DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

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OPNAV INSTRUCTION 1000.16J CHANGE TRANSMITTAL 1

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: MANUAL OF NAVY TOTAL FORCE MANPOWER POLICIES AND PROCEDURES

Encl: (1) Revised pages C-3 and C-5

1. Purpose. Synopsis of change.

2. Action. Remove pages C-3 and C-5 and replace with enclosure (1) of this change transmittal.

//s//
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Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)

Distribution:
SNDL Parts 1 and 2

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

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From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy Personnel attached)

Subj: MANUAL OF NAVY TOTAL FORCE MANPOWER POLICIES AND PROCEDURES

Ref: (a) SECNAVINST 5312.10C (NOTAL)
(b) NAVPERS 15839I
(c) NAVPERS 18068F
(d) OPNAVINST 4860.7B (NOTAL)
(e) SECNAVINST 1001.37A
(f) SECNAVINST 5000.2B
(g) DOD Directive 5000.1 of 15 Mar 96 (NOTAL)
(h) OPNAVINST 5311.7 (NOTAL)
(i) OPNAVINST C3501.2J (NOTAL)
(j) OPNAVINST 1500.8M (NOTAL)
(k) OPNAVINST 5200.25C
(l) OPNAVINST 5450.171C (NOTAL)
(m) OMB Circular A-76 (NOTAL)
(n) Marine Corps Order 4860.3 (NOTAL)
(o) DOD Instruction 4100.33 of 9 Sep 85 (NOTAL)
(p) Total Force Manpower Requirements Handbook (NOTAL)
(q) DOD Directive 1200.7 of 6 Apr 84 (NOTAL)
(r) Total Force Manpower Management System (TFMMS) Coding Directory (NOTAL)
(s) OPNAVINST 3000.13A
(t) OPNAVINST 5700.7G (NOTAL)
(u) OPNAVINST 3111.14U (NOTAL
(v) OPNAVINST 5450.169D (NOTAL)
(w) DOD Directive 1322.10 of 31 Aug 90 (NOTAL)
(x) Total Force Manpower Management System (TFMMS) Users' Manual (NOTAL)
(y) TFMMS Micro Manpower Change Application (TMMCA) Users' Manual with Practical Application (NOTAL)
(z) Enlisted Transfer Manual NAVPERS 15909F
(aa) OPM Handbook of Occupational Groups and Series (NOTAL)
(bb) FPM Supplement 512-1

Encl: (1) Manpower Requirements and Authorizations Procedures

1. Purpose

a. To implement reference (a) and provide policy guidance and procedures to develop, review, approve, and implement total force manpower requirements and authorizations for naval activities.

b. To assign management responsibilities.

c. To change the name of the Navy's Efficiency Review (ER) Process and Navy Manpower Mobilization System (NAMMOS) to the Shore Manpower Requirements Determination Program (SMRDP).

d. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1000.16H, OPNAVINST 5310.14D, and OPNAVINST 5310.18B.

3. Administration. The Chief of Naval Operations (CNO (N12)) has the authority, within the scope of this instruction, to issue additional policy or technical guidance to achieve the objectives of this instruction. Enclosure (1) contains detailed manpower procedures for determining manpower requirements and authorizations. The procedures set forth in this instruction will be followed unless otherwise approved by CNO (N12).

4. Total Force Manpower Requirements Determination. Total force includes peacetime and wartime, active and reserve military, civilians, and contractors.

a. General

(1) Manpower requirements provide the Navy a dynamic system for planning, programming, and budgeting total force manpower resources to support the operating forces and the shore establishment under peacetime and wartime conditions. The following programs establish manpower requirements:

(a) Ship Manpower Requirements Determination Program for Ship Manpower Documents/Fleet Manpower Documents (SMDs/FMDs).

(b) Aviation Manpower Requirements Determination Program for Squadron Manpower Documents (SQMDs), carrier air wings (CVWs), Sea Operational Detachments (SEAOPDET) Manpower Documents, and afloat aircraft intermediate maintenance departments (AIMDs).

(c) SMRDP.

(d) Individuals Account (IA) for non-force structure manpower.

(2) Manpower requirements shall be based on directed mission, functions, and tasks (MFTs) and/or required operational capability/projected operational environment (ROC/POE) and reflected on the Activity Manpower Document (AMD). Workload shall be determined using industrial engineering or other justifiable techniques which yield accurate manpower requirements.

(3) Manpower requirements shall reflect the minimum quantity and quality of manpower required for peacetime and wartime to effectively and efficiently accomplish the activity's mission. Military quality information includes designator/ paygrade, rating/rate, subspecialty (SUBSP), Additional Qualification Designation (AQD) and Navy Enlisted Classification (NEC) codes, which can be found in references (b) and (c).

(4) Manpower requirements shall not be determined for the purposes of acquiring the services of a particular individual or to accommodate an incumbent.

(5) The resource sponsor proposing or sponsoring changes in the acquisition of new ships, aircraft, systems, or changes in hardware has the explicit responsibility to define and program the associated manpower.

(6) The office proposing or sponsoring changes to shore MFTs or workload has the explicit responsibility to define and program manpower associated with the mandated functional change.

(7) Navy standard workweeks, as approved by the Deputy Chief of Naval Operations (Manpower & Personnel) (DCNO (M&P))(N1), are key elements used in calculating manpower requirements.

(8) Manpower claimants shall identify manpower requirements as civilian unless justified as military essential. Manpower claimants shall rely on contractors to resource any new function not identified as military essential if it meets the criteria outlined in reference (d).

(9) Manpower claimants shall identify manpower requirements as military if the successful performance of duties requires a military incumbent for reasons of law, training, security, discipline, rotation, career progression, combat readiness, or military background.

(10) Approved manpower requirements are the basis for programmed manpower authorizations and are given resource consideration by resource sponsors during Program Objective Memoranda (POM) development or Program Reviews.

(11) Manpower claimants may identify a manpower requirement as Selected Reserve (SELRES) if that manpower requirement meets the following criteria:

(a) Can be substantiated across any of the following requirements as outlined in reference (e): war or national emergency, contingency operations, military operations other than war (MOOTW), peacetime contributory support, humanitarian operations, full or partial mobilization (including pre and/or post mobilization), and at such other times as the national security may require, as stated in the Defense Planning Guidance (DPG), Navy's Capabilities and Mobilization Plan (NCMP), or the Department of the Navy Planning Guidance (DONPG), and

(b) is military essential.

(12) Before identifying new SELRES requirements, claimants must:

(a) Identify and justify the increase in workload and/or mission which drives the resultant increase in Reserve Personnel Navy (RPN) or identify a corresponding offset in Military Personnel Navy (MPN); and

(b) ensure SELRES requirements meet the military essentiality criteria.

(13) Manpower claimants shall identify enlisted manpower requirements needing only the military skills or experience of a given paygrade or NEC as petty officers (POs) or aviation petty officers (APOs).

(14) Civilian and contractor manpower requirements shall be reflected on the AMD at a minimum as full-time equivalents (FTEs). (Note: FTE equals 1 manpower work year.)

b. Fleet Manpower Requirements. In addition to the policies stated in paragraph 4a, the following policies are unique to the fleet. "Fleet" is defined as activities covered by the Ship and Aviation Manpower Requirements Determination Programs. The Navy Manpower Analysis Center (NAVMAC) shall develop and document, and CNO (N12) shall approve, total force manpower requirements for all fleet activities.

c. Shore Manpower Requirements. In addition to the policies stated in paragraph 4a, the following policies apply to shore activities.

(1) Manpower claimants shall determine and approve total force manpower requirements for shore activities under direct Navy management control or chain of command and manpower requirements not covered by the Fleet Manpower Requirements Determination Process.

(2) Manpower claimants shall review, measure, and assess workload in terms of the activity's directed MFTs for peacetime and wartime. When published, manpower claimants shall use the standardized functions and associated workload indicators (WIs) to define manpower requirements. Peacetime MFTs shall reflect directed missions; wartime MFTs shall reflect changes in mission or workload as a result of mobilization.

(3) CNO (N12) retains approval authority from a management oversight perspective.

(4) Defense Management Review Decisions (DMRDs), Program Budget Decisions (PBD), Program Decision Memoranda (PDM), and other manpower and fiscal policy guidance and directives may impact the results of a planned manpower requirements determination effort. The shore manpower requirements determination process shall be applied to target out-year profiles so Navy manpower managers can consider infrastructure adjustments commensurate with force structure changes.

d. Non-Navy Controlled Activities. Manpower requirements for activities not under direct Navy management control or chain of command are justified by the executive agent having authority over those activities. Examples include Navy personnel assigned to the State Department, White House Staff, Office of the Secretary of Defense (OSD) agencies, joint activities, and the Offices of OSD and the Joint Chiefs of Staff (JCS).

e. IA

(1) The IA is for military personnel who are not considered force structure manpower and consists of two categories of personnel: (1) transients, patients, prisoners, and holdees (TPPH) and (2) students, trainees, cadets, and midshipmen.

(2) CNO (N12) shall use credible and statistically valid methods to forecast for each category of TPPH and students

required, and update annually. CNO (N13) gathers data and prepares training requirements for the Future Years Defense Program (FYDP) and provides a copy to CNO (N12).

(3) Resource sponsors shall provide full funding for the student account to ensure adequate training resources are programmed.

f. Manpower Requirements for New Ships, Aircraft, Systems, and Equipment. CNO (N12) shall:

(1) Analyze, validate, and assess the supportability of manpower requirements associated with new acquisitions.

(2) Validate, monitor revisions, and update manpower estimates for new ships, aircraft, and systems throughout the defense system acquisition process, exercising approval authority over statements of manpower requirements and methodologies used to determine manpower requirements.

(3) Ensure manpower implications, including life-cycle costs, are adequately addressed in the Mission Needs Statements (MNS), Operational Requirements Documents (ORD), Analysis of Alternatives (AOA), and other documents required during the acquisition process.

5. Manpower Management. Manpower management is the methodical process of determining, validating, and using manpower requirements as a basis for budget decisions; determining manpower authorization priorities based on available funding and personnel inventory; and the ability to link all these factors together.

a. The Total Force Manpower Management System (TFMMS) is the single, authoritative data base for total force manpower requirements and active duty MPN/RPN manpower authorizations and end strength. (Note: The Defense Civilian Personnel Data System (DCPDS) will serve as the authoritative data base for civilian manpower authorizations.)

b. The AMD is the single authoritative source for an activity's statement of manpower requirements (SMR) and manpower authorizations allocated to perform assigned missions.

(1) AMD Change Requests shall be submitted when necessitated by approved changes to an activity's MFTs or ROC/POE, workload, and/or equipment; unbalanced authorization to

end strength; or as directed by higher authority (i.e., changes driven by the DPG, budget, or program decisions).

(2) AMD Change Requests shall include detailed justification addressing all requested revisions. NAVMAC, when applicable, shall return AMD Change Requests that:

(a) Are not balanced to level of aggregation (LOA),

(b) allow any activity within the AMD Change Request to be unbalanced,

(c) contain uncompensated requests, or

(d) do not contain detailed justifications for additions, deletions, or changes to manpower requirements or authorizations.

(3) Manpower claimants shall not make changes to active duty military manpower authorizations that impact the execution or budget years without CNO (N12) approval.

c. Manpower Authorizations. Manpower requirements supported by resourcing or meeting other established criteria are said to be authorized. Military manpower authorizations, when aggregated to various Navy levels, form the basis for personnel and strength planning, recruiting, training, promotion, and personnel distribution.

(1) A manpower authorization cannot exist without a valid manpower requirement documented in TFMMS.

(2) Active duty military manpower authorization changes impacting distribution shall reflect an effective begin date on or after the projected requisition take-up month, unless otherwise directed by the respective Manning Control Authority (MCA).

(3) New manpower authorizations shall be established for a minimum time duration of a normal tour of duty for that activity.

(4) Manpower requirements shall be authorized with the same manpower quality (i.e., designator, paygrade, and rate) unless authorization compensation is not available or as directed by CNO policies.

(5) E-3 or below non-designated striker manpower requirements shall not be coded as SELRES (i.e., General Detail (GENDET) Seaman (SN), Fireman (FN), or Airman (AN)).

(6) Civilian, contractor, and other (i.e., labor of opportunity) manpower authorizations are not required to be reflected on an activity's AMD.

d. Manpower Balancing. Manpower balancing is the matching of active duty and reserve (MPN/RPN) manpower authorizations to end strength (quantity (QUAN)/quality (QUAL)).

(1) Military manpower authorizations and end strength shall be kept in balance.

(2) End strength shall be managed to prevent erratic dips or spikes for any fiscal year (FY) period.

e. Compensation. Manpower claimants shall identify appropriate quantitative and qualitative compensation when revising the designator, paygrade, rate, or rating of existing active duty manpower authorizations. Manpower claimants shall resolve compensation issues prior to submission of AMD Change Requests. The following rules apply:

(1) Compensation can neither be stored nor accumulated.

(2) Manpower authorizations scheduled for deletion are not valid compensation.

(3) Manpower authorizations from fleet manpower requirements documents shall not be used as compensation for authorizing shore manpower requirements.

(4) Compensation must be from the same funding appropriation source (i.e., MPN, RPN, or Operation and Maintenance, Navy (O&MN)).

f. Programming and reprogramming

(1) Planning, Programming, and Budgeting System (PPBS). Decisions made as a part of PPBS result in the programming and reprogramming of manpower. Programming manpower includes adding or deleting end strength. Reprogramming manpower includes transferring end strength from one activity or LOA to another.

(a) CNO has the authority to reprogram end strength which may or may not be part of the PPBS cycle.

(b) CNO (N12), to support PPBS, has the authority to disapprove reprogramming of end strength.

(c) CNO (N12) shall coordinate reprogramming of resources between resource sponsors, ensuring the existence of valid manpower requirements, prior to submission of the AMD Change Request.

(d) DCNO (M&P)(N1) shall implement all reprogramming decisions, as directed by higher authority, and advise manpower claimants and resource sponsors of these changes.

(e) Once execution and budget year manpower authorizations are fully balanced to programmed resources, only urgent requests for manpower reprogramming will be considered for modifying manpower authorizations for that year.

(f) Deletion of manpower authorizations shall be programmed with an effective date at the beginning of the FY.

(2) Reprogramming of Manpower from Combat to Support Units

(a) Combat manpower is associated with ships and aircraft squadrons, and support manpower is associated with shore activities. These terms are defined in terms of the placement of individual units and associated manpower within official Defense Mission Codes (DMCs) as reflected in the FYDP. Combat manpower is all manpower associated with units included in the Strategic Forces and General Purpose Forces DMCs. Support manpower is all manpower associated with units included in other categories.

(b) Resource sponsors and/or manpower claimants may reprogram manpower from support to combat units, and, with CNO (N12) approval, reprogram manpower from combat to support units.

g. Controlled Activities. End strength at certain activities and agencies is controlled by OSD. These include Navy Foreign Intelligence Program (NFIP), special operations forces, Defense Health Programs, defense agencies, joint activities, and Defense and Navy Working Capital Funds (DWCF/NWCF)(previously Defense Business Operating Fund (DBOF)). Resource sponsors and claimants may move end strength within controlled activities and agencies as long as they stay within the same program element (PE) and Activity Group/Sub-Activity Group (AGSAG). Moving end strength to different PEs and AGSAGs or from controlled to non-controlled areas shall only be accomplished through programming

and budgeting. End strength changes to these controlled activities cannot be made without approval from CNO (N12). As a matter of policy, changes outside the programming and budgeting process will not be approved.

6. Change Procedures. Proposed changes that will make this manual more readily understood and useful at the activity level are strongly encouraged and may be submitted by activities or individuals. Changes should indicate the exact words, sentences, and paragraphs, etc., proposed for revision. Submit proposed changes via the chain of command to:

NAVY MANPOWER ANALYSIS CENTER
5820 NAVY ROAD
MILLINGTON TN 38054-5011

7. Reports. The reporting requirements contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.

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Vice Admiral, U.S. Navy
Deputy Chief of Naval
Operations (Manpower and Personnel)

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RECORD OF CHANGES

Date Entered	Person Entering Change	Change No.	Date of Change

CHAPTER 1

DETERMINATION AND DOCUMENTATION OF TOTAL FORCE MANPOWER REQUIREMENTS

100. General

1. The zero-based concept is basic to determining manpower requirements. Under this concept, the Navy determines multi-year manpower requirements without consideration of funds, availability of personnel, or organization. Manpower requirements shall be supported by actual or projected workload based on approved operational requirements in support of the directed mission. Manpower requirements shall be qualitized (skill information) at the minimum grade and rate and other specific quality manpower requirements necessary for the satisfactory performance of assigned functions.

2. The basic process in determining manpower requirements is:

a. Determine the activity's approved MFTs, equipage, and the associated workload.

b. Determine the minimum quantity of manpower required to support the activity's MFTs.

c. Determine the mix of manpower needed (military, civilian, contractor) to accomplish the MFTs and workload. The long term goal is to identify and document manpower requirements that provide the best use of available resources.

d. Compare the results to the current manpower document and submit requested changes.

3. Apply the following criteria to determine whether the military manpower requirement is appropriate as an officer or enlisted:

a. Officer. Classify the manpower requirement as officer (except chief warrant officer (CWO)) for managerial, operational, or professional (as applied to officer specialty categories) decisions. (Note: Manpower requirements requiring managerial decisions may also be classified as enlisted at appropriate managerial levels.)

(1) Classify as a limited duty officer (LDO) if the performance of duties is limited to specific occupational fields, require authority and responsibility greater than normally expected of a CWO, require managerial skills, and are outside the normal development pattern for unrestricted line (URL) and restricted line (RL) officers (i.e., duties requiring specialized technical training/on-the-job training).

(2) Classify as a CWO if the performance of duties is limited in scope (in relation to other officer categories), is technically oriented (through experience/specialized training), and is repetitive in nature.

(3) When classifying a manpower requirement as an LDO or CWO, the LDO/CWO/E-9/E-8 functional relationship mix must be taken into account to preclude excessive layering of officer and enlisted technical/managerial talent. Examples of layering that should be avoided unless specific justifications exist are:

(a) Where an E-8 or E-9 is assigned directly subordinate to a CWO.

(b) Where a CWO is assigned directly subordinate to an LDO below the rank of lieutenant.

b. Enlisted

(1) Classify the manpower requirement as enlisted for manual or technical skills and supervision of such skills if necessary functions are normally developed within the enlisted ratings or positions are not required for officer training and professional development.

(2) The occupational standards, reference (c), are the designated sources for determining the rating and minimum enlisted paygrade to perform a task.

101. Officer Manpower Requirement Designator/Paygrade and Enlisted Rate

1. Officer designators identify the primary naval specialty qualification category needed for satisfactory performance of manpower requirement functions. In addition to designator definitions contained in reference (b), the following apply:

a. URL Designator

(1) Assign the 1000 designator to any URL officer or Fleet Support Officer (1700) manpower requirement not requiring a warfare specialty unless the manpower requirement exists for the purpose of professional development of warfare specialists.

(2) Assign the 1050 designator to any URL officer manpower requirement in paygrades O-3 and above requiring a warfare specialist, but no specific warfare specialty, unless the manpower requirement exists for the purpose of professional development of warfare specialists.

(3) If the primary function justifies the assignment of a 1000 designator and a secondary function justifies a 1050, the 1050 designator may be assigned, providing the secondary Navy Officer Billet Classification (NOBC) supports a warfare qualification. Validating a requirement based on familiarity with a warfare specialty is not sufficient justification.

b. Officer Student Designator. Assign training designators to all student manpower requirements at activities whose missions are to develop initial warfare specialty qualifications. Manpower claimants shall not reprogram these manpower requirements or authorizations unless directed by higher authority. Selected officer manpower requirements on surface ships and submarines, designed to provide only general watch station and division officer experience for new officers, are coded 1160, 1170, or 1190 as appropriate. DCNO (M&P)(N1) directly controls and manages the 1160, 1170, and 1190 designated manpower requirements assigned to surface ships and submarines.

c. RL Designator. Assign the Fleet Support Officer (1700) designator to officer manpower requirements needing a specific skill and/or qualification in the following areas:

(1) Logistics support.

(2) Manpower, personnel, and training (MPT).

(3) Space and electronic warfare.

2. When determining minimum officer paygrades or enlisted rates, the following criteria should be considered:

a. Degree of responsibility.

b. Span of authority.

c. Impact of decisions.

d. Resources used or available.

e. Functional complexity.

f. Professional or technical skills required.

g. Years of experience required to develop necessary professional or technical skills.

h. Number and paygrade or rate of subordinates.

i. Paygrades of subordinate, lateral, and superior commands (applicable to officers only).

CHAPTER 2

FLEET MANPOWER REQUIREMENTS DETERMINATION

200. General

1. This chapter addresses policies and procedures for determining total force fleet manpower requirements beyond those addressed in the basic instruction. These policies and procedures apply to the calculation of new manpower requirements whether derived through engineering studies, industry standards, technical and operational evaluations, or through application of staffing standards. This guidance supports the general and specific policies of references (f), (g), and (h).

2. The Fleet Manpower Requirements Determination Program is a CNO-approved, standards-based system. This program identifies multi-year manpower requirements to support the PPBS process by establishing baseline manpower requirements based on ROC/POE statements. CNO (N12) manages the program and the manpower claimants execute it. The program ensures a validated and justifiable technique for determining military and civilian quantitative and qualitative manpower requirements for fleet activities. The methodology is predicated on data obtained through job task analysis, work study, activity sampling, and other standard industrial engineering techniques as related to wartime taskings identified in the ROC/POE. The primary factors considered in developing manpower requirements are: Office of the Chief of Naval Operations (OPNAV)-approved staffing standards, ROC/POE statements, Navy Maintenance and Material Management (3-M) Systems, Hardware Integration/Military Manpower (HARDMAN) documents, and maintenance requirements.

3. Manpower requirements are initially published in draft SMDs, FMDs, SQMDs, and SEAOPDET manpower documents. The procedures for review (reclama) of draft manpower documents are per reference (i) as modified by the cover letters for each document. Once the review cycle is complete, CNO (N12) will direct changes accordingly and NAVMAC will produce and upload a final SMD, FMD, SQMD, or SEAOPDET manpower document into TFMMS. Subsequently, an AMD will be available from TFMMS and will serve as the single source for manpower requirements and authorizations data. (For SMDs/FMDs, NAVMAC will distribute the Battle Bill section separately, since it is not a part of the AMD.) The AMD displays a complete picture of total force manpower requirements as they

change across the FYDP. Submit proposed changes to existing AMDs via the chain of command to CNO (N12).

4. Warfare sponsors proposing or sponsoring changes in MFTs or the acquisition of new ships, aircraft, systems, or hardware have the explicit responsibility to define the manpower implications associated with the functional change or the new equipment. Approval of the new programs, equipment, or systems is normally requested to satisfy a stated operational requirement. The projected use of the system or equipment (i.e., where, when, at what conditions of readiness, etc.) is specified in the ROC/POE. Procedures for determining manpower requirements and conducting management revisions during system acquisition are set forth in references (h) and (j).

5. The ROC/POE is the most critical element in developing manpower documents. The ROC provides a precise definition of the unit's mission statement. The POE is a description of the specific operating environment in which the unit is expected to operate. Reference (i) contains formats, procedures, and responsibilities for developing and making changes to ROC/POE instructions.

201. Hardware Acquisition/MPT Interface

1. The introduction of hardware into the Navy, or the establishment of new programs or activities, requires an assessment of the impact on MPT, and subsequent planning and programming actions. These actions include:

a. Determination of the quantity and quality of the manpower requirements. Civilian manpower requirements must include pay plan and civilian occupational series.

b. A time-phased implementation plan reflecting the expected delivery schedule of hardware.

