

## MDEP POC functions: a check list

### Organize for work

1. Find the MDEP POC Coordinator. He or she—
  - a. Runs interference.
  - b. Knows the ins and outs.
  - c. Knows what happens, and when and how.
  - d. Knows where the critical points are and how to monitor what is going on.
2. Work with other POCs assigned your MDEP.
  - a. Use the MDEP PAED POC as a source of programming advice and information, the MDEP ASA(FM&C) POC for budget guidance and information. Use both to help resolve differences between PROBE data and the data you maintain.
  - b. Use the BDRQ POC to help translate program requirements to budget detail.
3. Work with managers for force structure and manpower issues.
  - a. Managers for force structure issues help sort out requirements related to new materiel items, new organizations, or changes in existing organizations. Use him or her to get UICs for your planned distribution of military and civilian manpower.
  - b. Managers for force structure issues help develop requirements for military and civilian personnel.
4. Know your MDEP.
  - a. Discuss the issue in your office and agency.
  - b. Assemble all documents that bear on the problem.
  - c. Analyze the issue.
  - d. Determine affected staff offices and commands and select possible points of contact.
5. Set up an MDEP file.

### Integrate functional interests

1. Apply unified staff action.
  - a. Develop solution to further overall objectives.
  - b. Base solution on fact.
  - c. Coordinate proposal to improve substance and broaden scope.
2. Begin your solution.
  - a. Start with nature of basic issue.
  - b. Apply common sense.
  - c. From each aspect of the issue, decide what must be done to produce the desired outcome.
3. Get the command perspective.
  - a. As possible, visit the command.
  - b. Talk with your functional counterpart and the PAED command analyst—
    - (1) Develop alternatives or modifications of command initiatives.
    - (2) Identify needed products and services.
    - (3) Get added detail or cost data.
4. Consult the functional staff.
  - a. Identify staff interests that bear on the problem.
  - b. Coordinate to refine your approach and develop additional interests and POCs needed to prepare an overall solution.

### Construct the requirement

1. Work with functional proponents, manpower managers and appropriation sponsors
  - a. Ask them to review your requirements and, as applicable, to supply workload and cost data.
  - b. Help them accurately reflect your requirements.
2. Set resource requirements.
  - a. Use PEG Interests, Army FYDP Structure, Army Appropriations Structure (Quick Reference section) and DFAS-IN Manual 37-100-\*(links to Quick Reference section and <http://www.asafm.army.mil>).
  - b. Make sure you know what command or agency will actually spend each component of the resources.
  - c. Don't overlook the command perspective.
  - d. For new materiel items, a new organization, or major change to an existing organization check appropriate SI, OI, or FI assigned to ADCSPRO-FD.
  - e. For high-cost, complex, or other specially managed materiel systems, check with appropriate PEO/PM regarding system development, acquisition, and deployment.
  - f. For military or civilian manpower, check with ADCSOPS-FD command manager to get UIC.
3. Refer to cost and resource guides.

### Defend the MDEP

1. Develop *what-if* alternatives.
    - a. Be prepared to negotiate change.
    - b. Put workable alternatives on shelf to allow quick response.
    - c. Civilians for military? Dollar tradeoffs? Next step back?
- Next step up?
2. Prepare justification.
    - a. Say what MDEP does without emotion.
    - b. Resist portraying issue as vital.
    - c. Append supportive data. Illustrate the narrative with tables, diagrams, and graphs.
    - d. Boil down lengthy justifications. Put them in a hard-hitting information paper.
    - e. Don't throw away detail. You'll need it as back up.
    - f. At senior levels of review you win or lose with 720-character computer narrative.
  3. Defend MDEP where resources are at risk, at both small meetings and large.
    - a. You must speak up for your MDEP. No one else will.
    - b. Be prepared; anticipate questions and challenges.
    - c. Lobby beforehand.
    - d. Tailor justification to reviewer's need. Have copies on hand.
- Use as a talking paper.
- e. If not allowed to attend, work through your agency representative. Bring him or her up to date at least once a week.
4. Monitor MDEP status.
    - a. Watch over events; keep track of how your MDEP fares.
    - b. Anticipate events that expose your resources to risk.
    - c. Check with MDEP POC coordinator.
    - d. Take the initiative. Ferret out rulings and changes affecting your MDEP. Get documents that back them up.
    - e. Adjust your proposal.

### Get the MDEP accepted

1. Things to consider.
2. Prepare the proposal.
3. Send in the request.