



UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

DEC 15 2003

PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTOR, JOINT STAFF
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE FIELD ACTIVITIES

SUBJECT: Use of the Manpower Mix Criteria

The attached Manpower Mix Criteria were recently issued to support the 2003 Inherently Governmental Commercial Activities (IGCA) Inventory data call. Manpower management policy requires that the criteria also be used when developing Manpower Estimates for Defense acquisition programs. To ensure consistency on all manpower related matters, the criteria should also be used: when determining or revalidating manpower requirements for Defense missions, when conducting Efficiency Reviews, restructuring initiatives, Office of Management and Budget Circular A-76 competitions, business process reengineering efforts covered by section 337 of the 2004 National Defense Authorization Act (NDAA), and any other type of study that involves workforce mix.

The Manpower Mix Criteria have been posted on the Personnel and Readiness web site at: <http://www.dod.mil/prhome/pi.html> and will be updated to reflect Department decisions on what roles and responsibilities should be assigned to each category of personnel—civilian and military—and how DoD civilians and contractors should be used on the battlefield.

David S. C. Chu

Attachment:
As stated

