

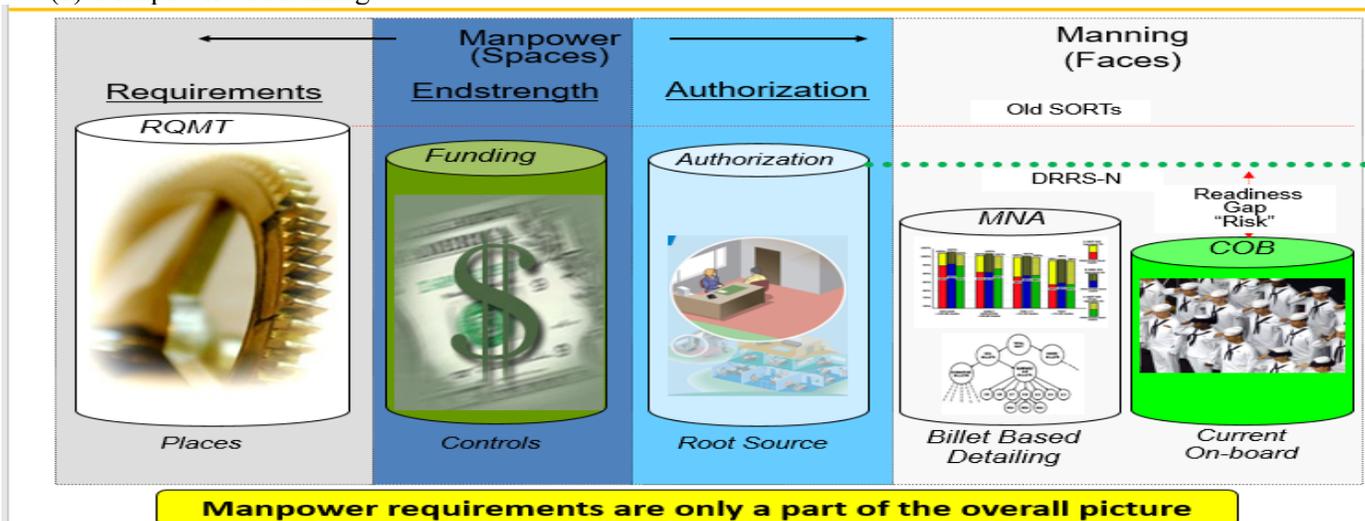
Admin Officer Guide: Manpower vs. Manning (Update)

**INTRODUCTION**

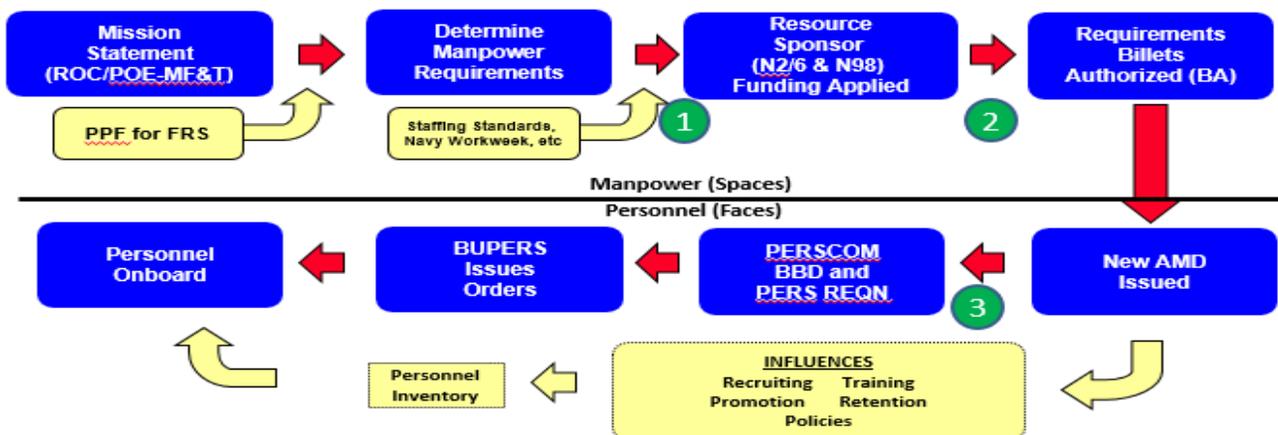
Command Triads typically understand the concepts of manpower (billets/requirements) and manning (personnel); however, as the Administrative Officer (AO), you must be able to apply that knowledge to effectively brief the Triad on manning concerns and potential solutions for both officer and enlisted personnel. You may serve as the Activity Manning Manager (AMM) for your command, and ensuring you fully understand what is expected in this role will be critical to establishing and maintaining credibility. This AO guide provides a wave-top overview and is not intended to replace a thorough understanding of the differences between manpower and manning and how they impact your command. Identifying and maintaining the appropriate points of contacts will further enhance your command’s ability to resolve or address manpower and manning issues efficiently. Because you may be responsible for managing officer and/or enlisted manning at various points throughout your career, developing a solid understanding of the process is essential to your success.

