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## CHAPTER 6

SPECIAL PROGRAMS600. 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.

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(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.

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(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.

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(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.

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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).

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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

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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.

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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

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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.

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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

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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:

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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.

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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.

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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