DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH 14 APR 2004

MEMORANDUM FOR MILPOs

SUBJECT: Table of Distribution and Allowances (TDA)/Unit Manning Report (UMR) Documentation for Interchangeable Officer/Warrant Officer Positions

1. References:

a. AR 71-32, Force Development and Documentation – Consolidated Policies, dated 3 March 1997.

b. DA Pam 611-21, Military Occupational Classification and Structure, dated 31 March 1999.

c. AR 611-1, Military Occupational Classification Structure Development and Implementation, Chapter 5, Paragraph 5-3, dated 30 September 1997.

2. This policy memorandum provides guidance to standardize the coding procedures for officer-interchangeable positions in The Army Authorization Document System-Redesign (TAADS-R) and Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG) databases. Standard coding is required to maintain strength accountability and ensure commissioned and warrant officer related personnel actions that require compliance to grading (i.e. promotions) are clearly defined.

3. Force Management Actions: TDAs identify selected officer positions that may be filled by either a commissioned officer or warrant officer.

a. NGB-ARF-T will identify officer-interchangeable positions on TDAs with the Personnel Code Definition 'XZ' (Position may be filled by commissioned officer or warrant officer) in the PRMK column.

b. NGB-ARF-T will coordinate with NGB-ARH-O to standardize the grading and classification for interchangeable officer positions.

5. SIDPERS Actions: When directed by the State Force Integration & Readiness Officer (FIRO), the SIDPERS Interface Branch (SIB) will enter "alpha" lines on the UMR (Unit Manning Report) via an ASTE transaction using the TDA guidelines above. NOTE: An officer can only be assigned against the line that has the authorization. The overall total number of requirements and authorizations will remain the same.

6. Points of contact are CW5 Richard L. Ernest, Jr., Officer Policy Section, at DSN 327-3298 or 703-607-3298 for personnel actions, Mr. Rodney W. Kleinfelter at DSN 327-9173 or 703-607-9173 for SIDPERS actions, and CW3 Joanne Givens or CW3 Ramon Olivo-Astol at DSN 327-7853/7807 or 703-607-7853/7807 for TDA actions.

ROSS B. DeBLOIS
COL, GS
ARNG, G1

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