2. Skilled manpower is an indispensable factor in the successful deployment of new ships, aircraft, equipment, and most other new hardware systems. The human element must be an integral part of system design and logistic support at the earliest acquisition phase. Although there is considerable uncertainty early in the acquisition process, every effort shall be made to use the best available data and techniques in developing manpower estimates. These estimates shall be continuously refined, as the system progresses, to form the basis for operational and maintenance

manpower requirements' descriptions, personnel selection and training, training devices and simulator design, and other planning related to MPT. NAVMAC will review and compare these estimates with current manpower requirements associated with similar existing systems, and for consistency with applicable MPT policies.

202. Guidance

1. On-site Reviews. On-site review is situation dependent and conducted as required. For activities not having an SMD/FMD, NAVMAC will make every effort to perform on-site reviews to gather information prior to the production of draft manpower documents. While past reviews normally, in the case of ships, were considered "total ship" looks, NAVMAC is now tasked to conduct selective on-site reviews of shipboard/staff activities having an existing SMD/FMD.

2. SMDs/FMDs. NAVMAC no longer produces SMDs/FMDs based on a fixed review cycle. NAVMAC publishes the SMD/FMD development status report semiannually. Fleet Commanders in Chief (FLTCINCs), type commanders (TYCOMs), and appropriate warfare sponsors receive this report for information and long-term planning. Draft SMDs/FMDs will only be produced for new construction, conversions, significant configuration changes, or major ROC/POE revisions. They will also be produced for major claimant-approved activities not covered under an ER process nor having a baseline FMD. A prerequisite to SMD/FMD production is a current (less than 2 years old) and valid ROC/POE document. Routine manpower changes shall be submitted by an AMD Change Request.

3. SQMDs. NAVMAC no longer produces new SQMDs based on a 3-year review cycle. A more logical approach has been adopted which requires manpower reviews based on changes to factors impacting manpower. These factors include changes in the assigned aircraft, flight hour utilization rates, fleet replacement squadron (FRS) student throughput, FRS curriculum, corrective maintenance model, major changes in mission and force structure, fleet issues, and the establishment of a data baseline. Changes resultant from revised or new staffing standards are made to all squadrons simultaneously upon approval.

4. SEAOPDETs. SEAOPDET manpower documents are in direct support of an aircraft carrier's AIMD when the air wing is onboard. These requirements are based on the ship's test bench/ground

support equipment (GSE) gear configuration and the aircraft attached to a specific CVW. They are attached to the appropriate shore station AIMD to support aircraft workload during the turnaround cycle. These requirements will be calculated for each battle group and entered into TFMMS no later than 12 months prior to deployment as a draft SEAOPDET. TFMMS will be updated accordingly after the reclama cycle is completed.

203. Manpower Determination Process Elements

1. SMD/FMD manpower requirements are determined by, but are not limited to, the following development elements:

a. ROC/POE parameters and analysis (wartime MFTs).

b. Directed manpower requirements (e.g., master chief petty officer of the command (MCPOC), safety, career counselors, etc.).

c. Watch stations (e.g., Combat Intelligence Center (CIC), repair parties, combat stations, etc.).

d. Preventive maintenance (PM) (e.g., scheduled maintenance and maintenance index page (MIP) cards).

e. Corrective maintenance (CM) (normally a ratio of PM).

f. Facilities maintenance (e.g., industrial standards and space layout).

g. Application of approved staffing standards (when applicable).

h. On-site workload measurement and analysis.

i. Utility tasking (e.g., underway replenishment (UNREP), connected or vertical replenishment (CONREP/VERTREP), Flight Quarters (FQ), Sea and Anchor Detail, etc.).

j. Allowances (e.g., productivity allowance, production delay (PD), make ready (MR), and put away (PA) time).

k. Development of officer requirements.

l. Fleet review of draft documents.

2. SQMD/SEAOPDET manpower documents are determined by, but are not limited to, the following development elements:

a. ROC/POE parameters (number of aircraft, flight hour utilization, operating environment, etc.).

b. Computed aviation maintenance work-hour(WH)/flight-hour models by type, model, and series of aircraft (aviation Navy 3-M data).

c. Application of validated aviation preventive maintenance work-hours for specific type, model, and series of aircraft.

d. Application of approved aviation staffing standards.

e. Directed manpower requirements (e.g., safety PO, MCPOC, etc.).

f. On-site workload measurement and analysis.

g. Allowance for MR and PA as applied to PM only.

h. Allowance for PA as applied to all categories except PM.

i. Utility tasking, administrative support (AS), and support action (SA).

j. Develop ground officer requirements.

k. Fleet review of draft documents.

3. Once elemental work-hours are determined, the approved Navy standard productive workweek can be applied in a series of calculations to derive the staffing required by specific skill, as appropriate. The Navy standard productive workweek takes into account approved allowances for service diversion and training. The resultant manpower requirements represent the minimum number of manpower requirements necessary to staff the activity to fully perform its wartime mission.

204. Responsibility for Determining Manpower Requirements Associated with New Ships, Aircraft, Major Equipment, and Systems

1. All new ship and aircraft acquisitions require the development of Preliminary SMDs (PSMDs)/Preliminary SQMDs (PSQMDs) by ship class/aircraft type, identifying the

quantitative and qualitative manpower requirements. Major ship conversion and service-life extension programs (SLEP) as applied to existing ships in the inventory may also require the development of a PSMD. This interrelation is mutually dependent and must proceed coincidentally. PSMDs for all new ships shall be produced by the responsible program manager using the Navy Manpower Requirements System (NMRS) maintained by NAVMAC. PSMD manpower requirements will be reflected, in total, in the appropriate Manpower Personnel and Training Concept Documents (MPTCDs) and Navy Training Plans (NTPs). These documents shall be revised and updated concurrently as specified in references (h), (i), and (k). PSQMDs shall be produced by the Naval Air Systems Command (NAVAIRSYSCOM)/NAVMAC using approved SQMD methods and NMRS (when appropriate). Prior to approval of a PSMD/PSQMD, NAVMAC will review the document to ensure compliance with current standards and procedures. This review will resolve questions early enough to ensure effective programming. Prior to the initial PSMD/PSQMD development and early in the acquisition process, estimates of manpower requirements may come from a variety of sources, determination techniques, or modeling methodologies such as HARDMAN.

2. Shore-Based Deployable Units. The development methodology of an FMD will closely follow that of SMD development. Where differences exist in determining manpower requirements, the reclama/review process will be used to resolve those issues. The FMD process is intended to support activities (e.g., numbered fleet staffs, construction battalions, submarine squadrons and group staffs, and shore-based deployable units) not directly supported by the SMRDP as determined by the FLTCINCs. Activities requiring an FMD shall be approved through the appropriate chain of command. FLTCINCs shall forward a letter to NAVMAC, with a copy to CNO (N12) requesting FMD development.

CHAPTER 3

SHORE MANPOWER REQUIREMENTS DETERMINATION PROGRAM (SMRDP)

300. General

1. The SMRDP is a dynamic process that provides a systematic means of determining and documenting minimum manpower necessary to accomplish an approved activity tasking issued in the form of a mission statement per reference (1).

2. The objectives of the Navy's SMRDP are to:

a. Review, measure, and assess workload in terms of the activity's directed MFTs across all conditions of readiness to support risk assessments and prioritizations in making resource allocation decisions.

b. Link peacetime and mobilization manpower requirements by developing a common workload-based system based on directed MFTs and WIs.

c. Set the framework for a standardized approach for manpower planning and analysis of like activities and/or functions. Publish a dictionary of standard MFTs and WIs to be used by manpower claimants in determining and validating shore manpower requirements.

d. Provide centralized management oversight to ensure:

(1) Consistent application of shore manpower requirements across the Navy,

(2) proper allocation of military personnel resources, and

(3) facilitation of the sharing of good ideas and tools across claimancies.

3. Many naval functions and activities are similar in their mission and functions, and lend themselves to comparison. The Navy's SMRDP is working toward the goal of standardizing, where possible, MFTs and WIs. Ultimately total force manpower requirements for like functions within and across claimancies will be standardized. As these standards are published, manpower

claimants shall apply them and update the activity's AMD as required.

4. Manpower claimants shall base manpower requirements on directed MFTs and workload, and reflect these manpower requirements in the SMR or mobilization SMR (MSMR) and activity AMD. Format the SMR and MSMR the same. Once the initial SMR and/or MSMR has been implemented, manpower claimants shall ensure these manpower requirements are reviewed and updated as changes in taskings and/or workload occur. Manpower claimants are responsible for the accuracy of the manpower requirements reflected on the AMD. Manpower claimants shall also include in the activity's SMR and AMD associated manpower for commercial activities (CA) functions under study.

5. Manpower requirements reflected on the AMD serve as the baseline for future changes to MFTs, WIs, and manpower requirements. Manpower claimants shall justify future changes to an activity's manpower requirements based on changes in directed tasking or workload, and these revised manpower requirements become the new baseline for future additions, changes, and deletions.

6. Manpower claimants have the flexibility to determine how they will execute the SMRDP (e.g., establishing a manpower claimant manpower requirements determination team, delegating this responsibility down to the activity level, contracting out this function, etc.).

7. Manpower claimants shall ensure personnel responsible for determining peacetime and mobilization manpower requirements have a comprehensive knowledge of the policies and procedures regarding the process.

301. <u>CA Program</u>

1. Reference (m) establishes policies and procedures for determining whether needed commercial or industrial work should be performed by contract with private resources or in-house, using government facilities and personnel. It also reaffirms government policy to rely on competitive private enterprise for products and services needed, using cost as the deciding factor. References (d) and (n) implement separate CA programs within DON. CNO (N4) manages the CA program.

2. Prior to beginning a study for an activity or function under the SMRDP, determine whether any completed CA study exists, is ongoing, or is scheduled for the activity or function to be studied. Review and verify the CA requirement status with the manpower claimant CA program manager and the activity CA coordinator. The source document for this effort is the CA inventory report. CA work centers shall be defined as such and shall be documented separately in the results of the study.

3. Use the Compelling Reason Codes found in reference (o) and the activity's CA inventory to determine whether or not to include a CA function in a manpower study.

4. Manpower claimants need not conduct another manpower study if the manpower requirements were determined under the CA program.

302. Phases of the SMRDP

1. Phase I. Determine peacetime manpower requirements based on MFTs and workload and reflect the results in the activity's SMR. Steps involved in performing a manpower requirements determination study may be found in reference (p).

2. Phase II. Use the SMR as baseline to determine mobilization manpower requirements and reflect these manpower requirements in the MSMR. (Note: When making a change to either peacetime or mobilization manpower requirements, it is the manpower claimants' responsibility to determine and document how a change to one impacts the other.)

3. Phase III. Report manpower requirements (performed after Phases I and II above) via an AMD Change Request.

303. Procedures

1. Manpower claimants have the latitude to use a broad range of industrial engineering or other justifiable techniques provided they yield accurate manpower requirements and can withstand outside scrutiny. Manpower claimants may also utilize positional manning, which identifies certain requirements necessary during peacetime and wartime irrespective of workload volume. These requirements are driven by a specific skill or watchstanding requirement and must be based on taskings supported in writing and directed by higher authority. Review existing staffing standards for applicability, and use as appropriate.

2. Manpower claimants shall:

a. Develop detailed peacetime and mobilization MFTs based on taskings supported in writing and directed by higher authority, and link all work to a valid tasking directive. Manpower claimants shall determine whether the tasking is authorized, assumed, or inferred.

(1) Assumed Tasking/Workload. Work being accomplished not normally tasked or required of the work center/ organizational component (e.g., no identifiable tasking document) is assumed work and shall not be used to support manpower requirements.

(2) Inferred Tasking/Workload. Work being performed by a person in a given work center/organizational component defined as the responsibility of another work center/organizational component or not specifically tasked, but is inferred by the general tasking. If not specifically tasked, the manpower claimant shall validate the workload and initiate action to amend tasking directives prior to using the workload to support manpower requirements.

b. Use the appropriate Navy Standard Workweek (available productive monthly work-hours) in calculating peacetime and mobilization manpower requirements (appendix C).

c. Maintain detailed backup documentation that supports validated peacetime and mobilization MFTs, workload, and manpower requirements. Retain backup documentation until the next study. Backup documentation should at a minimum:

(1) Contain copies of directed taskings and a list of the MFTs and associated WIs.

(2) Identify methodologies used to determine manpower requirements (quantity and quality).

(3) Identify the approved peacetime manpower requirements' baseline (by organizational component).

(4) Identify changes made to the peacetime baseline and justifications for the changes (e.g., base realignment and closure (BRAC)).

(5) Contain supporting documentation for type manpower identified, including SELRES.

(6) In addition to the above, for mobilization manpower requirements, document the following:

(a) Projected workload.

(b) Changes in quantity, quality, or time-phasing of mobilization manpower requirements and the reasons for the changes with supporting documentation (e.g., expanded mission).

(c) List by organizational component manpower requirements supported by:

1. Mobilization workload increases equal to the mobilization work-hour availability factor (WAF) (249 monthly work-hours per manpower requirement) thus peacetime manpower requirements are sufficient to accomplish the mobilization tasking (equivalent workload).

2. Mobilization workload that decreases below the work-hour level of the peacetime workload (reduced workload).

3. Mobilization workload that remains at the same work-hour level as the peacetime workload (constant workload).

4. Peacetime only workload, not performed in mobilization.

5. Increased workload exceeding that which can be accomplished by the peacetime manpower requirements after the application of the mobilization WAF (expanded workload).

6. Workload that will be accomplished only during mobilization.

(d) State the quantity of the peacetime baseline manpower requirements associated with reduced, constant, peacetime only, expanded, and mobilization only workload.

(e) List the directives and/or state the MFTs and associated WIs for reduced, constant, peacetime only, expanded, and mobilization only workload.

(f) State reduced, constant, expanded, and mobilization only workload in monthly work-hours.

(g) List the quantity and quality of excess manpower requirements for reduced, constant, and peacetime only workload; increased manpower requirements for expanded workload; and mobilization only workload.

d. As requested, provide CNO (N12) and/or NAVMAC information pertaining to MFTs, workload, or manpower requirements to assist in the performance of CNO (N12)'s oversight responsibilities.

304. Mobilization Manpower

1. Part of the SMRDP is the requirement for mobilization planning and determination of mobilization manpower requirements. For purposes of this instruction, mobilization is defined as "the act of assembling and organizing national resources to support national objectives in time of war or other emergencies." This includes activating all or part of the reserve components, as well as assembling and organizing personnel, supplies, and material. M-Day is defined as "the day National Command Authorities (NCA) declare Full Mobilization." M-Day application to individual reservists and reserve units varies. Not all individual or reserve units are called up on the same date. The mobilization process is time-phased depending on the readiness of the individual/unit, availability of supplies and equipment, and immediate requirement of the active components. Mobilization processing begins once the individual/unit has been notified of recall. Developers of mobilization manpower documents must have access to and be keenly aware of the mobilization planning process delineated in the current NCMP and other pertinent planning documents.

2. Full mobilization is the expansion of the Armed Forces resulting from actions by Congress or the President to mobilize all units in the existing approved force structure and all individual reservists, as well as the required equipment and supplies. This level of mobilization for shore activities is normally reached at M+6. A subset of the full mobilization manpower requirements are those mobilization manpower requirements necessary to meet two nearly simultaneous major regional contingencies.

305. Graduated Mobilization Response (GMR)

1. General. GMR, a strategic concept, is a controlled approach to planning, programming, budgeting, and executing mobilization actions, and in particular those relating to the industrial base. It can be applied to a broad spectrum of crises or emergencies from natural disasters, to regional conflicts, to global war.

2. Assumptions. The principal feature of GMR is the assumption that major conflicts are likely to be preceded by a period of rising tensions, adversarial preparation, client war, or even low intensity conflict involving United States (U.S.) forces. The GMR approach is keyed to the perceived severity of a possible ongoing crisis and involves:

a. Maintaining an adequate preparedness capability by developing comprehensive plans and programs.

b. Conducting detailed planning, targeted on specific problems and objectives in response to warning indicators of the potential evolution or imminent occurrence of a crisis.

c. Implementing preparatory actions to improve the mobilization posture to address a specific crisis.

d. Proceeding with minimal levels of mobilization response to incrementally match the nature of the crisis.

3. Use the GMR framework in the management of critical military essential elements (e.g., science and technology developments, industrial base capacity, manpower availability, and supplies of logistic materials). This framework has three stages:

a. Stage 3--Peacetime Planning and Preparation. The NCA monitors and observes national and international developments for signals of rising tensions and potential crisis or conflict.

b. Stage 2--Crisis Management. Activities are focused on a specific emerging crisis situation. During Stage 2, Department of Defense (DOD) takes preparatory actions not possible during Stage 3, either because of resource constraints or the absence of a specific crisis prevents development of specific plans and preparations.

c. Stage 1--National Emergency or War. Stage 1 assumes the U.S. has begun mobilizing the economy for a possible major crisis

or war. A move to Stage 1 most likely will be preceded or accompanied by a declaration of national emergency and will require actions that allow the U.S. to get ahead of, and counter, a potential adversarial action.

306. Mobilization Manpower Determination (MOBMAND) Study

1. Manpower claimants shall conduct a MOBMAND study to document the mobilization manpower requirements of an activity. The need for these manpower requirements shall be based on approved DOD and Navy mobilization planning guidance, contingency plans, directed MFTs, and associated funded workload. Summarize the results of the study in an MSMR.

2. An MSMR shall:

a. Match mobilization manpower requirements to validated peacetime manpower requirements and organizational structure on the AMD.

b. Provide valid mobilization manpower requirements in the PPBS.

c. Provide the Navy the ability to justify mobilization manpower requirements.

d. Comply with Congressional and DOD policies and instructions.

3. MOBMAND study process consists of the same basic steps used to determine peacetime manpower requirements. Specific procedures for determining mobilization manpower requirements follow.

a. Authenticate the activity's mobilization mission. The following directives, not inclusive, may help in making this determination:

(1) Current AMD to establish mobilization manpower requirements' baseline to identify the impact of the MOBMAND study.

(2) NCMP.

(3) Commander in Chief Operations Plan (CINC OPLAN).

(4) Time-phased force deployment data (TPFDD).

(5) ER report (ERR).

(6) SMR.

(7) MFT statement.

(8) Activity establishment letter.

(9) Higher authority tasking letters, directives, etc.

(10) General standing Navy directives.

(11) Inter/intra agency service support agreements (ISAs).

(12) Manpower mobilization support plans (MMSPs).

b. Use the peacetime MFTs and associated WIs to identify and document the mobilization changes in tasking, workload, output, and processes.

c. Review peacetime MFTs and WIs for development of the mobilization manpower requirements for each organizational component.

d. When determining mobilization manpower requirements, manpower claimants shall ensure additional duty (ADDU) manpower requirements are reviewed for possible impact on the number of mobilization manpower requirements an activity needs. (Note: An ADDU <u>from</u> manpower requirement cannot reflect a mobilization begin and end date but an ADDU <u>to</u> manpower requirement can be designated as a mobilization manpower requirement.)

e. <u>Screen Civilian Peacetime Workforce</u>. The purpose of this screening is to identify key positions filled by civilians that cannot be vacated during a national contingency without seriously impairing the capability of the organization to function effectively. Due to the essential nature of key positions, they are not to be filled by ready reservists. This will preclude such positions from being vacated during a mobilization. This screening will also ensure mobilization manpower requirements are not overstated if the command's civilian workforce includes reservists assigned to the same or similar civilian position upon mobilization (reference (q) applies).

(1) Identify positions that would be considered "key" during a contingency.

(2) Preclude SELRES personnel from filling key positions vacated by other members of the SELRES who are assigned elsewhere upon mobilization.

(3) Preclude SELRES personnel from filling positions during mobilization that are the same or similar positions held during civil service.

f. Apply the adjusted mobilization WAF of 249 monthly work-hours to staffing standards used to determine peacetime manpower requirements. The standards should then be evaluated for potential application within each organizational component. The purpose of this evaluation is to determine whether the adjusted standard generates the appropriate mobilization manpower requirements.

g. Conduct Work Measurement. Mobilization workload is all projected workload. The activities' and their organizational components' peacetime documented work is, in many cases, not being performed at mobilization in the same quantity or frequency. As a result, the mobilization workload is neither observable nor measurable. Additionally, the WAF changes from the peacetime of 145.136 productive monthly work-hours available to the mobilization WAF of 249 productive monthly work-hours available.

h. Determine Quantity of Mobilization Manpower Requirements. Workload associated with mobilization will increase, decrease, or remain the same as peacetime dependent upon changes in workload levels and/or tasking. Based on the application of the 60-hour Navy standard mobilization workweek (249 monthly work-hours), the number of manpower requirements needed at mobilization may be more, less, or identical to those identified for peacetime.

(1) Peacetime Workload with Continuing Mobilization Workload. There are Navy shore activities tasked with both a peacetime and mobilization mission to support and sustain combat forces. Determine mobilization manpower requirements, by organizational components, for functions performed in peacetime that continue in mobilization as follows:

(a) Identify peacetime MFTs and WIs and the associated manpower requirements that will continue during mobilization.

(b) Multiply the peacetime manpower requirements by the mobilization WAF (249 monthly work-hours) to determine total monthly work-hours available during mobilization. For example:

156	(peacetime manpower requirements continuing during mobilization)
X 249	(available mob monthly work-hours per manpower requirement)
38,844	(total mobilization monthly work-hours available)

(c) Determine the projected mobilization workload in monthly work-hours. The projected workload may be equal to or greater than the available mobilization work-hours calculated in the above paragraph.

(d) Subtract the total available monthly work-hours from the projected monthly work-hours to arrive at any excess or shortage of monthly work-hours. For example:

45,389	(projected mobilization monthly work-hours)
-38,844	(available mobilization monthly work-hours)
6,545	(total shortage mobilization monthly work-hours)

(e) Divide monthly work-hour shortages or excesses by the mobilization WAF (249 monthly work-hours) to determine the number of mobilization manpower requirements needed or in excess.

For example:

$$\frac{6{,}545 \text{ (shortage)}}{249 \text{ WAF}} = 26.3 \text{ manpower requirements needed}$$

(2) Mobilization Only Workload. There are certain activities that have no peacetime mission; however, they may have some full-time support in an administrative or caretaker (maintenance) capacity. These activities are subject to deployment and may engage in combat duty. Determine, by organizational component, the mobilization manpower requirements for mobilization only functions and tasks.

(a) Identify functions and tasks required only during mobilization.

(b) Determine the projected mobilization workload in monthly work-hours.

(c) Divide the projected monthly work-hours by the mobilization WAF (249 monthly work-hours) to determine the number of manpower requirements. For example:

$$\frac{1{,}200 \text{ (projected monthly WHs)}}{249 \text{ WAF}} = 4.8 \text{ manpower requirements}$$

(3) Peacetime Only Workload. Some activities have no mobilization mission upon declaration of full mobilization. Generally, these activities contain peacetime personnel assets which have been previously programmed to fill existing mobilization manpower requirements or may be reassigned to support other commands with a shortfall in their mobilization manpower. Derive excess "freed-up" manpower by identifying peacetime only functions and tasks by organizational component performed only in peacetime. Calculate the excess manpower associated with peacetime only workload.

(a) Identify the peacetime functions and/or tasks and associated manpower requirements and workload not performed for mobilization.

(b) Multiply peacetime manpower requirements by the mobilization WAF (249 monthly work-hours) to determine monthly work-hour availability. For example:

53	(peacetime manpower requirements)
x 249	(mobilization WAF)
13,197	(available mobilization monthly work-hours)

(c) Determine the projected mobilization workload in monthly work-hours for workload not performed during mobilization.

(d) Subtract the projected monthly work-hours from the available monthly work-hours to arrive at the excess monthly work-hours. For example:

13,197	(available mobilization monthly work-hours)
-10,500	(projected mobilization monthly work-hours)
2,697	(excess mobilization monthly work-hours)

(e) Divide the excess monthly work-hours by the mobilization WAF (249 monthly work-hours) to determine the number of excess manpower requirements associated with functions and tasks not performed for mobilization. For example:

$$\frac{2,697 \text{ (excess mob monthly WHs)}}{249 \text{ (mobilization WAF)}} = 10.8 \text{ excess manpower requirements}$$

(4) Staffing Standards. Apply applicable staffing standards after adjustment for mobilization WAF of 249 monthly work-hours. The application of the adjusted standard will provide documentation for increases and/or decreases in mobilization manpower requirements.

