ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

FORCE MANAGEMENT
AND PERSONNEL

MAY 3 1991

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
INSPECTOR GENERAL
DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: FY 1991 Management Headquarters Reduction

Section 906 of the National Defense Authorization Act for FY 1991 (P.L. 101-510) requires that the Secretary of Defense reduce the numbers of Armed Forces and civilian employees in management headquarters and headquarters support activities, on the last day of each of fiscal years 1991 through 1995, below the number in management headquarters on the last day of the preceding fiscal year by not less than the number equal to 4 percent of the number on September 30, 1990. Management headquarters activities and headquarters support activities are defined in DoD directive 5100.73, entitled "Department of Defense Management Headquarters and Headquarters Support Activities" dated November 25, 1988. Preliminary reductions are identified at Attachment A.

The Department has implemented preliminary reductions based upon the "programmed" manpower levels contained in DoD's FY 1991 congressional budget. I request your assistance in identifying any adjustments that may be necessary to the FY 1990 management headquarters baselines. These include adjustments relative to the consolidation of DoD accounting and finance centers and commissary operations. In addition, the Military Departments must identify the FY 1990 management headquarters baselines associated with the U.S. Special Operations Command. All proposed adjustments (including manpower realignments) must be accompanied by detailed justification to include program element code, unit identification code, and manpower category (officer, enlisted, or civilian) data.

Attachment B provides a format for identifying adjustments to your FY 1990 baselines. Negative responses may be telephoned in to Mrs. Linda Gileau at x-75680. Due to time constraints, I will be unable to accept any proposed changes after May 24.

Revised guidance allocating final FY 1991 management headquarters ceilings will be issued within the next few weeks.

Christopher Jehn

Christopher Jehn

Attachments:
As stated

cc:
Chairman of the Joint Chiefs of Staff
Commander-in-Chief, U.S. Special Operations Command

DEPARTMENT OF DEFENSE MANAGEMENT HEADQUARTERS

DOD COMPONENT 1/	FY 1990 2/ MANAGEMENT HEADQUARTERS MILITARY	CIVILIAN	TOTAL	REQUIRED REDUCTION [4%]	FY 1991 MANAGEMENT HEADQUARTERS CEILING 3/
ARMY	9425	13019	22444 4/	898	21546
NAVY	10190	7840	18030 4/	721	17309
AIR FORCE	15320	8311	23631 4/	945	22686
OSD/RELATED ORGANIZATIONS 5/	2255	2677	4932 4/	197	4735
DIS	0	163	163	7	156
DMA	25	137	162	6	156
DNA	43	205	248	10	238
OSIA	21	54	75	3	72
COMM/INTELL	101	304	405 6/	16	389
DCAA	0	109	109	4	105
DLA	138	1795	1933 4/	77	1856
DODDS	0	107	107	4	103
DFAS	0	0	0	0	0
DeCA	0	0	0	0	0
IG	1	79	80 7/	3	77
MSAs	16	476	492 8/	20	472
SOCOM	0	0	0 4/	0	0
TOTAL	37535	35276	72811	2912	69899

1/ EXCLUDES NATIONAL SECURITY AGENCY (NSA).

2/ FY 1990 COLUMN OF FY 1991 PRESIDENT BUDGET EXHIBIT PB-22.

3/ PRELIMINARY; SUBJECT TO REVISION BASED UPON COMPONENT ADJUSTMENTS RECEIVED BY C.O.B., MAY 10.

4/ MANAGEMENT HEADQUARTERS BASELINES SUBJECT TO REVISION BASED UPON ADJUSTMENTS RECEIVED FROM COMPONENTS BY C.O.B., MAY 10; RESPECTIVE DOD COMPONENTS (OSD, WHS, DLA, AND MILITARY SERVICES) MUST IDENTIFY FY 1990 MANAGEMENT HEADQUARTERS BASELINES ASSOCIATED WITH CONSOLIDATION OF DOD ACCOUNTING AND FINANCE CENTERS AND DEFENSE COMMISSARIES. SERVICES MUST IDENTIFY ALSO THE USSOCOM BASELINE INCLUDED IN FY 1990 MANAGEMENT HEADQUARTERS ESTIMATES; USSOCOM ADJUSTMENTS MUST BE COORDINATED WITH CINC, USSOCOM BEFORE TRANSMITTED TO OASD(FM&P).

