



DoD INSTRUCTION 3900.01

MANAGING UNITED STATES SPECIAL OPERATIONS COMMAND MILITARY PERSONNEL RESOURCES

Originating Component: Office of the Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict

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Approved by: Christopher Maier, Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict

Purpose: In accordance with the authority in DoD Directive (DoDD) 5111.10 and pursuant to Sections 138(b) and 167(e)-(g) of Title 10, United States Code (U.S.C.), this issuance establishes policy, assigns responsibilities, and provides procedures for programming and budgeting military personnel (MILPERS) resources for the United States Special Operations Command (USSOCOM).

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.	3
1.2. Policy.	3
SECTION 2: RESPONSIBILITIES	4
2.1. Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict (ASD(SO/LIC)).....	4
2.2. Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO).....	4
2.3. Director of Cost Assessment and Program Evaluation (DCAPE).	4
2.4. Secretaries of the Military Departments.	4
2.5. Commander, USSOCOM.	5
2.6. USD(C)/CFO, DCAPE, Secretaries of the Military Departments, and Commander, USSOCOM.	5
SECTION 3: ADJUSTMENTS TO USSOCOM’S END STRENGTH	7
a. SecDef and DepSecDef-Directed Adjustments.	7
b. USSOCOM-Requested Adjustments.	7
c. PPBE Process.	7
d. MOA.	7
GLOSSARY	9
G.1. Acronyms.	9
G.2. Definitions.....	9
REFERENCES	10

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

a. USSOCOM MILPERS resources include military end strength identified in the Future Years Defense Program (FYDP) and in the Next Generation Resource Management System by a USSOCOM Service Support to Combatant Commander Code.

b. The most recent President’s Budget Request is the baseline for all requested changes to the USSOCOM end strength, pursuant to the FYDP.

c. Fiscal guidance for the Military Departments includes MILPERS funding requirements and the DoD Medicare Eligible Retiree Health Care Fund (MERHCF) Normal Cost Contributions.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT (ASD(SO/LIC)).

In accordance with DoDD 5111.10, the ASD(SO/LIC) exercises authority, direction, and control of the Commander, USSOCOM with respect to the special operations-peculiar administration and support of the special operations command, including the readiness and organization of special operations forces, resources and equipment, and civilian personnel pursuant to Section 167(f) of Title 10, U.S.C.

2.2. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO).

In accordance with DoDD 5118.03, the USD(C)/CFO, provides analysis, advice, and recommendations to the ASD(SO/LIC) on matters relating to the Planning, Programming, Budgeting, and Execution (PPBE) process.

2.3. DIRECTOR OF COST ASSESSMENT AND PROGRAM EVALUATION (DCAPE).

The DCAPE:

a. In accordance with DoDD 5105.84, provides assistance with the preparation of memorandums of agreement (MOAs) between Commander, USSOCOM and the Secretaries of the Military Departments for any adjustments in USSOCOM end strength to record agreed-upon changes to USSOCOM end strength baseline for Secretary of Defense (SecDef) or Deputy Secretary of Defense (DepSecDef) approval.

b. Includes MILPERS and the MERHCF Normal Cost Contributions associated with end strength in the fiscal guidance for the Military Departments consistent with MILPERS appropriations.

2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

a. Coordinate all requested adjustments to USSOCOM's end strength with the Commander, USSOCOM for concurrence. If there is a non-concur, the Military Department concerned may submit an issue proposal or issue paper, in accordance with the program and budget review (PBR) procedures and timelines published on the Office of the USD(C)/CFO classified portal (located at <https://cisweb.ousdc.osd.smil.mil>) and DCAPE classified portal (located at <https://dpcd.cape.osd.smil.mil>).

b. Program and budget for all standard MILPERS and MERHCF Normal Cost Contributions associated with strength in USSOCOM are defined in the end-strength baseline. Unless directed by the SecDef or DepSecDef, approved increases to the end-strength baseline in USSOCOM will be funded from the Military Departments' existing resources and will not be added to their end strengths. Using their existing resources, the Military Departments will accommodate in their program and budget submissions any adjustments to standard MILPERS and MERHCF Normal Cost Contributions, including MILPERS and MERHCF Normal Cost Contributions associated with end strength in USSOCOM.

2.5. COMMANDER, USSOCOM.

Under the authority, direction, and control of the ASD(SO/LIC) in accordance with Section 167(e)-(g) of Title 10, U.S.C., the Commander, USSOCOM:

- a. Maintains authority over and manages USSOCOM MILPERS resources by programming end strength.
- b. Identifies changes in USSOCOM's military manpower requirements relative to programmed end strength, coordinates the proposed changes with the Secretaries of the Military Departments, and presents recommendations to the DepSecDef.
- c. Requests adjustments in USSOCOM's end strength to meet changing mission requirements. Such adjustments include increases or decreases in end strength, changes in the mix of officer and enlisted personnel, and changes in the mix of personnel provided by individual Military Departments.
- d. Coordinates all requested adjustments in USSOCOM's end strength with the Secretary of the Military Department concerned for concurrence. If there is a non-concur, the Commander, USSOCOM may submit an issue proposal or issue paper, in accordance with Section 3 and PBR procedures and timelines published on the USD(C)/CFO and DCAPE classified portals identified in Paragraph 2.4.a.
- e. Identifies USSOCOM end strength by program element code, resource identification code, unit identification code, appropriation, and special program code across the FYDP.
- f. Coordinates USSOCOM-directed special operations-peculiar costs explicitly associated with its end strength (e.g., specialized training for reservists, and other activities deemed appropriate by the Commander, USSOCOM).

2.6. USD(C)/CFO, DCAPE, SECRETARIES OF THE MILITARY DEPARTMENTS, AND COMMANDER, USSOCOM.

The USD(C)/CFO, DCAPE, Secretaries of the Military Departments, and Commander, USSOCOM ensure that, when mission, function, and program records identified in this issuance establish policy, assign responsibilities, and provide procedures for programming and budgeting MILPERS for the USSOCOM in support of the FYDP and in the Next Generation Resource

Management System, that those records are managed in accordance with their DoD Component records management programs pursuant to:

- a. Chapters 29, 31, and 33 of Title 44, U.S.C.
- b. Parts 1220 through 1228 of Title 36, Code of Federal Regulations.
- c. DoD Instruction 5015.02.
- d. DoD Manual 8180.01.

SECTION 3: ADJUSTMENTS TO USSOCOM'S END STRENGTH

Adjustments to USSOCOM's end strength can originate from four sources.

a. SecDef and DepSecDef-Directed Adjustments.

(1) These adjustments to USSOCOM's end strength will only require a transfer of end strength between USSOCOM and the Military Department concerned.

(2) Unless specifically directed by the SecDef or the DepSecDef, no corresponding adjustment in funding will be required.

b. USSOCOM-Requested Adjustments.

(1) The Commander, USSOCOM may request adjustments to its end strength in accordance with Paragraph 2.5.c. to meet changing mission requirements. Adjustments include increases or decreases in end strength, changes in the mix of officer and enlisted personnel, and changes in the mix of personnel provided by individual Military Departments.

(2) The Commander, USSOCOM must coordinate with and receive concurrence from the Secretary of the Military Department concerned for all requested adjustments in its end strength.

c. PPBE Process.

(1) In accordance with DoDD 7045.14, and in conjunction with guidance issued by the USD(C)/CFO and the DCAPE, the Commander, USSOCOM or the Secretary of the Military Department concerned may request adjustments to USSOCOM's end strength through the PPBE process. This is done by submitting an issue proposal or issue paper in accordance with PBR procedures and timelines published on the USD(C)/CFO and DCAPE classified portals.

(2) All requested PPBE process issues will be resolved or adjudicated according to established PBR policies and procedures published on the USD(C)/CFO and DCAPE classified portals.

(3) The DepSecDef will make the final decision regarding proposed end strength adjustments. Decisions resulting from the PBR process will be implemented through a program decision memorandum or a program budget decision.

d. MOA.

At any time, the Commander, USSOCOM or the Secretary of the Military Department concerned may initiate an MOA seeking to adjust USSOCOM's end strength. MOAs will be prepared in accordance with technical guidance issued by the DCAPE.

(1) If there is consensus between the Commander, USSOCOM and the Secretary of the Military Department concerned on the content of a proposed MOA, the MOA will be electronically signed by:

- (a) Commander, USSOCOM.
 - (b) The Secretary of the Military Department concerned.
 - (c) The ASD(SO/LIC).
 - (d) If joint billets are involved, the Director, J1, Joint Staff.
- (2) When a consensus cannot be reached and a MOA is not signed by all required parties, that MOA cannot be submitted. However, an issue nomination may be submitted in accordance with PBR procedures and timelines. The deadline to submit issue nominations precedes the closing date for the Manpower Management System. All issues will be resolved according to established PBR policies and procedures; the DepSecDef will be the final decision authority for unresolved manpower issues. Decisions will be recorded in PBR decision document.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ASD(SO/LIC)	Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict
DCAPE	Director of Cost Assessment and Program Evaluation
DepSecDef	Deputy Secretary of Defense
DoDD	DoD directive
FYDP	Future Years Defense Program
MERHCF	Medicare Eligible Retiree Health Care Fund
MILPERS	military personnel
MOA	memorandum of agreement
PBR	program and budget review
PPBE	Planning, Programming, Budgeting, and Execution
SecDef	Secretary of Defense
U.S.C.	United States Code
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USSOCOM	United States Special Operations Command

G.2. DEFINITIONS.

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

TERM	DEFINITION
FYDP	Defined in DoDD 7045.14.
Next Generation Resource Management System	System used to formulate, justify, present, and defend the DoD budget.

REFERENCES

- Code of Federal Regulations, Title 36
- Director of Cost Assessment and Program Evaluation Classified Portal,
<https://dpd.cape.osd.smil.mil>
- DoD Directive 5105.84, “Director of Cost Assessment and Program Evaluation,”
August 14, 2020
- DoD Directive 5111.10, “Assistant Secretary of Defense for Special Operations and Low-
Intensity Conflict,” May 5, 2021
- DoD Directive 5118.03, “Under Secretary of Defense (Comptroller)/Chief Financial Officer,
Department of Defense,” April 4, 2023
- DoD Directive 7045.14, “The Planning, Programming, Budgeting, and Execution (PPBE)
Process,” January 25, 2013, as amended
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015,
as amended
- DoD Manual 8180.01, “Information Technology Planning for Electronic Records Management,”
August 4, 2023
- Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
Classified Portal, <https://cisweb.ousdc.osd.smil.mil>
- United States Code, Title 10
- United States Code, Title 44