(5) Workload Redistribution. Perform workload redistribution analysis to determine and document excess manpower requirements that can be applied to mobilization manpower requirement shortages within other organizational components.

(6) Total mobilization manpower requirements by organizational component.

(a) Total manpower requirements with peacetime workload that continues for mobilization.

(b) Total manpower requirements with mobilization only workload.

(c) Total manpower requirements with peacetime only workload that will not continue for mobilization.

(d) Net total manpower requirements required or in excess for mobilization.

(7) Basic assumptions are:

(a) The availability of plant property and equipment inventory impact mobilization manpower requirements. Mobilization manpower requirements will not normally be validated without reasonable expectation of availability of required material assets.

(b) Dependents in contingency areas overseas (except those who are Civil Service personnel) will be returned to the U.S. or to a less hazardous area, as soon as possible.

(c) Functions not considered by the Navy to be essential to the mobilization effort will be terminated in order to permit the reallocation of personnel to higher priority functions.

(d) Manpower will be reduced according to the projected workloads that diminish at any point after mobilization begins.

(e) Personnel made available by workload terminations and reductions, or by unit inactivations will be reallocated to higher priority tasks.

(f) All peacetime civilian and contractor manpower requirements will continue throughout mobilization.

(g) Where necessary, excess civilian employees will be detailed, reassigned, or relocated to satisfy critical mobilization workload of other DOD components.

(h) Upon mobilization and consistent with the need to stabilize key positions, military personnel occupying support manpower requirements (e.g., clerical, receptionist, librarian, drivers, messengers, laborers, special services, etc.) performed during mobilization will be replaced with civilian employees, military retirees, or contractors.

(i) Military personnel replaced by civilian employees, military retirees, or contractors will be transferred to deploying units or assigned as replacements.

(j) Do not assign military personnel to jobs not contributing directly to the execution of the mobilization effort.

(k) Local U.S. Employment Service offices will be notified to activate special recruitment plans and pre-placed job orders for emergency recruitment of civilian personnel under the authority of the Federal Personnel Manual.

(l) No increase in civilian manpower requirements at activities outside the continental United States (OUTCONUS), except Hawaii and Alaska, is planned.

(m) All foreign national and indirect hires at overseas locations in peacetime will continue throughout mobilization.

(n) Workload to be accomplished through a host nation support agreement will not become a Navy manpower resource requirement unless specifically addressed in the agreement.

(o) Prearranged contingency contract provisions for increased or additional contract services will be implemented.

(p) All other services will provide their own support unless a previous ISA has been executed.

i. Reassignment. Because peacetime manpower will be the first source for additional manpower requirements, it will be necessary to reassign excess manpower within an activity prior to identifying additional manpower requirements for that activity.

(1) Immediate Reassignments

(a) Reassign those excess manpower authorizations to additional manpower requirements identified. The skill of the reassigned excess manpower authorization should match the skill requirement of the additional manpower requirement.

(b) State the organizational component with excess manpower and the organizational component with additional mobilization manpower requirements.

(c) List the excess manpower authorizations in both quantity and quality followed by the quantity and quality of the manpower requirements to which they are reassigned.

(2) Future Reassignments. State how the excess manpower requirements not reassigned will be accounted for in future mobilization manpower determinations.

j. Summarize and validate data.

k. Qualitization of Mobilization Manpower Requirements

(1) Designate increased mobilization manpower requirements as civilian unless determined to be military essential. Military essential mobilization manpower requirements are those where:

(a) The incumbent engages in or maintains readiness for combat.

(b) The incumbent must possess current military experience.

(c) The incumbent must exercise direct military authority or perform military unique duties.

(d) The military incumbent is required by law.

(e) The mobilization manpower requirement exists OUTCONUS (except Hawaii and Alaska).

(f) A civilian with requisite skills cannot be hired or reasonably trained to meet necessary continental United States (CONUS) (including Hawaii and Alaska) time-phased mobilization manpower requirements.

(2) Civilianize or delete support manpower requirements (e.g., clerical, receptionist, librarian, drivers, messengers, laborers, special services, etc.) identified as military mobilization manpower requirements. Detailed justification must be provided to retain these manpower requirements as SELRES mobilization manpower requirements.

(3) The organizational component's increased manpower requirements should be assigned to the manpower type (military, civilian, or contractor) consistent with the existing peacetime manpower type unless such assignment is precluded by mobilization assumptions or other directives. Document and justify any deviation from the peacetime manpower type in the MOBMAND study.

(4) Military Essential Classification. Increased manpower requirements determined to be military essential shall be satisfied, in priority order, with either active duty reassigns, SELRES, or other mobilization (OTHMOB).

(a) Skill Deterioration Rates. A skill deterioration rate is defined as the absolute loss of ability to perform a required task satisfactorily. Degree of skill decay depends primarily on complexity of task, length of time since initial skill acquisition, and length of time since skill refresher training.

1. Mobilization manpower requirements with high skill deterioration may justify the assignment of a SELRES if the manpower requirement also meets the criteria listed in the basic instruction. Pilots and Gas Turbine System Technicians are examples of high skill deterioration.

2. Manpower requirements with low skill deterioration should be considered for assignment as OTHMOB manpower requirements. LDO (administration) and Master-at-Arms are examples of low skill deterioration.

(b) OTHMOB Designation. Designate military essential manpower requirements necessary for mobilization but not meeting the SELRES criteria as OTHMOB. OTHMOB includes: Individual Ready Reserve (IRR), pretrained individual manpower (PIM), and fleet reserve and retired personnel.

(5) Civilian Designation. An increased mobilization manpower requirement shall be designated in the MSMR as a civilian requirement if the peacetime manpower requirement was identified as a civilian requirement. Additionally, the following statements apply to identifying mobilization manpower requirements as civilian requirements:

(a) Local U.S. Employment Service offices shall be notified to activate special recruitment plans and pre-placed job orders for emergency recruitment of civilian personnel. Thus, current civilian vacancies will be filled and new hires will be accessed rapidly.

(b) At mobilization, military manpower requirements shall not be assigned to increased workload that does not contribute directly to the execution of the mobilization effort or are not military essentiality.

(c) Mobilization manpower requirements for support positions (e.g., clerical, drivers, laborers, etc.) that must be performed at mobilization shall be designated as civilian requirements unless precluded by specific directive.

(d) Military personnel replaced by civilian employees shall be transferred to deploying units or reassigned as replacements.

(6) Contractor Designation. Upon mobilization, prearranged contingency contract provisions for increased or additional contract services shall be implemented. An increased mobilization manpower requirement shall be designated in the MSMR for contractor personnel if the same peacetime workload is being performed by contract.

(7) Mobilization Manpower Requirement Quality

(a) The quality (series and grade) of the civilian mobilization manpower requirement should be consistent with the existing peacetime requirement's quality (i.e., series, grade) except where the nature of the workload dictates otherwise.

(b) The OTHMOB manpower requirement skills (i.e., designator, grade, NOBC, rating, rate, NEC) should be consistent with the existing peacetime manpower requirement quality except where the nature of the workload dictates otherwise.

(c) SELRES Manpower Requirement Quality. The SELRES manpower requirement skills (i.e., designator, grade, NOBC, rating, rate, NEC) should be consistent with the existing peacetime manpower requirement quality except where the nature of the workload dictates otherwise or as modified by the criteria listed below.

(d) SELRES Manpower Requirement/Authorization Grade

1. A SELRES manpower authorization may differ slightly in quality from the stated mobilization manpower requirement to improve the execution of the manpower statements.

2. Mobilization manpower requirements may contain paygrades below established reenlistment and/or quality control levels (O-2 and below or E-3 and below, as appropriate).

a. Where individual officer community managers (OCMs) require initial military service obligations such that the normal paygrade upon release from initial active duty service is O-4, the MSMR manpower authorization may be written at that paygrade.

b. The MSMR shall reflect the minimum quality required to meet the activity's MFTs and perform the associated increased workload.

c. Reasons for the difference in quality of the SMR and the MSMR shall be addressed in the MOBMAND study and the letter of justification (LOJ) accompanying the AMD Change Request.

3. NEC. Reference (c) provides restrictions on the assignment of NECs to SELRES manpower requirements. NAVMAC shall monitor the assignment of restricted NECs.

4. Where mobilization manpower requirements contain unattainable NECs, NOBCs, subspecialties, or AQD codes, the SELRES authorizations may reflect a lesser training requirement if no other source of manpower is reasonably available (active duty reassigns, OTHMOB). Justification for the difference in quality of the manpower requirements in the SMR and the MSMR shall be addressed in the MOBMAND study and the LOJ accompanying the AMD Change Request.

5. Manpower claimants shall consult Commander, Naval Reserve Force (COMNAVRESFOR) on rating assignment for a SELRES manpower requirement as a generic petty officer (i.e., PO, APO).

(e) Other SELRES Designation Manpower requirements. Assign the SELRES Manpower Resource Code (MRC) to military mobilization manpower requirements.

(f) SELRES Manpower Requirements Backfill of Planned Active Duty Vacancies. SELRES may backfill mobilization manpower requirements planned to become vacant based on the reassignment of the active duty incumbent to a higher priority mobilization manpower requirement, if the mobilization manpower requirement meets the SELRES criteria listed in the basic instruction.

1. A manpower requirement with valid workload in peacetime and during mobilization is treated as though it were two separate manpower requirements:

a. A peacetime only manpower requirement whose active duty member is reassigned during increased readiness conditions, and

b. A mobilization manpower requirement which carries a SELRES authorization.

2. This process may be applied when:

a. A conscious planning decision is made to reassign active duty members (as is the case with medical personnel assigned to CONUS medical treatment facilities who are planned to be reassigned to Marine Corps medical units, fleet hospitals, hospital ships, etc. and SELRES backfilling the CONUS medical treatment facilities), or

b. active duty members in sea intensive ratings serving a normal tour of shore duty in general duty designated manpower requirements may be reassigned to sea duty in increased readiness conditions and the manpower claimant revalidates the shore manpower requirement as military essential.

3. SELRES designated to backfill peacetime active duty manpower authorizations reassigned during mobilization shall reflect the same quality (designator/grade/NOBC/subspecialty or rating/rate/NEC) required by the shore activity.

CHAPTER 4

SPECIAL MANPOWER REQUIREMENTS DETERMINATION PROGRAMS

400. IA. CNO (N12) performs IA student analysis in close conjunction with resource sponsors and CNO (N13) community managers. CNO (N12) uses a systems analysis approach which provides a defensible technique for the determination of TPPH end strength and manpower requirements. This approach is generalized into POM projections and manpower qualitization as follows:

1. POM Projections (end strength)

a. TPPH out-year projections are determined by a two part process comprised of enroute and temporary duty (TEMDU) requirements calculations.

(1) TPPH Part 1, Enroute Calculation. Work-year requirements are determined by multiplying the number of budgeted permanent change of station (PCS) move counts times the average elapsed time for each move category. Fiscal year average elapsed time is derived from Defense Finanace and Accounting Service (DFAS) data.

(2) TPPH Part 2, TEMDU Calculation. Baseline data is taken from historical DFAS data for personnel accounting category (AC) codes 320, 330, 37X, 38X, and 39X. Historical data is prorated by rating/rate and designator/paygrade, and based on historical execution and a relationship of total Navy end strength. POM projections are then made based on a correlation of TPPH to total Navy end strength.

b. Student, Trainees, Cadets, and Midshipmen. Baseline data is taken from the Navy Integrated Training Resources Administration System (NITRAS) including the type of course, resource sponsor, unit identification code (UIC), course identification number, course data processing code, course title, activity, planned requirements, course length, and time-to-train course length. These courses are designated: A, C, D, E, F3, F4, G, P, R, and V.

(1) Time-to-train course length is calculated for each course using NITRAS II historical data. Raw end strength for each course is calculated by multiplying planned quotas by time-to-train course length (in weeks) and dividing by 52 weeks.

(2) Raw end strength is adjusted by applying historical execution factors for both officers and enlisted.

(3) Further adjustments are made by comparing training manpower requirements to historical force structure and correlating to project future training manpower requirements.

(4) Outputs are made to the POM by officer and enlisted category.

2. Manpower Qualitization

a. When the end strength is determined and manpower requirements are established, manpower authorizations shall be qualitized to match end strength.

(1) TPPH. Qualitization is done annually in conjunction with POM projections by using a combination of DFAS data and force structure projections.

(2) Students, Trainees, Cadets, and Midshipmen. Qualitization is done by using a combination of NITRAS student execution data, DFAS execution data AC codes (340, 341, and 342), and force structure projections.

b. Manpower authorizations serve as the basis for production of the Officer Programmed Authorizations (OPA) and the Enlisted Programmed Authorizations (EPA).

c. Community managers and training requirements planners use OPA/EPA information to determine requirements and accession plans that are entered into NITRAS.

401. Duty with Joint, Combined, Allied, and Office of the Secretary of Defense (JCAO) Staffs

1. The Chairman Joint Chiefs of Staff Memorandum of Policy (MOP) 75 (NOTAL) contains the policies, administrative instructions, and responsibilities for determining the manpower requirements and for managing the manpower resources of international activities and joint activities. Manpower claimants transferring manpower requirements and/or authorizations to or from joint activities shall coordinate these changes through DCNO (N1J) Assistant for the JCS Manpower and Personnel.

2. The policies for determining and changing manpower requirements for Navy activities apply also to Navy manpower for joint and international activities. CNO (N12) may approve exceptions to provide specific Navy experience and expertise and to ensure parity between services.

CHAPTER 5

MANPOWER AUTHORIZATIONS

500. General

1. The term manpower authorization describes a manpower requirement supported by approved funding or meeting other established criteria.

a. Military manpower authorizations are the basis for the planning and distribution of military personnel inventory. In general, only military authorizations are constrained by laws, regulations, and budgeted military personnel pay dollars converted to end strength controls.

b. Civilian manpower authorizations are a reflection of claimant input and represent estimates for use in planning and programming, but do not constitute a ceiling or constraint in execution.

c. Military mobilization manpower requirements may be identified for resourcing by active duty reassignables by placing the appropriate Functional Area Code (FAC) (see reference (r)) on the requirement. Shore requirements so identified must be offset by existing corresponding active duty authorizations. Manpower claimants of shore activities have the responsibility to ensure the supply of active duty manpower can meet the total demand. Procedures for entries on AMDs are as follows:

(a) On the active duty reassignable requirement, add the following as part of the billet title preceded by a slash: "/AUTH REASSIGN FM" (insert the 5-digit Billet Sequence Code (BSC) of the reassignable authorization and the UIC of the supporting activity (e.g., ADMIN/REASSIGN FM 00120/12345)). The letters BSC and UIC are understood and <u>will not be reflected</u> in the billet title.

(b) On the reassignable authorization, add the following as part of the billet title preceded by a slash: "/AUTH REASSIGN TO" (insert the 5-digit BSC of the reassignable requirement and the UIC of the supporting activity (e.g., ADMIN/REASSIGN TO 00110/12346)).

2. Military manpower authorizations are maintained to translate funded requirements into plans to develop, maintain, and

distribute the military personnel inventory; and ensure authorizations comply with programmed end strength controls. To achieve this objective, end strength controls and authorizations are linked to provide manpower managers the capability to establish, monitor, and adjust both end strength controls and authorizations to comply with limitations established by Congress during the budget review.

501. Manpower Authorization Level of Detail. Quantitative manpower authorizations may be aggregated (whole sums) for planning, reporting, and analysis from various automated data processing (ADP) sources. Aggregations from these sources are limited to the level of detail maintained, and typically support major budgeting documentation and congressional reporting requirements. Whether aggregated from quantitative or qualitative sources, manpower authorization summaries are usually tailored to meet specific reporting needs. These aggregations represent a summation of manpower authorization data at a single point in time and changes over time.

502. Qualitative Manpower Authorizations

1. Budgeted and programmed end strength controls (dollars), funded (manpower authorizations), and unfunded manpower requirements are housed in TFMMS at the UIC level. This management approach provides the mechanism to achieve numerical equality between manpower authorizations and end strength. Since TFMMS end strength is equal to the approved end strength controls published by Congress, manpower authorizations and/or end strengths are adjusted as required to maintain overall manpower system integrity.

a. Qualitized End Strength. Manpower authorizations describe qualitative data necessary for stating manpower demand in terms meaningful for training, strength planning, and distribution of personnel. Qualitative data includes occupation (officer designators and enlisted ratings), paygrade, and other skills which personnel must possess to properly perform the work requirement. When a manpower requirement is associated or tied to end strength (authorization), the end strength is said to be qualitized. The end strength then has a value, and cannot change unless CNO (N12) has approved the request.

b. Unqualitized End Strength. When end strength has been approved and programmed to a UIC but the associated manpower

requirement has not been authorized, the end strength is said to be unqualitized.

2. LOA. To support the congressional and Navy budgeting processes, TFMMS, interacting with other automated systems, compares end strength controls with planned and appropriated funding. This is accomplished by tracking and maintaining manpower authorizations associated with end strength. TFMMS uses LOAs as accounting and programming elements that identify the specific location and planned purpose for the appropriated resources. In addition, LOA identifies the categories of manpower appropriated for, which include MPN and RPN (officer and enlisted), and O&MN (civilian and contractor). LOA consists of six elements:

a. UIC. Identifies the activity.

b. Activity Group/Sub-Activity Group (AGSAG). Defines different types of functions of an activity, and the similar types of tasks within those functions, for budget justification and accounting purposes.

c. Program Element (PE). This is the primary data element used in the LOA. It identifies and allocates resources to a specific Navy warfare and/or supportive program. Resources include Navy personnel, equipment, and facilities.

d. Resource Sponsor (RSPN). Identifies the leading sponsor having functional cognizance over the program and associated funding.

e. Manpower Type (MT). Defines a manpower category (officer, enlisted, civilian, etc.) in addition to the military service and/or other department for which the funds have been appropriated.

f. MRC. Identifies the type of appropriation and/or category used to resource manpower.

503. Programming/Reprogramming End Strength and/or Manpower Authorization Compensation

1. Programming/Compensation in the PPBS Process. Requests for manpower submitted through the PPBS process require compensation (quantity and quality, and/or dollars). If overall budget and manpower increases are authorized, compensation may not be

necessary. If these overall increases are not authorized, a corresponding decrease is necessary for each manpower authorization increase. The compensation required may be manpower authorization-for-authorization or it may be in the form of equivalent end strength, depending upon the status in the planning process. In any event, if compensation is required, the resource sponsors identify the appropriate compensation through consideration of related Navy programs and functions.

2. Reprogramming/Compensation in Other than PPBS Process. Because of the lead time of the PPBS process, all changes in functions, workload, and programs cannot be foreseen. As functions and workload change and new programs are established, directed either within Navy or by the Secretary of Defense (SECDEF), manpower resources are frequently required. Unless a program change request can provide these resources, the options are:

a. Withdraw manpower authorizations needed from other lower priority Navy programs and activities.

b. Require the new or increased functions be performed without additional manpower.

c. Delay implementing the desired change or improvement until manpower resources can be programmed.

3. Compensation Source

a. Resource sponsors and manpower claimants shall provide compensation from within their own manpower resources. Such compensation should conform to CNO policies for changes in manpower authorization quality.

b. Compensation for directed, unprogrammed manpower requirements can be provided by manpower savings which may accrue through program slippages, reductions in functions, CAs, etc. However, when such actions do not result in sufficient savings to provide adequate compensation, DCNO (M&P)(N1) can recommend military manpower reduction quotas to the Vice Chief of Naval Operation (VCNO) for assessment to resource sponsors or manpower claimants. Exceptions can only be made in the most demanding circumstances and must be accompanied by a commitment to authorize the manpower requirements in the next POM.

4. Constraints on Reprogramming of Authorized Manpower

a. Resource sponsors, manpower claimants, and activities plan, budget, and provide justification for manpower authorizations for the programs under their sponsorship. Upon approval by NAVMAC, manpower authorizations are entered on the AMD. These manpower authorizations constitute the assignments of manpower resources by resource sponsors and manpower claimants for the performance of the intended functions. These manpower authorizations include funding of manpower requirements in the current FY and manpower requirements planned for funding during the budget year and 6 succeeding FYs.

b. Proposed reprogramming of authorized manpower crossing resource sponsor lines of responsibility must be coordinated with CNO (N12) prior to submission of the AMD Change Request, unless DCNO (M&P)(N1) has directed the reprogramming. Reprogramming of civilian manpower is conducted by the Director, Fiscal Management Division (N82), with review and concurrence by the DCNO (M&P) (N1). In either case, changes may be redirected by higher authority. In the event of directed reprogramming actions, CNO (N12) and the manpower claimant will be advised.

5. A Time Perspective of Manpower Authorizations. Navy manpower management adjusts manpower authorizations according to the budgeting and congressional process. At any point in time, manpower authorizations are programmed to support personnel management in the execution year, the budget year, and the 6 program years beyond the budget year (total of 8 years). Adjustments are made as budgeting decisions occur and the personnel inventory planning factors become more certain. Variances between manpower authorizations (quantitatively and qualitatively) and personnel strength in the budget and execution year may occur because of budget decisions, congressional action, or other limitation in the management of the personnel inventory. Nevertheless, manpower authorizations represent the quantity and quality necessary to properly support approved programs and provide a year-by-year order for the development of inventory.

504. Users of Manpower Requirement and/or Authorization Information. Manpower authorizations convey qualitative as well as quantitative information. These manpower authorizations serve two main purposes; first, inventory development and second, demand for the placement of that inventory. In the budget and program years, the manpower authorizations are aggregated by occupation, grade, and additional skills to provide the formal

report for the production of personnel inventory. In the execution year, these manpower authorizations continue to provide a demand, but this demand is conditional to the operating personnel strength plan that is structured to remain within statutory controls. Execution year manpower authorizations also provide the formal report for the placement of personnel.

1. OPA and EPA Documents. To support strength planning, a recurring summary of manpower authorizations by primary occupations (designators and ratings) and paygrades within these occupations are issued to community managers after each end strength update (January, May, and October). These summary documents are a total sum of manpower authorizations by skill and paygrade template to which the inventory is to be overlaid. In addition, these manpower authorizations are annually compared with the out-year manpower requirements for future demands requiring program budget requests.

2. Other uses of the OPA/EPA. Manpower authorizations include occupational skill and various paygrade demands. In addition, the NEC codes and officer subspecialty codes, for example, are used to further define skill demand necessary to perform the required work. Manpower managers extract these secondary skills and special qualifications directly from TFMMS to plan, develop, and maintain these secondary skills within the primary occupational skill level. While the extracts are secondary to strength planning, the recurring process of updating manpower authorizations and translating this into a demand for the future is essential to support approved programs.

3. Indirect Uses of Manpower Authorizations. Manpower authorizations are also used for strength planning which includes accession, promotion, loss, and training planning as well as related matters such as bonuses, special pays, and other funds necessary for the management of personnel inventories.

4. Limitations of Manpower Authorizations. Manpower authorizations represent the commitment of resources from the resource sponsors for manpower. As FYs approach budget and execution, DCNO (M&P)(N1) continues management actions to achieve an inventory that matches the manpower authorizations. The primary emphasis within manpower authorizations is to achieve total personnel inventory within fiscal controls while maintaining the quantity, experience, leadership, and technical ability represented by the military skill classification systems.

a. Manpower authorizations do not guarantee a precise match of personnel. Statutory, fiscal, and inventory limitations may individually or collectively cause mismatches between manpower authorizations and the actual inventory. In addition, manpower authorizations are regularly updated to incorporate changes resulting from the budgeting and congressional process, and other emergent priorities.

b. During program execution, the mismatches are accommodated by management of personnel in relation to program priorities and may necessitate management initiatives to correct adverse trends over a multi-year horizon.

c. To recognize the potential for differences between manpower authorizations and personnel inventory, manpower managers must clearly differentiate between manpower authorizations (the demand) and inventory (personnel available). What is shown in TFMMS as a manpower authorization may not equate to the numbers and/or skill of personnel assigned to the activity due to inventory availability and "fair share" requirements.

