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UNITED STATES TRANSPORTATION COMMAND

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Manpower and Organization

MANPOWER AND PERSONNEL (TCJ1) ORGANIZATION AND FUNCTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This is Volume 5, United States Transportation Command (USTRANSCOM) Pamphlet 38-1 and applies to the Manpower and Personnel Directorate, USTRANSCOM, Scott Air Force Base, Illinois. It defines the mission, functional statements, and organization. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DOD) or USTRANSCOM. All manpower and personnel changes that affect the command structure and/or any billet attributes must be submitted in accordance with (IAW) USTRANSCOM Instruction 38-3, *Joint Manpower Management*. USTRANSCOM Manpower and Personnel (TCJ1) is the only directorate authorized to contact Office Secretary of Defense, the Joint Staff, and/or the Services to initiate any manpower or personnel actions or changes.

SUMMARY OF REVISIONS

This pamphlet has been modified for and applies only to the Manpower and Personnel Directorate (TCJ1). Each USTRANSCOM directorate and staff agency has its own separate volume of USTRANSCOMP 38-1.

1. Reference and Supporting Information. References and related publications, abbreviations, acronyms, and terms used in this pamphlet are listed in attachment 1.

2. Mission. Develops plans, policies, and procedures for the administration of the command's manpower and personnel programs. Provides personnel support services for the Commander and USTRANSCOM staff. Manages the command training program and advises the commander on manpower and personnel issues in support of USTRANSCOM role as the Distribution Process Owner.

3. Organization and Responsibilities. The Director of Manpower and Personnel reports to Commander, USTRANSCOM. The organization chart is located at Attachment 2.

4. Function Statements.

4.1 Manpower and Personnel Directorate (Dept B02420100)

4.1.1. Develop and administer the USTRANSCOM manpower and personnel policies/programs.

4.1.2. Monitor Quality of Life (QOL) issues affecting the command and policies of OSD, Joint Staff, and military departments. Evaluate content of new or modified legislation/DOD program decisions for projected impact to QOL.

4.1.3. Responsible for identifying, developing, staffing, and implementing all USTRANSCOM manpower and personnel actions required for Base Realignment and Closure transformation initiatives.

4.1.4. Develop and implement senior leader human capital policies and practices to achieve the shared vision of USTRANSCOM.

4.1.5. Maintain the formal succession planning management program leadership needs in light of strategic and programming planning.

4.1.6. Identify sources of key logistical position talent and provide tools for senior officer/leader assessments and professional development strategies.

4.1.7. Administer activity/program initiatives for the Deputies Council.

4.1.8. Responsible for Army, Navy, and Air Force Element Deputy Commander duties, to include the exercise of Uniform Code of Military Justcie authority.

4.2. Military Personnel Programs Division (Dept B02420110)

4.2.1. Develop and administer USTRANSCOM military personnel plans, policies, and programs.

4.2.2. Contribute to personnel annexes for USTRANSCOM's operation(s) plans (OPLAN).

4.2.3. Manage acquisition and accountability of special military uniform items for wear by assigned members; e.g., patches, emblems, and nametags.

4.2.4. Coordinate personnel accountability.

4.2.4.1. Coordinate with Transportation Component Commands (TCC) for personnel status reporting during exercises and contingencies.

4.2.4.2. Provide oversight for the command Personnel Accountability and Recall Service.

4.3. Air Force (AF) Element Branch (Dept B02420111)

4.3.1. Conduct day-to-day personnel management for all assigned AF military personnel.

4.3.2. Advocate full-manning of AF officer and enlisted resources with highest caliber personnel.

4.3.3. Perform major command management level functions, to include management level promotion review boards, command screening, and developmental education screening.

4.3.4. Conduct commander directed functions, to include promotion testing, drug and alcohol abuse testing, physical fitness, deployment readiness, leave, permissive temporary duty, medical/dental appointment coordination, personnel action requests, and evaluation reports.

