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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

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(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

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(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 "/."

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(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

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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

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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.

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(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).

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(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.

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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.

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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.