



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

December 23, 2003

MEMORANDUM THRU DIRECTOR ARMY STAFF
FOR DEPUTY CHIEF OF STAFF, G1
DEPUTY CHIEF OF STAFF, G3
DEPUTY CHIEF OF STAFF, G8

SUBJECT: Commercial and Inherently Governmental Activities (IGCA) Inventory

The purpose of this memorandum is to forward direction from the Under Secretary of Defense (Personnel and Readiness) and the Under Secretary of Defense (Acquisition, Technology and Logistics) to compile the Army's portion of the IGCA Inventory and submit it to these offices no later than April 15, 2004. (ASA-CW and Corps of Engineer will continue to provide separate IGCA updates to this office to comply with this suspense.)

The IGCA Inventory is currently used by the Department of Defense to establish A-76 goals and military-civilian conversion plans. The OSD cover memo and attached DoD Manpower Mix Criteria Code Chart are attached to this memo for ease of reference (excluding the remainder of the OSD guidance) at Enclosure 1. The remaining IGCA guidance is voluminous and may be downloaded from <http://www.asamra.army.pentagon.mil/IGCA> (This site contains the OSD guidance, Army exemption decisions, prior coding logic, and a copy of the prior FY04 data base). A username and password are required. Please contact Mr. Brian Wilcox at Brian.Wilcox@hqda.army.mil, 703-695-5743, DSN 225-5473.

I understand that documentation of organizational changes for FY05 and FY06 to The Army Authorization Documentation System (TAADS) will not be finalized until completion of Command Plan FY06 in June 04. However, OSD guidance is to provide IGCA data "relatively consistent with the FY 2003 data contained in the FY 2005 President's Budget." In view of this disconnect, the most efficient and minimally disruptive means of complying with the OSD suspense is to provide the prior year IGCA data base built from FY04 TAADS, subject to the following actions (see flow chart/timeline at Enclosure 2):

- (1) Incorporate ASA-FMC and USAMAA validated certifying official data as inherently Governmental;
- (2) Re-distribute DoD Manpower Mix Criteria Code D, Exemption for Military and Civilian Wartime Designations (Dual Status) as appropriate to codes F, G, J, K and X. (The IGCA Working Group chaired by OUSD-P&R suggested that the Army over-used Code D and should re-align to these other categories.)
- (3) Incorporate results of G1 career progression and rotation analysis;
- (4) Make corrections to application of function codes;

- (5) Incorporate FY05 TAADS position for Installation Management Activity (IMA) in the data base because of the substantial inaccuracies in the FY04 TAADS position for IMA.

Request the G3 use the Total Army Analysis Generating Force panels to facilitate HQDA functional and Major Command (MACOM) review of the data base on the web site during the review period of January-February 2004. Based on this review, functional and MACOM input addressing these issues should be provided to Mr. Brian Wilcox at brian.Wilcox@hqda.army.mil no later than 28 February 2004, using formats specified by him. As the FY04 data base was previously coordinated with MACOMs at the TAA generating force conference, it is expected that most inputs will relate to item (4), making corrections to application of the function codes.

Changes to the next IGCA Inventory that significantly deviate from what was provided to OSD in March 2003 or from what was presented in September 2003 to the Defense Human Resources Board (DHRB) will require written explanation to OSD in the April 2004 submission of the IGCA data base. In addition, the current FAIR Inventory is a subset of the IGCA Inventory submitted to OSD in April 2003. The FAIR Inventory is subject to a limited annual challenge and appeal process. Accordingly, proposals to significantly change the IGCA Inventory must be formally coordinated for decision. The coding of military positions with code X, potentially convertible to civilian or contract performance, is based on the objective application of the DoD Manpower Mix Criteria and not the availability of funding, a separate issue. The results of the TAA 11 Military-Civilian Conversions panel need to be considered as well.

Concurrent with my staff's submission to OSD of the updated IGCA in April 04, request action in the following areas to facilitate timely and accurate submission of the Army IGCA Inventory to OSD in April 05 based on the FY 2006 TAADS:

- G1: Coordinate and complete career progression and rotation analysis required by the IGCA Inventory guidance.
- G3: Issue guidance for MACOM and functional coordination of IGCA Inventory in Total Army Analysis process.
- G3: Document the IGCA Inventory in The Army Authorization Documentation System (TAADS) for Fiscal Year 06, beginning in April 04 and completed during Command Plan FY07 by Jan 05.
- G8: Monitor resource impacts of workforce mix changes documented in the updated IGCA Inventory.

Documentation of the IGCA in the FY 2006 TAADS will give the Army time to coordinate and improve the accuracy of the coding before the April 2005 submission to OSD. These actions will also institutionalize the IGCA in Army force management processes and assure management actions are consistent at each organizational level of the Army. OASA-MRA intends to monitor the progress of the IGCA recording in TAADS thru periodic reviews. As the FAIR Inventory portion of the IGCA is ultimately subject to administrative challenge and appeal, it is important that Army and OSD

policies be implemented with consistency and that we have rationale explanations supported by objective applications of written policies for significant changes from one IGCA Inventory to the next.