4.3.5. Manage enlisted upgrade training.

4.3.6. Provide personnel support to USTRANSCOM's military operations.

4.3.7. Conduct personnel research and analysis.

4.3.8. Coordinate officer and enlisted Professional Military Education (PME), to include Joint Professional Military Education (JPME) Phase II.

4.3.9. Track personnel accountability during operations.

4.4. Army Element Branch (Dept B02420112)

4.4.1. Conduct day-to-day personnel management for all assigned Army military personnel.

4.4.2. Advocate full-manning of Army officer and enlisted resources with highest caliber personnel.

4.4.3. Perform commander-directed functions, to include promotion testing, drug and alcohol abuse testing, physical readiness, leave, personnel action requests, and evaluation reports.

4.4.4. Schedule and execute all mandatory training events, including Army Physical Fitness Test and Common Task Testing.

4.4.5. Provide personnel support to USTRANSCOM military operations.

4.4.6. Conduct personnel research and analysis.

4.4.7. Coordinate officer and enlisted PME, to include JPME Phase II.

4.4.8. Track personnel accountability during operations.

4.5. Navy/Marine Corps/Coast Guard Element Branch (Dept B02420113)

4.5.1. Conduct day-to-day pay and personnel management for all assigned Navy/Marine Corps/Coast Guard personnel, to include leave accounting, processing of personnel action

requests, and forwarding of performance reports through interface with Personnel Support Detachment Memphis, Inspector and Instructor Staff at 3rd Battalion 24th Marines, and appropriate Coast Guard organizations.

4.5.2. Advocate full-manning of Navy/Marine Corps/Coast Guard officer and enlisted resources with highest caliber personnel.

4.5.3. Coordinate PME and administer Navy-wide advancement examinations.

4.5.4. Provide personnel support to USTRANSCOM military operations.

4.5.5. Conduct personnel research and analysis.

4.5.6. Track personnel accountability during operations.

4.6. Senior Officer Matters Office (Dept B02420120)

4.6.1. Provide administrative and human resource support to Colonel/Captain and General/Flag Officer (GO/FO) military Services assigned to USTRANSCOM.

4.6.2. Submit nomination packages for command screening boards, pre-command training, and advanced development opportunities.

4.6.3. Manage and track training requirements.

4.6.4. Administer the O6-level assignment process for all Services.

4.6.5. Ensure promotion recommendations are properly executed and delivered on time for GO/FO selection boards.

4.6.6. Liaison between Services and USTRANSCOM on all senior officer matter issues.

4.6.7. Liaison between Joint Staff and USTRANSCOM on all nominative GO/FO position requirements.

4.6.8. Coordinate with senior officers and the USTRANSCOM, Chief of Staff on key and essential personnel housing requirements.

4.7. Awards and Recognition Division (Dept B02420130)

4.7.1. Develop and administer procedural guidance for USTRANSCOM Military of the Quarter and Year Awards Program. Create and oversee suspenses, review nomination submissions for compliance/correctness, manage/conduct review board procedures, coordinate packages for TCJ1/command section coordination/review/approval, plan/conduct quarterly/annual awards ceremony/luncheon for commander.

4.7.2. Develop and administer procedural guidance for USTRANSCOM Civilian of the Quarter and Year Awards Program. Create and oversee suspenses, review nomination submissions for compliance/correctness, manage/conduct review board procedures, coordinate packages for TCJ1/command section coordination/review/approval, plan/conduct quarterly/annual awards ceremony/luncheon for commander.

4.7.3. Prepare consistent, uniform procedural guidance for military, non-military, and foreign awards under the USTRANSCOM (Joint) Military Decorations and Awards Program. Administer, review for compliance and/or correctness all submissions for Director, Commander, or Joint Staff review/approval.

4.7.4. Review/approve submissions to USTRANSCOM-unique Quality Recognition Program for improving government operations at five distinctive levels…from duty section to command or DOD-level. Manage budget for procuring awards and prepare/route certificates.

