Army Industrial Fund (AIF)	A-20
3700	Operation and Maintenance, Army National Guard	A-22
4000	Procurement of Equipment and Missiles, Army	A-23
5000	Research, Development, Test, and Evaluation	A-24
6000	Military Construction, Army	A-25
8500	Military Construction, Army National Guard	A-26
8600	Military Construction, Army Reserve ...	A-27
9000	Operation and Maintenance of Facilities ..	A-28

Major Activity: Military Construction, Army Reserve—8600

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
8600.0000	Mil Const AR-----	X	X	X	X	X	

Major Activity: Operation and Maintenance of Facilities--9000

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author- ized (3)	Actual (4)				
9000.0000	O-M of Fac -----	X	X	X	X	X	
9010.0000	L Hq Cmd Adm -----		X	X	X	X	Population Served.
9010.1000	Hq Opn -----		X	X		X	Population Served.
9010.1100	Cmd and Staff -----		X	X			
9010.1200	Cmd Admin -----		X	X			
9010.1210	Dep Sch-C&PR -----		X	X			
9010.1220	F and A -----		X	X			
9010.1230	Data Proc -----		X	X			
9010.1240	Postal Svc -----		X	X			
9010.1260	Other Hq Svc -----		X	X			
9010.2000	Pres of Ord -----		X	X		X	Population Served.
9010.2100	MP Opn -----		X	X			Number of 8-hour one-man posts or patrols.
9010.2200	Cl Acty -----		X	X			a. Complaints or requests referred for investigation. b. Surveys Conducted.
9010.2300	Confin Opn -----		X	X			Prisoner-Days.
9010.2400	Phys Sec Opn -----		X	X			Number of 8-hour one-man posts or patrols.
9010.3000	Educ Dev -----		X	X		X	Hours of Educational Service.
9010.3100	Educ Ctr -----		X	X			
9010.3200	Tuition Asst -----		X	X			
9010.3300	USAFI (OS) -----		X	X			
9020.0000	Loc Wel Svc -----		X	X	X	X	Population Served.
9020.1000	Chap Acty -----		X	X			Population Served.
9020.3000	Cd Info Acty -----		X	X			Population Served.
9020.3110	Opn R&TV Fac -----		X	X			
9020.3120	Mnt R&TV Fac -----		X	X			
9020.3200	A Newspapers -----		X	X			
9020.3300	Publications -----		X	X			
9020.3400	Trp Instr -----		X	X			
9020.4000	Sp Svc Acty -----		X	X			Military Population Served.
9020.5000	Commun Svc -----		X	X			
9030.0000	Loc M-M Fac -----		X	X	X	X	M Square Feet.
9030.1000	Active Fac -----		X	X			M Square Feet.
9030.1100	Mgt Engr -----		X				M Square Feet.
9030.1200	Utilities -----		X				Population Served.
9030.1300	Fire Prev -----		X				M Square Feet.
9030.1400	Mint-Rep Prop -----		X				M Square Feet.
9030.1410	Util Sys -----		X				
9030.1420	Perm-Tem Bld -----		X				M Square Feet.
9030.1430	Spec Equip -----		X				
9030.1440	Grounds -----		X				Acres.
9030.1450	Railroads -----		X				
9030.1460	Surface Ar -----		X				M Square Yards.
9030.1500	Other Svc -----		X				Population Served.
9030.1600	Minor Constr -----		X				
9030.2000	Inactive Fac -----		X				M Square Feet.
9030.3000	Spec Acty -----		X				