A flow chart with suggested timelines is enclosed to assist in implementing the next IGCA Inventory. Dr. Anderson/Ms. Ginsburg on my staff and the Army representatives to the IGCA WG are available for consultation, 703-614-8247/697-5290.



Reginald J. Brown
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

CC: EOH
ASA-FMC
ASA-CW

Enclosure



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1000

16 DEC 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, JOINT STAFF
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: 2003 Commercial and Inherently Governmental Activities Inventory Data Call

The attached guidance provides information on preparing and submitting the 2003 Inventory of Commercial and Inherently Governmental Activities (commonly referred to as the IGCA Inventory). The IGCA Inventory will serve as the vehicle for identifying military-to-civilian conversions and as the data set for responding to various reporting requirements including, but not limited to, the Federal Activities Inventory Reform Act and the in-house data requirement for the annual report to Congress under subsection 2461(g) of title 10 of the United States Code (commonly referred to as the Commercial Activities Report).

The 2003 IGCA Inventory will include all appropriated fund military and civilian manpower authorizations that are inherently governmental, exempt, and subject to competition. The inventory data should be relatively consistent with the Fiscal Year (FY) 2003 manpower reported in the FY05 President's Budget (PB). To establish consistency, these data will be provided to the Components following announcement of the FY05 PB. The inventory should exclude manpower paid through non-appropriated funds and services obtained through contracts with the private sector and through inter-service or intra-governmental support agreements.

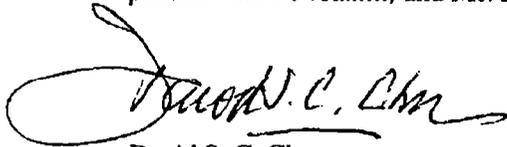
Particular emphasis should be placed on identifying military-to-civilian conversions. The Secretary is committed to using military conversions as a method for reducing the stress on the military forces and for removing military from activities that are not "military essential." In response to the Business Initiatives Council-approved ambitious plan to complete efficiency initiatives on 226,000 positions by the end of FY09, Components should utilize an aggressive coding strategy to maximize the identification of manpower for A-76 studies and alternative efficiency methods. Although the IGCA Inventory represents a "snapshot in time," it should reflect progress in meeting both of these high visibility objectives.

The Military Departments should submit their completed inventories by April 15, 2004, to Mr. Paul Solomon, ODUSD(I&E), at paul.solomon@osd.mil. All other DoD Components should submit their inventories by March 15, 2004. Instructions for preparing and submitting the 2003 IGCA Inventory are attached at Tab A. Each Component will be provided with an electronic spreadsheet template to assist in the submission of its data. Also attached (Tab B) is a summary of significant differences between the guidance issued last year and this year. It is

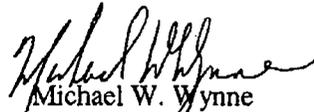
Enclosure

particularly important to note that this year Components are asked to submit data on manpower in the Individuals Account. As in past years, this year's data submission must also include a narrative description of the data following the information requirements detailed in the attached instructions.

The action officers for this data call are Mr. Paul Solomon, ODUSD(I&E), at paul.solomon@osd.mil, and Ms. Pam Bartlett, ODUSD(PI), at pam.bartlett@osd.mil.



David S. C. Chu
Under Secretary of Defense
(Personnel and Readiness)



Michael W. Wynne
(Acting Under Secretary of Defense
(Acquisition, Technology, and
Logistics))

