

14 JUN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Futures Center (FC) Policy Integration, Approval, and Publishing

1. References:

a. TRADOC Regulation 25-35, Preparing and Publishing United States Army Training and Doctrine Command (TRADOC) Administrative Publications, 29 Jan 04.

b. TRADOC Memo 1-11, Staff Procedures, 14 Jun 01 (updated 21 Nov 03).

2. Purpose. The purpose of this memorandum is to identify the FC policy proponents (enclosed); establish the Policy Branch of the Strategy, Plans and Policy Division (SPPD) as the responsible office for the integration, synchronization, approval, and publishing of internal and external policy within the FC; and to outline a process that ensures policy is created, integrated, approved, and published in a timely and cohesive manner.

3. Scope. This memorandum applies to both internal FC policy as well as external FC policy. Internal policy impacts and controls internal FC business practices (e.g., this memorandum). External policy impacts and controls actions at TRADOC centers, schools, and Battle Labs (e.g., TRADOC Pam 71-20). This memorandum does not apply to administrative policy.

4. Background. Given the restructuring and ongoing evolution of the full range of policies and processes that support a capabilities developments process, the FC will centralize the responsibility to synchronize and integrate policies and procedures with Policy Branch in SPPD. As a general rule there are no full-time policy action officers in the FC Divisions. The action officers responsible for policy are functional subject matter experts (SMEs) engaged day to day in their primary duties within their functional areas.

5. Guidance. The development of policy will continue to be distributed among the FC offices, with integration, approval, and publishing of the policy centralized. The role of the FC

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policy proponents listed in the enclosed matrix is that of SME of that policy, and initiator and author of new and updated policy. Responsibility to ensure that documents are relevant and up-to-date is a shared responsibility between the policy proponent and the Policy Branch.

6. The role of the Policy Branch is to synchronize and integrate FC Policy across the entire spectrum of FC responsibilities. When reviewing a draft new policy, it may become apparent that other existing policy needs to be revised or new policy be created. The Policy Branch has the authority to direct the creation or update existing policy with the FC.

7. The procedures used for creating or updating policy will depend upon the type of publication. The procedures listed below will be applied to both internal and external policy.

a. TRADOC Regulations. The FC policy proponent will follow the guidelines in reference 1a with the following additions:

(1) The proponent office will coordinate the staffing of the regulation with the Policy Branch of SPPD. Policy Branch will ensure that the staffing includes all offices necessary to ensure an integrated product.

(2) After initial staffing, the adjudication of the comments generated from the staffing will be a coordinated effort between the proponent office and the Policy Branch.

(3) If unresolved issues of policy exist between the Policy Branch and the policy proponent's SME after comment adjudication, the issue will be raised to the next higher level (O-6). If the issue cannot be resolved at the O-6 level, the Policy Branch will write a statement of nonconcurrency in accordance with reference 1b and forward it to the policy proponent. The policy proponent will consider the statement of nonconcurrency and attempt to resolve. If the issue cannot be resolved at the Division or Directorate level, the proponent will write a consideration of nonconcurrency, and forward both statements along with the draft regulation to the FC Deputy

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Chief of Staff. All policy issues must be resolved before forwarding to the TRADOC Editor for the first editorial review.

b. TRADOC Pamphlets. Same as paragraph 7a, above.

c. TRADOC Guides. Subjects cited in TRADOC Regulations or Pamphlets that require additional instructions, or are subject to frequent change, will be placed in a TRADOC Guide. The proponent office will coordinate the staffing of a new guide with the Policy Branch. Policy Branch will ensure that the staffing includes all offices necessary to ensure an integrated product. The adjudication of the comments generated from the staffing will be a coordinated effort between the proponent office and the Policy Branch. After the proponent prepares the final draft of the new guide, it will be submitted through the Policy Branch to the FC Chief of Staff for approval. New guides and guides that are being radically changed will be approved by the FC Chief of Staff. Guides that have been approved by the FC Chief of Staff will have a whole number as the version (e.g., version 1.0, version 2.0, etc.). After approval, the Policy Branch will be responsible for the publication of the new guide. Primary method of publication will be through electronic means. Each new guide will be e-mailed to selected offices throughout DA, FC, TRADOC schools; as well as posted to the FC's Capabilities Integration and Development System (CIDS) webpage. The FC policy proponent will ensure the TRADOC Regulation or Pamphlet includes a reference to the guide in its next update. TRADOC Guides will be updated as needed by the FC policy proponent. The proponent will change the guide, update the version number, and coordinate the guide in the same manner as the original. If the changes are the result of changes in a controlling regulation/instruction, or directed by an FC General Officer/SES; the proponent may change the guide, have it approved by the first O-6 in the organization, and send it to the Policy Branch for publication.

d. FC Policy Memorandum. Coordination, integration, and approval will be conducted the same as new TRADOC Guides (reference paragraph 7c). FC policy memorandums should be considered interim in nature, and include termination dates.