505. Compensation

1. Manpower claimants shall provide compensation and/or identify resources for the following:

a. Increase in the number of authorized manpower requirements.

b. Increase in the manpower authorization paygrade.

c. Manpower authorization designator or rating changes.

d. Flag officer manpower requirement and/or authorization requests.

e. Increase in graduate education subspecialty manpower requirements and/or authorizations. Prioritize these changes to assist decision-making by the manpower claimant and CNO in the event the request can be only partially approved.

f. Special categories (e.g., management headquarters, geographic locations, counselors, etc.).

(Note: As a rule, compensation is valid only if at the time the quantity or quality is removed from one manpower authorization it is applied to another manpower authorization.)

2. End Strength Compensation. Manpower claimants shall provide compensation as applicable, based upon priorities within the overall claimancy. If compensation is not identified in the same AMD Change Request packet, NAVMAC shall reject and return the packet to the manpower claimant. (Note: TFMMS requires the end strength and manpower authorization be programmed simultaneously by the claimant.)

506. Manpower Authorization and Conversions of Officer Designator/Paygrade and Enlisted Rate

1. Periodic reviews of officer communities result in management decisions to restrict conversions and/or compensation of specific officer designators and their associated paygrade known as a "fenced community." NAVMAC approves all requests for designators within a fenced community.

2. NAVMAC approval is required to authorize unqualitized enlisted end strength above the E-7 paygrade.

3. CNO (N12) approves conversion of one officer designator to another for manpower after the manpower claimant has fully justified it according to changes in manpower requirements. The following policies apply:

a. Compensation for active reserve officer designators/ paygrades shall be from other reserve officer designators/ paygrades manpower authorizations and shall conform to the same policies and restrictions outlined for regular Navy officers. The exception, if approved by CNO (N12), is that the manpower authorization may be higher than the manpower requirement.

b. The paygrade of manpower authorizations involving designator conversions shall normally remain the same unless a lower paygrade is required.

c. Within URL, other URL designators may be considered in approving paygrade compensation.

d. URL designators shall not be used as compensation for other designators.

e. Any designator, except Medical Service Corps (MSC), may be used as compensation to convert to a URL designator at the same or lower paygrade.

f. URL designators may be changed to other URL designators if the manpower claimant provides sufficient justification and the officer community managers involved can support the requested change.

g. Compensation for RL or staff corps designators must ordinarily be from within the same designator. If such compensation is not available, compensation may be provided from other RL or staff corps designators on a case-by-case basis.

h. Compensation for LDO/CWO designators must ordinarily be from the same designator. If such compensation is not available, compensation may be provided from other LDO/CWO designators on a case-by-case basis.

i. Except for active reserve officers, requests for officer and enlisted paygrade increases will be approved only when the grade increase does not exceed the manpower requirement and when another manpower authorization with the same paygrade is downgraded as compensation in the same AMD Change Request. CNO (N12) maintains approval authority over conversion of one manpower authorization paygrade to another.

j. NAVMAC approval is required to authorize unqualitized officer end strength above the O-3 paygrade. Lieutenant commanders (O-4s) and above are congressionally controlled under the Defense Officer Personnel Management Act (DOPMA), thus a one-for-one paygrade compensation is required.

4. Compensation for SELRES/OTHMOB manpower requirements is not required.

CHAPTER 6

SPECIAL PROGRAMS

600. ADDU Manpower Authorizations

1. General. ADDU manpower authorizations are assigned to satisfy the need for expertise not available from within the activities' assets, when valid workload does not support a full-time manpower requirement, or to accommodate limited staff functions. Establishment, change, and disestablishment of an ADDU manpower authorization requires strong justification and approval by NAVMAC.

2. End Strength Compensation. The required end strength for both ADDU to and ADDU from manpower authorizations is counted only against the primary (or supporting) activity. The ADDU from activity's authorized requirement does not require end strength compensation (one person, one manpower authorization).

3. The following policies apply to all ADDU manpower authorizations:

a. ADDU manpower requirements must be authorized and linked to and from the primary activity's authorized requirement. In those cases where an ADDU manpower authorization no longer qualifies as ADDU, but where the function(s) is essential to the accomplishment of the command's mission, eliminate the ADDU manpower authorization and identify valid compensation to authorize the manpower requirement.

b. The ADDU relationship of the commanding officer, officer in charge, or other similar types of manpower requirements for tenant or detachment activities providing support services to host activities is at the discretion of the claimant.

c. The ADDU from manpower authorization reflects all manpower requirement and authorization information of the primary activity's manpower authorization, including the Required Functional Category (RFC), Military Essentiality Code (MEC), and Requirements Indicator (RI) codes. Exceptions are:

(1) BSCs and AC codes. The BSC assigned is for the gaining command's AMD structure.

(2) ADDU from officer manpower authorizations cannot be assigned subspecialty and/or AQD codes. These codes can only be assigned to the primary activity's authorized requirement.

(3) ADDU from manpower authorizations will not reflect mobilization begin and end dates.

d. The following additional policies apply to all ADDU manpower authorizations with the exception of medical department-designated officers assigned to activities under United States Marine Corps (USMC) claimancy that are ADDU to activities under the United States Navy (USN) claimancy:

(1) Frequent liaison with an activity does not imply ADDU status, nor is it justification to establish an ADDU relationship.

(2) Both ADDU authorizations shall be in the same geographical area unless approved by NAVMAC.

(3) Manpower authorizations not within the same claimancy require concurrence of both claimancies. Those within the same claimancy require concurrence from both commands.

(4) Activities assigned ADDU from manpower authorizations shall ensure more than 50 percent of an incumbent's time is available to perform the primary activity's function(s).

4. AMD Action. Officer and enlisted manpower authorizations assigned ADDU relationships shall be identified on the AMD of both activities.

a. Identification of ADDU From Manpower Authorization

(1) Immediately following the NOBC short title or enlisted billet title, add the following (as part of the title): "ADDU FM," the 5-digit BSC of the primary supporting manpower authorization, followed by a "/," then the UIC of the primary supporting activity (e.g., OIC/ADDU FM 00120/12345). The letters BSC and UIC are understood and are not reflected in the billet title.

(2) Assign appropriate AC code, found in reference (r), to identify in TFMMS the ADDU from relationship. End strength is not required for the manpower authorization.

(3) On the manpower authorization, reference the primary supporting manpower requirement's billet identification number (BIN) in the ADDU BIN field.

(4) Assign appropriate ADDU Fitness Report (FITREP) (0 = no, 1 = yes) and FAC.

b. Identification of Primary Supporting Manpower Authorization

(1) Immediately following the NOBC short title or enlisted billet title, add the following (as part of the title): "ADDU TO," the 5-digit BSC of the ADDU manpower authorization, followed by a "/," then the UIC of the ADDU manpower authorization (e.g., OIC/ADDU TO 01235/54321).

(2) Assign appropriate AC code, found in reference (r), to identify in TFMMS the ADDU to relationship. End strength is required for the manpower authorization.

(3) Reference the ADDU from manpower requirement's BIN number in the ADDU BIN field.

601. FACs

1. FACs are used to identify additional manpower requirement and/or authorization information requiring special consideration in detailing personnel, and provide for automated tracking of certain categories of authorized requirements. FACs are listed and defined in reference (r).

2. Guidance

a. NAVMAC shall approve the assignment of all FACs.

b. Manpower claimants are responsible for the following:

(1) Scrutinize the use of FACs associated with manpower authorizations affecting personnel detailing and/or security clearance investigations. The assignment of these FACs must be justified and cite the program under which the manpower requirement qualifies.

(2) Standardize the assignment of FACs within an activity for manpower requirements and authorizations having the same responsibilities, tasks, and functions.

(3) Maximize the use of FACs associated with providing sea/shore rotation opportunities.

602. General Duty Manpower Requirement or Authorization Based on Sea/Shore Rotation

1. General

a. As discussed in reference (s), one goal of CNO is to provide an equitable sea/shore rotation pattern for all career enlisted personnel (E5 through E-9) based on manpower authorizations and the availability of personnel. Rotation opportunity is directly related to manpower authorization availability and availability of sufficient personnel of required skills to meet operational requirements, primarily sea duty, while providing for rotation ashore. Therefore, rotation opportunity depends on retention as much as on shore duty manpower authorizations.

b. Personnel inventory is not always available in each rating to fill manpower authorizations ashore because of the sea duty requirements. Therefore, manpower claimants shall use the CNO (N12) Enlisted Billet Quality Guidance Matrix (updated semiannually) when adding, deleting, or changing enlisted manpower authorizations. The following actions are required:

(1) Continually evaluate and revise, as necessary, the enlisted manpower authorizations to ensure:

(a) Conformance with the current Enlisted Billet Quality Guidance Matrix and

(b) Manpower authorizations for enlisted ratings do not exceed CNO rotation ratio goals.

(2) Identify general-duty manpower requirements (i.e., equal employment officer (EEO), drug and alcohol program advisor (DAPA), command master chief (CMC)) as PO or APO manpower requirements.

2. Military Versus Civilian Manpower Authorizations. Employ military essentiality criteria to justify funding for military end strength. Otherwise, apply civilian and/or contractor resources to satisfy shore manpower requirements.

3. Deprived Ratings and NECs. Ratings and NECs in paygrades E-5 through E-9 requiring additional shore manpower requirements to meet CNO sea/shore rotation ratio goals shall be designated as deprived shore ratings or NECs. NAVMAC shall manage deprived shore rating manpower authorizations to allow these ratings/NECs a sea/shore rotation as established by the CNO.

4. Rating Exceeding Sea/Shore Rotation Goal. Some enlisted ratings will have shore manpower authorizations in excess of the number needed to achieve the CNO sea/shore rotation goal. These ratings will only be permitted to increase sea or reduce shore manpower authorizations. Ratings that are shore deprived will be permitted to increase shore manpower authorizations or reduce sea manpower authorizations.

603. Personnel Exchange Program (PEP)

1. General. This program provides an exchange between USN military personnel and personnel from other military services, including foreign services.

2. End Strength Compensation. For USN activities, PEP manpower authorizations require end strength compensation, but end strength is not required for USN military personnel serving in foreign or other U.S. military activities.

3. Policies for PEP Manpower Authorizations at USN Activities

a. The manpower authorization shall occupy an already existing manpower requirement.

b. Upon termination of a PEP exchange, identify compensation to authorize the requirement for USN personnel.

c. If required, reflect mobilization information on the manpower requirement for the USN activity.

d. United States Code (U.S.C.) prohibits the assignment of foreign officers as crew members of U.S. warships. Therefore, authorized manpower requirements are not identified as PEP aboard a ship. However, foreign officers are permitted to serve on USN ships in an "excess crew" status. DCNO (M&P)(N1) coordinates selection of afloat units for the assignment of PEP personnel with the appropriate FLTCINCs, TYCOMs, and CNO (N13).

4. In addition to the PEP policies provided by reference (t), the following apply:

a. The manpower requirement and authorization information is identical (except foreign language requirements and billet title of "USN" authorizations), and is directly related to the requirement used for the PEP exchange.

b. DCNO (M&P)(N1) establishes and maintains manpower requirements and authorizations for USN military personnel serving as PEPs. Coordinate all requests for changes and/or disestablishment of PEP manpower authorizations at USN activities with DCNO (M&P)(N1).

5. AMD Action. Officer and enlisted manpower authorizations assigned PEP relationships shall be identified on the AMD of both activities.

a. Identification of PEP Manpower Authorization for the USN Activity

(1) Immediately following the NOBC short title or enlisted billet title, insert a "/" and add the following as part of the title: "PEP TO," the 5-digit BSC, and the UIC of the PEP exchange activity (e.g., AVIATOR/PEP to 00120/12345). The letters BSC and UIC are understood and are not reflected in the billet title. If the above information is not available in the case of foreign service, annotate by type of service or country activity name.

(2) Assign appropriate FAC to identify PEP relationship and ensure CNO (N12) has pre-approved the PEP requirement.

b. Identification of USN Manpower Authorization. CNO (N12) maintains the manpower requirement and authorization information. Therefore, CNO (N12) endorses all manpower requirement and authorization changes to the PEP manpower authorization at the USN activity.

604. Flag Officer Manpower Requirements and Authorizations

1. General

a. CNO (N12) is responsible for maintaining an audit trail of flag officer changes. CHNAVPERS (Pers-00F) is responsible for the development of the Flag Officer Promotion Plan and will

coordinate the relationship between manpower authorizations and planned/actual flags assigned.

b. Factors affecting decisions regarding flag officer manpower requirements include: 10 U.S.C. provisions, flag plan numbers and obtainable manpower authorizations, and paygrade compensation by the manpower claimant. The total number of Navy flag officers authorized is congressionally mandated, therefore, any growth of flag officer manpower authorizations will normally require a one-for-one manpower authorization and paygrade compensation resulting in the decrement of an existing Flag manpower authorization.

2. End Strength and Compensation. Manpower claimants are required to identify suitable quantitative (end strength) and qualitative (designator/paygrade) compensation when requesting new manpower requirements or changes to the existing flag officer manpower requirement and/or authorization. NAVMAC shall return uncompensated requests to the manpower claimant with no action taken.

3. Guidance. Manpower claimants requesting to modify an existing flag officer manpower requirement and/or authorization, or to establish a new flag officer manpower requirement must comply with the following procedures:

a. Submit AMD Change Requests affecting an existing flag officer manpower requirement and/or authorization to NAVMAC. The LOJ of the request shall specifically address the changes and must contain sufficient justification.

b. New Flag Officer Manpower Requirements and/or Authorizations. Submit requests to establish new flag officer manpower requirements and/or authorizations to NAVMAC. Justify the request in terms of DOD criteria using the Flag Officer Position Criteria format and a completed Flag Officer Position Profile format shown in appendix D. Manpower claimants shall mail these completed documents to NAVMAC coinciding with submission of the AMD Change Request. If a flag officer manpower requirement and/or authorization is requested with the establishment of a new activity, the originating manpower claimant shall, in addition to the requirements of this instruction, comply with the provisions of references (u) and (v), as appropriate.

605. Officer Subspecialty System

1. General. Subspecialty needs will be validated for the minimum education level deemed essential for performance. The term "level" does not imply the need for a degree but that the education at that specific level is the minimum requirement. Undergraduate education majors, specialized functional training programs, and significant experience will also be used to meet subspecialty needs. (See reference (b))

2. Authority to Request Subspecialty Coding. Submit requests for initial subspecialty coding or changes to subspecialty coding on manpower requirements and/or authorizations to NAVMAC via CNO (N131). The following have authority to request subspecialty coding:

a. Commanding officers.

b. FLTCINCs and TYCOMs.

c. Subspecialty primary consultants and designator advisors designated in reference (b).

d. Manpower claimants (see appendix E).

3. Procedures for Requesting Subspecialty Codes

a. Biennial Subspecialty Validation Review. CNO (N131) conducts a zero-based review of all subspecialty requirements using working groups and culminating in convening the Subspecialty Requirements Board (SRB). Manpower claimants shall submit subspecialty coding validation requests (see appendix F for sample format) for subspecialty requirements to the appropriate primary consultant (reference (b)) according to the biennial schedule published by CNO (N131).

b. Out-of-Cycle Changes

(1) When making a change to a requirement and/or authorization that has an existing subspecialty code, manpower claimants shall ensure the change does not impact the subspecialty code. An example of a change that would impact the subspecialty code is changing a requirement and/or authorization with a civil engineering subspecialty and a Civil Engineering Corps designator to an Aviation designator. The civil engineering subspecialty cannot be on a requirement and/or

authorization coded with an Aviation designator. If this is a transfer of function, then the subspecialty code should be transferred with the designator. If this is a designator change only, then the subspecialty code must be deleted. Changing the title, designator, grade, BSC, UIC, NOBC, and/or AQD may impact the subspecialty code or the tracking of that code.

(2) A copy of the subspecialty coding validation request must accompany changes to requirements and/or authorizations that have a subspecialty code assigned. Manpower claimants shall submit AMD Change Requests, via TFMMS, to NAVMAC and the subspecialty coding validation requests to CNO (N131) concurrently.

4. Verification of Existing Codes. AMDs reflect primary (PRI) and/or secondary (SEC) SUBSP codes for officer manpower requirements and authorizations. The Officer Distribution Control Report (ODCR) for each activity displays the PRI subspecialty code of the manpower authorization. These reports are the most readily available sources of currently identified subspecialty codes as contained in TFMMS. The ODCR is issued monthly, and the AMD can be obtained from the manpower claimant or subordinate manpower claimant (SMC).

606. Foreign Language Requirements

1. Manpower claimants shall use the DOD standard data elements for foreign languages (reference (b)) to indicate foreign language needs for a manpower requirement.

2. Identify foreign language requirements on the AMD at the earliest feasible time to facilitate the requirement for long lead time training.

3. When stated foreign language requirements are no longer required, they shall be canceled immediately by the submission of an AMD Change Request to preclude training of an incumbent.

4. Indicate the minimum acceptable proficiency level for each of the four functional skill areas.

5. Use the standard AMD Change Request procedure outlined in this instruction to identify foreign language requirements. Identify these requirements on the AMD as follows: in the "LANGUAGE" block enter the appropriate standard 10 character language and language proficiency code.

607. Enlisted CNO Priority Manning

1. General. The need for priority manning is dictated by the fact that the mission accomplishment of some activities is especially essential to national interests and these activities must be properly manned, even when personnel shortages exist. Authorized CNO priority manning may encompass up to 100 percent manning for all or part of the activity. Priority manning may be on a continuous basis or may exist only for a specified period of time.

2. MCAs. Continuous management of authorized priority manning is necessary to ensure mission accomplishment, and because a decision to priority man an activity is also a decision to underman other activities. The MCAs tasked to assist the CNO in managing requirements for priority manning are:

a. CHNAVPERS - for all activities identified with MCA CHNAVPERS on the Enlisted Distribution and Verification Report (EDVR).

b. Commander in Chief Atlantic Fleet (CINCLANTFLT) - for all activities identified with MCA CINCLANTFLT on the EDVR.

c. Commander in Chief Pacific Fleet (CINCPACFLT) - for all activities identified with MCA CINCPACFLT on the EDVR.

d. COMNAVRESFOR - for all activities identified with MCA COMNAVRESFOR on the EDVR.

3. Policy

a. Authority. Only CNO may authorize and direct Priority 1 and 2 manning. The MCAs may authorize and direct Priority 3 manning for their assigned activities only.

b. Priority 1. Ships and activities whose mission success is deemed vital to the highest national interests and which require some degree of priority manning for an indefinite period of time may be authorized Priority 1 manning. Priority 1 manning shall be limited to that portion of the activity absolutely essential to mission success.

c. Priority 2. Ships and activities whose mission success is deemed essential to the national interest and which have specific need for increased manning for a specified period of

time in order to carry out their mission may be authorized Priority 2 manning. Priority 2 manning shall be limited to that portion of the activity absolutely essential to mission success.

d. Priority 3. Ships and activities which have a specific need for increased manning above the normal manning level for specific mission accomplishment may be authorized Priority 3 manning by their respective MCA. Priority 3 manning shall not normally be authorized for periods in excess of 1 year. All Priority 3 manning authorizations shall be automatically canceled on 30 September each year, unless a specific date is otherwise authorized.

e. Unauthorized Priority Manning. No activity will be priority manned except as authorized by CNO for Priority 1 and 2 manning, or by the respective MCA for Priority 3 manning. In this regard, the employment of personnel assigned to a priority manned activity in functions not approved for priority manning is, in effect, unauthorized priority manning. The overall integrity of the enlisted personnel distribution system requires that prioritized allocation and assignment of personnel be minimized. If personnel on board exceed that required to perform the priority manned function, action should be initiated to terminate the priority manning or reduce the manpower authorizations in the priority manned function.

f. Consideration for Lower Priority. Requests for Priority 1 and 2 manning which are disapproved or recommended for disapproval shall be considered by MCAs and CNO for a lower level of priority manning.

g. Excess Manning. Manning a ship or activity in excess of manpower authorizations is not authorized unless Navy-wide excesses exist in the applicable distribution community (rating/NEC) as determined by fair share methodology (Rule 90) in the Navy Manning Plan (NMP). MCAs will not assign special NMP above manpower authorizations by distribution community within an activity unless such action is accompanied with an authorization reprogramming request having exact compensation (rating, paygrade, and end strength numbers).

4. Distribution of Personnel Assets. In response to authorized priority manning requirements, the following distribution procedures are in effect:

a. Priorities 1 and 2. CHNAVPERS will distribute personnel first to ships and activities authorized Priority 1 manning from total Navy assets. Personnel are then distributed to activities authorized Priority 2 manning from the total remaining Navy assets. When all Priority 2 manning requirements are met, CHNAVPERS will then distribute the remaining personnel assets to the MCA on a fair share basis.

b. Priority 3. MCAs will establish manning levels within their area of responsibility to authorized Priority 3 manning requirements, and then generally provide (fair share) manning levels for their remaining activities.

5. System Limitations. Currently, the capability in personnel requisitioning and distribution systems is limited to priority manning only whole activities, whole ratings at a single UIC, or closed loop NECs at an activity. Commands requesting priority manning must realize the effect of these limitations on the priority manning system.

6. Administrative Procedures

a. Requests for Priority 1 or 2 Manning

(1) Initial requests for Priority 1 or 2 manning must be forwarded to CNO (N130), via the activity's MCA, with copies to the remaining three MCAs (CINCLANTFLT, CINCPACFLT, CHNAVPERS, or COMNAVRESFOR, as appropriate). Requests generated by the OPNAV or project managers for Priority 1 or 2 manning should be addressed directly to CNO (N130), who will then solicit comments from the MCAs.

(2) Requests for continuation of an existing Priority 2 manning authorization must be forwarded via the activity's MCA to reach CNO (N130) not later than 1 month prior to the date the authorization would expire. Copies should be forwarded to the remaining three MCAs (CINCLANTFLT, CINCPACFLT, CHNAVPERS, or COMNAVRESFOR). Requests for continuation of FY Priority 2 manning will be reviewed annually in September, and a consolidated listing of activities authorized priority manning will be issued to the MCAs and other interested commands. This listing will also be published, as necessary, when significant changes occur in the activities receiving Priority 1 or 2 manning.

b. Requests for Priority 3 Manning. Such requests must be forwarded to the appropriate MCA through the activity's administrative chain of command.

c. Format of Requests. Requests for priority manning may be submitted by letter or other appropriate communication. All requests, both initial and requests for continuation, must contain:

(1) Activity name.

(2) Activity 10-digit code or UIC.

(3) Priority manning level requested (Priority 1 or 2 manning),

(4) Category requiring priority manning (i.e., activity, rating, or NEC community).

(5) Priority Manning Code requested (Figure 6-1).

(6) Beginning and termination date for requested priority manning, in months and calendar years, and

(7) complete justification for priority manning per CNO policies stated above.

CNO PRIORITY MANNING CODES

CNO priority manning codes are used to record approved enlisted priority manning in the enlisted billet file. The first digit identifies the category of billets assigned priority manning (all billets in an activity, a selected rating, or a closed loop/transitory NEC). The second digit indicates the level (percent) of priority manning for the approved category (normally 1).

DEFINITION	1ST DIGIT			2ND DIGIT	
	PRI 1	PRI 2	PRI 3	PERCENTAGE	CODE
Whole Activity	B	K	S	100%	1
Rating	C	L	T	95%	2
NEC (closed loop)	F	O	W	90%	3
NEC (transitory)	G	P	X	85%	4
				OTHER	5

Figure 6-1

CHAPTER 7

ESTABLISHMENT, DISESTABLISHMENT, AND MODIFICATIONS TO ACTIVITIES AND/OR COMPONENTS

700. Establishment. References (u) and (v) provide specific guidance and procedures for establishing new activities and/or components (detachments and units) for Navy operating force or shore establishments respectively. Components are organizational entities relying on a parent activity for administrative support. Component activities not requiring a "title of authority" do not require official approval from CNO for establishment. Echelon 2 commands have the authority to establish components internal to their organizational structure as discussed in references (u) and (v).

