

JAN 5 1966

CHAPTER 5

MANPOWER AUTHORIZATIONS500. 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 will not be reflected 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

Enclosure (1)

JAN 6 1998

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

JAN 6 1998

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

JAN 6 1998

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.

JAN 6 1998

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

JAN 6 1998

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.

JAN 6 1998

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.).

JAN 6 1998

(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.

JAN 6 1998

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.