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These dates may be based on events, such as the end of an experiment, the end of a fiscal year, or the next scheduled revisions of the applicable TRADOC Regulation or Pamphlet that will include the new policy.

8. Policy Based Papers/Presentations. Information papers, point papers, and presentations that are based on or contain references to elements of the JCIDS/CIDS must be coordinated with the Policy Branch prior to presentation.

9. Point of contact is Mr. Sean O'Malley, (757) 788-3478.

Encl


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| OFFICE | SYMBOL | POLICY | POC |
|--|---------|--|---------------------------------|
| Strategy Plans & Policy | ATFC-S | | |
| Policy Division | ATFC-SP | Capabilities Integration & Development (CIDS) Policy; TRADOC Reg 71-20 | Phil Idiart |
| | | FC Organization and Functions Manual, TRADOC Reg 10-XX | Phil Idiart |
| | | Capabilities Integration & Development (CIDS) Processes; TRADOC Pam 71-20 | Dary Garcia |
| | | Capabilities Integration & Development (CIDS) web-based action officer guides | Sean O'Malley |
| | | Maintains CIDS Policy index and website for web-based knowledge center | Sean O'Malley |
| | | Testing/Critical Operational Issues & Criteria/Test & Evaluation Master Plan (TEMP) Policy; AR 73-1; DA PAM 73-1 | Dale Abrahamson |
| | | Test Schedule and Review Committee (TSARC) Policy; AR 73-1 | Dale Abrahamson |
| | | TRADOC/ATEC Memorandum of Understanding | Dale Abrahamson & Jay McCormack |
| | | TRADOC Manpower and Personnel Integration (MANPRINT) policy; AR 602-2 | Steve Dwyer |
| | | TRADOC System Management Policy; TRADOC Reg 71-12 | Carl Harris |
| Concept Development & Experimentation Directorate | ATFC-E | | |
| Concepts Development Division | ATFC-ED | Concept Development Policy | LTC Reynolds |
| | | Concept Development in TRADOC Reg 71-20, Chapter, 5-2 | David Dodd |
| | | Concept Development Chapter in TRADOC Pam 71-20 | LTC Reynolds |
| | | TRADOC Website Development Annexes to TRADOC Pam 71-20 | LTC Reynolds |
| | | Policy for Joint Concepts Integration with Joint staff and ARSTAF | LTC Cal |
| | | Scenario Development, TRADOC Reg 71-4 | Barbara Reddy |
| Experimentation Division | ATFC-EE | Experimentation Policy; TRADOC Reg 71-20; TRADOC Pam 71-20 | Van Brewer |
| Architecture Integration & Management | ATFC-A | Operational Architecture Policy | Danny Crawford and Eileen Eudy |
| | | Architecture policy for TRADOC Pam 71-20 | |

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| Capabilities Development Directorate | ATFC-D | | |
| Protection Division | ATFC-DP | Installation CBRNE Preparedness (AR 525-20); MANSCEM developing regulation for DAMO-ODS | Warren Dixon and LTC Feleciano |
| Science & Technology Division | ATFC-DS | Science & Technology Policy; TRADOC Pam 525-66, Force Operating Capabilities; TRADOC Reg 71-20; TRADOC Pam 71-20 | MAJ Waield |
| Training Division | ATFC-DT | | LTC Chrishon |
| Requirements Integration Directorate | ATFC-R | Assist SPP with Reliability & Maintainability aspects of policy | Gene Harvey |
| Simulations Division | ATFC-RS | Modeling & Simulation Policy; TRADOC Pam 5-11; TRADOC Reg 71-20; TRADOC Pam 71-20 | Gwen Vantree |
| Studies & Analysis Division | ATFC-RA | TRADOC portion of AR 5-5 Army Study Program; TRADOC Reg 11-8; TRADOC Pam 11-8 | LTC Lee |
| | | Rand Arroyo Center Research Agenda | LTC Lee |
| Capabilities Integration Division | ATFC-RC | | |
| Doctrine Division | ATFC-RD | Doctrine Development Policy; TRADOC Reg 25-36 | Lawrence Washington |
| Force Design Division | ATFC-RF | | |
| | | Develops & promulgates guidance & formulates general plans, policy, priorities & procedures for execution of TRADOC force design goals & objectives; TRADOC Reg 71-20; TRADOC Pam 71-20. | Ernie Torok |
| | | Policy for Force Structure Analysis | Roy Hodges |
| DCSOPS&T | | Policy regarding the domains of Training, Leadership & Education, and Personnel; TRADOC Reg 71-20; TRADOC Reg 350-70; TRADOC Pam 71-20 | Tony Tyson |
| DCSPI&L | | Policy regarding Facilities; TRADOC Reg 71-20; TRADOC Pam 71-20 | Al Rogers |