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CHAPTER 2

FLEET MANPOWER REQUIREMENTS DETERMINATION200. 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

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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

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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

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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.

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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

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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.