

Manpower & Organizational Change Request

Organization:	Requestor:	Date:
Requestor E-Mail:		Requestor Phone:
Subject:		

Change Request Overview:

1) Type Action: (Select Value) Organization: Manpower	2) Desired Effective Date:
3) Executive Summary:	

Organization Change Details:

Supporting documentation should be annotated in appropriate field and attached to this PDF prior to submission

1) Describe proposed action in detail.

2) Summary of "why" this action is needed? (attach any supporting documentation driving this new requirement e.g. Directive, CONOPS, NDAA, Directive Type Memorandum)

Attachment(s):

3) Describe the proposed structure of the new organization? (attach current organizational chart and a proposed organization diagram)

Attachment(s):

4) What are the major functions and tasks to be performed by the new organization?

a. Functions:

b. Tasks:

5) Will there be any manpower requirement changes resulting from the proposed action? (If so, please complete Manpower Change Details) Yes No

6) Will there be HR impacts to existing personnel (e.g. realignment of Military, Civilian position to different organization, geographic location, supervisor)?

Manpower Change Details:

Supporting documentation should be annotated in appropriate field and attached to this PDF prior to submission

1) Describe proposed action in detail.

2) Summary of "Why" this action is needed? (attach any supporting documentation driving this new requirement e.g. Directive, CONOPS, NDAA, Directive Type Memorandum)

Attachment(s):

3) Is this a change to an existing manpower requirement?	No	Yes
a.If yes, is this requirement authorized?	No	Yes
b.If no, is there an offset for requested change?	No	Yes
4) Will this be a supervisory requirement?	No	Yes
a.If yes, does it meet span of control (min of 7 mil/civ direct reports)?	No	Yes
b.If no, what is the grade of the supervisor?		
5) Manpower Requirement details from JTD:		
a) DHA Assigned Org From:		Org To:
b) JTD Position #:		
c) JTD Position Title:		
d) JTD Pay Plan:		
e) JTD Specialty/ Job Series from:		Specialty/Job Series to:
f) JTD Grade from:		Grade To:
If multiple positions impacted you may provide this detail as an attached spreadsheet		
6) Offset Detail, if applicable:		
a) DHA Assigned Org:		
b) JTD Pos #:		
c) JTD Position Title:		
d) JTD Pay Plan:		
e) JTD Specialty:		
f) JTD Grade:		
7) Is the requirement temporary or enduring? Please explain:		
8) Is this requirement inherently governmental or military essential? Please explain:		
9) Will there be HR impacts to existing personnel? (e.g. realignment of Military, Civilian position to different organization, geographic location, supervisory change or change in occupational series or grade)?		

Coordination

1.	Requesting Division	
2.	Requesting Directorate	
3.	Additional Directorate(s) (Required if more than one Directorate impacted)	
4.	Manpower and Organization	
5.	Chairman, Requirements and Resourcing Board (RRB) (only if resourcing required) Approved Disapproved	
6.	DHA Director Approved Disapproved	
7.	DHA Facilities (Situational Awareness, Space utilization)	
8.	Human Resources (Situational Awareness)	
8.	Return to Manpower & Organization for Execution	

Comments: