



PERSONNEL AND
READINESS

November 15, 2012
Incorporating Change 9, March 18, 2019

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Directive-type Memorandum (DTM) 12-006, "Fourth Estate Manpower Tracking System (FMTS)"

References: See Attachment 1

Purpose. This DTM:

- In accordance with the authority in the OSD Manpower Initiative Executive Council Charter (Reference (a)) and DoD Directive (DoDD) 5124.02 (Reference (b)), establishes FMTS as the single authoritative manpower system for OSD, Office of the Inspector General of the Department of Defense (OIG), non-intelligence Defense Agencies and DoD Field Activities, Joint Staff, Combatant Commands, Chairman of the Joint Chiefs of Staff (CJCS) controlled activities, and other organizations of the Department of Defense not part of a Military Department (referred to in this DTM as "the Components concerned").
- Establishes policy and assigns responsibilities for transfer of OSD force structure and position data to FMTS.
- Is effective November 15, 2012; it shall be converted to a new DoD Instruction. This DTM shall expire effective November 15, 2019.

Applicability. This DTM applies to the Components concerned.

Definitions. See Glossary.

Policy. It is DoD policy that:


- FMTS (also known as "the electronic Joint Manpower and Personnel System" or "eJMAPS") is the single authoritative manpower system for the Components concerned.
- FMTS shall be:

- Used for all manpower data management, to include force structure, positions, and associated manning information, and will be consistent with policy and procedures in DoDD 1100.4 (Reference (c)). The information in the system will be used to inform the existing planning, programming, and budgeting processes and systems.
- The single authoritative data source for DoD force structure reporting required by DoD Instruction (DoDI) 7730.64 (Reference (d)).
- The authoritative source of information for the Global Force Management Data Initiative required by DoDI 8260.03 (Reference (e)).
- Used to document and accurately reflect decisions regarding the retention, restructure, reduction, or realignment of billets/positions in accordance with delayering plans or reduction to Major DoD Headquarters Activities (Reference (f))

Responsibilities. See Attachment 2.

Releasability. **Cleared for public release.** This DTM is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

Summary of Change 8. The expiration date of this DTM was extended.


Jessica L. Wright
Assistant Secretary of Defense for Reserve
Affairs, Performing the Duties of the Under
Secretary of Defense for Personnel and
Readiness

Attachments:
As stated

DISTRIBUTION:

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DoD FIELD ACTIVITIES
DIRECTORS OF THE JOINTLY MANNED ACTIVITIES
DIRECTORS OF THE CHAIRMAN CONTROLLED ACTIVITIES
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY
PRESIDENT, NATIONAL DEFENSE UNIVERSITY
PRESIDENT, UNIVERSITY OF UNFORMED HEALTH SERVICES

ATTACHMENT 1

REFERENCES

- (a) Office of the Secretary of Defense Manpower Initiative Executive Council Charter, March 13, 2012
- (b) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (c) DoD Directive 1100.4, “Guidance for Manpower Management,” February 12, 2005
- (d) DoD Instruction 7730.64, “Automated Extracts of Manpower and Unit Organizational Element Files,” December 11, 2004
- (e) DoD Instruction 8260.03, “The Global Force Management Data Initiative (GFM DI),” February 19, 2014
- (f) Deputy Secretary of Defense Memorandum, “Hiring Suspension to Ensure Implementation of Organizational Delaying Commitments,” February 23, 2016
- (g) DoD Instruction 5105.18, “DoD Intergovernmental and Intragovernmental Committee Management Program,” July 10, 2009, as amended
- (h) Chairman of the Joint Chiefs of Staff Instruction 1001.01A, “Joint Manpower and Personnel Program,” October 1, 2010
- (i) DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015

ATTACHMENT 2
RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

- a. Oversee FMTS program management beginning on January 1, 2013.
- b. Establish policy for and provide functional oversight of FMTS.
- c. Provide funding for FMTS.
- d. Appoint a senior executive to chair the Executive Council in accordance with Attachment 3.

2. INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE (IG DoD). The IG DoD shall:

- a. Provide a copy of OIG force structure and position data, and information on the personnel encumbering positions, to the Director, Defense Manpower Data Center (DMDC) in the Office of the USD(P&R) for inclusion in FMTS.
- b. Support migration of OIG force structure and position data, and related personnel information, to FMTS.
- c. Use FMTS for manpower data management and reporting as soon as the migration is completed.
- d. Identify and terminate duplicate internal legacy systems, tools, and databases used to manage organization force structure and position data, and related personnel information, once the transition to FMTS is complete.

