



DEPARTMENT OF THE ARMY
THE ARMY STUDY PROGRAM MANAGEMENT OFFICE
700 ARMY PENTAGON
WASHINGTON, DC 20310



ASPMO

5 May 2004

MEMORANDUM FOR HQDA Study Program Coordinators (List at enclosure 3)

SUBJECT: Fiscal Year (FY) 2005 Headquarters Department of the Army (HQDA)
Study Program Development

1. REFERENCES.

- a. Memorandum, SAUS-OR, 23 April 2004, Subject: Fiscal Year 2005 Army Study Planning Guidance.
- b. Memorandum, SAUS-OR, 5 May 2004, Subject: Fiscal Year 2005 Army Study Program Call for Studies.
- c. Memorandum, DUSA(OR) & DCS, G-8, 22 February 2002, Subject: Management and Centralized Coordination of the Army Study Program.
- d. AR 5-5, Army Studies and Analyses, 30 Jun 96.

2. This memorandum issues the call for studies to develop the FY 2005 HQDA Army Study Program. Reference a. provides general direction to commanders and agency heads for Army Study Program development.

3. Reference b. is cited as a reminder that all studies performed by, or for, HQDA organizations, must be included in the Army Study Program Database. This database is accessed through the Army Study Program Website, Web address: <http://www.paed.army.mil/paed/armystudyprogram/index.asp>. The modification mode of the database is password protected. Therefore, please coordinate (within your organization) requests for access via e-mail and forward to me so that I may create user accounts. Users may review the entire database, without a login ID, by clicking on the "Search Database" link.

4. HQDA organizations submitting proposals that are competing for funds from the VSTD MDEP, are required to input these to the above Website database; with e-mail notification to me by **COB 30 June 2004** (There is no need to forward paper or electronic copies). A screen print of the input form is attached at enclosure 4. The system generates the PUIC from three entry fields. The first five characters is the Office Symbol (limited to 5 characters, dashes allowed, but no spaces). The sixth and seventh characters represent the FY (05). The last three characters are the Priority within the Command (001,002,etc).

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5. Army Regulation (AR) 5-5, paragraph c(3) requires a search of DTIC be performed to ensure that a valid requirement for the effort exists, and that there is no unnecessary duplication. DTIC searches can be performed online at <http://stinet.dtic.mil/str/>. Keep in mind that although the Website requires only one DTIC search number to be entered, performing a thorough literature review for any subject usually requires numerous searches. The DTIC search number is found at the end of a search. Open the "Query Report" and copy the number to your proposal sheet.

6. When a proposal clearly impacts more than one functional area, coordination needs to be accomplished prior to submission of the proposal. This coordination is to be accomplished between in-house government activities (not contractors). An additional opportunity for coordination will occur during the time between distribution of the read-ahead and at the Study Program Coordination Committee (SPCC) Working Group meeting. To assist with the coordination requirement, a list of HQDA Study Coordinators is at Enclosure 3.

7. Our funding base is approximately the same as last year. Therefore, each organization is limited to a maximum of 5 submissions. A read-ahead of all proposals will be distributed electronically to each member of the HQDA SPCC Working Group prior to the mid-July Working Group meeting.

8. The HQDA SPCC Working Group meeting is tentatively scheduled for three days during the week of 19-23 July (an e-mail identifying the site and the dates of the meeting will be forwarded later).

9. The following criteria, based on recommendations from HQDA SPCC Working Group participants, to the DUSA (OR), will be used to rank the HQDA submissions (criteria weighting will be provided by e-mail at a later date):

a. **Criteria 1:** Importance/Relevance to the Army. Would the outcome of the study significantly support one or more of the following?

- Global War on Terrorism, to generate a campaign-capable joint and expeditionary Army.
- Development of the Future Force.
- Development of network-centric warfare.
- Enhance the Army capabilities for joint, interagency, and multinational full-spectrum operations.
- Within the context of Joint and Expeditionary Mindset, AC/RC balance, and force modularity, does the project address non-materiel solutions that may involve doctrine, organizations, training, leadership and education, personnel, and facilities (DOTLPF)?
- Strategic Planning Guidance (SPG) and/or potential Quadrennial Defense Review (QDR) Issues.

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b. **Criteria 2:** Scope of work (Lit review plan, possible approach, etc.). Is the scope of work sufficiently described in the proposal?

c. **Criteria 3:** Return on Investment. Does the proposal appear to have the potential to provide a reasonable return to the Army for the resources to be expended?

10. The suspense for completing Web input, and notifying this office; is **29 June 2002**. A complete schedule for development of the FY 2005 Study Program is at Enclosure 2. HQDA study proposal recommendations will be provided to the DUSA(OR) late July, and to the SPCC on 21 September 2004 (1330 – 1530, location to TBD).

