



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-8
UNIT 29361
APO AE 09014

SEP 19 2003

S: 17 Oct 03

AEAGF-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY04 Civilian Strength Management Plan

1. Reference, AR 570-4, Manpower Management, dated 15 May 00.
2. Reference above requires MACOMs to establish manpower utilization analysis and evaluation programs. The civilian Strength Management Plan (SMP) is intended to forecast monthly on-board strength and ensure resourced manning levels are not exceeded. The SMP is an integral part of USAREUR's civilian manpower planning, programming, budgeting and execution process. The SMP data is included in the G-8's periodic Review and Analysis presentation to the USAREUR DCG. It is also a key component of USAREUR's annual report to HQDA's Civilian Execution Plan.
3. Enclosed is guidance and detailed instructions on how to complete the SMP for FY04. To assist in the preparation of your SMP, the Allocation and Employment Planning Branch website www.odcsrcm.hqusareur.army.mil/rmmp/a&epbr.htm has more information.
4. Request your initial input on monthly strength projections for FY04 by **17 Oct 03**. Following the analysis of your plan, you will be provided feedback in terms of approval or necessary adjustments.
5. The point of contact for this action is Mr. Broda; 370-8610, email brodam@hq.hqusareur.army.mil.

FOR THE DEPUTY CHIEF OF STAFF, G-8:

Encl
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ELLEN M. HELMERSON
Chief, Manpower Division

AEAGF-C

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