**OVERVIEW**

(1) Manpower vs Manning



ROC (Required Operational Capabilities)/POE (Projected Operational Environment) and 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

### 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 Executive Officer (XO) and the command’s Placement Officer. As the AO, you must maintain awareness of the officer manning posture at your command in order to assist the XO in identifying and developing solutions to potential gaps or issues. The AO should download the Officer Distribution Control Report (ODCR) monthly from NSIPS (Standard Reports > Personnel Maint > Use > Officer Distribution Control) and use it to brief the XO on current manning status and any projected concerns.

Officer Record Briefs (ORBs) are typically provided by the Placement Officer for inbound officers once their orders have been submitted for costing. Reviewing the officer’s alignment on the Activity Manpower Structure List (AMSL) within the Billet Sequence Code against the information contained in their ORB will help determine whether the alignment is correct. An officer’s background or Additional Qualification Designators may support a more appropriate alignment than the one initially assigned by PERS on the AMSL. Realignments can normally be completed once the officer arrives onboard; however, requesting a realignment prior to arrival will require an ORDMOD. Additionally, review the Officer Manning Plan outlined in OPNAVNOTE 1301, which provides manning targets, including the manning floor, based on command category.

Officer manpower decisions, like all manpower planning, require deliberate foresight and coordination. Officers are typically detailed 9–12 months prior to their Projected Rotation Date (PRD), making early engagement with the detailing process essential. Wardroom Planning Conferences provide an excellent opportunity for the Commanding Officer (CO) and/or XO to share insights with detailers regarding the talents, performance, and career aspirations of junior officers and department heads. Commands should also feel comfortable recommending officers for nominative positions, instructor duty, or other high-visibility and selective assignments. Additionally, leadership should provide accurate and candid feedback on officer performance, to include clearly communicating where the officer is expected to rank among their peers.

### ENLISTED:

As the AO, you may fill the AMM billet or oversee the individual assigned to this role. MyNavy Assignment (MNA) is the primary system used to validate enlisted billets within your Unit Identification Code. It is highly recommended that you obtain access to MNA, as it provides more current data than FLTMPS, with personnel information feeding directly from NSIPS.

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

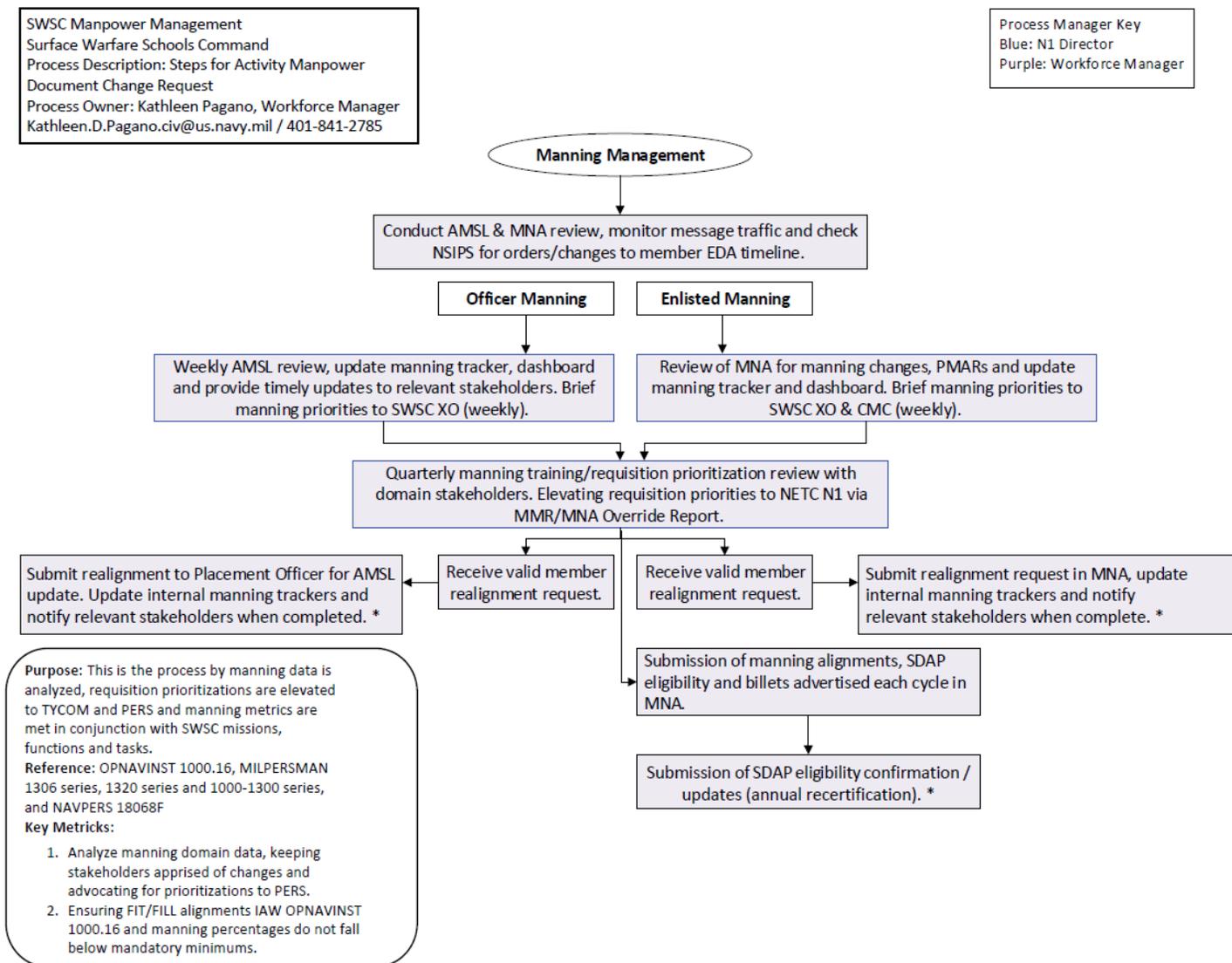
It is highly recommended that once you receive MNA AMM access, you take the time to familiarize yourself with the system and its functions to determine which tools and reports best support the information required for triad briefings.

Enlisted manning is dynamic and operates on a bi-monthly cycle. It is important to elevate manning priorities to your Type Commander (TYCOM) and understand requisition prioritization to ensure billets are properly prioritized each cycle. For example, if there are no YN1s projected to roll to your shore category during that cycle, submitting a YN1 billet as a priority would waste a priority with the TYCOM. Ensure you receive the MCA Master Rollers Listing, which is prepared and distributed by PERS prior to each cycle, as it confirms the number of projected rollers to both Fleet Readiness Integrators for that cycle.

*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.*

Having your team communicate regularly and keeping a good rapport with your Placement Coordinator will pay dividends. Respond promptly to PMARs and provide “Per xxx instruction” when non-concurring with a request. Understanding “alignment” when it comes to manning is vital. Officer alignment is easier because it is based on billet 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, MNA cycles, and semi-annual realignments due to advancement cycles), but using MNA and coordinating with “your command’s” enlisted Placement Coordinator is crucial.

