



DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Regulation
No 10-1

16 July 2002

Organization and Functions
UNITED STATES ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD

Summary. This regulation revises the previous FLW Reg 10-1 (Implementing Draft), dated 4 January 1999, by providing updated information on the organizations and functions of activities assigned to the United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW).

Applicability. The requirements, policies, and procedures of this regulation apply to all organizations, units and activities under the Commanding General, MANSCEN, as well as all tenant activities assigned to this installation.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters (HQ), MANSCEN.

Suggested Improvements. The proponent agency of this regulation is the Directorate of Resource Management (DRM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MANSCEN, ATTN: ATZT-RM-SAD, 320 MANSCEN Loop, STE 335, Fort Leonard Wood, MO 65473-8929.

FOR THE COMMANDER:



WILLIAM A. VAN HORN
Colonel, GS
Chief of Staff

JAMES M. BOATMAN
Acting Director, Information
Management

DISTRIBUTION:
Special

Contents	Page
Paragraph 1. Purpose	2
Paragraph 2. Policies	2
Paragraph 3. Responsibilities	2
Paragraph 4. Procedures for Processing Changes	2
Appendix A. References and Forms	3
Appendix B. Fort Leonard Wood Command Policy Memorandums	4
Glossary	5

*This regulation supersedes FLW Reg 10-1 (Implementing Draft), 4 January 1999.

1. Purpose. To establish policies and procedures for the definition, control and stabilization of the organizational structure of the command. To document missions and functions for all special staff offices, directorates and subordinate commands.

a. Missions and functions of MANSCEN are provided in Part I which is a living document found on the DRM website.

b. Missions and functions of MANSCEN schools, brigades and consolidated directorates are provided in Part II which is a living document found on the DRM website.

c. Missions and functions of United States Army Forces Command (FORSCOM) units and tenant units/activities are provided in Part III which is a living document found on the DRM website.

d. Required and related publications and referenced forms are listed in appendix A.

e. Fort Leonard Wood Command Policy Memorandums are listed in appendix B.

f. Acronyms and abbreviations used in this regulation are explained in the glossary.

2. Policies.

a. Organizational structure, mission statements, and functional distribution of responsibilities are governed by FM 101-5, Staff Officer's Field Manual: Procedure and FM 100-22, Installation Management, except where modified by this regulation.

b. Structure, alignment, and titles prescribed here will be in accordance with Table of Distribution and Allowances (TDA) and used in preparing the Fort Leonard Wood Staff Directory.

c. Detailed duties of individuals, task lists, and procedures to perform a function will not be included.

d. This regulation will be posted on the Directorate of Resource Management (DRM) web site and it will be updated as changes occur, to facilitate maintenance of a current version available for review and use. During October of each even numbered fiscal year, the document will be printed and provided to the Chief of Staff for official approval. At that time, only a limited number of hard copies will be printed for use by senior leaders.

3. Responsibilities.

a. Commanders, directors, and staff officers will -

(1) Analyze their organizational structure on a continuing basis to ensure effective and economical organization for accomplishing assigned missions.

(2) Maintain that portion of this regulation, which pertains to their activities. Changes may be submitted as outlined in paragraph 4 below.

(3) Ensure that activities operate in accordance with the structure prescribed in this regulation. Organizational and functional charts showing functional responsibilities and their relationships to other organizational segments will also be maintained.

b. DRM will -

(1) Review recommended changes to this regulation to ensure changes are in accordance with established policies, are based on sound management principles, and clearly state the mission and function.

(2) Submit recommended changes to the Chief of Staff for approval.

(3) Provide staff and technical assistance to operating officials and commanders when requested in applying management engineering techniques to organizational problems.

(4) Edit and publish changes to this regulation and maintain an updated version on the DRM web site (www.wood.army.mil/drm/10-1.htm).

(5) During October of each even numbered fiscal year, provide an up to date copy of this regulation to the Chief of Staff for approval and print a limited number of hard copies for use by senior leaders.

4. Procedures for Processing Changes.

a. Changes to organizational structures and/or functional statements will be submitted through channels to DRM, ATTN: ATZT-RM-SAD in hard copy or electronically. Proposed changes will be completely justified. It is emphasized that manpower requirements will not be increased solely to support an organizational change.

b. Proposed changes will be accompanied by one or more of the following:

(1) Revised organizational chart.

(2) Revised mission statement.

(3) Revised functional statements.

c. Justification for changes will be expressed in terms of good management principles and/or increased efficiency or economy, unless the change is necessary to provide additional or deleted functions in compliance with directives from higher headquarters. In the latter case, a copy of the appropriate directive will be attached.

Appendix A
REFERENCES AND FORMS

Section I. Required References.

a. FM 100.22 (Installation Management). Cited in paragraph 2a.

b. FM 101-5 (Staff Organization and Operations). Cited in paragraph 2a.

Section II. Related References.

a. AR 5-5 (Army Studies and Analysis).

b. AR 5-9 (Area Support and Responsibilities).

c. AR 5-17 (Army Ideas for Excellence Program).

d. AR 25-11 (Record Communications and The Privacy Communications System).

e. AR 27-10 (Legal Services; Military Justice).

f. AR 34-1 (International Military Rationalization, Standardization, and Interoperability).

g. AR 40-13 (Medical Support – Nuclear/Chemical Accidents and Incidents).

h. AR 75-15 (Responsibilities and Procedures for Explosive Ordnance Disposal).

i. AR 190-5 (Motor Vehicle Traffic Supervision).

j. AR 215-3 (Nonappropriated Funds and Related Activities Personnel Polices and Procedures).

k. AR 351-1 (Individual Military Education and Training).

l. AR 570-4 (Manpower Management).

m. AR 600-8 (Military Personnel Management).

n. AR 600-37 (Unfavorable Information).

o. AR 614-200 (Enlisted Assignments and Utilization Management).

p. AR 621-5 (Army Continuing Education System).

q. AR 621-6 (Army Learning Centers).

r. AR 750-43 (Army Test, Measurement and Diagnostic Equipment Program).

s. DFAS-IN Reg 37-1 (Finance and Accounting Implementation).

t. TRADOC Pam 525 Series (Military Operations).

u. FLW Pam 1-201 (Guide for Organizational Inspection Program (OIP)).

v. Manual for Courts-Martial (MCM), Uniformed Code of Military Justice (UCMJ).