3. DEPUTY CHIEF MANAGEMENT OFFICER (DCMO) OF THE DEPARTMENT OF DEFENSE. The DCMO shall:

- a. Provide a copy of OSD force structure and position data, and information on the personnel encumbering positions, to the Director, DMDC for inclusion in FMTS.
- b. Support migration of OSD force structure and position data, and related personnel information, to FMTS.

c. Use FMTS for manpower data management and reporting as soon as the migration is completed.

d. Identify and terminate duplicate internal legacy systems, tools, and databases used to manage organization force structure and position data, and related personnel information, once the transition to FMTS is complete.

e. Use FMTS to manage manpower for OSD organizations and the external organizations DCMO supports.

4. DIRECTORS OF NON-INTELLIGENCE DEFENSE AGENCIES AND DoD FIELD ACTIVITIES. The Directors of non-intelligence Defense Agencies and DoD Field Activities shall:

a. Provide a copy of their force structure and position data, and information on the personnel encumbering positions, to the Director, DMDC for inclusion in FMTS.

b. Support migration of their force structure and position data, and related personnel information, to FMTS.

c. Use FMTS for manpower data management and reporting as soon as the migration is completed.

d. Identify and terminate duplicate internal legacy systems, tools, and databases used to manage organization force structure and position data, and related personnel information, once the transition to FMTS is complete.

e. Use FMTS to manage manpower for their organizations and the external organizations they support.

5. CHAIRMAN OF THE JOINT CHIEFS OF STAFF (CJCS), COMBATANT COMMANDERS, AND HEADS OF CJCS CONTROLLED ACTIVITIES. The CJCS, Combatant Commanders, and Heads of the CJCS-controlled activities shall continue to manage their manpower and personnel information in FMTS in accordance with CJCS Instruction 1001.01A (Reference (h)).

6. DIRECTOR, DMDC. The Director, DMDC, under the authority, direction, and control of the USD(P&R), shall:

a. Support and report to the Executive Council.

b. Coordinate and lead the transition of OSD, OIG, non-intelligence Defense Agencies, and DoD Field Activities' force structure and position data and information on the personnel encumbering positions to FMST.

c. Provide program management for FMST once it transitions to the USD(P&R).

d. Ensure the life cycle management of data and associated reports are maintained in accordance with DoDI 5015.02 (Reference (i)).

ATTACHMENT 3

EXECUTIVE COUNCIL CHAIR

The appointed chair, under the authority, direction, and control of the USD(P&R), shall:

1. In accordance with the policies established in Reference (a) and DoDI 5015.18 (Reference (g)), chair the Executive Council to coordinate the transition of manpower data to FMTS. All members of the Executive Council, to include any Council subcommittees, shall be full-time or permanent part-time federal officers or employees.
2. Oversee the transition of OSD, OIG, non-intelligence Defense Agencies, and DoD Field Activities' force structure and position data, and information on the personnel encumbering positions, to FMTS.
3. Oversee the establishment of management for FMTS once responsibility transitions to the USD(P&R).
4. Oversee the identification and termination of duplicate internal legacy systems, tools, and databases used by the Components concerned to manage their organizational force structure and positions, and related personnel information, once the transition to FMTS is complete.
5. Ensure full accessibility of the system for all Components concerned to accomplish manpower data management and reporting.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

| | |
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| CJCS | Chairman of the Joints Chiefs of Staff |
| DMDC | Defense Manpower Data Center |
| DTM | directive-type memorandum |
| FMTS | Fourth Estate Manpower Tracking System |
| IG DoD | Inspector General of the Department of Defense |
| OIG | Office of the Inspector General of the Department of Defense |
| USD(P&R) | Under Secretary of Defense for Personnel and Readiness |

PART II. DEFINITIONS

Unless otherwise noted, these terms and definitions are for the purpose of this DTM.

CJCS controlled activity. Defined in Reference (h).

force structure. The composition of an organization, to include the organizational elements (e.g., directorates, divisions, branches, sections), that shows how it is organized to perform its mission, and the placement of authorized positions within the organizational elements.

Fourth Estate. As defined in Reference (d) as “Fourth Estate organizations.”

manpower. Defined in Reference (d).

non-intelligence Defense Agencies and DoD Field Activities. All Defense Agencies and DoD Field Activities, except the Defense Intelligence Agency, National Security Agency, and National Reconnaissance Office.

position. As defined in Reference (d) as “billet or position.”