**\*\* SAMPLE ISIC MANNING FLOWCHART \*\***



REFERENCES

- [MyNavy Assignment - Login](#)
- ODCR – BUPERS Instruction 1301.40C
- NPC Activity Manning Managers Brief
- MILPERSMAN 1300 Series

*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.*

ENLISTED MANNING DASHBOARD  
STANDARD OPERATING PROCEDURES DESK GUIDE

## OVERVIEW

This desk guide provides step-by-step instructions for updating and managing the Enlisted Manning Dashboard using data from MyNavy Assignment (MNA). This manning tool supports the effective management and maintenance of the Surface Warfare Schools Command (SWSC) Enlisted Manning Dashboard, which provides leadership with current visual data on enlisted manning, projected losses, vacancies, and readiness across SWSC Learning Sites. Additionally, this guide is intended for temporary or backup support personnel assisting the SWSC N1 Workforce Manager.

### 1. Creating and Organizing the Dashboard Update File

- Open the folder path: [SWSC Domain Enlisted Manning & Manpower.xlsx](#)
  - Create a new Excel file titled with the current date (e.g., 11 JUN 25 or 11 JUN).
  - Save the file in the location above.
  - Inside the Excel file, name the first tab with the date the data was pulled (e.g., 11 JUN).
- 

### 2. Accessing MyNavy Assignment (MNA)

- Go to: <https://mynavyassignment.dc3n.navy.mil/mna/SwitchRole.action>
  - Log in using CAC credentials.
  - From the homepage, select "**Change Roles**".
  - Choose "**Activity Manning Manager**" from the list.
- 

### 3. Pulling UIC Alignment Data

- Select "**Alignment Search**" from the left-hand menu.
  - Enter the UIC(s) you are tracking.
  - Click "**Search**".
  - Once results are displayed:
    - Scroll to the right.
    - Click the **Microsoft Excel** icon to download the data.
  - Open the downloaded file:
    - Copy columns **A to AO**.
    - Paste into cell **A1** of the Excel file tab you created earlier.
    - If working with multiple UICs, repeat the process, but only copy the headers once.
- 

### 4. Cleaning the Imported Data

- Add a filter to **Row 1**.
  - From the "**Name**" column dropdown:
    - Deselect "**(Select All)**".
    - Select "**(Blanks)**" only.
  - Highlight all visible blank cells under the "**Name**" column:
    - Click and drag from the first cell downward.
    - Watch the **Count** number increase (hidden metadata).
    - Press **Delete** — the Count should drop to **0**.
- 

### 5. Adding Alignment Date

- Go to **Column A (Alignment Updated)**.
  - Delete the existing timestamp.
  - Enter the date the data was pulled (e.g., 6/11/2025).
  - Copy this date down to all rows in Column A.
-

## 6. Updating the Domain Workbook

- Open the **Domain Enlisted Manning & Manpower Workbook**.
  - Navigate to the "**Master CUI (All)**" tab.
  - Copy and paste your updated data:
    - Use **Ctrl + Shift + V** to paste as values.
  - Save the workbook.
- 

## 7. Validating the Dashboard Update

- Go to the "**Manning Dashboard**" tab.
  - Cross-reference the updated dashboard with the "**Activity Summary Results**" from MNA.
  - Verify key figures (e.g., Fit, Fill, Gaps) for accuracy.
- 

## Quick Tips

- Only pull MNA data bi-weekly unless directed otherwise.
  - Do not overwrite the existing Excel file unless explicitly told to.
  - Always name the new Excel tab and file with the **date of the data pull**.
  - Use filters and consistent formatting to maintain data integrity.
- 

## POINT OF CONTACT

Kathleen Pagano, SWSC Workforce Manager  
kathleen.d.pagano.civ@us.navy.mil  
Comm: (401) 841-2785

## REFERENCES

OPNAVINST 1000.16L  
MILPERSMAN 1306 series  
NETCINST 1000.2  
SWSCOLCOMINST 1400.1  
NAVPERS 18068F  
MyNavy Assignment (MNA) User Guide  
NETC N1 SOPs

Enclosure (1)