11. I can be reached for questions at (703) 692-5356, or via e-mail at Terese.Sweet@us.army.mil.

Encls

1. Proposal Outline
2. Study pgm dev sch & study/MSS defs
3. HQDA Study Coordinators List
4. Web input form



Terese A. Sweet

HQDA Study Program Coordinator

PROPOSAL FOR FY 2004 HQDA ARMY STUDY PROGRAM

A proposal is intended to convince others that you have a worthwhile study and that the work can provide the answers/insights to an important Army issue. The proposal should contain all of the key elements involved in the study.

Project Title:

Office Symbol (5 characters –no spaces a dash is acceptable):

Agency Ranking: Internal priority of project assigned by requesting organization.

Category: Study or Management Support Service.

Desired Start Date:

Desired Completion Date:

DTIC Search Control Number:

Expected Performer: Identify expected performer of project, if known, otherwise indicate **TBD** (To be Determined).

Sponsor Organization & Office Symbol:

Sponsor's Action Officer (POC): Name/Office Symbol.

Telephone: Commercial.

E-mail Address:

Synopsis/Problem Statement: Clearly identify the concern that this particular proposal is seeking to address. Provide the context and set the stage for your subject in such a way as to show its necessity and importance. Briefly describe the major issues and sub-problems to be addressed by the study. In addition, in order to simplify the problem:

- a. **Study Questions:** Pose the stated purpose of the study in the form of questions. What questions do you want to have answered?
- b. **Data:** Identify the known key study variables and their possible interrelationships. In addition, provide the known and possible sources of relevant data, and some possible methods for acquiring and validating this data.

Significant Benefit to the Army: Provide a clear statement of the specific purposes of the study, to include how this project will provide concrete benefits to the Army, either immediate or far term.

Scope of Work: The purpose of this section is not to state how the study is to be accomplished, but to provide some direction for those who will conduct the study. The scope of work includes the following:

- a. **Literature Review Plan:** In the case of the study proposal, the literature review plan should provide the *initial* topics to be researched. Initial, because the

results of a search often point in other relevant directions. In addition to ensuring that there is no duplication of effort, the literature review provides a critical summary of research on a topic, and generally puts it into context, and/or identifies gaps and weaknesses in prior studies related to the topic.

b. **Initial Assumptions & Limitations:** Stating assumptions and limitations is necessary to narrow the scope of any analysis. Not everything can be taken into consideration in any one study; therefore, determining what is not to be considered provides important information for those who are evaluating proposals. Include the known assumptions and limitations, as all of the relevant assumptions and limitations may not be known at the time of the proposal writing.

c. **Approach:** Outline possible lines of inquiry a performer might pursue in order to provide the logical framework for the contents of the methodology.

Estimated Cost (PInd\$): In thousands of dollars.

Coordination (when appropriate): Name, Office Symbol and Phone Number of individual(s) who coordinated on this proposal.

Enclosure 1

FY 2005 HQDA ARMY STUDY PROGRAM DEVELOPMENT SCHEDULE

Study Proposals Due	30 June 2004
HQDA Program Development	week of 21-23 July 2004
HQDA Recommendations to DUSA(OR)	1 August 2004
SPCC Read-ahead	10 September 2004
SPCC Approval Meeting	21 September 2004

DEFINITIONS

Studies, Analyses and Evaluations. Services that provide organized analytic assessments to understand or evaluate complex issues to improve policy development, decision-making, management, or administration and may result in documents containing data or leading to conclusions or recommendations. Studies may include databases, models, methodologies, and related software created in support of a study, analysis, or evaluation. Examples include, but are not limited to: cost benefit or effectiveness analyses of concepts, plans, tactics, forces, systems, policies, personnel management methods and programs; studies specifying the application of information technology and other information resources to support mission and objectives; technology assessments and management and operations research studies in support of RDT&E objectives; evaluations of foreign force and equipment capabilities, foreign threats, net assessments and geopolitical subjects; analyses of material, personnel, logistics and management systems; and environmental impact statements.

Management and Professional Support Services (MSS). Services that provide assistance, advice, or training for the efficient and effective management and operation of organizations, activities (including management, scientific and engineering support for R&D activities) or systems. These services are normally closely related to the basic responsibilities and mission of the agency contracting for the services. Includes efforts that support or contribute to improved organization or program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, auditing, and administrative/technical support for conferences and training programs. Also includes services to review and assess existing managerial policies and organizations; develop alternative procedures, organizations, and policies; and to examine alternative applications and adaptations of existing or developing technologies.