Major Activity: Operation and Maintenance of Facilities—9000—Continued

AMS code (1)	Abbreviated title (limited to 12 spaces) (2)	Part A				Part B (7)	Performance factor title (8)
		Quarterly report			Monthly report (6)		
		Strength		Civ costs (5)			
		Author-ized (3)	Actual (4)				
9030.3200	R&U-M&S Eq -----		X				
9030.3210	R&U-M&S O&M -----		X				
9030.3220	R&U-M&S OMCr -----		X				
9030.4000	DA Proj -----		X	X			
9030.7000	Master Plan -----		X	X			
9040.0000	Spt Maint -----		X	X	X	X	a. Number of end items processed. b. Number of all other items processed.
9040.1000	Weapons -----		X				
9040.2000	Cbt Veh -----		X				
9040.3000	Tet-Spt Veh -----		X				
9040.4000	El-Comm Veh -----		X				
9040.5000	Aircraft -----		X				
9040.6000	Msl Sys -----		X				
9040.7000	Spec-P Eq -----		X				
9040.8000	Rel Spt Mnt -----		X				
9050.0000	Loc Log Svc -----		X	X	X	X	Population Served.
9050.1000	Post Supply -----		X	X	X	X	Population Served.
9050.1100	Supply Opn -----		X				M Number of Line Items Processed.
9050.1200	Self Svc Cen -----		X				M \$ Value of Sales.
9050.1300	Clo Sale Sto -----		X				M \$ Value of Sales and Issues.
9050.1400	Purch-Cntr -----		X				a. Procurement Actions. b. M \$ Value.
9050.1500	Clo Iss Pts -----		X				M \$ Value of Issues.
9050.2000	Comm-Photo -----		X	X	X	X	
9050.2100	Instal Wire -----		X	X			Number of Projects Completed.
9050.2200	O-M Wire -----		X	X			Number of Telephones in Use.
9050.2300	Instal Radio -----		X	X			Number of Projects Completed.
9050.2400	O-M Radio -----		X	X			Number of Devices in Use.
9050.2600	Film-Equip -----		X	X			a. Number of Items Loaned or Main- tained. b. Number of Trainees.
9050.2700	Photo Fac -----		X	X			M Number of Negative Equivalents.
9050.2800	TV Fac -----		X	X			Hours of Operation.
9050.3000	Trans Svc -----		X	X	X	X	
9050.3110	Veh Opn -----		X	X			M Miles Driven by Assigned Drivers.
9050.3120	Veh Maint -----		X	X			Number of Vehicles Maintained.
9050.3200	Transp Opns -----		X	X			Documents Processed.
9050.3300	Rail Svc -----		X	X			Number of Operating Units.
9050.3400	Watercft Svc -----		X	X			Number of Watercraft.
9050.3500	Mvt Hshld Gd -----		X	X			Number of Personnel Assigned.
9050.4000	Food Program -----		X	X	X	X	
9050.4100	Issue Comsy -----		X	X			M \$ Amount.
9050.4200	Bakeries -----		X	X			M Lbs Baked.
9050.4300	Meat Proc -----		X	X			a. M Lbs of Meat Processed. b. M Lbs of Fat Rendered.
9050.4400	Opn Messes -----		X	X			
9050.4500	Pastry Kitch -----		X	X			M Servings Baked.
9050.4600	Comsy Stores -----		X	X			M \$ Value of Sales.
9050.5000	Ldry-DC Svc -----		X	X	X	X	a. M Pieces Laundry Processed. b. M Pieces Dry-Cleaning Processed.

APPENDIX B

**TYPES OF ENTRIES AND DATA REQUIRED FOR COMMAND TOTALS
AND MAJOR ACTIVITY LISTINGS—PART A**

Type of entry	Short title b	Command totals c	Major activity sheets d	All manpower and workload type data e	Only actual civilian strength; man/month and dollar type data f
Total (including agency and nonagency funds) -----	Total ¹	X	X	d-n	o-q
<i>Special Categories</i>					
GONUS Operating TOE included in MV -----	TOE	X	X	d-g	
Army Nurse Corps/Army Med Spec Corps -----	ANC/AMSC	X	X	d-g	
Full-Time in Permanent Positions -----	FTP	X	X	h-n	o-q
Full-Time in Temporary Positions -----	FTT	X	X	h-n	o-q
Part-Time Personnel -----	Part-time	X	X		h,i,o-q
When Actually Employed Personnel -----	WAE	X	X		h,i,o-q
Wage Board U.S. Citizens—Direct Hire ^{3,4} -----	WBUS	X	X		h, o-q
French National Personnel—Indirect Hire -----	Fr Nat'l	X	X		k, o-q
German National Personnel—Indirect Hire -----	Ger	X	X		k, o-q
German National Personnel paid from Deutschemark Support Funds. -----	Ger DS	X	X		k, o-q
Japanese Master Contract Personnel—Indirect Hire -----	JMC	X	X		k, o-q
Korean Direct Hire ² -----	KOR	X	X		h, o-q
Korean Service Corps -----	KSC	X	X		k, o-q
Labor Service in France—Direct Hire ⁴ -----	LS-FB	X	X		h, o-q
Labor Service in Germany—Indirect Hire -----	Ger LS	X	X		k, o-q
Labor Service in Germany paid from Deutschemark Support Funds. -----	Ger LS-DS	X	X		k, o-q
Ryukyuan Direct Hire ⁴ -----	RYUK	X	X		h, o-q
Other Direct Hire Foreign Nationals ⁴ -----	ODHEN	X	X		h, o-q
Other Indirect Hire Personnel -----	Other IH	X	X		k, o-q
Special Foreign Activities -----	SFA	X	X	d-l	o-q
Departmental Personnel ⁴ -----	Dept Pers	X	X	d-n	o-q
Field Personnel in DC Metropolitan Area -----	Fld DC	X		d-n	o-q
Personnel in Foreign Countries ² -----	Pers in FC	X		d-n	o-q
Unallocated Spaces -----	Unallocated	X		auth only	o-q
Alaska -----	Alaska	X		d-n	o-q
Hawaii -----	Hawaii	X		d-n	o-q

¹ Short titles shown are for use in Command Totals. In Major Activities, use the AMS codes and related activity titles.