1. Titles of Official in Charge. Assignment of "titles of authority" such as commanding officer, officer in charge, and petty officer in charge are coordinated and approved by CNO (N09B). References (u) and (v) discuss titles of officials in charge of activities and/or components.

2. UIC. DFAS controls the assignment of UICs. The UIC is the primary element of identification in the Manpower, Personnel, and Training Information Systems (MAPTIS), and is used throughout Navy financial accounting systems. NAVMAC shall obtain UICs for manpower claimants upon request. For mobilization-only activities or components, CNO (N12) shall assign and control UICs.

3. Procedures. Manpower claimants shall prepare and submit requests for establishment of activities and/or components, and include the following procedures and information:

a. Prepare and submit fact and justification (F&J) sheets to CNO (N09B) consistent with the appropriate OPNAV Instruction.

b. Apply directly to NAVMAC to establish components created by the Echelon 2 commands not requiring official CNO (N09B) approval. Components would be established for:

(1) Sea/Shore Code Requirements. Establish components within an existing parent organization to reflect a fair crediting of sea or shore duty to USN military personnel (incumbents). In such cases, forward the request to establish a component to CHNAVPERS (Pers-451) and include specific

documentation as to the sea or shore duty aspects of the incumbent involved.

(2) Different Geographic Location. Establish components if the component will be in a different geographic location from the parent organization and day-to-day management must be shifted to within the component because of distance from the parent organization.

c. When applying to NAVMAC to establish UICs not requiring CNO (N09B) approval, the following data is required:

(1) Justification for requesting a new activity and/or component(s).

(2) Recommended full title.

(3) Recommended short title (30-character limit).

(4) Brief mission statement.

(5) Whether the activity will be a management headquarters activity.

(6) Requested effective date of manpower requirements and/or authorizations, including a statement regarding the validation of the manpower requirements.

(7) Type of activity (e.g., afloat, mobile, shore, mobilization only).

(8) Recommended PE and AGSAG codes.

(9) Manpower claimant's name and code (reference (r)).

(10) Name of TYCOM or SMC, if applicable.

(11) Exact geographic location or homeport, and

(12) for new components, first eight digits of the 10-digit activity code for the parent activity.

4. NAVMAC will provide the new UIC to the manpower claimant after entry into TFMMS. Normal processing time for updating TFMMS with new UICs is 3 weeks. Assignment of UICs is not the

official approval of proposed activities requiring CNO (N09B) approval.

5. AMDs will be available after entry into TFMMS.

6. Once UICs are established and populated with authorized manpower requirements, additional time is required for the distribution system to fill personnel requisitions. Normally, the enlisted NMP will be generated 9 months after the effective date of the activity.

701. Disestablishment

1. Prior to forwarding a request for disestablishment to NAVMAC, manpower claimants shall:

a. Request approval from CNO (N09B) for activities and/or components established per references (u) and (v).

b. Upon official approval, submit an AMD Change Request referencing the Office of the Chief of Naval Operations Notice (OPNAVNOTE) for justification of disestablishment, and delete transactions for all manpower requirements, manpower authorizations, activity headers, billet notes, and all remaining end strength.

2. The effective date of deletion shall not be earlier than the effective date of disestablishment.

3. CNO (N12) shall provide final UIC disestablishment when the personnel diary of the activity is empty.

702. Modification. Manpower claimants must obtain CNO (N09B) approval for requests to modify activities and/or components established per references (u) and (v), prior to forwarding an activity modification request to NAVMAC.

CHAPTER 8

RESPONSIBILITIES

In addition to responsibilities addressed elsewhere in this instruction, the following apply.

1. DCNO (M&P)(N1) shall:

a. Develop and publish policies and procedures, and exercise authority to effectively determine, program, and manage total force manpower requirements and authorizations for fleet and shore activities.

b. Approve manpower requirements, including those associated with the acquisition of new ships, aircraft, systems, and hardware development throughout the defense systems acquisition process for fleet and associated shore systems.

c. Provide management oversight of manpower requirements.

d. Manage the IA and review and evaluate associated POM issues.

e. Manage and approve the organization and administration of TFMMS policies and procedures.

f. Coordinate with JCS or respective defense activities in evaluating manpower requests for joint, international, DOD, and non-DOD activities, and maintain AMDs with authorized Navy manpower.

g. Oversee subspecialty management policy per reference (w).

h. Develop and monitor officer subspecialty management in conjunction with CNO (N7), primary consultants, designator advisors, and Naval Postgraduate School.

i. Serve as member of the Graduate Education Review Board (GERB) and the Graduate Education Review Group (GERG).

j. Develop, monitor, and approve validation of each subspecialty on a biennial basis.

k. Maintain the statistical techniques and procedures for forecasting graduate education manpower requirements to support validated manpower authorizations.

l. Adjudicate reprogramming of resources between resource sponsors.

m. In coordination with the cognizant subspecialty primary consultant and using specific criteria for each subspecialty education and skill field, evaluate all subspecialty requests and approve or disapprove the request.

n. Validate present and future subspecialty manpower requirements and/or authorizations and submit additions, changes, or deletions via AMD Change Requests.

2. DCNO (Resources, Warfare Requirements and Assessments)(N8) shall:

a. Allocate and program manpower end strength for ships, aircraft, systems, equipment and new programs under their sponsorship.

b. Resolve significant differences between early manpower estimates, on-board accommodations, and PSMD and PSQMD manpower requirements as early as possible in the acquisition process.

c. Coordinate with NAVMAC to update ROC/POE statements for manpower impacts.

d. Coordinate with cognizant FLTCINCs for introduction of new facilities, systems, and equipment requiring personnel support or impacting facility loading in areas of commands affected by manpower limitation policies or agreements.

e. Review draft SQMDs, SMDs, and FMDs.

3. DCNO (Logistics)(N4) shall issue and provide, preliminary and CNO approved, fleet modernization programs to DCNO (M&P)(N1), as required for use in manpower and personnel planning.

4. The Director of Test and Evaluation (T&E) and Technology Requirements (N091) shall serve as the principal interface between CNO and the Assistant Secretary of the Navy (Research, Development & Acquisition (ASN(RD&A)) on matters relating to T&E

as set forth in governing Secretary of the Navy Instructions (SECNAVINSTs).

5. Commanders, Naval Systems Commands shall provide to DCNO (M&P)(N1), via NAVMAC and resource sponsor, an MPT analysis for equipment, systems, and subsystems acquired under their cognizance.

6. CNO (N121) shall approve manpower requirement and manpower authorization entries into TFMMS. (Note: The Commanding Officer, NAVMAC is double hatted as CNO (N121)).

7. NAVMAC shall:

a. Develop and maintain the Navy's manpower requirements determination processes.

b. Provide technical consulting service in all facets of manpower management.

c. Serve as the Navy's expert on manpower requirements and as a reviewing agent for impacts on manpower authorizations.

d. Operate the Navy School of Manpower Management.

e. Perform manpower analyses and studies.

f. As TFMMS functional manager, propose and implement policies and procedures for the organization and administration of TFMMS.

g. Approve AMD Change Requests and maintain accuracy of manpower data in TFMMS.

h. In support of the Medical Program Advisor in CNO (N093), ensure changes to manpower authorizations with a medical designator or rating have a BUMED endorsement.

i. Obtain community manager endorsement on manpower authorization increases, deletions, or conversions to other designators or ratings.

j. Maintain and provide to manpower claimants standardized functions and associated WIs.

8. FLTCINCs and TYCOMs shall:

a. Review draft fleet manpower documents for accuracy and completeness.

b. Monitor ROC/POEs for manpower impact and accuracy.

9. Manpower claimants shall:

a. Ensure LOJ fully justifies all manpower change requests. If changes are a result of a BRAC or resource sponsor program changes, state in LOJ.

b. Ensure established PEP manpower requirements and/or authorizations are not identified for deletion or compensation without prior consultation with CNO (N12).

c. Submit to CNO (N131) requests for approval of all subspecialty change requests prior to/or in conjunction with submitting an AMD Change Request.

d. Thoroughly evaluate all requests for subspecialty coding of manpower requirements and/or authorizations. Strong emphasis shall be placed on subspecialty compensation and the minimum education level deemed essential for optimum performance.

10. CNO (N13) shall:

a. For priority manning:

(1) Authorize, control, and manage Priority 1 and 2 manning.

(2) Evaluate requests for Priority 1 or 2 manning and approve or disapprove the requests.

(3) Coordinate an annual review of all units authorized Priority 1 and 2 manning to determine the requirement for continuation of this level of manning.

b. For community management, maintain overall control and provide endorsement to NAVMAC for increases, deletions, or conversions to other designators or ratings regarding respective manpower authorizations. Inform appropriate manpower claimants and applicable designator advisors, enlisted rating advisors, and resource sponsors of affected communities.

11. MCAs shall:

(1) Evaluate all initial/continuation requests for Priority 1 or 2 manning, submit comments to CNO (N130) with recommendation for approval or disapproval, and state rationale for recommendation. MCAs shall include in their comments an impact statement of the effect that the requested priority manning will have on the portion of the Navy not receiving priority manning. This impact assessment will include all ratings and/or NEC communities involved in the request.

(2) Consider all requests for Priority 1 or 2 manning which are recommended for disapproval for a lower level of priority manning and submit appropriate recommendations.

(3) Authorize, control, and manage Priority 3 manning for assigned activities.

(4) Continually review all authorized priority manning. Annually, when directed by CHNAVPERS, conduct a formal review of all priority manning under their cognizance to ensure that priority manning requirements are minimized.

12. BUMED (for medical subspecialty requirements) shall:

(1) In coordination with the cognizant subspecialty primary consultant and using specific criteria for each subspecialty education and skill field, evaluate all subspecialty requests and approve or disapprove the request.

(2) Validate present and future subspecialty manpower requirements and/or authorizations and submit additions, changes, or deletions via AMD Change Requests.

13. CNO (N7) develops and maintains graduate education policy.

14. Director of Naval Intelligence (N2) shall:

a. Approve requests for the assignment of the FAC indicating the need for access to sensitive compartmented information (SCI).

b. Annually review and validate manpower authorizations identified with the FAC indicating a need to access SCI to ensure proper coding. Recommend changes to NAVMAC.

15. Commanders, commanding officers, and officers in charge shall:

a. For subspecialty coding, review, at least biennially, the activity's manpower requirement and/or authorization subspecialty coding, as reflected on the AMD and the most recent ODCR, NAVPERS 1301/5; ensure that accurate and valid subspecialty manpower requirements and/or authorizations are indicated; and submit requests to revise, add, or delete subspecialty manpower requirements and/or authorizations to DCNO (M&P)(N1) or Bureau of Medicine and Surgery (BUMED)(MED-15). Each command shall maintain a complete and up-to-date file of subspecialty coding requests for each subspecialty coded manpower requirement and/or authorization in the command. These requests shall be reviewed and revised when necessary as part of the above review.

b. For priority manning:

(1) Initiate requests for priority manning only when such manning is mandatory for mission accomplishment.

(2) Initiate necessary requests as early as feasible to permit orderly processing, proper personnel management, and fulfillment of authorized priority manning requirements.

16. Primary Advisors (Table 8-1) to Special Qualification Programs shall:

a. Serve as the advisor to DCNO (M&P)(N1) on their respective manpower issues.

b. Annually review all manpower requirements and authorizations identified in their area of responsibility to ensure proper classification, and recommend necessary changes to NAVMAC.

c. Review AMD Change Requests involving their area of responsibility and provide appropriate recommendations to NAVMAC.

d. Provide guidance and assistance to NAVMAC.

17. Director of Naval Reserve (N095) shall serve as the Reserve Programs Advisor to DCNO (M&P)(N1) on reserve manpower issues.

18. Surgeon General of the Navy (N093) shall:

a. Serve as the Medical Programs Advisor to DCNO (M&P)(N1) on medical manpower issues.

b. Review all requests for changes in AMDs involving medical officer and enlisted end strength supporting health care related activities and maintain an audit trail of all approved manpower changes with appropriate endorsements.

c. Recommend to DCNO (M&P)(N1) and DCNO (Resources, Warfare Requirements and Assessments)(N8) approval of proposed medical reductions. Ensure recommendation cites:

(1) whether reductions are in excess of current and projected medical manpower requirements, and

(2) Civilian Health and Medical Program of the Uniform Services (CHAMPUS) impact on proposed manpower changes involving end strength supporting health care related activities.

TABLE 8-1

SPECIAL QUALIFICATIONS	PRIMARY ADVISOR
Acquisition Professional	N13
Anti-Submarine Warfare	N87
Cover & Deception	N64
Diving & Deep Submergence	N87
Explosives Ordnance Disposal (EOD)	N85
Joint Duty	Pers 45
Operational Flying Requirements	N88

CHAPTER 9

TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS) AND TFMMS MICRO MANPOWER CHANGE APPLICATION (TMMCA) SYSTEM

900. TFMMS

1. General. TFMMS is an information system designed to support DCNO (M&P)(N1) by providing a single, authoritative source for manpower data. Located on a mainframe computer, this data includes manpower requirements, which manpower requirements are authorized (funded), and the resources used to authorize the requirement. TFMMS allows the ability to track manpower for active military (officer and enlisted), reserve military, civilians, contractors, and other categories of manpower (e.g., other military services). TFMMS provides access to current data, and storage and retrieval of historical data for resource sponsors, manpower claimants, SMCs, and other management information users. Additional information and procedures can be found in reference (x).

2. TFMMS Access. Access to the Defense Mega Center, Chambersburg, PA Classified Automated Information System (AIS) for TFMMS processing is limited to manpower personnel/managers at the SMC level and above. Reference (r) contains a sample package sent to the AIS Security Officer, CHNAVPERS (Pers 312) for access to the TFMMS data base. Approval is granted with assignment of a TFMMS action officer (TAO) code.

901. TMMCA

1. General. TMMCA is a software package for personal computers (PCs) that allows manpower managers to initiate AMD Change Requests, provide AMD and end strength information, reports, and summaries. By using the TFMMS mainframe computer, TMMCA can be used to download a specific activity's or the entire manpower claimant's and/or SMC's AMD and end strength. The AMD and end strength can be copied and used on a PC for other TMMCA users to create AMD Change Requests and/or query reports. Additional information and procedures can be found in reference (y).

2. TMMCA users shall request and obtain the TMMCA software from their manpower claimant. Consult reference (y) for the list of required computer hardware before requesting the program.

902. Customer Service Center (CSC). TFMMS CSC has been established to:

1. Provide assistance and access to Defense Mega Center, Chambersburg Classified AIS (computer system for TFMMS), TFMMS logon and password, and TFMMS/TMMCA upload and download problems via communication software (e.g., Arbiter, PROCOMM, SIPERNET).

2. Provide assistance in TFMMS and TMMCA program operations. When reporting problems to the CSC, have as much information available as possible (e.g., the error message received, the name of the screen upon which the message appeared, the last command that was executed, etc.).

CHAPTER 10

ACTIVITY MANPOWER DOCUMENT (AMD)

1000. General. The AMD is a single source document that provides the quantitative and qualitative manpower requirements (military, civilian and contractor) and manpower authorizations (military) allocated to a naval activity to perform its assigned MFTs or ROC/POE. The AMD contains current and future peacetime and mobilization manpower requirements and authorizations. It is used for personnel strength planning, recruiting, training, promotion, and personnel distribution.

1001. AMD Description

1. Current Manpower Requirement and Authorization Total by Paygrade or Category Page. A general overall manpower summary of the current total manpower requirements and authorizations for all activities under a parent organization and/or individual activity is found at the end of an AMD. This information is divided into three categories: (1) officer (designation category and paygrade), (2) enlisted (paygrade), and (3) civilian (pay plan and paygrade).

2. Activity, Manpower Requirement, and Manpower Authorization Information Pages. These pages contain descriptive information on a specific activity and its approved manpower requirements and authorizations.

a. Activity Descriptive Information. This section provides essential information pertaining to the activity, including the chain of command for both manpower and personnel issues. The manpower claimant submits changes to this section to NAVMAC, then NAVMAC forwards this information to CNO (N12). If the affected activity is listed in the Standard Navy Distribution List (SNDL), manpower claimants must reference the approved OPNAVNOTE 3111 or OPNAVNOTE 5450 from CNO (N09B22). The activity descriptive information section is found above the double dashed line and provides the following:

(1) Date. Date the AMD was printed.

(2) Page. Page number in sequential order.

(3) Activity Code. A 10-digit code identifying each activity. The first four numbers represent the type of activity

(i.e., 1452: Naval Air Station), the next four numbers are unique to a specific activity, and the last two numbers indicate a parent-component activity relationship (00: parent activity, 01-99: component activity of the parent).

(4) Activity Name. Assigned by CNO (N12); identifies short activity title per SNDL policy.

(5) UIC. Assigned by DFAS; identifies the activity for accounting purposes.

(6) Manpower Claimant. The short title of the command, bureau, or office designated as the manpower claimant for that activity, as assigned by CNO.

(7) SMC. A code found in reference (r) denoting the command or activity immediately subordinate to the manpower claimant.

(8) Homeport Geographic Location. Indicates the actual location of the activity in State/Country and City format.

(9) Sensitive UIC Indicator. A 1-digit code used to indicate if the activity and/or AMD information is classified. (See reference (r))

(10) Sea/Shore Code. Assigned by BUPERS to identify an activity's type of duty for personnel rotational purposes. Reference (z) is the authoritative source for sea/shore rotation codes, definitions, and actions.

1 = U.S. based shore duty
2 = U.S. based sea duty
3 = Overseas land based sea duty
4 = Overseas sea duty
5 = Neutral duty
6 = Overseas land based shore duty
8 = Double sea duty

(11) MCA. Indicates which MCA an activity is assigned for enlisted personnel management.

B = BUPERS
L = CINCLANTFLT
P = CINCPACFLT
R = COMNAVRESFOR

(12) Desk/Action Officer Code (DSK). Identifies the subsection within NAVMAC assigned responsibilities for AMD Change Request processing and activity management. DSK codes are found in reference (r).

(13) Predominant Resource Sponsor (PREDOM RSPN). Denotes the leading DCNO resource sponsor responsible for the activity's overall program development and resources. RSPN codes are defined in reference (r).

(14) Predominant AGSAG (PREDOM AGSAG). Denotes the leading resource sponsor's AGSAG for the activity. The AGSAG is used to identify and group similar types of activities for budget justification and accounting purposes.

(15) Packet Number. A 6-digit number assigned to an AMD Change Request by TFMMS. This number indicates the last packet applied to the TFMMS billet data base before the printing of the AMD.

(16) Packet Date. Indicates the date NAVMAC approved and applied the AMD Change Request packet to the data base.

b. Manpower Requirement Information. This section provides statements of military and/or civilian manpower and associated skills determined by an approved manpower study based on the activity's MFTs or ROC/POE. Submit change(s) to this section to NAVMAC via the manpower claimant using the AMD Change Request. This section is found between the double dashed line and single dashed line, and defined as follows:

(1) BIN. A 7-digit number generated by TFMMS when a manpower requirement, organizational header, or billet note is initially entered into the system. Since TFMMS assigns the BIN to a new manpower requirement, BINs cannot be duplicated or changed.

(2) Billet Title. A field, consisting of up to 40 characters, used for the manpower requirement title, organizational header, or billet note information. The following applies:

(a) Begin the title for officer manpower requirements with the NOBC short title. Additional title information or remarks can be made after a "/."

(b) List, at a minimum, the title for civilian manpower requirements as "FTE." Additional title information or remarks may be made after a "/."

(3) Effective Begin Date (EFF BGN) and Effective End Date (EFF END). A 5-digit date code indicating when the manpower requirement and/or authorization is to begin and end. The date format is CYYMM, where C = the first number of the year, YY = the last two numbers of the year, and MM = the number of the month (e.g., Oct 2015 will be reflected as 21510).

(4) Mobilization Begin (MOB BGN) and Mobilization End (MOB END). Reflects the period within mobilization needing a manpower requirement. Valid entries are 01 through 12, where 01 is the beginning of mobilization and 12 is the end of mobilization. MOB END must be equal to or greater than MOB BGN.

(5) RFC Code. Used to link a manpower requirement to a particular task or function (see reference (r)). Though RFC assignment is mandatory, NAVMAC is the approval authority for all RFC code assignments.

(6) Peacetime Requirement (PR) Code. Indicates whether the manpower requirement exists during peacetime. (See reference (r))

(7) RI Code. Used to show what validation process justifies the manpower requirement (reference (r)). Although it is mandatory for manpower claimants to assign an RI code to each manpower requirement, NAVMAC is the approval authority for all RI code assignments.

(8) MEC Code. Denotes the reason for the military staffing as shown in reference (r). Though MEC assignment is mandatory for all military manpower requirements, NAVMAC is the approval authority for all MEC assignments.

(9) Foreign Language Code. An 8-digit code identifying foreign language and proficiency requirement (listening, reading, speaking, and writing). Foreign language codes are shown in reference (b).

(10) Officer Quality Information

(a) Officer Designator and Paygrade. Identifies specialty qualification and paygrade necessary to fill a

particular manpower requirement. Designators and paygrades are discussed in reference (b).

(b) PRI and SEC NOBC. Identifies general duties of the manpower requirement, as defined in reference (b).

(c) PRI and SEC SUBSP Code. Identifies postgraduate education (or equivalent training and/or experience) required to fill a particular manpower requirement, as defined in reference (b).

(11) Enlisted Quality Information

(a) Rate Abbreviation (RATE ABBR). Identifies the rating and paygrade needed to fill a particular manpower requirement, as defined in reference (c).

(b) NEC Code. Identifies a specialized knowledge or skill required beyond those of the enlisted rating structure. Reference (c) defines NECs.

1. Assignment of NECs are based upon valid MFT manpower requirements. If two NECs are needed, use the MFTs to determine the primary and secondary NEC assignment.

2. Identify and record NEC requirements on the AMD as far in advance as possible to permit orderly planning for the additional training required.

(12) Civilian Quality Information

(a) Identification of skill information is not required in TFMMS. At a minimum, reflect the pay plan (PY PL) as "CV," occupational series (OCC SRS) code as "00000," and paygrade (PY GR) as "00." If skill level is shown, definitions of pay plan, occupational series, and paygrade are:

1. PY PL. A system or schedule authority; such as statutes, Executive Orders, and regulations of the Office of Personnel Management (OPM), or other agencies, establishing and governing rate of pay for civilian employees.

2. OCC SRS Code. A number assigned by OPM for civilian requirements identifying a specialized line of work and qualification requirements. OCC SRS codes are defined in

references (aa) and (bb). Codes less than five digits shall be preceded with zeros (e.g., 00343, 00318, etc.).

3. PY GR. A rating in a graduated scale for federal civilian positions that are established and designed within a specific pay plan by law or regulation.

(b) Reflect contractor support as: "CS" for PY PL, "00000" OCC SRS, and "00" for PY GR.

c. Manpower Authorization Information. This section provides statements of military and/or civilian manpower and associated skills determined by the available resources to fund the manpower requirement. Submit change(s) to this section to NAVMAC via the manpower claimant, using the AMD Change Request. The manpower authorization information section is found below the single dashed line, and defined as follows:

(1) BSC. An ascending sequence of numbers determined by manpower claimants and/or activities to organizationally structure manpower requirements, organizational headers, and billet notes within an activity's AMD.

(a) Though listed on the manpower authorization side of the AMD, the BSC is added on the manpower requirement side of TFMMS, and can be changed on both the manpower requirement and authorization sides of TFMMS.

(b) Recommended spacing of BSC numbers is normally 1000 numbers between organizational components and/or headers, 10 numbers between manpower requirements, and one number after the associated manpower requirement for billet notes.

