

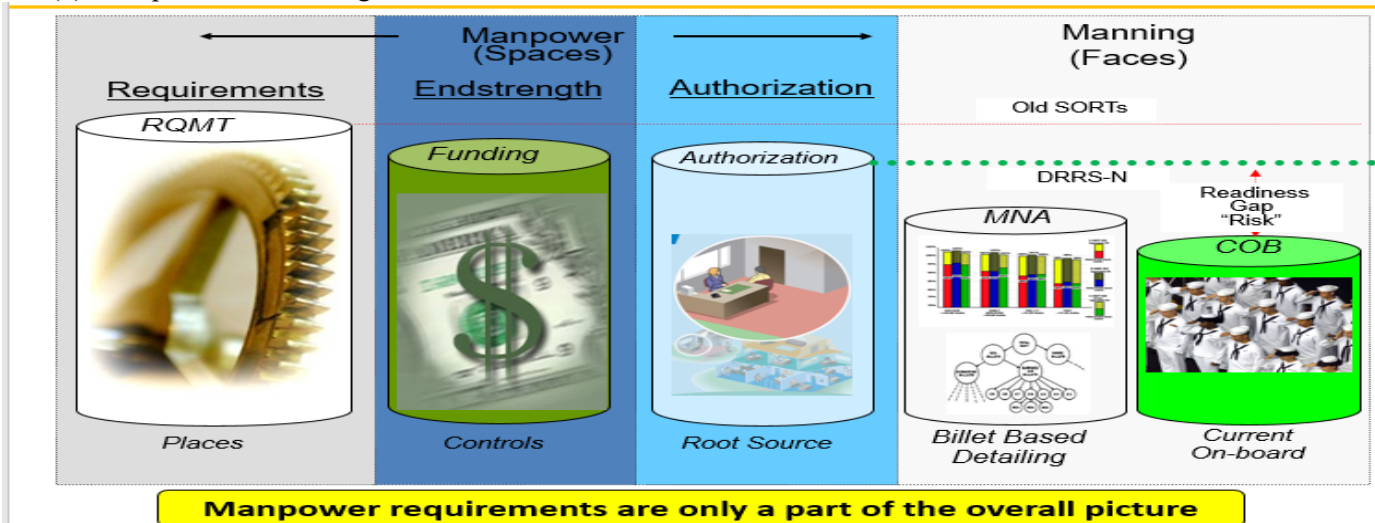
Admin Officer Guide: Manpower vs. Manning

INTRODUCTION

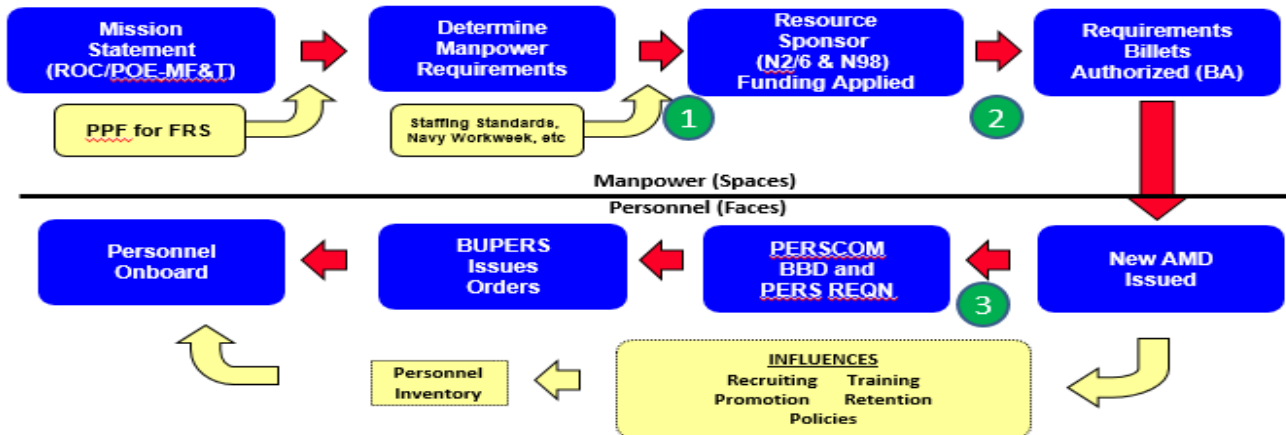
TRIADs typically understand manpower (billets-requirements) and manning (bodies), but you as the Admin Officer need to be able to apply your knowledge to brief the TRIAD regarding “manning” concerns/solutions for both Officer and Enlisted. You may be the Activity Manning Manager (AMM) for your command and ensuring you know exactly what is expected will be a true test of creditability. This AO guide is at the “wave-top” level and will never replace your ability to know exactly the difference between manning and manpower and how it affects your command. Validating and ensuring you have the proper POCs will make your command even more efficient at resolving or addressing manpower/manning concerns and issues. Manning is something you may be responsible for (Officer and/or Enlisted) sometime throughout your career and ensuring you know the process is vital to your success.