Enclosure 2

The Army Study Program Coordinators

HQDA

Command	Ofc Symbol	POC	Phone(Com)	E-Mail	Address
ASA(ALT)	SAAL-TS	COL Hank Abercrombie	703-601-1505	hank.abercrombie@saalt.army.mil	2511 Jefferson Davis Hwy, Presidential Towers, Suite 9017, Arlington VA 22202
ASA(CW)	ASA-CW	Mr. Mark D. Lutz	703-693-3656	mark.lutz@hqda.army.mil	Pentagon 2E641
ASA(FM&C)	SFFM-CA-ZA	Mr. Jean Duval	703-601-4170	Jean.Duval@hqda.army.mil	Jefferson Plaza 2, 1421 Jefferson Davis Hwy, Suite 9003, Arlington, VA
ASA(I&E)	SAIE-DRM	Mr. Frederick Wirtz	703-695-7291	Frederick.Wirtz@hqda.army.mil	Pentagon 3D453
ASA(M&RA)	SAMR-SP	Mr. Mark Manning	703-614-8143	Mark.Manning@hqda.army.mil	Pentagon 2E483
CAA	CSCA-ZB	Dr. Ralph Johnson	703-806-5326	Ralph.Johnson@caa.army.mil	6001 Goethals Rd., Suite 102, Ft Belvoir VA 22060
CIO/G-6	SAIS/IOE-I	Mr. Lew Saunders	703-602-6893	Lewis.Saunders@hqda.army.mil	Taylor Bldg, Rm 7060, Arlington VA 22202
COE	DAEN-ZC	LTC David H. Carlton	703-693-4412	david.carlton@us.army.mil	Pentagon 2D221A
DACH	DACH-PPDT	Ms. Brenda Sherrer	703-601-1172	brenda.sherrer@us.army.mil	2511 Jefferson Davis Hw, Rm 12500 Arlington, VA 22202-3907
HQDA, G-1	DAPE-MR	Dr. Michael Drillings	703-695-6761	Michael.Drillings@hqda.army.mil	Pentagon 2C453
HQDA, G-2	DAMI-ISR	Mr. Nick Aleshin	703-695-2944	nicholas.aleshin@hqda.army.mil	Pentagon 2E443
HQDA, G-3	DAMO-ACS	Ms. Gail Lankford	703-614-9874	gail.lankford@hqda.army.mil	Pentagon 3A474
HQDA, G-4	DALO-PLS	LTC Lacey Hughes	703-692-5089	Hughes.Lacey@hqda.army.mil	Pentagon 1D343
HQDA, G-8	DAPR-ZA	MAJ John Schotzko	703-697-7190	John.Schotzko@hqda.army.mil	Pentagon 3E434
HQDA, G-8	DAPR-PAE	LTC(P) Stephen Walker	703-695-4661	Stephen.Walker@us.army.mil (ACPC POC)	Pentagon 3E365
NGB	NGB-ARC	Ms. Pat Condon	703-607-7704	patricia.condon@ngb.army.mil	111 South George Mason Dr. Arlington, VA 22204
OCAR	OCAR-PAE	Ms. Joyce Dyer	703-601-3518	Joyce.Dyer@ocar.army.pentagon.mil	1421 Jefferson Davis Hwy, Jefferson Plaza 2, Suite 11000, Arlington, VA 22202
OCLL	OCLL-P	COL John L. Goetchius, Jr.	703-695-3524	John.Goetchius@hqda.army.mil	Pentagon 1E416
OCSA	DACS-ZVD-	MAJ Jill Karayannis	703-697-6534	Jill.Karayannis@hqda.army.mil	Pentagon 2C745
ODUSA	DUSA	COL Larry M. Brom	703-695-4392	Larry.Brom@hqda.army.mil	Pentagon 3E749
SADBU	SADBU	COL Gus Mancuso	703-697-2868	august.mancuso@hqda.army.mil	Pentagon 2A712
TSG	MCCS-GSS	COL L. Harrison Hassell	210-221-0048	harrison.hassell@amedd.army.mil	Suite 1408, 3151 Scott Rd., Fort Sam Houston, TX 78234-6135
USAAA	SAAG-FFF	Mr. Fred Hofferbert	703-681-9595	fredrick.hofferbert@aaa.army.mil	3101 Park Center Dr., Alexandria, VA. 22302-1596

Enter New HQDA Annual SPCC Working Group Proposal

The Office Symbol, Agency Number, and FY are used to create the PUIC

* Command: HQDA, G-8

* Office Symbol: (used to create the PUIC)

* 3-Digit Priority Ranking: (used to create the PUIC)

* Desired Start Date:

* Desired End Date:

* DTIC Search No:

* FY: (used to create the PUIC)

* Plnd / Act\$:

Plnd / Act\$:

* Category:

* Method:

Type:

* Sponsor:

* Expected Performer:

* POC Name:

* POC Phone:

* POC Email:

* Title:

* Synopsis:

* Significant Benefits to the Army:

* Study Plan (Lit review / approach / methodology):

Coordination:

Submit

* Denotes required fields