(c) Assign each manpower requirement, header, and note a unique BSC. A manpower requirement involving future phase changes usually maintains the same BSC unless otherwise determined by the manpower claimant or activity.

(d) BSCs 00001 through 00099 are reserved for CNO (N12) use only.

(2) RSPN Code. Denotes the resource sponsor, outside the activity's predominate resource sponsor, responsible for resourcing (funding) the manpower requirement. Reference (r) contains a list of RSPNs and the their applicable code. Appendix G provides just the list of resource sponsors. Though shown on

the manpower authorization line of an AMD; additions, changes, and deletions are made on the manpower requirement side of TFMMS.

(3) AGSAG Code. Denotes the AGSAG of the manpower requirement, which may be different than the activity's predominate AGSAG. Though shown on the manpower authorization line of an AMD, additions, changes, and deletions are made on the manpower requirement side of TFMMS.

(4) MRC. Identifies the type of resourcing (MPN, RPN, or OM&N) for the manpower requirement when it is authorized. Reference (r) defines MRCs.

(5) MT Code. Defines the category of manpower used to authorize the manpower requirement. Reference (r) defines MTs.

(6) AC Code. Identifies manpower authorizations that have a special or unique characteristic, and allows for easy identification. Reference (r) defines AC codes.

(7) PRI and SEC FACs. FACs are discussed in Chapter 6. Reference (r) defines FACs. Though shown on the manpower authorization line of an AMD; changes can be made on both the manpower requirement and authorization sides of TFMMS.

(8) Officer Quality Information. Reflects the approved resourcing of the manpower requirement. How the manpower requirement is resourced will determine the manpower authorization. The components used are defined as follows:

(a) Officer Designator and Paygrade Code. Depicts the approved qualification specialty and paygrade as defined in reference (b).

(b) PRI and SEC SUBSP Code. Identifies the approved postgraduate education (or equivalent training and/or experience) as defined by reference (b).

(c) PRI and SEC AQD Code. Identifies the additional qualifications required by the MFTs not included in other classifications. Reference (b) defines AQD codes. Though AQDs are listed against the manpower authorization on the AMD, the primary AQD is added, changed, or deleted on the manpower requirement side of TFMMS, and the secondary AQD is added, changed, or deleted on the manpower authorization side of TFMMS.

(9) Enlisted Quality Information. The authorized enlisted quality information reflects the approved resourcing of the manpower requirement. How the manpower requirement is resourced will determine the manpower authorization. The components used are defined as follows:

(a) RATE ABBR Code. Identifies the approved rating and paygrade as defined in reference (c). (Note: general duty rate ABBR of "PO_" and aviation general duty rate ABBR of "APO_" are not official ratings.

(b) NEC Code. Identifies a specialized knowledge or skill required beyond those of the enlisted rating structure.

(10) Civilian Quality Information. A civilian manpower "authorization" is what is actually bought. Since skill level detail is available from DCPDS, there is no requirement to put civilian manpower authorizations into TFMMS. However, the manpower claimant has the option of including manpower authorization information in TFMMS if so desired. The authorized civilian quality information reflects the approved resourcing of the manpower requirement. How the manpower requirement is resourced will determine the manpower authorization. The components used are defined as follows: (1) PY PL, (2) OCC SRS code, and (3) PY GR. In addition, the position and hire status are shown:

(a) Position Status Code. Identifies the status of the civilian requirement. (See reference (r))

(b) Hire Status Code. Identifies the type of hire for the civilian requirement. (See reference (r))

3. Summary Pages

a. Packet to End Strength Summary Page. Shows changes in manpower end strength after an AMD Change Request has been processed.

b. Officer, Enlisted and Civilian Summary Page(s). Provides a summary by FYs and mobilization months of:

(1) Officer(s) by designator and paygrade.

(2) Enlisted by rating and NEC(s).

(3) Civilian(s) by PY PL and PY GR.

c. Mobilization Phase Date Summary Page. Provides a brief summary of mobilization phase months, PR, and billets authorized (BA) for officers, enlisted, civilians, and others.

1002. DWCF/NWCF Activities. Due to the budgetary restrictions on activities with DWCF and NWCF funding, manpower changes cannot be made in the execution and budget year. Therefore, all manpower changes to DWCF and NWCF activities will be assigned a change begin date of 13 to 24 months from the approval date on the AMD Change Request.

1003. AMD Change Request Packet. The AMD Change Request packet, generated in TMMCA and/or TFMMS, is used to add, change, or delete manpower requirement and/or authorization information documented on the AMD. Review and understand all applicable portions of this manual that govern the desired change, and utilize references (x) and (y) for guidance and procedures on AMD Change Request packet development and submission.

1. The packet LOJ shall include:

a. Justification for Each Change. Explain changes to manpower requirements or authorizations in terms of changes to MFTs, workload, equipment, or other impacts imposed by higher authority.

b. All AMD Change Requests requiring end strength moves or programming changes (i.e., POM/PBD/ASN (FM&C) marks, out-of-POM-cycle reprogramming actions) shall not be submitted until CNO (N12) has approved and entered the end strength adjustment into TFMMS. The manpower claimant shall then identify and summarize this adjustment in the LOJ. The summary shall include all six elements of the LOA and FY(s) involved.

c. Summarize changes by officer designator/paygrade and enlisted rate/rating manpower authorizations in the LOJ. A sample manpower change summary sheet format is found in reference (r). If the sample format is used, it can be sent via separate correspondence and referenced in the LOJ. If all the affected manpower authorizations are not valid for all FYs, summarize changes for each individual FY.

d. When one manpower authorization is used as compensation for another manpower authorization, address the BINs and BSC/UIC of both manpower authorizations in the LOJ.

e. The LOJ shall reference officer subspecialty change request(s) in addition to including a copy of the subspecialty coding validation request (format in appendix F). To minimize time required for approval, forward advance copies of the Subspecialty Coding Validation Request to CNO (N131)/BUMED (MED-15).

f. For shore manpower requirements:

(1) When adding, deleting, or revising a shore peacetime or mobilization manpower requirement address how the change impacts both aspects (peacetime/mobilization).

(2) When adding mobilization manpower requirements identify the mobilization workload or skill that is different (volume or nature) from the peacetime workload.

(3) Provide justification when assigning SELRES to a manpower requirement. In addition, when using SELRES as backfills revalidate and provide justification for the military manpower requirement (i.e., military essentiality).

2. To assist in the packet and transaction determination, a sample AMD Change Request format is provided in reference (r). If end strength transactions are required, this sample format can be used to assist in determining the correct LOA changes required to balance the packet and/or activity.

3. Packet Balancing. When a packet contains FYDP and/or end strength changes, the packet shall either be balanced before forwarding, or contain a request for end strength adjustment(s) at the next level in the chain of command. In addition to a balanced packet, NAVMAC shall ensure the activity (or activities), including individual LOAs, identified in the packet are balanced before, or by the AMD Change Request.

a. Release for packet summary option allows TFMMS users' to determine the FYDP and/or manpower authorization adjustments an AMD Change Request packet will make if approved and released into TFMMS for updating the database.

b. QUAN/QUAL query/report allows users to determine activity quantity and quality balance by comparing the total activity and individual LOA end strength against manpower authorizations.

4. Chop Chain. Prior to forwarding AMD Change Requests to NAVMAC, the following changes require endorsement and/or approval as indicated below:

a. CNO (N131), or BUMED (MED-15) for medical officer manpower requirements, approves any officer subspecialty code change or changes affecting the subspecialty assignment (e.g., UIC, BSC, designator, paygrade, and AQD).

b. CHNAVPERS (Pers-00F) approves any changes to flag officer manpower requirements and/or authorizations.

c. BUMED (MED-15) approves any manpower changes to medical/dental manpower requirements and/or authorizations.

d. Manpower requirements and/or authorizations assigned to other manpower claimants should have the AMD Change Request forwarded for entry and approval.

e. Resource sponsor(s) approves all end strength changes.

APPENDIX A

ACRONYMS

This enclosure provides a list of acronyms used in this manual. Acronyms are words formed from the initial letter or letters of each of the successive parts or major parts of a compound term for Navy programs, processes, equipment, etc.

Acronym	Term
3-M	Navy Maintenance and Material Management
ABBR	Abbreviation
AC	Accounting Category
ACDU	Active Duty
ACTY	Activity
ADDU	Additional Duty
ADP	Automated Data Processing
AGSAG	Activity Group/Sub-Activity Group
AIMD	Aircraft Intermediate Maintenance Department
AIS	Automated Information System
AMD	Activity Manpower Document
AN	Airman
AOA	Analysis of Alternatives
APO	Aviation Petty Officer
AQD	Additional Qualification Designation
AS	Administrative Support
ASN (FM&C)	Assistant Secretary of the Navy (Financial Management & Comptroller)
ASN (RD&A)	Assistant Secretary of the Navy (Research, Development & Acquisition
AUTH	Authorization
BA	Billets Authorized
BIN	Billet Identification Number
BRAC	Base Realignment and Closure
BSC	Billet Sequence Code
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
CA	Commercial Activities
CHAMPUS	Civilian Health and Medical Program of the Uniform Services
CHNAVPERS	Chief of Naval Personnel
CIC	Combat Intelligence Center

CINCLANTFLT	Commander in Chief Atlantic Fleet
CINC OPLAN	Commander in Chief Operations Plan
CINCPACFLT	Commander in Chief Pacific Fleet
CM	Corrective Maintenance
CMC	Command Master Chief
CNO	Chief of Naval Operations
COMNAVRESFOR	Commander, Naval Reserve Force
CONREP	Connected Replenishment
CONUS	Continental United States
CSC	Customer Service Center
CVW	Carrier Air Wing
CWO	Chief Warrant Officer
DAPA	Drug & Alcohol Program Advisor
DBOF	Defense Business Operating Fund
DCNO (M&P)	Deputy Chief of Naval Operations (Manpower & Personnel)
DCPDS	Defense Civilian Personnel Data System
DFAS	Defense Finance & Accounting Service
DMC	Defense Mission Codes
DMRD	Defense Management Review Decision
DOD	Department of Defense
DON	Department of the Navy
DONPG	Department of the Navy Planning Guidance
DOPMA	Defense Officer Personnel Management Act
DPG	Defense Planning Guidance
DSK	Desk
DSS	Decision Support Systems
DWCF	Defense Working Capital Fund
EDVR	Enlisted Distribution and Verification Report
EEO	Equal Employment Officer
EFF BGN	Effective Begin
EFF END	Effective End
EOD	Explosive Ordnance Disposal
EPA	Enlisted Programmed Authorizations
EPMAC	Enlisted Personnel Management Center
ER	Efficiency Review
ERR	Efficiency Review Report
F&J	Fact and Justification
FAC	Functional Area Code
FITREP	Fitness Report
FLTCINC	Fleet Commanders in Chief
FQ	Flight Quarters
FM	From

FMD	Fleet Manpower Document
FN	Fireman
FQ	Flight Quarters
FRS	Fleet Replacement Squadron
FTE	Full-Time Equivalent
FY	Fiscal Year
FYDP	Future Years Defense Program
GENDET	General Detail
GERB	Graduate Education Review Board
GERG	Graduate Education Review Group
GMR	Graduated Mobilization Response
GSE	Ground Support Equipment
HARDMAN	Hardware Integration/Military Manpower
IA	Individuals Account
IRR	Individual Ready Reserve
ISA	Inter/Intra Agency Service Support Agreement
JCAO	Joint, Combined, Allied, and Office of the Secretary of Defense
JCS	Joint Chiefs of Staff
LDO	Limited Duty Officer
LOA	Level of Aggregation
LOJ	Letter of Justification
M&P	Manpower and Personnel
MAPTIS	Manpower, Personnel, and Training Information System
MCA	Manning Control Authorities
MCPOC	Master Chief Petty Officer of the Command
MEC	Military Essentiality Code
MFT	Mission, Functions, and Tasks
MIP	Maintenance Index Page
MIS	Management Information Systems
MMSP	Manpower Mobilization and Support Plan
MNS	Mission Needs Statement
MO	Month
MOB BGN	Mobilization Begin
MOB END	Mobilization End
MOBMAND	Mobilization Manpower Determination
MOOTW	Military Operations Other Than War
MOP	Memorandum of Policy
MPN	Military Personnel Navy

MPT	Manpower, Personnel, and Training
MPTCD	Manpower Personnel and Training Concept Document
MR	Make Ready
MRC	Manpower Resource Code
MSC	Medical Service Officer
MSMR	Mobilization Statement of Manpower Requirements
MT	Manpower Type
NAMMOS	Navy Manpower Mobilization System
NAVAIRSYSCOM	Naval Air Systems Command
NAVMAC	Navy Manpower Analysis Center
NCA	National Command Authority
NCMP	Navy's Capabilities and Mobilization Plan
NEC	Navy Enlisted Classification
NEOCS	Navy Enlisted Occupational Classification System
NFIP	Navy Foreign Intelligence Program
NITRAS	Navy Integrated Training Resources and Administration System
NJP	Non-Judicial Punishment
NMP	Navy Manning Plan
NMRS	Navy Manpower Requirements System
NOBC	Navy Officer Billet Classification
NOOCS	Navy Officer Occupational Classification System
NTP	Navy Training Plan
NWCF	Navy Working Capital Fund
O&MN	Operation and Maintenance, Navy
OCC SRS	Occupational Series
OCC STDS	Occupational Standards
OCM	Officer Community Manager
ODCR	Officer Distribution Control Report
OMB	Office of Management and Budget
OPA	Officer Programmed Authorizations
OPM	Office of Personnel Management
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Office of the Chief of Naval Operations Instruction
OPNAVNOTE	Office of the Chief of Naval Operations Notice
OPO	OPNAV Principal Official
ORD	Operational Requirements Document
OSD	Office of the Secretary of Defense
OTHMOB	Other Mobilization
OUTCONUS	Outside of the Continental United States
OUTUS	Outside the United States

PA	Put Away
PBD	Program Budget Decision
PC	Personal Computer
PCS	Permanent Change of Station
PD	Preventive Maintenance
PDM	Program Decision Memoranda
PE	Program Element
PEP	Personnel Exchange Program
PF&D	Personal, Fatigue, and Delay
PIM	Pretrained Individual Manpower
PM	Preventive Maintenance
PO	Petty Officer
POE	Projected Operational Environment
POM	Program Objectives Memorandum
PPBS	Planning, Programming, and Budgeting System
PR	Peacetime Requirement
PREDOM	Predominate
PRI	Primary
PSMD	Preliminary Ship Manpower Document
PSQMD	Preliminary Squadron Manpower Document
PY GR	Paygrade
PY PL	Pay Plan
QUAL	Quality
QUAN	Quantity
RFC	Required Functional Category
RI	Requirements Indicator
RL	Restricted Line
ROC	Required Operational Capability
RPN	Reserve Personnel Navy
RSPN	Resource Sponsor
RUIC	Reserve Unit Identification Code
SA	Support Action
SCI	Sensitive Compartmented Information
SEAOPDET	Sea Operational Detachment
SEC	Secondary
SECDEF	Office of the Secretary of Defense
SECNAVINST	Secretary of the Navy Instruction
SELRES	Selected Reserves
SLEP	Service-Life Extension Program
SMC	Subordinate Manpower Claimant
SMD	Ship Manpower Document
SMR	Statement of Manpower Requirements
SMRDP	Shore Manpower Requirements Determination

	Program
SN	Seaman
SNDL	Standard Navy Distribution List
SQMD	Squadron Manpower Document
SRB	Subspecialty Review Board
SUBSP	Subspecialty
SUI	Sensitive UIC Indicator
SVR	Subspecialty Validation Review
T&E	Test and Evaluation
TAD	Temporary Additional Duty
TAO	TFMMS Action Officer
TAR	Training and Administration of Reserves
TEMDU	Temporary Duty
TFMMS	Total Force Manpower Management System
TMMCA	TFMMS Micro Manpower Change Application
TPFDD	Time-Phased Force Deployment Data
TPPH	Transients, Patients, Prisoners, and Holdees
TYCOM	Type Commander
UIC	Unit Identification Code
UNREP	Underway Replenishment
URL	Unrestricted Line
U.S.	United States
U.S.C.	United States Code
USMC	United States Marine Corps
USN	United States Navy
VCNO	Vice Chief of Naval Operations
VERTREP	Vertical Replenishment
VTU	Voluntary Training Unit
WAF	Work-hour Availability Factor
WH	Work-hour
WI	Workload Indicator
WLF	Workload Factor

APPENDIX B

GLOSSARY OF TERMS

ACCOMPANIED OVERSEAS TOUR: A tour of duty outside the continental United States during which dependents are authorized to and may accompany their sponsor.

ACCOUNTING CATEGORY (AC) CODE: A code used to identify authorizations that have a special or unique characteristic (e.g., ADDU relationship). Reference (r) contains code descriptions.

ACTIVE DUTY (ACDU): Full-time duty in the military service of the U.S. (other than active duty for training purposes).

ACTIVITY (ACTY): A unit, organization, or installation performing a specific mission or function and established under a commanding officer, officer in charge, etc. (e.g., Naval Air Station, Naval Shipyard, Naval Station, a specific air squadron, ship, etc.).

ACTIVITY CODE: A 10-digit code identifying each activity. The first four numbers represent the type of activity (i.e., 1452: Naval Air Station), the next four numbers are unique to a specific activity, and the last two numbers indicate a parent-component activity relationship (00: parent activity, 01 - 99: component activity of the parent).

ACTIVITY GROUP/SUB-ACTIVITY GROUP (AGSAG): An alpha-numeric code which facilitates manpower claimant alignment of similar types of activities/functions for budget justification and accounting purposes.

ACTIVITY MANPOWER DOCUMENT (AMD): The qualitative and quantitative expression of manpower requirements (military, civilian, and contractor) and authorizations (military) allocated to a naval activity to perform the assigned MFTs or ROC/POEs. It has the following uses and applications:

a. As an expression of manpower needs of an activity, it is the authority used by CHNAVPERS and the applicable Enlisted Personnel Distribution Office to provide requisite military personnel distribution and Naval Reserve recall.

b. It is the basic document for current and future peacetime and mobilization Navy military manpower planning in the areas of personnel strength planning, recruiting, training, promotion, personnel distribution, and naval reserve recall.

c. It is the single official statement of organizational manning and manpower authorizations (BA).

ADDITIONAL DUTY (ADDU): Part-time functional requirements to which an individual is assigned, and which is in addition to the primary duty. The duty may or may not be at the permanent duty station. Such additional duty should normally require less than 50 percent of the incumbent's time.

AMD CHANGE REQUEST: The automated packet used by activities to request manpower requirement and/or authorization changes to the AMD into TFMMS.

APPROPRIATION: An annual authorization by an Act of Congress to incur obligations for specified purposes and to make payments out of the Treasury. Appropriations are subdivided into budget activities, subheads, programs, projects, etc.

APPROPRIATION SPONSOR: OPNAV Principal Officials (OPOs) are charged with supervisory control over an appropriation.

ASSUMED TASKING/WORKLOAD: Work being accomplished which is not normally tasked or required of the work center/ organizational component (i.e., no identifiable tasking document). Assumed workload should not be used to support manpower requirements. (See Inferred Tasking/Workload)

AUTHORIZATION (AUTH): Manpower requirement supported by appropriate funding or meeting other established criteria.

BILLET IDENTIFICATION NUMBER (BIN): A 7-digit number generated by TFMMS when a manpower requirement, organizational header, or billet note is initially entered into TFMMS.

BILLET SEQUENCE CODE (BSC): A 5-digit, ascending sequence of numbers determined by manpower claimants and/or activities to organizationally structure manpower requirements, organizational headers, and billet notes within an activity's AMD.

BILLET TITLE: A descriptive title that indicates the primary function of a specific requirement. Organizational titles and billet titles conform to the organization structure approved by the cognizant command, bureau, or office.

BUDGET YEAR: The fiscal year following the current fiscal year. The fiscal year which is the subject of new budget estimates.

BUDGETING: A plan for accomplishing an organization's program objectives through planning, decision-making and management control for a specified period of time.

CAPABILITY: The ability to execute a specified course of action.

CEILING: A numerical limitation imposed by Congress, OSD, CNO, and the manpower claimant on the number of military manpower spaces authorized to each service.

CHAIN OF COMMAND: The succession of offices from a superior to a subordinate through which command is exercised.

COMBAT MANPOWER: Manpower associated with ships and aircraft squadrons. Combat manpower is all manpower associated with units included in the Strategic Forces and General Purpose Forces DMCs.

COMBAT READINESS

a. When applied to organizations or equipment it means availability for combat operations; or

b. When applied to personnel it means qualified to carry out combat operations in the unit to which they are assigned.

COMMERCIAL ACTIVITIES (CA): A function either contracted or operated by a Navy field or headquarters activity that provides a product or service obtainable from a commercial source.

COMPONENT: A sub-unit of a parent activity established to permit separate accounting and management due to remote location, a different program element, or to support special personnel management. Identified by last two digits of the activity code and a separate UIC.

CYCLE

a. An interval or space of time in which one round of elements that recur regularly and in the same sequence is completed.

b. An interval or space of time during which a representative composition and amount of work is performed in a work center.

DATA ELEMENT: A basic unit of information having a unique meaning, which has subcategories (data items) of distinct units or values; e.g., pay grade, race, geographic location. In manpower, each item on the AMD is a distinct data element.

DECREMENT: A term used in the programming process to describe reductions of resources (such as MPN or RPN) associated with specific programs. Decrements are most often used by sponsors to pay for other programs of higher priority, or to readjust priorities or to recognize fact of life situations.

DEFENSE OFFICER PERSONNEL MANAGEMENT ACT (DOPMA): Congressional legislation controlling military officer communities, specifically with respect to officer paygrades O-4 and above.

DEFENSE PLANNING GUIDANCE (DPG): Document in which SECDEF issues broad guidance to the services, describing the defense objectives to be supported by the forces required to counter that threat.

DEFENSE WORKING CAPITAL FUND/NAVY WORKING CAPITAL FUND (DWCF/NWCF): Combines existing commercial and business operations that were previously managed as individual revolving funds into defense and individual military service revolving or business management funds (previously known as DBOF).

DEPARTMENT OF THE NAVY (DON): DON is composed of SECNAV; CNO; the Headquarters, Marine Corps; the entire operating forces, including naval aviation, of the Navy and the Marine Corps, and the reserve components of those operating forces; all field activities, headquarters, forces, bases, installations, activities, and functions under the control or supervision of SECNAV; the Coast Guard when it is operating as a Service in the Navy. (Public Law 99-433)

DEPARTMENT OF THE NAVY PLANNING GUIDANCE (DONPG): Provides guidance for DON activities participating in the DOD planning process and also provides guidance which is considered in the development of the DON POM.

DEPRIVED RATING: Ratings and NECs in paygrades E-5 through E-9, requiring additional shore manpower requirements to meet CNO sea/shore rotation ratio goals.

DESIGNATOR: The primary specialty qualification category of an officer.

DIRECTED FUNCTION: A manpower requirement that has been established by a written directive from higher authority (CNO or SECNAV). Such positions are not automatically added to the validated manpower requirements of a work center; the overall work center manpower requirements are first determined, and the directed function is then identified within the total. In other words, the total workload and associated work-hours will be measured and equated to needed requirements. Every attempt should then be made to ensure that the directed manpower requirements are included with the total manpower requirements and not simply added to the total manpower requirement.

DISESTABLISHMENT: To eliminate an activity from DON. In this sense, the term usually applies to the elimination of shore (field) activities which thus cease to exist as separate activities.

DOWNGRADE: To lower the paygrade assigned to a manpower requirement and/or authorization.

DUTY: The assignment of individuals, usually for a 24-hour period, which requires their presence on board the activity to meet any demands with respect to security, safety, or mission fulfillment, especially during periods which are other than normal working hours (i.e., weekends and the hours from 1630 1 day until 0800 the following day).