OVERVIEW

(1) Manpower vs Manning



ROC (Required Operational Capabilities)/POE (Projected Operational Environment) & MFT (Mission, Functions, and Tasks) based on mission and funding, which leads to updated billets on manning documents (manpower), which leads to billets for detailers to fill (manning).



This guide is published under the direction of the Administrative Limited Duty Officer/Chief Warrant Officer Board of Directors (BOD) and reflects the BOD’s collective recommendations.

ADMIN OFFICER ACTION/ACTIVITY MANNING MANAGER ROLES

Role of the Activity Manning Manager (both Officer and Enlisted):

OFFICER:

Officer Distribution Control Report (ODCR – BUPERS Instruction 1301.40C) is a monthly document showing the inventory of Officers within a UIC:

OFFICER DISTRIBUTION CONTROL REPORT

ACTIVITY NAME	ACTIVITY CODE	MARP	ACTIVITY SPONSOR	TRANSACTION NUMBER	DATE	DATE OF REPORT	RUN DATE	PAGE	AMC
SWESCOM GREAT LAKES IL 3203A uic	1980 8510 00	4012	96			230107	01/07/23	2601	PV

AODC D1

Normally, officer manning is coordinated through the XO and Officer Placement. You need to be aware of the Officer manning at your command to assist the XO with solutions to possible issues that may arise. You as the AO need to download the ODCR monthly (BOL-Navpers Legacy and PERSTEMPO – Control-D Report Viewing Center – normally the only PDF document) and brief the XO on manning concerns that you forecast.

Officer (and really all) manpower choices require planning. Officers are typically detailed 6-9 months prior to their PRD. Wardroom Planning Conferences are an excellent time for the CO and/or XO to pass on insights to detailers regarding the talents and desires of junior officers and department heads. The command should feel free to recommend officers for nominative positions, for instructor duty, or for other high-visibility or selective assignments. Commanders should also accurately communicate officer performance. This should include where the officer is expected to fall among their peers.

ENLISTED:

As AO, you may fill the AMM billet or oversee this position. MyNavyAssignment will be the source program to assist with validating all the appropriate enlisted billets within your UIC. Highly recommended for you as AO have access to MNA (more up to date than FLTMPs, data from NSIPS feeds MNA).

Home	Alignment	Activity	Change Requests	Sailor Info	Jobs	Reports	Management	Help	Logout
My Role: Activity Manning Manager Current Active MyNavy Assignment Phase: Selection Current Page: Alignment Search									

Highly recommended upon receiving MNA Activity Manning Manager access that you to navigate this program to see which functions best suit the information required for the TRIAD briefings.

Understanding “Alignment” when it comes to manning is vital. Officer alignment is easier because it is based on Billet Sequence Code (BSC) which is shown within the ODCR. Alignment “Shifts” are more easily coordinated for officer manning through Officer Placement Coordinator. For enlisted, it is more challenging (due to quantity of billets, PRD cycles, Sailor qualifications, and MNA cycles, and semi-annual realignments due to advancement cycles), but using MNA and coordinating with “your command’s” enlisted Placement Coordinator is vital.

REFERENCES

[MyNavy Assignment - Login](#)

ODCR – BUPERS Instruction 1301.40C

NPC Activity Manning Managers Brief

MILPERSMAN 1300 Series

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