ACRONYMS AND DEFINITIONS

ACCOUNTING CATEGORY CODE (ACC): A single position code used to identify positions that have a special or unique characteristic (i.e., ADDU relationship).

ACTIVITY MANPOWER DOCUMENT (AMD) REPORT: The qualitative and quantitative report of manpower (military, civilian, and contractor) positions allocated to perform the assigned Mission Function Task (MFT) or Required Operational Capability (ROC)/Projected Operations Environment (POE).

ADDITIONAL QUALIFICATION DESIGNATOR (AQD): Identifies additional qualifications, skills and knowledge required to perform the duties of a position beyond those implicit in the designator, grade, NOBC, or subspecialty.

BILLET CHANGE REQUEST (BCR): The process used by activities to request out-of-cycle manpower changes. The originator creates and submits the BCR form via the on-line web-tool, automatically routing and tracking the BCR through applicable BSO and Stakeholder reviews. The final approved BCR serves as authorization for Originator to effect the change on the appropriate/applicable AMD

BILLET IDENTIFICATION NUMBER (BIN): A unique seven-digit system generated identifier assigned to a manpower position, organizational header, or note on an AMD.

BILLET SEQUENCE CODE (BSC): A five digit, ascending sequence of numbers determined by manpower BSO’s and/or activities to organizationally structure manpower positions, organizational headers, and notes.

BILLET TITLE: A descriptive title that indicates the primary function of a specific position. Billet titles should conform to the approved organization structure.

BUDGET SUBMITTING OFFICE (BSO): A four position alphanumeric code that identifies the major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions and tasks.

DEFENSE OFFICER PERSONNEL MANAGEMENT ACT (DOPMA): Congressional legislation controlling military officer communities, specifically with respect to officer pay grades O4 and above.

DESIGNATOR (DESIG): The primary specialty qualification category of an officer.

END STRENGTH (ES)(Personnel): The number of military and civilian personnel in the Navy on the last day of the accounting period. This number includes those Navy military personnel serving with the Marine Corps, and those for whom reimbursement is received from other agencies or foreign nations.

END STRENGTH (ES) CONTROL (Manpower): See definition for Future Years Defense Plan (FYDP).

FUTURE YEARS DEFENSE PLAN (FYDP): The official program that summarizes the Secretary of Defense (SECDEF) approved plans and programs for Department of Defense (DoD). The FYDP is published at least annually.

GREEN SHEET: A specific user generated end strength worksheet used by OPNAV N12 and Resource Sponsors to support end strength changes outside the automated Manpower Change Request (MCR) process. Data fields affected could include UIC, Program Element (PE), Activity Group/Sub Activity Group (AGSAG), Resource Sponsor (RS), Officer/ Enlisted (i.e., Manpower Type (MT)), and Manpower Resource Code (MRC).

JOB CODE: A unique numeric identifier assigned to each Total Force Job. The Total Force Job provides a general description of duties performed in a position. Currently the Enlisted Job Codes are assigned based on the NEBC (refer to NAVPERS 18068 Vol I, Appendix C), the Officer Job Codes are assigned based on the NOBC, and Civilian Job Codes are assigned based on the Occupational Series.

LETTER OF JUSTIFICATION (LOJ): A document used to justify a manpower change contained within a Manpower Change Request (MCR).

MANPOWER AUTHORIZATION: Manpower authorizations refers to manpower requirements authorized for fill by DoD civilian or military personnel based on allocated resources (spaces) consistent with Congressional direction, Defense priorities, and acceptable risk.

MANPOWER CHANGE REQUEST (MCR): The process used by activities to request manpower position changes to the AMD. This is a separate process from the Billet Change Request (BCR).

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

MANPOWER REQUIREMENTS DETERMINATION CODE UNIVERSE (MRDU): A two-digit alpha/numeric code assigned to every UIC that identifies the Manpower Requirements Determination program responsible for determining its Navy Manpower Requirements.

MANPOWER RESOURCE CODE (MRC): The manpower resource code identifies the type of resourcing (MPN, RPN, or OM&N) for the position once the end strength funding is available and is authorized.

MANPOWER TYPE (MT): The manpower type defines the category of manpower used to authorize the position (officer, enlisted, civilian, or contractor).

NAVY OFFICER BILLET CLASSIFICATION (NOBC): Provides a general description of duties performed in a position. The NOBC also identifies a group of officer positions that are similar, but not necessarily identical in scope, and nature of duties. The NOBC code is a four-digit numeric code, the first digit identifies the field, the second digit identifies the group within the field and the third and fourth digits indicate the specific position classification.

NAVY WORKING CAPITAL FUND (NWCF): The NWCF is a revolving fund account or fund that relies on sales revenue rather than direct Congressional appropriations to finance its operations. It is intended to generate adequate revenue to cover the full costs of its operations.

OFFICER PROGRAMMED AUTHORIZATIONS (OPA): A recurring, published document projecting planned officer positions for current and future FY's (budget and program years). Planned positions are summarized by designator and pay grade within designator for each FY and controlled precisely to the approved end strength for each of the FY's.

PROJECTED OPERATIONAL ENVIRONMENT (POE): The environment in which the ship or squadron is expected to operate, including the military climate (i.e., at sea, at war, capable of continuous operations at Readiness Condition III).

REQUIREMENT/AUTHORIZATION CONSTRAINT (RAC): The RAC values identify positions that have been constrained by policy and/or higher authority. Each value will be used to identify the specific action or authority authorizing the variance to established policy.

RESOURCE SPONSOR (RS): Responsible for an identifiable aggregation of resources for programs that constitute inputs to warfare and supporting tasks.

REQUIRED OPERATIONAL CAPABILITY (ROC): Statements prepared by mission and warfare sponsors who 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 (i.e., perform anti-air warfare with full capability of Readiness Condition I; partial capability in Readiness Condition III).

REQUIREMENT (RQMT): See Manpower Requirement.

REQUIREMENT INDICATOR (RI): A one-character field that indicates the methodology used to establish the manpower position.

RESOURCE SPONSOR (RS): Responsible for an identifiable aggregation of resources for programs that constitute inputs to warfare and supporting tasks.

TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS): The Navy’s current total force manpower management system.