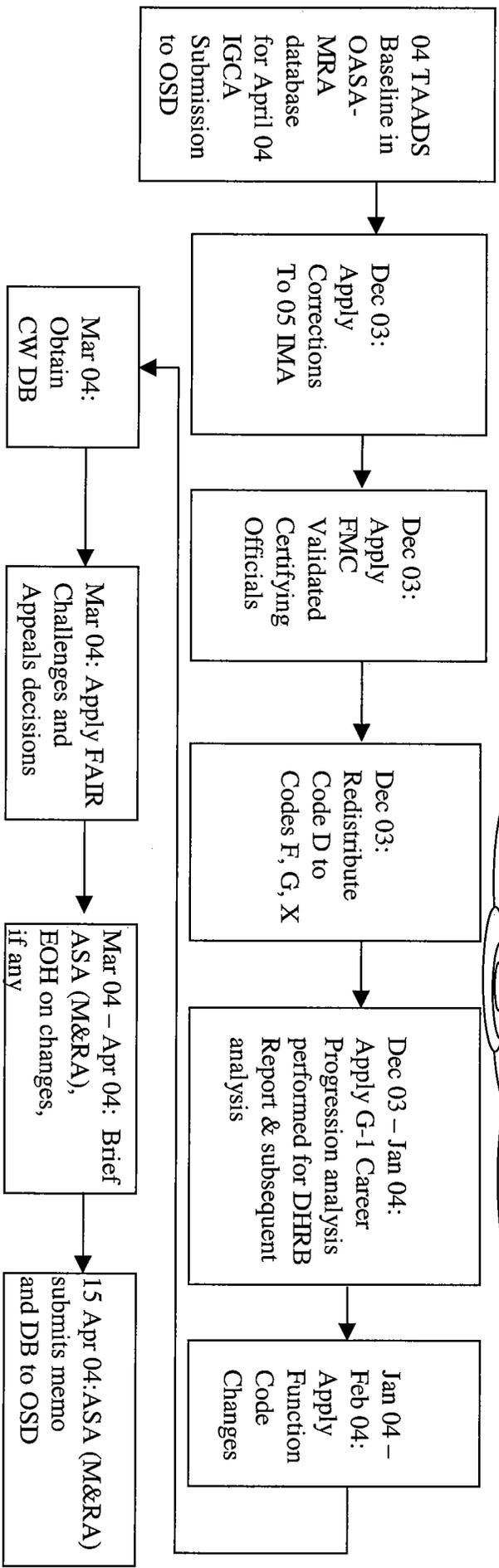
Attachments:
As stated

L. J. O...

ORDER OF PRECEDENCE FOR CODING MANPOWER MIX CRITERIA	
A	Military Operations
B	Exemption for Military Support Elements in Operating Forces
C	Exemption for Civilian Support Elements in Operating Forces
D	Exemption for Military & Civilian Wartime Designations (Dual Status)
E	Civilian Authority Direction & Control
F	Military-Unique Knowledge & Skills
G	Exemption for Esprit de Corps and Military Support
H	Exemption for Continuity of Infrastructure Operations
I	Military Augmentation of the Infrastructure During War
J	Exemption for Civilian & Military Rotation
K	Exemption for Civilian & Military Career Progression
L	Exempted by Law, Executive Order, Treaty or International Agreement
M	Exempted by DoD Management Decision
P	Pending Restructuring of Commercial Activities
R	Subject to Review for Competition Under A-76
W	Non-Packageable Commercial Activity
X	Alternatives to A-76

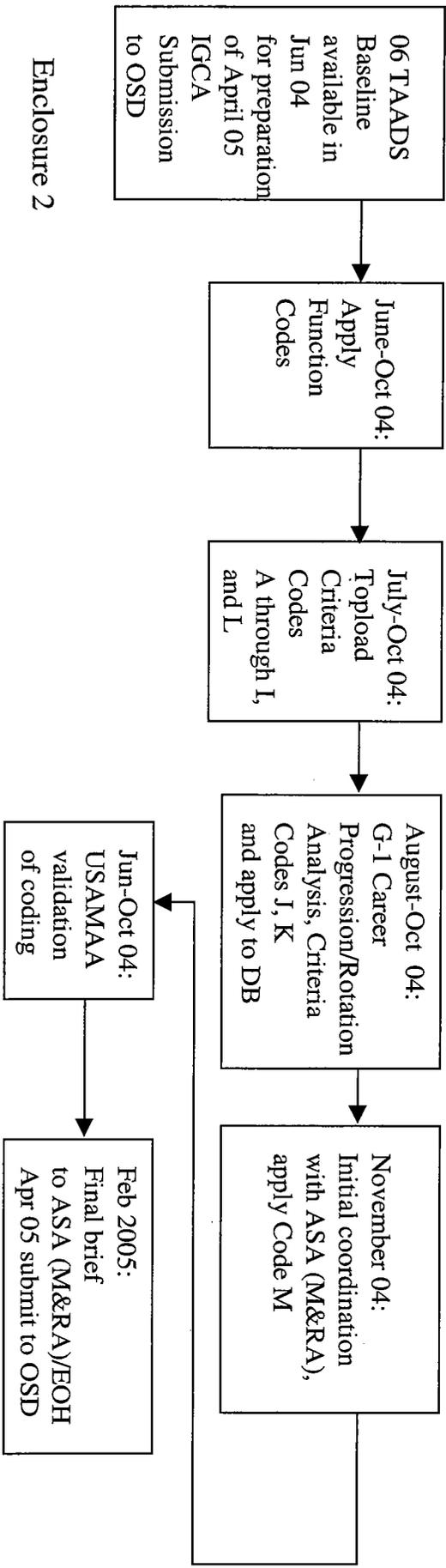
IGCA Timelines

IGCA 04



At each stage of the process, revised database will be posted for MACOM & HQDA Functional Proponents for review/coordination

IGCA 05 Applied to TAADS. These are NLT dates. Completion of the coding and coordination can be sooner.



Enclosure 2