5/ INCLUDES OSD, JS, DARPA, DLSA, DSAA, AFIS, WHS, DMSA, AND SDIO (WHICH WAS ERRONEOUSLY OMITTED FROM FY 1991 PB-22).

6/ INCLUDES DCA AND DIA (BREAKOUT PROVIDED BY FM&P, L. GILEAU, X-75680).

7/ PROVIDED BY THE IG (ERRONEOUSLY OMITTED FROM FY 1991 PB-22.)

8/ MUST BE ADJUSTED TO REFLECT REDUCTIONS RELATIVE TO FY 1991 REVIEW OF OSD MANAGEMENT SUPPORT ACTIVITIES (DMRD 932).

DEPARTMENT OF DEFENSE MANAGEMENT HEADQUARTERS

DOD COMPONENT 1/	[1] FY 1990 2/ MANAGEMENT HEADQUARTERS MILITARY	CIVILIAN	TOTAL	[2] ADJUSTMENTS TO FY 1990 COLUMN OF FY 1991 PB-22 3/ MILITARY	CIVILILIAN	TOTAL	[3] REVISED FY 1990 COLUMN OF FY 1991 PB-22 MANAGEMENT HEADQUARTERS MILITARY	CIVILIAN	TOTAL
ARMY	9425	13019	22444 4/						
NAVY	10190	7840	18030 4/						
AIR FORCE	15320	8311	23631 4/						
OSD/RELATED ORGANIZATIONS 5/	2255	2677	4932 4/						
DIS	0	163	163						
DMA	25	137	162						
DNA	43	205	248						
OSIA	21	54	75						
COMM/INTELL	101	304	405 6/						
DCAA	0	109	109						
DLA	138	1795	1933 4/						
DODDS	0	107	107						
IG	1	79	80 7/						
DSAs	16	476	492						
SOCOM	0	0	0 4/						
TOTAL	37535	35276	72811						

1/ EXCLUDES NATIONAL SECURITY AGENCY (NSA).

2/ FY 1990 COLUMN OF FY 1991 PRESIDENT BUDGET EXHIBIT PB-22.

3/ MUST BE ACCOMPANIED BY DETAILED JUSTIFICATION TO INCLUDE PROGRAM ELEMENT CODE, UNIT IDENTIFICATION CODE, AND MANPOWER CATEGORY (OFFICER, ENLISTED, CIVILIAN).

4/ COMPONENT ADJUSTMENTS (OSD, WHS, DLA, AND MILITARY SERVICES) MUST IDENTIFY FY 1990 MANAGEMENT HEADQUARTERS BASELINES ASSOCIATED WITH CONSOLIDATION OF DOD ACCOUNTING AND FINANCE CENTERS AND DEFENSE COMMISSARIES.
SERVICE ADJUSTMENTS MUST IDENTIFY ALSO THE USSOCOM BASELINE INCLUDED IN FY 1990 MANAGEMENT HEADQUARTERS ESTIMATES; USSOCOM ADJUSTMENTS MUST BE COORDINATED WITH CINC, USSOCOM BEFORE TRANSMITTED TO OASD(FM&P).

5/ INCLUDES OSD, JS, DARPA, DLSA, DSAA, AFIS, WHS, DMSA, AND SDIO (WHICH WAS ERRONEOUSLY OMITTED FROM FY 1991 PB-22).

6/ INCLUDES DCA AND DIA (BREAKOUT PROVIDED BY FM&P, L. GILEAU, X-75680).

7/ PROVIDED BY THE IG (ERRONEOUSLY OMITTED FROM FY 1991 PB-22.)