4.7.5. Administer USTRANSCOM-unique Team Recognition Awards Program. Suspense/review quarterly nomination submissions for compliance/correctness in recognizing high performing military/civilian personnel teams. Coordinate with Public Affairs for team picture and article for publication in the *Transporter.*

4.7.6. Coordinate/suspense/compile Special Trophies and Awards Program submissions for joint, Service specific, functional, special, etc., for active duty, Reserve, Guard, and civilians.

4.7.7. Civilian Recognition Program. Focal point for processing all monetary, time-off, and honorary incentive awards, to include length of service certificates, public service awards, and retirement packages for civilian employees/citizens. Coordinate approved awards with Civilian Personnel Flight.

4.7.8. Central distribution point for reviewing/routing submitted ideas concerning command improvements to the USTRANSCOM Suggestion Program. Provide quality-level award for all implemented submissions.

4.8. Manpower Management Division (Dept B02420140)

4.8.1. Resource Management/Programming:

4.8.1.1. Provide oversight of Transportation Working Capital Fund (TWCF) positions, to include TWCF positions at the component commands for POM and Budget Estimate Submission.

4.8.1.2. Initiate program adjustments with Service and OSD counterparts, review/analyze Defense Planning Guidance, OSD, and Joint Staff/J1 staff guidance for resource impacts and trends.

4.8.1.3. Evaluate content of new or modified legislation and DOD program decisions for possible manpower impact, provide reclama recommendations, as appropriate.

4.8.1.4. Review programmed and budget USTRANSCOM staff appropriated POM submission and Air Force Financial Plan submission.

4.8.2. Requirement Determination/Utilization:

4.8.2.1. Manage and administer the command's Joint Manpower Program for all USTRANSCOM active duty and reserve requirements.

4.8.2.2. Develop implementing policies, procedures, and practices for management of USTRANSCOM's manpower resources IAW Joint Staff and Service policies.

4.8.2.3. Evaluate and advise on reorganizations and manpower changes, and conduct organizational and manpower studies.

4.8.2.4. Evaluate requests for additional manpower, make recommendation(s) IAW USTRANSCOM Instruction 38-3, *Joint Manpower Management*.

4.8.2.5. Maintain the Joint Table of Distribution and Joint Table of Mobilization Document documenting all manpower requirements for the command.

4.8.2.6. Maintain USTRANSCOM Pamphlet 38-1 and USTRANSCOM Instruction 38-3.

4.8.2.7. Command focal point for competitive sourcing issues.

4.9. Civilian Personnel and Training Division (Dept B02420160)

4.9.1. Focal point for civilian personnel actions and documents, to include advising on Office of Personnel Management, DOD, Air Force, Joint Staff, and USTRANSCOM requirements, instructions, and policy directives.

4.9.1.1. Provide liaison with servicing Civilian Personnel Flight, Air Force Senior Leadership Management Office for Senior Executive Service personnel, and Air Force Personnel Center's Career Program Division and Civilian Personnel Division. Actions relating to USTRANSCOM civilian personnel, to include classification reviews, filling positions, details, promotions, pay matters, appraisals, leave issues, compensatory/overtime issues, separations and implementing hiring freezes, and grade controls.

4.9.1.2. Provide information, guidance, and instruction to the USTRANSCOM Budget Division affecting matters of budget, average salaries and wages, pay administration, costs of civilian personnel, and work year execution.

4.9.1.3. Provide liaison for civilian affirmative employment program, special emphasis programs for minority groups and disabled, and discrimination complaints.

4.9.1.4. Focal point for the development and maintenance of civilian personnel directives, instructions, policies, and procedures.

4.9.1.5. Manage the command newcomer orientation program.

4.9.1.6. Administer the civilian performance management program (performance and incentive awards).

4.9.1.7. Develop and manage human resource planning tools and accomplish trend analysis and metrics as they relate to human resource objectives, and provide input to the command's Concept of Operations.

