

Office Memorandum  
No. 570-1-1

6 September 1990

Manpower Control  
MANPOWER MANAGEMENT

1. Purpose. The purpose of this office memorandum is to establish District policies and procedures and to assign responsibilities for allocation and control of permanent manpower spaces and positions through the use of a Manning Chart System.

2. Applicability. This office memorandum applies to all civil and military funded permanent manpower spaces/positions and all organizational elements of the District. Temporary positions (appointments) and positions exempt from civil FTE controls (student aids/summer aids) are excluded. All permanent spaces/positions including full-time, part-time, or seasonal positions are subject to the Manning Chart controls/procedures.

3. Policy.

a. A Manning Chart depicting authorized permanent manpower spaces and positions will be established and maintained for each major staff element of the District (sample attached as Appendix A).

b. Division/Office Manning Charts will be the official record of the approved internal distribution of permanent manpower spaces and positions.

4. Responsibilities.

a. Division/Office Chiefs are responsible for maintaining Manning Chart(s) for their organization to depict distribution of available resources or maximum support of functions assigned.

b. The Budget and Manpower Branch, Resource Management Office, is responsible for preparing and updating Manning Charts.

This LRDOM supersedes LRDOM 570-1-1, dated 2 January 1990.

c. The Chief, Resource Management Office, is responsible for reviewing the initial Manning Charts and subsequent changes from an overall manpower management viewpoint and recommending action to the Executive Office.

5. Procedures.

a. General.

(1) Manning Chart(s) will be prepared by the Budget and Manpower Branch in the format depicted in Appendix A and as described below.

(a) Each organizational entity down to section level will be reflected. Authorized permanent positions will be grouped by pay plan (GS, WG, WB) in decreasing grade sequence for each organizational element.

(b) Target grades will be reflected for upward mobility positions. Entry level and intervening grades will not be shown.

(c) Positions other than full-time permanent (FTP) will be annotated as part-time permanent (PTP), seasonal (SEAS), COOP, etc.

(d) Military positions will be identified by an "M".

(e) In the larger organizations, more than one Manning Chart will be required. One or more branches may be reflected on a single page. All sections within a single branch should be on the same page.

(f) The Remarks Section of the Manning Chart will be used to identify dual assignments or explain any special assignments or circumstances.

b. Changes to Manning Charts.

(1) Proposed changes to Manning Chart(s) will be initiated by the requesting Division/Office by preparing a marked-up Manning Chart to reflect the proposed change.

(2) The proposed Manning Chart(s) will be submitted by memorandum with full justification for the proposed change through the Human Resources Office and the Resource Management Office to the Executive Office.

(3) Approved changes will be noted by memorandum or note from the Executive Office.

(3) Approved changes will be noted by memorandum or note from the Executive Office.

(4) The Budget and Manpower Branch will maintain a file of Manning Charts for each major staff office.

(5) Approval of the new Manning Chart(s) by the Executive Office will constitute authority to submit SF 52(s) to the Human Resources Office for implementing action.

c. Review of vacant positions.

(1) Requests by Division/Office Chiefs to fill vacant positions reflected on approved Manning Charts will be submitted through the Resource Management Office to the Human Resources Office. The vacant position to be filled will be highlighted on an attached copy of the Manning Chart.

d. Request for review of occupied positions.

(1) Revisions to Job Descriptions. When the major duties of a position have changed to the extent that a new job description is needed, the supervisor will prepare a revised job description and submit it (via SF-52) to the Human Resources Office for review and classification. Occasionally, minor changes can be annotated by pen and ink in lieu of writing a new job description. Supervisors should check with the PM&C staff to see if that option is appropriate.

(2) Proposals for upgrade of positions. When a supervisor proposes to upgrade a position, a draft job description, and a SF 52 will be submitted and will include full justification as to the reason or reasons for requesting the increase in grade. At a minimum, documentation should include, on a separate sheet of paper, the supervisor's explanation of how the position has changed from the time it was originally classified, and those factors which are now considered to support the higher grade. If possible, reference to a specific classification standard should be included. SF-52's received in the Human Resources Office without the necessary documentation may be returned without action.

Requests for review of occupied positions will be submitted direct to the Human Resources Office. These requests do not

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require preparation of a memorandum with justification for the requested change routed through HRO, RMO and the Executive Office specified in paragraph 5 b(2) above.

FOR THE DISTRICT ENGINEER:

App



DOUGLAS C. EATON  
LTC, Corps of Engineers  
Deputy District Engineer

DISTRIBUTION A

APPENDIX A

(SAMPLE)

CHART 1 of 1

LITTLE ROCK DISTRICT  
TDA/MANNING CHART

Rev 31 JUL 90

RESOURCE MANAGEMENT OFFICE

YATES	Financial Manager	7106S	GM-0505-13
CASH	Secretary (Typing)	7518	GS-0318-05

BUDGET & MANPOWER BRANCH

DIXSON	Budget Officer	7102	GS-0560-12
HARRIS	Management Analyst	7323	GS-0343-11
VACANT	Budget Analyst	7672	GS-0560-11

MANAGEMENT ANALYSIS BRANCH

WILBANKS	Mgmt Analysis Ofcr	7201S	GS-0343-12
LIVELY	Management Analyst	7027	GS-0343-11
FINCH	Management Analyst	7392	GS-0343-11
BISHOP	Management Analyst	7706	GS-0343-09

FINANCE & ACCOUNTING BRANCH

SCHIMMING	Supv Operating Acct	6977S	GS-0510-12
JAWORSKI	Computer Prog. Analyst	8039	GS-0334-12
MOON	Operating Accountant	6978	GS-0510-11
MILKINS	Accountant	7539	GS-0510-11
BARNER	Operating Accountant	7111	GS-0510-09
MORTON	Operating Accountant	7111	GS-0510-09
LEE	Accountant	7767	GS-0510-09
GRIGG	Accounting Tech	7189	GS-0525-07 M
VACANT	Accounting Tech	6980	GS-0525-05
JONES,M	Accounting Tech	7913	GS-0525-05

AUTHORIZED: CIVIL FTE - 16.0    FTP - 18.0  
MIL WKYRS - 2.0    FTP - 1.0

M - Military  
S - Seasonal  
P - Parttime  
C - Co-op Student  
RR- Recognized Requirement