² Applicable only to commands having personnel located both in foreign countries and territories and possessions. Exclude personnel paid from 28 funds, local economy and KSC, who will be reported in other appropriate parenthetical entries.

³ All U.S. Citizens occupying wage board jobs regardless of location or command assignments.

⁴ Separate entries will be provided for Full-Time in Permanent Positions.

APPENDIX C CARD FORMAT

Item	Card columns		
	Card No. 1	Card No. 2	Card No. 3
Date (note 1) -----			
Command (app. F) -----	1-2	1-2	1-2
Activity and Fund Identification (note 2) -----	3-14	3-14	3-14
Army Management Structure Code (app. A) -----	15-22	15-22	15-22
Entry Code (app. E) -----	23-24	23-24	23-24
Card Number -----	25	25	25
Officers-Authorized -----	26-30		
Warrant Officers-Authorized -----	31-34		
Enlisted-Authorized -----	35-39		
Civilian Total-Authorized -----	40-45		
Civilian Graded-Authorized -----	46-50		
Officers-Strength -----		26-30	
Warrant Officers-Strength -----		31-34	
Enlisted-Strength -----		35-39	
Civilian Total-Strength -----		40-45	
Civilian Graded-Strength -----		46-50	
TOE Support (O/S only) -----		51-55	
Contract Hire (25) (O/S only) -----		56-61	
Other Personnel (Pers not subj to Authorization Voucher) -----		62-66	
Total Personnel Utilized -----		67-72	
Workload -----		73-79	
Workload—Unit of Thousands (note 3) -----		80	
Blank -----	51-55		
Current Man-Months Worked -----	56-61		
Current Earnings -----	62-72		
Current Terminal Leave -----	73-80		
Cumulative Man-Months Worked -----			56-61
Cumulative Earnings -----			62-72
Cumulative Overtime -----			73-80

Note 1. The month of the report will be identified by punching an "x" over columns 26-37 according to the following: For the quarterly submission an x(11) will be punched over columns 28, 31, 34, and 37, as specified.

<i>Month</i>	<i>Column</i>
July -----	26
August -----	27
September -----	28
October -----	29
November -----	30
December -----	31
January -----	32
February -----	33
March -----	34
April -----	35
May -----	36
June -----	37

Note 2. When nonagency funds are used, the fund source identification will be punched in columns 3-12.

Note 3. Unit of thousands as prescribed in appendix A.

APPENDIX D
REPORT FORMAT

Item	Card Column	Card No.
Line 1		
Activity and Fund Identification -----	3-14	1
Army Management Structure Code -----	15-22	1
Entry Code (app. E) -----	23-24	1
Card Number -----	25	1
Military Total-Authorized (note 1)		
Officers-Authorized -----	26-30	
Warrant Officers-Authorized -----	31-34	1
Enlisted-Authorized -----	35-39	1
Civilian Total-Authorized -----	40-45	1
Civilian Graded-Authorized -----	46-50	1
Current Man-Months Worked -----	56-61	1
Current Earnings -----	62-72	1
Current Terminal Leave -----	73-80	1
Card Number -----	25	1
Line 2		
Entry Code -----	23-24	2
Card Number -----	25	2
Total Military-Strength (note 1)		
Officers-Strength -----	26-30	2
Warrant Officers-Strength -----	31-34	2
Enlisted-Strength -----	35-39	2
Civilian Total-Strength -----	40-45	2
Civilian Graded-Strength -----	46-50	2
TOE Support (O/S only) -----	51-55	2
Contract Hire (28) (O/S only) -----	56-61	2
Other Personnel (Not subj to Authorization Voucher) -----	62-66	2
Total Personnel Utilized -----	67-72	2
Workload -----	73-79	2
Unit of Thousands -----	80	2
Cumulative Man-Months Worked (note 2) -----	56-61	3
Cumulative Earnings (note 2) -----	62-72	3
Cumulative Overtime (note 2) -----	73-80	3
Card Number -----	25	2

Note 1. Total military authorized and total military strength is derived by crossfooting the military fields and printing the totals from the 407.

Note 2. Cumulative man-months worked, cumulative earnings, and cumulative overtime are printed on line 2 from card number 3.