EDUCATIONAL LEVEL: Formal education attainment identified by a certificate, diploma, or degree.

END STRENGTH: The number of officer and enlisted requirements which can be authorized (funded) based on approved budgets. End strength is set forth for each activity in the FYDP.

ENLISTED PROGRAMMED AUTHORIZATIONS (EPA): A recurring, published document summarizing enlisted authorizations contained in TFMMS. The EPA projects planned authorizations for current and future FYs (budget and program years). Planned authorizations are summarized by rating and paygrade within rating groups for each FY and controlled precisely to the approved end strength for each of the FYs.

FATIGUE: A physical and/or mental weariness, real or imaginary, existing in a person, adversely affecting the ability to perform work.

FLEET MANPOWER DOCUMENT (FMD): Displays, in detail, quantitative and qualitative manpower requirements of a sea duty activity or a sea duty activity with shore duty component(s) that are operationally dependent upon one another and include operational units other than ships or squadrons. Requirements are predicated on a ROC statement under a POE, specified operating profile, computed workload and established doctrinal constraints.

FORCE: An aggregation of military personnel, weapon systems, and necessary support or combination of such elements.

FORCE STRUCTURE: The aggregation of units and personnel associated with the fleet and shore establishment required for sustained performance of the defense mission. Force structure does not include manpower associated with TPPH, students, midshipman, and officer candidates.

FULL MOBILIZATION: Expansion of the Armed Forces resulting from action by Congress or the President to mobilize all units in the existing approved force structure and all individual reservists, as well as the required equipment and supplies.

FULL-TIME EQUIVALENT (FTE): Work-hours or partial work-years expressed in terms of their relationship to 1 whole work-year.

FUNCTION: The aggregation of occupationally-related tasks within a mission.

FUNCTIONAL AREA CODE (FAC): A 1-position alpha-numeric code used to identify additional manpower requirement and/or authorization information, special consideration in detailing personnel, and provides for automated tracking of certain categories of manpower authorizations. Reference (r) contains code descriptions.

FUNCTIONAL SPONSOR: An official at the OPNAV, manpower claimant, or SMC level having technical knowledge of or cognizance over specific mission and/or functional areas. Functional sponsors provide assistance in manpower requirements' determination.

FUNCTIONS: The appropriate responsibilities or assigned duties, responsibilities, missions, or tasks of an individual office or organization. The first organizational breakdown of the mission into its organizational levels. The function often corresponds to the departmental level.

FUTURE YEARS DEFENSE PROGRAM (FYDP): The official program that summarizes SECDEF-approved plans and programs for DOD. The FYDP is published at least annually. The FYDP is also represented by a computer data base which is updated regularly to reflect budget decisions and reprogramming actions.

GRADE: A step or degree in a graduated scale of military rank or civilian grade that has been established by law or regulation.

GRADUATED MOBILIZATION RESPONSE: A strategic concept, that is a controlled approach to planning, programming, budgeting, and executing mobilization actions, and in particular those relating to the industrial base.

INDIVIDUALS ACCOUNT (IA): A Defense Planning and Programming Category of manpower that includes military personnel who are not considered force structure manpower and consists of TPPH and students, trainees, and cadets.

a. TPPH

(1) TRANSIENTS. This category contains only the transient program element, and consists of active duty military personnel in travel, leave in route, or temporary duty status (except for training) while on Permanent Change of Station orders.

(2) PATIENTS, PRISONERS, AND HOLDEES. This category contains only the Personnel Holding Account program element consisting of active duty military personnel dropped from the assigned strength of an operational or training unit for reasons of medical, disciplinary, or separation non-availability.

b. STUDENTS, TRAINEES, AND CADETS/MIDSHIPMEN. This category contains active service officer students, active enlisted students, active enlisted trainees, service academy cadets and midshipmen, and active officer accession students not assigned to a specific unit or activity.

INDIVIDUAL READY RESERVE (IRR): Reservist assigned non-pay, either drilling in a voluntary training unit (VTU) or not drilling.

INDUSTRIAL ENGINEERING

a. The art and science of utilizing and coordinating personnel, equipment, and materials to attain a desired quantity and quality of output at a specified time at an optimum cost. This may include gathering, analyzing, and acting upon facts pertaining to buildings and facilities, layouts, personnel organizations, operating procedures, methods, processes, schedules, time standards, wage rates, wage payment plans, costs, and systems for controlling the quantity and quality of goods and services.

b. The design, improvement, and installation of integrated systems of personnel, materials, and equipment. It draws upon specialized knowledge and skill in mathematical, physical, and social sciences together with the principles and methods of the results to be obtained from such systems.

INFERRED TASKING/WORKLOAD: Workload being performed by a person in a given work center/organizational component, but which is defined as the responsibility of another work center/ organizational component or is not specifically tasked to a work center/organizational component but is "inferred" by the general tasking. It can be treated by transferring either the workload (prior to measurement), or the time expended on that workload (after measurement), to the appropriate work center/ organizational component. If not specifically tasked, the workload should be validated with the manpower claimant prior to using to support manpower requirements.

INTER/INTRA SERVICE SUPPORT AGREEMENT (ISA): Action by one military service or element thereof, to provide logistical and/or administrative support to another military service or element thereof. Such action can be recurring or non-recurring in character, on an installation, area, or worldwide basis.

M-DAY: The day the National Command Authority (NCA) declares Full Mobilization.

MANAGEMENT INFORMATION SYSTEMS (MIS): Existing data bases which should be used when possible as a source of input for developing ERs, staffing standards, and other manpower related studies/ information.

MANNING: The specific inventory of personnel at an activity in terms of numbers, grades, and occupational groups.

MANNING CONTROL AUTHORITY (MCA): In the enlisted distribution system, the MCA is the naval authority who is tasked with determining the quantity, quality, and priority for assignment of personnel to all requirements within activities for which personnel distribution responsibility has been assigned. This is accomplished by establishing priorities in the requisition system, monitoring assignments, and initiating actions to correct manning personnel deficiencies.

MANPOWER BALANCING: See QUAN/QUAL Balancing.

MANPOWER CLAIMANT: In the Resource Management System, the major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions and tasks.

MANPOWER MANAGEMENT: The methodical process of determining, validating, and using manpower requirements as a basis for budget decisions; determining manpower authorization priorities based on available funding and personnel inventory; and the ability to link all these factors together.

MANPOWER, PERSONNEL, AND TRAINING INFORMATION SYSTEMS (MAPTIS): MAPTIS is the aggregate of the separate but interrelated ADP information systems that support the Navy's total force management. MAPTIS provides an integrated management approach for systems which have been planned and developed under various management schemes. The systems have been grouped into two types: management information systems (MIS) which utilize large-scale systems of records and process factual data; and decision support systems (DSS) which are model-based systems for the projection of future trends.

MANPOWER REQUIREMENT: The minimum quantitative and qualitative resource needed to perform a specific mission, function, or task.

MANPOWER RESOURCES: Human resources available that can be applied against manpower requirements.

MANPOWER TYPE: Defines the manpower category (officer, enlisted, civilian, etc.) used to authorize the manpower requirement. Reference (r) contains code descriptions.

MILITARY ESSENTIALITY CODE (MEC): A code to denote the reason for military staffing (i.e., combat readiness, law, training, discipline, or military background). Reference (r) contains code descriptions.

MILITARY PERSONNEL NAVY (MPN): The PPBS account for pay, allowances, and clothing for active duty military personnel.

MILITARY SKILL: Skill associated with a military paygrade as opposed to occupational specialties. Defined for enlisted personnel under the Naval Standards section of the Occupational Standards.

MISSION: The highest generalized level of descriptive official tasking by higher authority required to accomplish the Navy's assigned war fighting and support capability.

MOBILIZATION: The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. This includes activating all or part of the reserve components, as well as assembling and organizing personnel, supplies, and material.

NAVY ENLISTED OCCUPATIONAL CLASSIFICATION SYSTEM (NEOCS): Provides the method the Navy uses to identify enlisted personnel skills and the manpower requirements associated with these skills. The system forms the basis for actions taken concerning enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization. NEOCS consists of the enlisted rating structure and its supplement, NEC structure. Special qualifications further complement both the enlisted rating structure and the NEC structure.

NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM (NOOCS): Provides a means to identify the skills, education, training, experience, and capabilities of officer personnel and the Navy's officer requirements. The system is designed to facilitate efficient personnel and manpower planning, procurement, training, promotion, distribution, career development, and the orderly call

to active duty of inactive duty personnel. NOOCS consists of four major subsystems (the designator/grade structure, the NOBC structure, the subspecialty structure, the AQD structure).

NAVY STANDARD WORKWEEKS: The total times expressed in average hours per week, that are available per person to accomplish the required workload (including watches) of the various types of Navy units. Navy standard workweeks are key elements in the calculation of Navy manpower requirements.

NAVY TRAINING PLAN (NTP): The principal document for defining manpower, personnel, and training requirements for new aviation equipment, system, subsystem, or total ship developments; ships transferred to the Naval Reserve; Reserve Programs; area training requirements or mission continuation; and the resources (manpower, training, equipment, military construction, etc.) necessary to support the training requirements. It controls the planning and implementing action for meeting the requirements for the system, subsystem, or subsystem component or non-hardware oriented development, to produce trained and qualified personnel required to install, operate, maintain, or otherwise use the same being introduced into the Navy.

NAVY WORKING CAPITAL FUND (NWCF): See Defense Working Capital Fund (DWCF).

NONBUDGETED MANPOWER: Manpower resources used by an activity which are not included in the activity's budget line (e.g., temporary additional duty (TAD), transient, nonappropriated funded, reserves, military students, marines, borrowed, and other (miscellaneous) support such as volunteers, civilian student aids, interservice support received categories).

OCCUPATIONAL STANDARDS (OCC STDS): Standards that express the Navy's minimum requirements for enlisted occupational skills.

OFFICER DISTRIBUTION CONTROL REPORT (ODCR) (NAVPERS 1301/5): A monthly report, issued by CHNAVPERS and updated by each activity, which displays each officer manpower authorization by CNO within a given naval activity and indicates the name and other pertinent information concerning the incumbent of that requirement.

OFFICER PROGRAMMED AUTHORIZATIONS (OPA): A recurring, published document projecting planned officer authorizations for current and future FYs (budget and program years). Planned authorizations are summarized by designator and paygrade within

designator for each FY and controlled precisely to the approved end strength for each of the FYs.

OTHER MOBILIZATION (OTHMOB) DESIGNATION: Manpower requirement necessary for mobilization but not meeting the SELRES criteria.

PAY PLAN (PY PL): A system or schedule authority; such as statutes, Executive Orders, and regulations of the Office of Personnel Management, or other agencies, establishing and governing rate of pay for civilian employees.

PEACETIME REQUIREMENT (PR) CODE: Indicates whether the manpower requirement exists during peacetime only, mobilization only, or peacetime and mobilization.

PERSONAL, FATIGUE, AND DELAY (PF&D): Work-hours added to leveled or base time to provide for personal needs, fatigue, and unavoidable delay. (Usually applied as a percentage of the leveled, normal, or adjusted time.)

a. Personal - Allowance included in a standard to permit the worker to attend to personal necessities such as obtaining water, making trip to rest room, etc.

b. Fatigue - Allowance included in the production standard to allow for decreases or losses in production that might be attributed to fatigue (include coffee breaks).

c. Delay - Allowance for unavoidable delay due to actions beyond the control of the worker or supervisor.

PERSONNEL ASSIGNED: A tabulation of all officer and enlisted personnel charged to an activity. This information is presented in the unit's ODCR and EDVR.

PERSONNEL INVENTORY: Numbers of personnel available by occupational classification, paygrade, and distribution category.

PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS): Assists the CNO and SECNAV in making decisions regarding the allocation of Navy resources. A formalized procedure by which strategy is developed in consideration of the threat. Force requirements are developed to support the strategy; programs are developed to provide over a period of time the ships, aircraft, weapons systems and manpower for the force requirements. Programs are reviewed for execution, estimates are refined and funds are

budgeted to obtain the required manpower and weapons systems. At the DON level the system produces inputs to the DOD planning process, the DON POM, DON budget estimates and DON input to the President's budget.

POSTGRADUATE EDUCATION: A course of study beyond the baccalaureate level which may or may not lead to the awarding of an advanced degree.

PROGRAM

a. A combination of PEs designed to express the accomplishment of a definite objective which specifies the time-phasing of required actions and the means proposed for its accomplishment. Programs are aggregations of PEs based upon the first two numbers in the PE code, and in turn, aggregated to the total FYDP.

b. A plan or scheme of action designated for the accomplishment of a definite objective which is specific as to the time-phasing of the work to be done and the means proposed for its accomplishment, particularly in quantitative terms, with respect to manpower, material, and facilities' requirements. The program provides a basis for budgeting.

PROGRAM BUDGET DECISION (PBD): A SECDEF/Office of Management and Budget (OMB) decision in prescribed format directing changes to the FYDP related to funding issues.

PROGRAM DECISION MEMORANDUM (PDM): A document which provides decisions of SECDEF and DEPSECDEF, supported by the DRB, from the results of the program review process on POMs.

PROGRAM ELEMENT (PE): Identifies and allocates resources to a specific Navy warfare and/or supportive program. Resources include Navy personnel, equipment, and facilities.

PROGRAM MANAGER: An individual who has the responsibility of managing resources assigned to their program and ensuring the program is accurately priced, balanced, and executable; who knows the policy and history regarding those assigned resources.

PROGRAM OBJECTIVES MEMORANDUM (POM): Document in which each military department and Defense agency recommends and describes biannually its total resource and program objectives. Program objectives are fiscally constrained. To allow flexibility for

each service to develop balanced programs, reallocation of funds is permitted between major mission and support categories unless specifically stated otherwise in SECDEF's Fiscal Guidance Memorandum.

PROGRAM YEAR: A fiscal year in the FYDP that ends not earlier than the second year beyond the current calendar year. Thus, during the calendar year 1997, the first program year is FY99.

PROGRAMMING: The process of translating planned force requirements into time-phased manpower over the FYDP.

PROJECTED OPERATIONAL ENVIRONMENT (POE): The environment in which the ship or squadron is expected to operate, including the military climate (e.g., at sea, at war, capable of continuous operations at readiness Condition III).

PROJECTED WORKLOAD: An amount of work proposed or anticipated in the future to meet the requirements of a program/function.

QUALITY: The skill, grade, and experience associated with the manpower requirement and/or authorization.

QUALITY CONTROL: Those actions taken by the performing organization to control the production of goods or services so that they will meet the requirements of the performance work statement.

QUAN/QUAL BALANCING: The matching of MPN and RPN manpower authorizations to end strength.

RATE: Identifies enlisted personnel occupationally by paygrades E-1 through E-9.

RATING: A broad enlisted career field identifying an occupational specialty that encompasses related aptitude, training experience, knowledge, and skills for the purpose of career development and advancement.

REQUIRED FUNCTIONAL CATEGORY (RFC): Grouping of similar categories of work within a functional area. An RFC is a subdivision of a functional capability and includes parameters. The RFC is the lowest level for which staffing standards can be developed.

REQUIRED FUNCTIONAL CATEGORY (RFC) CODE: A 3-position, alpha-numeric code used to identify each manpower requirement in TFMMS with the appropriate mission area/functional category of work for which the requirement is needed. Reference (r) contains code descriptions.

REQUIRED OPERATIONAL CAPABILITY (ROC): Statements prepared by mission and warfare sponsors which detail the capabilities required of ships and squadrons in various operational situations. The level of detail sets forth which weapons will be ready at varying degrees of readiness (e.g., perform anti-air warfare with full capability condition of readiness I; partial capability in condition of readiness III).

REQUIREMENT: A specific manpower space which is assigned qualifiers that define the duties, tasks, and functions to be performed and the specific skills and skill level required to perform the delineated functions.

REQUIREMENTS INDICATOR (RI) CODE: A 1-position field used in NMRS and in TFMMS to provide a method of indicating what requirements' determination methodology established the manpower requirement. Reference (r) contains code descriptions.

REQUISITION TAKE-UP MONTH: The month Enlisted Personnel Management Center (EPMAC) identifies the prospective individual to fill the authorization.

RESERVE UNIT IDENTIFICATION CODE (RUIC): UIC for a drilling reserve unit.

RESOURCE SPONSOR: OPO responsible for an identifiable aggregation of resources which constitute inputs to warfare and supporting tasks. The span of responsibility includes interrelated programs or parts of programs located in several mission areas. Reference (r) contains code descriptions.

SEA/SHORE ROTATION RATIO: This ratio represents the number of years that are required at sea, on average, for a certain number of years of shore duty.

SELECTED RESERVE (SELRES): Reservist assigned to a reserve unit receiving drill pay.

SENSITIVE UIC INDICATOR (SUI): Code on the AMD indicating whether or not an AMD may be distributed to external Navy sources.

SERVICE DIVERSIONS: Service diversions are actions required of personnel by regulations or standard routine which must be accomplished during working hours and which detract from an individual's availability to do productive work.

SHIP MANPOWER DOCUMENT (SMD): Quantitative and qualitative manpower requirements for an individual ship or class of ships and the rationale for determination of the requirements. Requirements are predicated upon a ROC/POE, ship configuration, specified operating profile, computed workload, and established doctrinal constraints such as standard workweeks, leave policy, etc.

SHORE MANPOWER REQUIREMENTS: Claimant-approved quantitative and qualitative manpower requirements for a naval shore activity.

SKILL FIELD: An area of applied knowledge.

SQUADRON MANPOWER DOCUMENT (SQMD): Quantitative and qualitative manpower requirements for an individual aviation squadron or a class of squadrons and the rationale for the determination of the manpower requirements. Manpower requirements are predicated upon statements of ROC/POE, aircraft configuration, specified operating profile, computed workload, and established doctrinal constraints.

SPONSOR: A broad term covering responsibilities assigned a command, bureau, or office in support of a designated project. Sponsor responsibility may include: justification of funds, program objectives, technical guidance, procurement, manpower, training, and other matters.

STAFFING STANDARD: Depicts the quantitative and qualitative manpower required to accomplish a specific function(s) from the lowest to the highest workload values.

STANDARD: An acknowledged measure of comparison.

STANDARD, PRODUCTION: A measure of time allowed to accomplish a specific unit of work. It is based on an average trained, skilled, and experienced operator working at a normal pace, plus

personal time, fatigue, and delay (PF&D) allowances to accomplish work by using a standardized process or method.

STATEMENT OF MANPOWER REQUIREMENTS (SMR): For shore activities, displays an activity's approved quantitative and qualitative peacetime manpower requirements.

SUBORDINATE MANPOWER CLAIMANT: A command or activity immediately subordinate to the manpower claimant.

SUPPORT MANPOWER: Shore manpower associated with shore activities. Support manpower is all manpower associated with units included in categories not included in combat manpower.

SYSTEM: A group of interacting, interrelated, or interdependent elements forming a collective entity.

TASK: A subdivision of work within a particular category.

TASKING DIRECTIVE: Any document from higher authority which generates a requirement to perform work.

TFMMS MICRO MANPOWER CHANGE APPLICATION (TMMCA): A software package that allows manpower managers to initiate AMD Change Requests through a PC. This is a viable alternative to employing the TFMMS Mainframe Computer.

TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS): The single, authoritative data base for total force manpower requirements, and active duty MPN/RPN manpower authorizations and end strength. Provides storage and retrieval of historical, current, budget, and out-year manpower data. TFMMS provides access to current manpower data for resource sponsors, claimants, subclaimants, and others and provides storage and retrieval of transaction history.

TRAINING: Instruction which provides the learner with knowledge and skills required for immediate application in the accomplishment of a specific task or combination of tasks.

TRAINING AND ADMINISTRATION OF RESERVES (TAR): A TAR is a reserve officer or enlisted whose primary duties are concerned with the training and administration of the Naval Reserve.

TRAINING REQUIREMENT

a. A requirement to train personnel in a specified quantity to perform identified duties and thereafter be available for assignment to the duties at a specified time.

b. A requirement for a training or educational program which will produce trained personnel for an identified purpose.

c. The performance which is required of a person in order to be effective in a given situation. Thus, the jobs to which individuals are assigned have performance connotations, which are training requirements in the sense that the individuals must be trained to perform as required.

d. A need, established by the training organization, for support of specified nature.

TRANSIENTS, PATIENTS, PRISONERS & HOLDEES (TPPH). (See Individuals Account.)

UNAVOIDABLE DELAY: An occurrence which is essentially outside the worker's control or responsibility that prevents the worker from doing productive work.

UNIT IDENTIFICATION CODE (UIC): A five position numeric or alpha-numeric code assigned by DFAS to ships, aircraft, units, shore activities, divisions of shore activities, commands, bureaus and offices, contractors' plants, and in some instances to functions or the specialized elements for identification. By use of this code, programming decisions can be related to organizational units and to commands, bureaus and offices responsible for administering funds affecting those units.

WATCH: That period during a duty day wherein an individual is assigned and required to be at a specific place to carry out such functions as security, safety, and communications. Normally, this period will be of 4-hour duration and will fall between the hours at the end of one work day and the beginning of the next. Total work-hours expended in the watch category are counted as productive work in the computation of the minimum manpower requirements.

WORK-HOUR: A unit of work equal to the productive effort of one person working 1 hour.

WORK-HOUR AVAILABILITY FACTOR (WAF): The average number of work-hours per month an assigned individual is available to

perform primary duties. Required work-hours are divided by the WAF to determine the manpower requirements.

WORK-YEAR: A unit of work equal to the productive effort of one person working 8 hours per day, 5 days per week for a period of 1 year, adjusted to include paid leave and holidays.

WORKDAY: A unit of work equal to the productive effort of one person working 1 normal, 8-hour workday.

WORKLOAD: An expression of the amount of work, identified by the number of work units or volume of a workload factor (WLF), that a work center has on hand at any given time or is responsible for performing during a specified period of time.

a. Additive Workload. Work requirements of a specific activity which are in addition to work requirements common to other like activities.

b. Excluded Workload. Work not required at a specific activity which is required and common to other like activities.

c. Deviation. Procedural, equipment, or climate differences that cause significant time variations in common tasks at like activities.

WORKLOAD INDICATOR (WI): A broad index used to measure work and establish a relationship between workload and manpower requirements.

WORKWEEK: A unit of time that relates to a normal workweek per individual (e.g., 1 workweek per 10 employees = 10 man-weeks).

Appendix C

NAVY STANDARD WORKWEEKS

1. General

a. An integral part of manpower requirements determination is the establishment of standard workweeks for utilization of personnel. Workweeks for sea duty units and detachments are based upon operational requirements under projected wartime conditions. The workweek for ashore units is based upon peacetime conditions. They are used by CNO in the documentation of manpower requirements.

b. The Navy's standard workweeks are key elements in the calculation of Navy manpower requirements. They are guidelines for sustained personnel utilization under projected wartime or peacetime conditions and are not intended to reflect the limits of personnel endurance. They are for planning purposes only and are not restrictive nor binding on commanders or commanding officers in establishing individual working hours. Daily workload intensity is a function of operational requirements; as such, the actual day-to-day management of personnel is the responsibility of the commanding officer. Under certain circumstances it may become necessary to exceed the standard workweek; however, extending working hours on a routine basis could adversely affect such matters as morale, retention, safety, etc., and as policy, such extensions should be avoided.

2. Policy. To reduce the total number of hours personnel are required to be on board for work and duty, commanding officers shall maintain the maximum feasible number of duty sections. The size of each duty section shall be the minimum necessary to ensure safety, security, and the performance of required functions. When in Condition V, ships in U.S. ports shall maintain six duty sections, unless otherwise authorized and directed to the contrary by CNO/FLTCINCs. Shore activities in the U.S. or overseas where accompanying dependents are authorized shall maintain a minimum of four duty sections, unless precluded by urgent and extreme circumstances.