Appendix B
FORT LEONARD WOOD COMMAND POLICY MEMORANDUMS

POLICY #	TITLE	PROPONENT
Policy #1-00	Open Door Policy	Executive Services
Policy #01-01	Delegation of Signature Authority USAES	Secretary of the General Staff
Policy #02-01	Equal Opportunity Policy	Equal Opportunity Program Directorate
Policy #03-01	Civilian Equal Employment Opportunity (EEO) Program	Equal Opportunity Program Directorate
Policy #04-01	Equal Opportunity Complaint Procedures	Equal Opportunity Program Directorate
Policy #05-01	Prevention of Sexual Harassment	Equal Opportunity Program Directorate
Policy #06-01	Delegation of Signature Authority MANSCEN & FLW	Secretary of the General Staff
Policy #07-00	Wear of BDU, PFU, and IPFU	Secretary of the General Staff
Policy #08-01	Drunk or Drugged Driving	Staff Judge Advocate & Law Enforcement Command
Policy #09-01	Officer Misconduct	Staff Judge Advocate
Policy #10-01	Relief for Cause	Staff Judge Advocate
Policy #11-01	Pre-Trial Confinement	Staff Judge Advocate
Policy #12-01	Use of Motor Vehicles	Staff Judge Advocate
Policy #13-01	Safety Policy	MANSCEN Safety Office
Policy #15-01	Privately Owned Vehicle (POV) Task Force/Traffic Safety Review Board	MANSCEN Safety Office
Policy #16-01	Cellular Telephone Usage Policy	Directorate of Information Management
Policy #19-01	Implementing Guidance-Smoke Free Workplace	Civilian Personnel Advisory Center
Policy #20-01	Placement of Excess Civilian Employees	Civilian Personnel Advisory Center
Policy #21-01	Civilian Employees Attendance at Ceremonies/Activities During Duty Hours	Civilian Personnel Advisory Center
Policy #22-01	Alternative Workplace Arrangements (Flexiplace)	Civilian Personnel Advisory Center
Policy #23-01	Temporary Fill of Vacancies to Ease Impact of A-76 Decisions	Civilian Personnel Advisory Center
Policy #24-01	Referral and Selection of Civilians for Senior Positions	Civilian Personnel Advisory Center
Policy #24-02	Official Travel	Directorate of Resource Management
Policy #28-01	Telephone Abuse	Directorate of Information Management
Policy #29-01	Seatbelts	Law Enforcement Command
Policy #32-01	Award Recognition Policy	Adjutant General & Civilian Personnel Advisory Center
Policy #33-01	Army Career and Alumni Program (ACAP)	Directorate of Morale, Welfare and Recreation
Policy #34-00	Army Funeral Honors	Adjutant General/Military Personnel Office
Policy #38-01	Fort Leonard Wood Commissary Advisory Council	Directorate of Logistics
Policy #39-01	Installation Point of Contact Family Advocacy Matters	Directorate of Morale, Welfare and Recreation
Policy #41-01	Network Access, Internet Use and Internet Monitoring	Directorate of Information Management
Policy #42-01	Information Mission Area (IMA) Acquisitions	Directorate of Information Management
Policy #49-01	Requirement to Utilize GSA Mandatory Contract Carriers for Official Use	Directorate of Logistics
Policy #50-01	Waiver of Driver's License Requirement for Non-Tactical Vehicles 10,000 Pounds or Less	Directorate of Logistics
Policy #51-01	Procurement of Commercial Equipment	Directorate of Logistics
Policy #54-01	Civilian Dining Facility Use Policy	Directorate of Logistics
Policy #55-02	Off Duty Employment	Staff Judge Advocate
Policy #56-01	Treatment of Trainees with Positive Tuberculosis (TB) Skin Test	Medical Department Activity
Policy #59-02	Headcount Control of Rations Consumed in Garrison Dining Facilities and Field Environments	Directorate of Logistics
Policy #62-01	Consideration of Others Program	Civilian Personnel Advisory Center
	Timeliness of Noncommissioned Officer Evaluations	Adjutant General/Military Personnel Office
	(FY02) Second Quarter Retention Objectives	Adjutant General/Military Personnel Office

Glossary

ACAP
Army Career and Alumni Program

AR
Army regulation

BDU
battle dress uniform

DA
Department of the Army

DOD
Department of Defense

DRIS
Defense Regional Interservice Support

DRM
Directorate of Resource Management

EEO
Equal Employment Opportunity

FM
field manual

FORSCOM
United States Army Forces Command

FY
fiscal year

GSA
General Services Administration

HQ
Headquarters

IMA
Information Mission Area

IPFU
improved physical fitness uniform

MANSCEN & FLW
United States Army Maneuver Support Center and Fort Leonard Wood (same as MANSCEN)

MCM
Manual for Courts-Martial

NCOA
Noncommissioned Officer Academy

OIP
Organizational Inspection Program

Pam
Pamphlets

PFU
physical fitness uniform

POV
privately owned vehicle

TB
tuberculosis

TDA
Table of Distribution and Allowances

TRADOC
United States Army Training and Doctrine Command

UCMJ
Uniformed Code of Military Justice

USAES
United States Army Engineer School