APPENDIX E

ENTRY CODES FOR PREPARATION OF COMMAND TOTALS AND
MAJOR ACTIVITY LISTINGS—PART A

Type of entry	Short title	Total-agency and non-agency funds
Total (agency and nonagency funds) -----	Total ¹	10
<i>Special Categories</i>		
CONUS Operating TOE included in -----	TOE	1A
Army Nurse Corps/Army Med Spec Corps -----	ANC-AMSC	1B
Full-Time in Permanent Positions -----	FTP	1C
Full-Time in Temporary Positions -----	FTT	1D
Part-Time Personnel -----	Part-time	1E
When Actually Employed Personnel -----	WAE	1F
Wage Board U.S. Citizens ^{3,4} Direct Hire -----	WBUS	1G
French National Personnel—Indirect Hire -----	Fr Nat'l	1H
German National Personnel—Indirect Hire -----	Ger	1J
German National Personnel paid from Deutschemark Support Funds -----	Ger DS	1K
Japanese Master Contract Personnel—Indirect Hire -----	JMC	1L
Korean Direct Hire ⁴ -----	KOR	1M
Korean Service Corps -----	KSC	1N
Labor Service in France—Direct Hire -----	LS-FR	1P
Labor Service in Germany—Indirect Hire -----	Ger LS	1Q
Labor Service in Germany paid from Deutschemark Support Funds -----	Ger LS-DS	1R
Ryukyuan Direct Hire ⁴ -----	RYUK	1S
Other Direct Hire Foreign Nationals ⁴ -----	ODHFN	1T
Other Indirect Hire Personnel -----	Other IH	1U
Special Foreign Activities -----	SFA	1V
Nonagency Funds -----	N-Agcy Fd	30
Wage-Board U.S. Citizens—Full-Time in Permanent Positions -----	WBUS-FTP	40
Korean Direct Hire—Full-Time in Permanent Positions -----	KDH-FTP	41
Other Direct Hire Foreign Nationals—Full-Time in Permanent Positions -----	ODHFN-FTP	42
Ryukyuan Direct Hire—Full-time in permanent positions -----	RYUK-FTP	43
Departmental Personnel ⁴ -----	Dept Pers	50
Field Personnel in DC Metropolitan Area -----	Fld DC	60
Personnel in Foreign Countries ³ -----	Pers in FC	70
Unallocated Spaces -----	Unallocated	80
Alaska -----	Alaska	90
Hawaii -----	Hawaii	91

¹ Short titles shown are for use in Command Totals. In Major Activities, use the AMS codes and related activity titles.

² Applicable only to commands having personnel located both in foreign countries and territories and possessions. Exclude personnel paid from 28 funds, local economy and KSC, who will be reported in other appropriate entries.

³ All U.S. citizens occupying wage board jobs regardless of location or command assignments.

⁴ Separate entries will be provided for Full-Time in Permanent Positions.

APPENDIX F

COMMAND CODES

<i>Command or agency</i>	<i>Code</i>	<i>Command or agency</i>	<i>Code</i>
Office, Secretary of the Army -----	SA	United States Army, Europe -----	E1
Office, Chief of Staff, U.S. Army -----	CS	United States Army, Pacific (includes head- quarters and U.S. Army Vietnam).	P1
First United States Army -----	1A	United States Army, Hawaii -----	P2
Third United States Army -----	3A	United States Army, Japan -----	P3
Fourth United States Army -----	4A	United States Army, Ryukyu Islands -----	P4
Fifth United States Army -----	5A	Eighth United States Army -----	P8
Sixth United States Army -----	6A	The Adjutant General -----	AG
Military District of Washington, U.S. Army----	MW	Army Audit Agency -----	AU
United States Air Defense Command -----	AD	Chief of Engineers, Military Functions -----	CE
HQ, United States Continental Army Command--	CA	Chief of Engineers, Civil Functions -----	C1
U.S. Army Strategic Communications Command--	CC	Chief of Finance -----	FI
U.S. Army Combat Developments Command-----	CD	The Surgeon General -----	MD
U.S. Army Intelligence Command -----	IC	Chief, Communications-Electronics -----	SC
Military Traffic Management and Terminal Service.	MT	Other Field Activities of the Army Staff *-----	SF
U.S. Army Materiel Command -----	MI	Chief of Support Services -----	SV
United States Army, Alaska -----	AL	U.S. Army Security Agency -----	AS
United States Army Forces Southern Command--	C1	Department of Defense and U.S. Army Ele- ments of Joint Activities.	SD

* Includes activities assigned to DCSPER, ACSI, DCSOPS, DCSLOG, ACSFOR, CORC, OPO, Chief R&D, Chief of Chaplains, The Provost Marshal General, Chief of Information, and TJAG.

[FOR PP]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for Administration—C.

NG: None.

USAR: None.

PENTAGON LIBRARY



0001158802