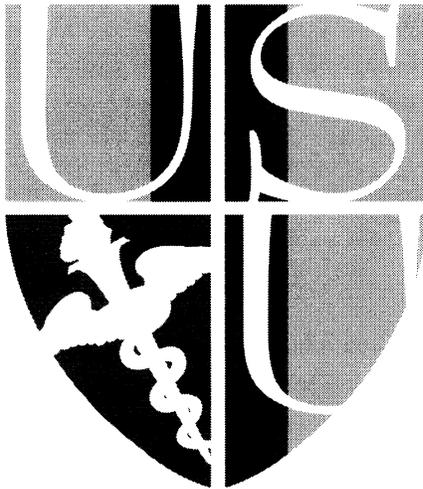


**USUHS
INSTRUCTION
1102**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Support of University Mission Requirements

Instruction 1102

AUG 30 1996

(BDE)

ABSTRACT

This Instruction provides guidance on submitting requests for military manpower taskings in support of Uniformed Service University of the Health Sciences (USUHS) military missions.

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1102^a and provides guidance on requesting military manpower support for department/activity missions. It assigns responsibility for manpower tasking to the Office of the Brigade Commander (BDE).

B. Reference. *See Enclosure.*

C. Applicability. The provisions of this Instruction apply to all USUHS departments and activities.

D. Policy. It is USUHS policy that:

1. With the increased mission requirements of the USUHS, it is necessary to centrally manage military manpower assets. Management responsibility belongs to the USUHS BDE and designated BDE Staff;

2. Requests for manpower needs by Departments/Activities must be processed in the following manner:

a. requests must be in writing,
b. requests must be forwarded at least three weeks in advance (does not include Field Training Exercises [FTX's]), to the BDE, and

c. requests must state:
(1) description of work to be done,
(2) estimated length of time for completion,

(3) number of service members required,
(4) number of department personnel involved, and

(5) name of requesting supervisor and phone number;

3. FTX requests will be programmed on an annual basis;

4. Support of manpower requests:
a. each request for manpower support shall be considered by the BDE,

b. every effort will be made to honor each request. However, it may not be possible to fulfill every request for manpower. Reasons for denial may include, but are not limited to:

- (1) higher priority needs, or
- (2) lack of manpower

resources,

c. each department/activity shall be tasked to support USUHS missions based on the quarterly strength of their department/activity. The BDE shall maintain a record of military enlisted strengths by department/activity. These taskings will be transmitted by the BDE through the Operations Office (OPS) to department chairs/activity heads, and

d. OPS shall maintain the records of manpower requests and military personnel manhours expended performing missions outside of the normal scope of duties; and

5. In order to distribute manpower requests equitably, the BDE will task the various departments/activities of the

USUHS according to their assigned strengths. The taskings will be limited to USUHS supported military missions, including, but not limited to: Pre-freshman Orientation Course, Field Training Exercises, and other USUHS sponsored events as directed by the President, USUHS; Dean, School of Medicine; Dean, Graduate School of Nursing; or BDE.

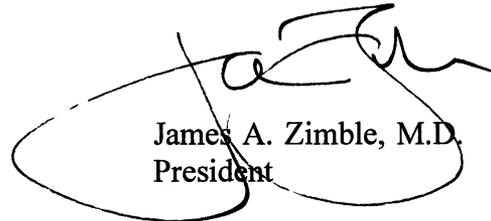
E. Responsibilities.

1. The BDE shall implement, monitor, and coordinate this Instruction.

2. Department Chairs/Activity Heads shall:

- a. Request in a timely manner additional manpower needs; and
- b. Support the USUHS mission requirement when tasked for manpower.

F. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President

Enclosure:
Reference

Enclosure

REFERENCE

- (a) USUHS Instruction 1102, "Support of University Mission Requirements," dated July 31, 1989