4.9.1.8. Plan and integrate military and civilian human resource programs into the command's strategic plans and conduct periodic assessments of command human resources programs and initiatives.

4.9.1.9. Responsible for the command's input to Human Resources Panel, Quadrennial Defense Review, Integrated Priority List (IPL), and Annual Command Report.

4.9.1.10. Review and provide TCJ1 input on all matters of National Defense Policy and Joint Doctrine as it affects USTRANSCOM.

4.9.1.11. Comply and provide TCJ1 input to readiness issues, including Joint Monthly Readiness Report, Joint Warfighting Capabilities Assessment, Joint Requirements Oversight Council, Commander's Quarterly Report to the Secretary of Defense (SECDEF), and SECDEF's Report to Congress.

4.9.2. Liaison for all USTRANSCOM civilian timecard issues.

4.9.3. Approve, monitor, and execute USTRANSCOM mission and readiness training, career development, and enhancement requirements for military and civilian members.

4.9.3.1. Coordinate training, career development, and enhancement training classes with appropriate sources.

4.9.3.2. Maximize use of on-site training and available on-base training facilities.

4.9.3.3. Systematically identify training and development requirements for each USTRANSCOM position and correlate with incumbents' needs to assist supervisor in developing individual development plans.

4.9.3.4. Focal point for civilian and military training and development directives, instructions, policies, and procedures.

4.9.3.5. Maintain required publications, catalogs, brochures, and pamphlets concerning training, including sources and availability of classes.

4.9.3.6. Plan and implement command training and development budget and initiatives in coordination with the USTRANSCOM Deputies Council.

4.9.3.7. Provide guidance, interpret policy, and implement regulations applicable to the National Security Personnel System to include but not limited to: classification, staffing, appraisals, pay pools, and training procedures.

4.10. Deployment Operations and Plans Division (Dept B02420170)

4.10.1. Manage the deployment process.

4.10.1.1. Coordinate with Service and support agencies for deployment processing, such as combat skills training, medical, weapons, gear issue, legal, orders preparation, and travel.

4.10.1.2. Provide management for Joint Deployment Distribution Operations Center Oversight Board to coordinate individual augmentation requirements and sourcing with command and TCC personnel.

4.10.2. Provide manpower and personnel support to USTRANSCOM's military operations.

4.10.2.1. Develop and coordinate on USTRANSCOM OPLANs and contingency plans for coordination regarding deployment, manpower, and personnel responsibilities.

4.10.2.2. Coordinate TCJ1 support to contingency operations and exercise planning.

4.10.3. Compile and provide TCJ1 input to readiness and training utilizing Joint Training Information Management System and the Defense Readiness Reporting System.

