

Department of the Army  
Headquarters, U.S. Army  
Operations Support Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6000

\*OSC Regulation 10-7

28 Dec 2000

Organization and Functions

REORGANIZATIONS OF  
U.S. ARMY OPERATIONS SUPPORT COMMAND (OSC)

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Applicability. This regulation applies to HQ OSC and OSC installations and activities.

Decentralized Printing. All OSC installations may print this regulation.

Supplementation. Supplementation of this regulation and establishment of local forms requires prior approval by the proponent.

Proponent. The proponent is the Resource Management Center. Users send comments and suggested improvements to HQ OSC, ATTN: AMSOS-RMM, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail [amsos-rmm@osc.army.mil](mailto:amsos-rmm@osc.army.mil).

Distribution. Distribution is determined by the proponent (available electronically at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession Notice. \*This regulation supersedes IOCR 10-7, 25 Feb 98.

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FOR THE COMMANDER:

Official: //signed//  
ROBERT A. BENSON  
Colonel, GS  
Chief of Staff

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Appendix A. Organization Concept Plan

1. Purpose. This regulation prescribes reorganization guidelines and procedures for OSC installations and activities.

2. Responsibilities.

a. Commander, U.S. Army Field Support Commander (FSC),

will establish procedures within the FSC for approval of reorganizations which meets the requirements listed in paragraph 3a below.

b. Commander, U.S. Army Munitions and Armament Command (MAC), will establish procedures within the MAC for approval of reorganizations which meets the requirements listed in paragraph 3a below.

c. AMSOS-RMM, acting for the Commanding General, OSC, will analyze and process the reorganization proposals that require OSC approval per paragraph 4 below.

### 3. Authority to Reorganize.

a. Commanders, FSC and MAC, have final approval authority to reorganize between second-level organizations as long as they meet the criteria listed below:

(1) Reorganization is not controversial.

(2) Reorganization structure does not exceed more than three levels of management.

(3) Reorganization does not decrease the supervisory-employee ratio.

(4) Reorganization does not create a demand for additional resources.

b. For all reorganizations approved by the Commander, provide an advisory copy of the revised organization chart, mission and functions statement, table of distribution and allowances (TDA), and a brief synopsis to HQ OSC, ATTN: AMSOS-RMM.

### 4. Reorganizations Requiring OSC Approval.

a. Existing missions transferring between HQ OSC, MAC or FSC. These types of actions may require a concept plan submission.

b. New missions transferring into, or existing missions transferring out of the Command. These types of actions normally require a concept plan submission. Required documentation for the submission of an organizational concept plan is at Appendix A, Organizational Concept Plan (OCP).

c. Reorganization of the entire organization.

d. Reorganizations requiring additional resources.

e. Reorganizations that do not meet the criteria of paragraph 3 above.

5. AMSOS-RMM Procedures.

a. Upon receipt of an OCP, review the package to assess the nature of the proposed change and initiate the change process.

b. If the proposal does not contain adequate documentation (i.e., inadequate descriptions of the change proposed or audit trails), take necessary steps to obtain adequate documentation.

c. Obtain appropriate coordination.

d. Ensure the proposal accomplishes stated purpose.

e. Establish and analyze impact on other pending reorganizations or related actions.

f. Assemble relevant information and forward decision package for signature. Decision packet will include relevant analysis summarized. The package will include the complete original proposal. Approval authority is the OSC Command Group.

g. Upon receipt of approval, AMSOS-RMM will notify the requestor of the approval and any modifications, etc.

APPENDIX A

ORGANIZATION CONCEPT PLAN (OCP)

1. Concept Plan: a narrative, explanation of proposed changes, stating the purpose, objectives, advantages and disadvantages. The proposal must include a summary of the policy issue involved in the change and briefly address the mission, staffing and resource impacts anticipated to occur. Directed actions require the same documentation as other proposed changes.

2. The proposal format is as follows:

a. Subject (short descriptive title of the action).

b. Purpose (reason you are proposing the action.) If this is a directed action, the narrative should state by whom directed, how directed, and the date directed.

c. Objectives (what is to be accomplished).

d. Major capabilities increasing/decreasing (impact on operations).

e. Major advantages and disadvantages.

f. Summary of resource impacts (funds, manpower, equipment).

g. Name(s) of units affected.

h. Political sensitivities.

i. Number of civilian to military conversions.

j. Management decision packages (MDEP) impacted.

k. How and when you completed the action.

l. Name, office symbol and DSN of the point of contact.

3. Each proposal includes the following:

a. Hard copy of TDA, to include Sections I, II (with Recap), and III, if required to clarify the action. It is sufficient to include only those portions of the TDA directly affected by this action.

b. Tracking Document (Audit Trail). Assure that the base document is the latest approved TDA unless otherwise specified.

(1) Each action requires an audit trail for civilian and military spaces. The OCP must include "from" and "to" organization charts, mission and function changes, Army Management Structure codes six digit category, and TDA manpower authorization changes, in sufficient detail to constitute an audit trail of proposed actions. Reconciliation of differences must be of sufficient detail to explain the reasons for the disparity (i.e., the number of GS 14s on the old TDA and the number on the proposed TDA.)

(2) Paragraph/line number tracks senior executive service spaces separately from current to proposed TDA.

(3) Reconciliation of factors that impact on funds and programs.

(4) Copy of old and new missions and functions with audit trail showing transition of missions and functions from old to new.

(5) Copy of old and new organizational charts.

c. Exceptions to standard grade authorization. DA Pam 611-21 (Military Occupational Classification and Structure) requires narrative justification.

d. Narrative justification for additional civilian grades above GM/GS 13 prepared according to applicable regulations.

e. Include DA Form 4610-R (Equipment Changes in MTOE/TDA), if necessary, for realignment of equipment from one staff section or organization to another.

f. Detailed list of additional resources from higher HQ; e.g., an added number of manpower requirements, increase in military grades, changes in military occupational specialty and additional funds required to carry out the concept plan.

4. Approved concept documented in the TDA during the next management of change window following approval.