3. Basic Workweek Considerations

a. Work Averaging. The nature of Navy work, watch, and duty requirements makes it difficult under all circumstances to fix work periods on a daily or weekly basis. Averaging techniques

are, therefore, employed in determining the elements comprising the various workweeks. As a result, workweeks are not necessarily an expression of the maximum weekly hours that may be expended by an individual in any particular week, but rather regulate the average weekly hours that will be expended on a monthly or annual basis.

b. Assumptions. Average weekly hours expressed in each Navy standard workweek are guidelines for sustained personnel utilization. Basic assumptions are as follows:

(1) At-Sea. The afloat workweek assumes a unit steaming in Condition III (Wartime/Deployed Cruising Readiness) on a three-section watch basis.

(2) Ashore. The workweek for activities where accompanying dependents are authorized is based on a 5-day, 40-hour workweek.

c. Mobilization. The Navy standard workweek for mobilization is used to measure the Navy's ability to respond during contingencies. The measurement of this workload under such conditions is a difficult task. Establishment of specific workweek elements provides an analytical base for manpower planning during mobilization.

d. Overseas. The determination of standard workweeks for foreign national employees is the responsibility of manpower claimants. The standard workweek for foreign national employees should be developed by locale and used in the development of shore manpower requirements. DCNO (M&P)(N1) approval of foreign national workweeks is not required. The current standard workweek will continue to be used in determining U.S. civilian manpower requirements overseas.

e. Workweek Analysis. Use the Navy standard workweeks in paragraph 4.

4. Detailed Description of Navy Standard Workweeks

a. Afloat (Wartime) - Military Personnel

Ship Standard Workweek	81.00 hrs
Productive Workweek (NOTE 1)	70.00 hrs

Analysis of Duty Hours

Total hours available weekly			168.00
Less Non-Available Time:			
Sleep		(56.00)	
Messing		(14.00)	
Personal needs		(14.00)	
Sunday (free time)		(3.00)	(87.00)
Scheduled On Duty Hours Per Week			81.00
Less:			
Training (NOTE 2)	(7.00)		
Service diversion (NOTE 3)	(4.00)		(11.00)
Total hours available for productive work (NOTE 1)			70.00

NOTE 1. For watchstanders, 56 hours is allocated to watch stations (8 hours x 7 days) (l4 hours available for work in addition to 56 hours watch standing = 70 hrs).

NOTE 2. Training is an activity of an instructional nature which contributes directly to combat readiness and deducts from the individual's capacity to do productive work. Training hours are factored to reflect those scheduled events (e.g., general drills, engineering casualty damage control) for all hands. Hours indicated have been standardized for Condition III in SMDs.

NOTE 3. Service diversion consists of actions required of military personnel by regulations or the nature of shipboard/staff routine. Service diversion includes, but is not limited to, the following types of activities:

(1) Quarters, inspections, and sick call;

(2) Other administrative requirements including: Commanding Officers Non-Judicial Punishment (NJP)(MAST), participation on boards and committees, interviews, and non-training-related assemblies; and

(3) Flight and hangar-deck integrity watches.

b. Aircraft Squadrons - Military Personnel

(1) Shore-Based Squadrons (e.g., HT, VT) Where Accompanying Dependents are Authorized:

Standard Workweek (Routine is 8 hours per day, 5 days per week, excluding meal hours)			40.00 hrs
Productive Workweek			33.38 hrs

Analysis of Duty Hours

Total hours available weekly		40.00
Less Non-Available Time:		
Training	(1.47)	
Service Diversion	(1.00)	
Leave	(2.62)	
Holidays	(1.53)	(6.62)
Total hours available for productive work		33.38

(2) Shore-Based Deployable Squadrons (e.g., VP) - Accounting for Diversion Incident to Messing

Standard Workweek			81.00 hrs
Productive Workweek			60.00 hrs

Analysis of Duty Hours

Total hours available weekly		81.00
Less Non-Available Time:		
Training	(7.00)	
Diversions	(14.00)	(21.00)
Total hours available for productive work		60.00

(3) Squadron Personnel At Sea

Standard Workweek		81.00 hrs
Productive Workweek		70.00 hrs

Analysis of Duty Hours

Total hours available weekly		81.00
Less Non Available Time:		
Training	(7.00)	
Diversions	(4.00)	(11.00)
Total hours available for productive work		70.00

c. Military Personnel - Ashore (Peacetime) CONUS and Outside the United States (OUTUS)

(1) Accompanying dependents are authorized

Standard Workweek (Routine is 8 hours per day, 5 days per week, excluding meal hours)		40.00 hrs
Productive Workweek		33.38 hrs

Analysis of Duty Hours

Total hours available weekly		40.00
Less Non-Available Time:		
Training	(1.47)	
Diversions	(1.00)	
Leave	(2.62)	
Holidays	(1.53)	(6.62)
Total hours available for productive work		3.38

(2) Accompanying Dependents are not Authorized

Standard Workweek (Routine is 9½ hours per day, 6 days per week)			57.00 hrs
Productive Workweek			49.60 hrs

Analysis of Duty Hours

Total hours available weekly		57.00
Less Non-Available Time:		
Training	(1.47)	
Diversion	(1.00)	
Leave	(3.11)	
Holidays	(1.82)	(7.40)
Total hours available for productive work		49.60

(3) Military Firefighters and other Watchstanding Personnel Employing the 72-hour Workweek

Standard Workweek			72.00 hrs
Productive Workweek			62.10 hrs

Analysis of Duty Hours

Total hours available weekly		72.00
Less Non-Available Time:		
Diversions/Training	(4.83)	
Leave	(5.07)	(9.90)
Total hours available for productive work		62.10

d. U.S. Civilian Personnel Ashore CONUS and OUTUS

(1) Civilian personnel assigned to shore activities

Standard Workweek (Routine is 8 hours per day, 5 days per week)	40.00 hrs
Productive Workweek	33.38 hrs

Analysis of Duty Hours

Total hours available weekly		40.00
Less Non-Available Time:		
Training	(0.32)	
Diversions	(0.20)	
Leave	(4.57)	
Holidays	(1.53)	(6.62)
Total hours available for productive work		33.38

NOTE: For foreign national employees the scheduled workweek and the non-available times may vary. Manpower claimants should verify these time factors and/or develop new factors for use in determining manpower requirements.

(2) Civilian Supervisory Firefighters Employing the 56-hour Workweek

Standard Workweek (Routine is four 8-hour days and one 24-hour day per week)	56.00 hrs
Productive Workweek	48.99 hrs

Analysis of Duty Hours

Total hours available weekly		56.00
Less Non-Available Time:		
Training	(0.20)	
Diversions	(0.44)	
Leave	(6.37)	(7.01)
Total hours available for productive work		48.99

(3) Civilian Firefighters Employing the 72-hour Workweek

Standard Workweek (Routine is 12 hours per day, 6 days per week)	72.00 hrs
Productive Workweek	63.15 hrs

Analysis of Duty Hours

Total hours available weekly		72.00
Less Non-Available Time:		
Training	(0.20)	
Diversions	(0.44)	
Leave	(8.21)	(8.85)
Total hours available for productive work		63.15

5. Determination of Manpower Requirements

a. In cases where manpower requirements are derived through weekly work-hour measurement, calculation, or validation, use the following general equation to determine the number of manpower requirements:

$$\text{Number of Requirements} = \frac{\text{Total Weekly Work-hours (WHs) Required}}{\text{Applicable Productive Workweek}}$$

b. In cases where manpower requirements are derived through monthly work-hour measurement, calculation, or validation, use the following general equation to determine the number of manpower requirements:

$$\text{Number of Requirements} = \frac{\text{Total Monthly WHs Required}}{\text{Applicable Productive Workmonth}}$$

c. Requirements per watch needs for continuous watchstanders (24-hour days/7 days per week) for accompanied and unaccompanied tours are derived as follows:

24 hrs x 7 days = 168 hrs per week
168 hrs/week x 4.348 weeks/month (MO) = 730.464 WHs/MO

(1) Accompanied

$$\frac{\text{168 WHs/Week}}{\text{33.38 Available WHs/Week}} \quad \text{or} \quad \frac{\text{730.464 WHs/}}{\text{145.136 Avail. WHs/MO}} = \text{5.03 requirements per watch}$$

(2) Unaccompanied

$$\frac{168 \text{ WHs/Week}}{56.00 \text{ Avail. WHs/Week}} \text{ or } \frac{730.464 \text{ WHs/MO}}{243.488 \text{ Avail. WHs/MO}} = 3.00 \text{ requirements per watch}$$

6. Ashore Activities During Mobilization

a. A mobilization workweek is established to provide increased capabilities with assigned military and civilian manpower resources during emergency operations, combat build-up, or war. The mobilization workweek expands the peacetime available work hours.

b. The mobilization workweek is projected as a planning factor and may be adjusted as required to meet the command mobilization mission.

c. The mobilization workweek for ashore activities is:

Standard Workweek (Routine is 10 hours per day, 6 days per week)	60.00 hrs
Productive Workweek	57.22 hrs

Analysis of Duty Hours

Total hours available weekly		60.00
Less Non-Available Time:		
Training	(0.08)	
Diversions	(1.98)	
Leave	(0.00)	
Holidays	(0.72)	(2.78)
Total hours available for productive work		57.22

NOTE: This equates to a monthly WAF of 249 (248.7925) monthly work-hours.

APPENDIX D

FLAG OFFICER POSITION CRITERIA FORMAT

See explanation sheet that follows for interpretation of data fields. Indicate at each statement the priority in which selected criteria apply to this position and show recapitulation on sheet provided.

ACTIVITY: _____

BILLET TITLE: _____

BIN #:_____ BSC:_____ UIC:_____

A. NATURE OF THE POSITION

1. (____) Characteristics of function.

   Type:

   Scope:

   Level:

2. (____) Grade and position of:

   Superiors:

   Principal subordinates:

   Lateral points of coordination:

   Military or governmental structure:

   Level:

3. (____) Supervision over the position.

   Proximity:

   Degree:

4. (____) Official relations with U.S. and foreign governmental officials and with the public.

Nature:

Extent:

Level:

5. (____) Reflection of national emphasis and determination.

6. (____) Special qualifications required by the position.

B. MAGNITUDE OF RESPONSIBILITIES

1. (____) Missions of the organization and special requirements of the position.

2. (____) Number, type, and value of resources managed and employed.

Military forces:

Personnel:

Value of equipment and properties:

Total obligational authority:

Foreign resources:

Other:

3. (____) Geographical area of responsibility.

4. (____) Authority to make decisions and commit resources.

5. (____) Auxiliary authorities and responsibilities inherent to the position.

6. (____) Development of policy.

7. (____) National commitment to international agreements.

C. SIGNIFICANCE OF ACTIONS AND DECISIONS

1. (____) Impact on national security or other national interests.

2. (____) Importance to present and future effectiveness and efficiency of the national defense establishment.

3. (____) Effect on the prestige of the nation or the armed forces.

RECAPITULATION OF PRIORITIES ASSIGNED

A. NATURE	B. RESPONSIBILITIES	C. SIGNIFICANCE
1. (____)	1. (____)	1. (____)
2. (____)	2. (____)	2. (____)
3. (____)	3. (____)	3. (____)
4. (____)	4. (____)	
5. (____)	5. (____)	
6. (____)	6. (____)	
	7. (____)	

NOTE: A priority number can be used only once for the entire recapitulation. For example, if priority 1 is assigned to category A3, it cannot be assigned to category B5.

Date Prepared: _____

Approved by: _____

FLAG OFFICER POSITION CRITERIA
(EXPLANATION SHEET)

Below is a brief explanation of the criteria used by DOD to validate flag officer positions. These criteria are grouped into three main categories - Nature of the position, Magnitude of Responsibilities, and Significance of Actions and Decisions. These categories are broad in nature to provide latitude in justifying the manpower requirement. Some manpower requirements may involve all these criteria to a certain extent, but most manpower requirements will probably be justified in terms of only the most significant duties.

A. NATURE OF THE POSITION

1. Characteristics of Function: Type (e.g., command, general or coordinating staff, special staff, manager, deputy, specialist, etc.); Scope (e.g., operational command, training command, installation command, personnel management, officer personnel management, legal affairs, information, etc.); and Level of Function (e.g., national, secretarial, service, theater, field command, etc.).

2. Grade and Position of: superior, principal subordinates, and lateral points of coordination; a consideration of the military or governmental structure within which the manpower requirement function is performed; and a statement of the level at which the function is performed.

3. Supervision over Position: the proximity (remoteness or closeness) of supervision and the degree of independence of operation.

4. Official Relations with U.S. and Foreign Governmental Officials and with the Public: Nature (e.g., reports to, works for, keeps informed, provides liaison, etc.); extent (e.g., primary function, frequent requirement, continuous additional duty, occasional requirement, etc.); and level of official relations with U.S. and foreign governmental officials and with the public (e.g., governmental department or agency, national or local government, civil organizations, industry, press, etc.).

5. Reflection of National Emphasis and Determination: relation of position to national objectives and programs, special conditions under which the position was first established or other reasons why the position reflects national will.

6. Special Qualifications Required by the Position: any special qualifications such as advanced education, or particular training or experience, which are essential to the proper execution of positional responsibilities.

B. MAGNITUDE OF RESPONSIBILITIES

1. Missions of Organization and Special Requirements of the Position: the nature of the responsibilities that are associated with the position.

2. Number, Type, and Value of Resources Managed and Employed. Data should be displayed within three categories: operational control, administrative control, and immediate staff within each subsection.

a. Military Forces: number and type of forces normally assigned or programmed for planned or special operations.

b. Personnel: number of personnel (by officer and CWO, enlisted, and civilian).

c. Value of Equipment and Properties (display in millions): total value of equipment, supplies and real property.

d. Total Obligational Authority & Foreign Resources: scope and type of foreign resources involved, if any, or other important resources.

3. Geographical Area of Responsibilities: a consideration of the size, location and, if appropriate, the criticality of the land, sea, or air spaces involved.

4. Authority to make Decisions and Commit Resources. An identification of the scope of the position with respect to specific authority delegated to or withheld from the position in either routine or emergency situations.

5. Auxiliary Authorities and Responsibilities Inherent in the Position: inherent requirements charged to the position by virtue of situation, location, proximity, tradition, etc.

6. Development of Policy: involvement in the development of Navy policy within the specific functional areas associated with the position, e.g., budget, program, communications, or manpower.

7. National commitment to international agreements: authority to make commitments to foreign nations or involvement in negotiating such commitments for the U.S.

C. SIGNIFICANCE OF ACTIONS AND DECISIONS:

1. Impact on National Security or Other National Interests: effect of mission accomplishment or position performance on the protection of national interests or the advancement of national programs.

2. Importance to Present and Future Effectiveness and Efficiency of the National Defense Establishment: effect on the force structure, operational capabilities, status of combat readiness, quality of personnel and equipment, cost-effectiveness, command and control means, management procedures and techniques, responsiveness to national needs, or other factors.

3. Effect on the Prestige of the Nation or the Armed Forces: how effectiveness or accomplishment reflects on the stature of the nation and its armed forces, and influences the credibility of national aims and capabilities.

FLAG OFFICER POSITION PROFILE

1. Organization: _____

2. Rotational_____Service Dedicated_____Nominative_____

3. Activity: _____

4. Billet Title: _____

5. Grade Requirement: _____

6. Is this position required by statute, Presidential Executive Order, or international agreement?

Yes _____ No _____

7. Grade of incumbent as of 30 September. If vacant, so state and indicate reason.

Grade _____ Vacant: Yes _____ No _____

If yes, reason: _____

_____

_____

8. To which Defense Planning and Programming Category is this position assigned?

Defense Planning/Programming Category: _____

9. To which FYDP Program Element is this position assigned?

FYDP PE: _____

10. Is this an "Assistance to" position?

Yes _____ No _____

11. Is this a one-on-one deputy position?

Yes _____ No _____

12. When was general/flag officer grade first assigned to this position?

Date assigned: _____

13. Was a different grade authorized for this position at any time?

Yes _____ No _____

If yes, indicate grade and reason:

_____
_____
_____

14. Has there been any period when this position was not filled by a general/flag officer due to other than a rotation gap?

Yes _____ No _____

If yes, specify: _____

15. Could a civilian fill this position?

Yes _____ No _____

If no, indicate why?

_____
_____
_____

16. If this position could not be filled by a general/flag officer, how would the work and responsibility be reassigned?

_____
_____
_____

17. What would the effect of the change described in #16 be on the accomplishment of national security missions?

_____
_____
_____
_____

18. Date prepared: _____

19. Approved by: _____

Appendix E

LIST OF MANPOWER CLAIMANTS

(NOTE: Reference (r) contains the list of manpower claimants and the associated claimant codes.)

Central Operating Activity (COA)(CNO (N102))

Chief of Naval Operations Assistant for Field Support (CNO (N09BF))

Assistant for Administration, Office of Under Secretary of the Navy (SECNAV (AAUSN))

Chief of Naval Research (CNR)

Office of Naval Intelligence (ONI)

Chief, Bureau of Medicine and Surgery (BUMED)

Chief of Naval Personnel (CHNAVPERS (Pers 02))

Commandant of the Marine Corps (CMC)

Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)

Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM)

Commander, Naval Sea Systems Command (COMNAVSEASYSCOM)

Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)

Secretary of Defense/Chairman, Joint Chiefs of Staff (JCS)

Director, Strategic Systems Programs (CM3)(DIRSSP)

Commander, Military Sealift Command (COMSC)

Ballistic Missile Defense Organization (BMDO)

Defense Advanced Research Projects Agency (DARPA)

Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM)

On-Site Inspection Agency (OSIA)

Defense Special Weapons Agency (DSWA)

Director, Defense Information Systems Agency (DISA)

Director, Defense Intelligence Agency (DIA)

Director, National Security Agency (DIRNSA)

Director, Defense Support Project Office (DSP)

Defense Inspector General (DIG)

Director, National Imagery and Mapping Agency (NIMA)

Director, Defense Logistics Agency (DLA)

Defense Finance and Accounting Service (DFAS)

Defense Commissary Agency (DECA)

DOD Dependents Education Agency (DODDE)

Defense Support Activity Agency (DSA)

Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)

Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR)

Chief of Naval Education and Training (CNET)

Commander, Naval Computer and Telecommunications Command (COMNAVCOMTELCOM)

Commander, Naval Meteorology and Oceanography Command (COMNAVMETOCCOM)

Commander, Naval Security Group Command (COMNAVSECGRU)

Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)

Commander, Naval Reserve Force (COMNAVRESFOR)

Commander, Naval Special Warfare Command (COMNAVSPECWARCOM)

U.S. Transportation Command (USTRANSCOM)

Appendix F

SUBSPECIALTY CODING VALIDATION REQUEST FORMAT

Date_____ [ ] Out-of-Cycle [ ] Biennial Review [ ] Delete
Packet Number _____

1. Activity Title: _____

2. 10-digit Code: __ __ __ __ __ __ __ __ __ __
   UIC __ __ __ __ __

3. Billet Sequence Code (BSC): __ __ __ __ __

4. Billet Identification Number (BIN): __ __ __ __ __ __ __

5. Billet Designator & Rank (numeric & alphabetic):
   __ __ __ __ __

6. Billet Title: _____NOBC __ __ __ __

7. Assigned Subspecialty Code: (P) __ __ __ __ __
   (S) __ __ __ __ __

8. Requested Subspecialty Code: (P) __ __ __ __ __
   (S) __ __ __ __ __

9. Work Center mission/function statement:

10. Specific justification for subspecialty code requested:

11. Subspecialty Compensation:

    UIC: __ __ __ __ __
    BIN: __ __ __ __ __ __ __
    BSC: __ __ __ __ __
    DESIG: __ __ __ __
    Requirement Primary SSC: __ __ __ __ __
    Requirement Secondary SSC: __ __ __ __ __

12. Claimant information:

    MMC# _____
    POC: _____
    Telephone: DSN _____
    Commercial _____

SUBSPECIALTY CODING VALIDATION REQUEST INSTRUCTIONS

The Subspecialty Coding Validation Request is prepared by the activity where the manpower requirement/authorization resides and may only contain UNCLASSIFIED information. The request is typed single-sided on plain white bond (suitable for reproduction) and is preferred on one page (must not exceed two pages). The ORIGINAL is sent per OPNAVINST 1000.16. One copy of the subspecialty coding validation request is maintained on file at the command where the subspecialty requirement resides. A second copy is maintained at the manpower claimant level to support biennial Subspecialty Review. It is recommended that this format be reproduced on your computer system and maintained on disk.

DATE: Type or stamp.

OUT-OF-CYCLE: Place an "X" in this block to indicate a request to subspecialty code a requirement out-of-cycle of the Biennial Review.

PACKET NUMBER: Place the packet number to which this out-of-cycle request is to be attached.

BIENNIAL REVIEW: Place an "X" in this block to indicate that form is being submitted in conjunction with the Subspecialty Validation Review (SVR) process. (Note: Changes to manpower requirement and/or authorization designator, grade, title etc., cannot be accomplished during the SVR process.)

DELETE: Place an "X" in this block to indicate a request to un-code a requirement and/or authorization.

1. ACTIVITY TITLE: Enter activity/UIC name as listed on activity ODCR or AMD.

2. 10-DIGIT CODE: Enter 10-digit code as listed on activity ODCR or AMD.

3. BILLET SEQUENCE CODE (BSC): Provide new code.

4. BILLET IDENTIFICATION NUMBER (BIN): Enter 7-digit number.

5. MANPOWER REQUIREMENT/AUTHORIZATION DESIGNATOR AND RANK: Enter the 4-digit designator code followed by the alphabetic single-letter rank code (i.e., ENS = L, LTJG = K, LT = J, LCDR = I, CDR = H, CAPT = G).

6. BILLET TITLE: Transcribe billet title/NOBC from activity ODCR or AMD.

7. ASSIGNED SUBSPECIALTY CODE: List the primary subspecialty code (from ODCR or AMD) or leave blank if manpower requirement and/or authorization is not currently coded. Likewise, list the secondary subspecialty code, if assigned.

NOTE: DO NOT COMPLETE REMAINDER OF THIS FORM IF SUBSPECIALTY CODING VALIDATION REQUEST IS BEING SUBMITTED TO UN-CODE.

8. REQUESTED SUBSPECIALTY CODE: Enter primary and, if supported, a secondary subspecialty code.

9. WORK CENTER MISSION/FUNCTION STATEMENT: Using the infinitive form of the verb (i.e., to sponsor, to conduct, to maintain), provide a brief statement that describes the major task performed by the work center to effect accomplishment of the activity's mission. Avoid listing purposes, procedures, and methods as functions.

10. SPECIFIC JUSTIFICATION FOR SUBSPECIALTY CODE REQUESTED: Using the third person, singular form of the verb (e.g., coordinates, develops, advises), provide a statement of the major duties and the scope of the responsibilities to be performed by the incumbent. A graduate level education requirement must clearly be supported by this description of duties.

11. SUBSPECIALTY COMPENSATION: Enter subspecialty compensation; it does not have to be the same as the manpower requirement/ authorization compensation.

12. CLAIMANT: Upon receipt, manpower claimant enters 1st and 2nd digit of Claimant Code (see AMD or TFMMS Coding Directory), name and telephone number of claimant staff member who will act as first point of contact.

NEED HELP? Call: CNO (N-131)

Appendix G

LIST OF RESOURCE SPONSORS

Resource sponsors are OPNAV principal officials (OPOs) who are responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks. Reference (r) contains the list of Resource Sponsor Codes assigned in TFMMS and found on the AMD.

Director, Navy Staff (N09B)

Director of Navy Test & Evaluation and Technology Requirements (N091)

Surgeon General of the Navy (N093)

Oceanographer of the Navy (N096)

DCNO (Manpower and Personnel) (N1)

Director of Naval Intelligence (N2)

DCNO (Logistics) (N4)

Director, Space, Information Warfare, Command and Control (N6)

Director of Naval Training (N7)

Director, Expeditionary Warfare Division (N85)

Director, Surface Warfare Division (N86)

Director, Submarine Warfare Division (N87)

Director, Air Warfare Division (N88)

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