4.10.3.1. Develop and exercise training objectives for TCJ1.

4.10.3.2. Participate in the USTRANSCOM Lessons Learned Program

4.10.3.3. Prepare Personnel Status Reports as required by the Joint Staff.

DAVID W. CZZOWITZ, Col, USAF
Director, Manpower and Personnel

Attachment 1

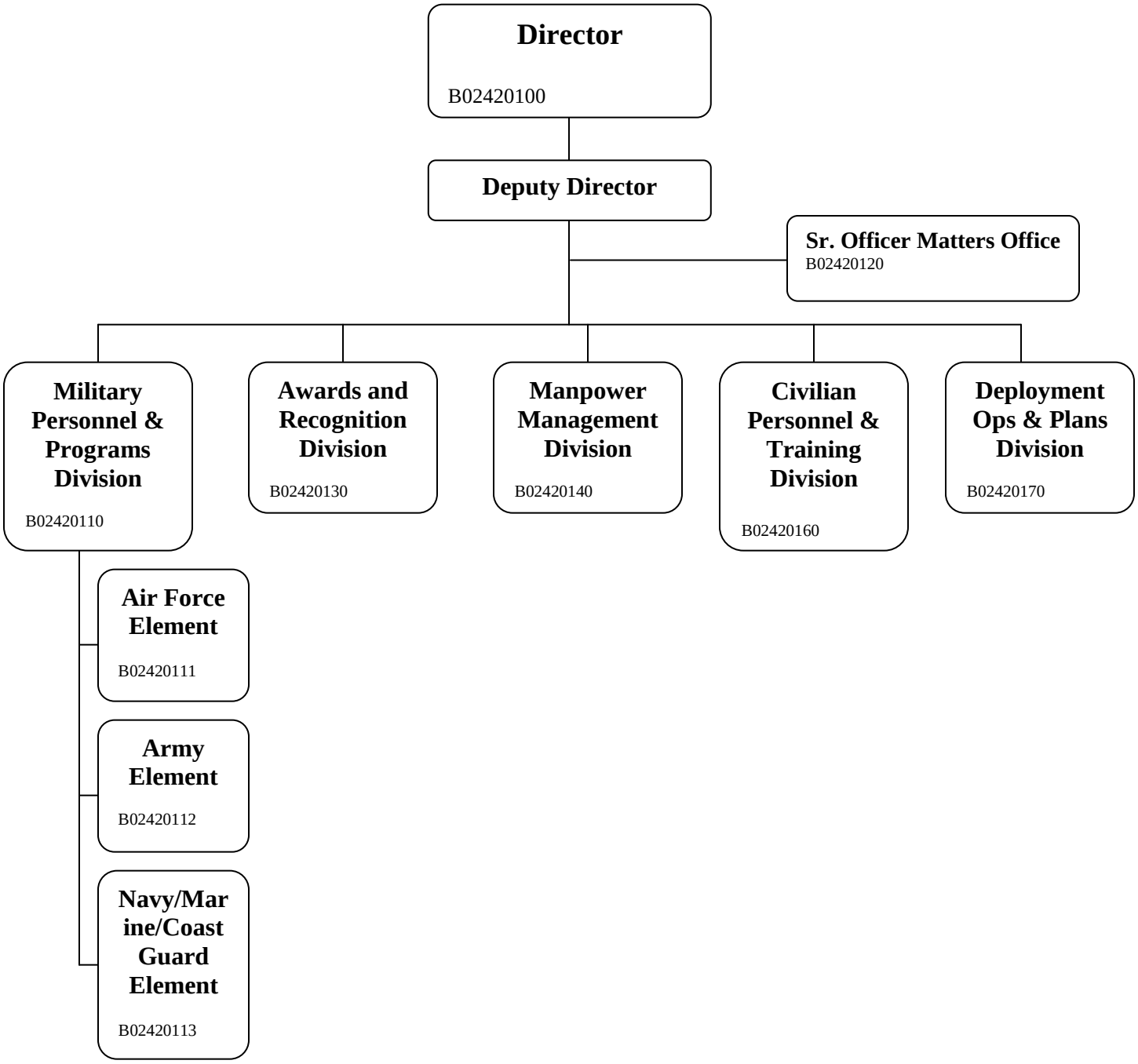
GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

DoDD 5100.73, *Major Department of Defense Headquarters Activities*
JP-1-0, *Personnel Support to Joint Operations*
CJCSI 1001.01, *Joint Manpower and Personnel Program*
USTRANSCOMI 38-2, *USTRANSCOM Reserve Component Support Requirements*
USTRANSCOM I 38-3, *Joint Manpower Management*

Abbreviations and Acronyms

DOD-Department of Defense
GO/FO-General Officer/Flag Officer
IAW-In accordance with
JPME-Joint Professional Military Education
PME-Professional Military Education
POM-Program Objective Memorandum
OSD-Office of Secretary of Defense
OPLANs-Operation Plans
QOL-Quality of Life
SECDEF-Secretary of Defense
TWCF-Transportation Working Capital Fund
USTRANSCOM-United States Transportation Command

Attachment 2

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