



DEPARTMENT OF THE NAVY
NAVY MANPOWER ANALYSIS CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TN 38054-5011

5310
Ser 00/155
30 Apr 24

From: Commanding Officer, Navy Manpower Analysis Center

Subj: PROMULGATION OF THE ACTIVITY MANPOWER MANAGEMENT GUIDE FOR
APR 2024

Ref: (a) OPNAVINST 1000.16 Series

Encl: (1) Activity Manpower Management Guide Apr 2024
(2) Activity Manpower Management Guide Change Request

1. The Activity Manpower Management Guide (AMMG) is a consolidated guide that provides assistance to manpower managers and customers in the identification of some of the more widely used manpower management data elements and approved data values. It also identifies official sources for the supporting policy program guidance. The AMMG, in conjunction with reference (a), is useful when determining manpower requirements or submitting Manpower Change Requests. The information contained in each section provides the most recent insight and guidance incorporated from various sources to form a single source for manpower program data administration. Each section provides a brief definition, applicable web link, and the Command and Office Code responsible for maintenance and update of the identified area.

2. Enclosure (1) contains a summary of changes since the last update. We have submitted all applicable system change requests for implementation accordingly. Manpower Managers are to address additional manpower management change requests and modifications via the submitter's chain-of-command to the Navy Manpower Analysis Center (NAVMAC) Commanding Officer via the point of contact listed below. Attach the Change Request Worksheet, provided as enclosure (2), to the formal request.

3. NAVMAC point of contact is Ms. Leanne Arnold, who may be reached via e-mail:
leanne.r.arnold.civ@us.navy.mil.


M. J. WALLACE

Distribution:
All NAVMAC Codes
All BSOs (Electronic only)

Navy Manpower Analysis Center



Activity Manpower Management Guide

(AMMG)

April 2024

TABLE OF CONTENTS

SECTION	SUBJECT
1	ACCOUNTING CATEGORY CODE (ACC)
2	ADAPTIVE FORCE STRATEGY/ADAPTIVE FORCE STRATEGY AMPLIFIER (AFS/AFSA) CODE
3	BUDGET LINE ITEM (BLI) FOR NAVY WORKING CAPITAL FUND (NWCF) AND DEFENSE WORKING CAPITAL FUND (DWCF)
4	BUDGET SUBMITTING OFFICE (BSO)
5	CIVILIAN FUND CODE (CIV FUND)
6	CIVILIAN MANPOWER TYPE (CIV MP)
7	CIVILIAN SPECIFIC SKILLS AND QUALIFICATIONS (SSQ)
8	COMMERCIAL ACTIVITIES FUNCTION CODE (CA FUNCTION)
9	COMMERCIAL ACTIVITIES REASON CODE (CARN)
10	COMMERCIAL ACTIVITIES TRACKING CODE (CATR)
11	CONTINGENCY STRUCTURE CODE (CSS)
12	FUNCTIONAL AREA CODE (FAC)
13	HEADQUARTERS ACTIVITY IDENTIFICATION CODES (HAIC)
14	INSTALLATION CORE BUSINESS MODEL (ICBM)
15	MANPOWER REQUIREMENTS DETERMINATION UNIVERSE (MRDU)
16	MANPOWER REQUIREMENTS PLAN (MARP)
17	MANPOWER RESOURCE CODE (MRC)
18	MANPOWER TYPE (MT) CATEGORY AND CODE
19	ORGANIZATIONAL CODE (ORG_CODE)
20	ORGANIZATIONAL HIERARCHY (ORG_HRCHY)
21	PEACETIME REQUIREMENT (PR)
22	POSITION STATUS (PS) AND HIRE STATUS (HS)
23	REQUIREMENT/AUTHORIZATION CONSTRAINT (RAC)
24	REQUIREMENTS INDICATOR (RI)
25	RESOURCE SPONSOR (RS)
26	STRATEGIC SOURCING CODE (SSC)/COMPETITIVE SOURCING
27	SUBORDINATE MANPOWER CODES (SMC)
28	SECURITY AUTHORIZATION ACCESS REQUEST (SAAR) PACKAGE
29	ACRONYMS AND DEFINITIONS
30	ACTIVITY MANPOWER DOCUMENT (AMD) REPORT DATA ELEMENT DEFINITIONS
31	STREAMLINED ACTIVITY MANPOWER DOCUMENT (S-AMD) REPORT DATA ELEMENT DEFINITIONS

SUMMARY OF CHANGES

CHANGE ACTION	EFFECTIVE DATE OF CHANGE	SYSTEM CHANGE REQUEST (SCR)
Section 3, Budget Line Item (BLI) for Navy Working Capital Fund (NWCFF) and Defense Working Capital Fund (DWCFF): Changed definition of AGSAG from “Accounting Group/Sub Accounting Group” to “Activity Group/Sub Activity Group”.	Mar 2024	N/A
Section 7, Civilian Specific Skills and Qualifications (SSQ): Per Office of the Director, Acquisition Talent Management (DATM), Assistant Secretary of the Navy (Research, Development and Acquisition), updated to only reflect Occ Series 1102 on contracting billets.	Nov 2023	N/A
Section 8, Commercial Activities Function Code (CA FUNCTION): Updated Security Cooperation Workforce Codes.	Jan 2024	N/A
Section 12, Functional Area Code (FAC), and Section 17, Manpower Resource Code (MRC): Changed all FTS references to TAR.	Mar 2024	N/A
Section 23, Requirement/Authorization Constraint (RAC): At the request of N13M2E, added a Note to RAC Z definition that reads, “The Billet Pyramid Working Group (BPWG) will also utilize RAC Z as they recommend roll-ups/roll downs until further notice.”	Mar 2024	N/A
Section 24, Requirements Indicator (RI) Codes: Added Job Code (Req), NOBC (Req), and SSQ (Req) to the list of data elements of which BSOs cannot make changes.	Mar 2024	N/A
Section 29, Acronyms and Definitions: Updated Job Code definition to remove civilian and officer. Enlisted job codes remain as of this publication.	Apr 2024	N/A

SECTION 1

ACCOUNTING CATEGORY CODE (ACC)

A one-character data element used to identify positions that have an Additional Duty (ADDU) relationship. Note: This ACC is separate from MILPERSMAN Accounting Category Code (ACC)

ADDU manpower authorizations are assigned to satisfy the need for expertise not available from within an activity's assets, when valid workload does not support a full-time manpower requirement, or to accommodate limited staff functions.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

The supporting policy and complete definition can be located in OPNAVINST 1000.16 series:

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/NAVMAC/NAVMAC-Information/>

ACCOUNTING CATEGORY CODE	DESCRIPTION										
<div>S</div> <div>Denotes the PRIMARY position or “owner” of the requirement/authorization and is responsible for funding the billet. In the ADDU relationship, this primary billet is ADDU TO the organization in need</div>	<div>Identifies the organization that is providing or sharing the manpower to perform the work of the “less than full-time” manpower workload requirement at a different organization. Billet title should include ADDU to (ADDU TO)</div> <div>Tip: S = “<u>Shares</u>” manpower authorization for additional duty relationship</div> <div>*AMD EXAMPLE ADDU TO:</div> <table><tr><td>UIC</td><td>BSC</td><td>TITLE</td><td>BSC</td><td>UIC</td></tr><tr><td>68323</td><td>62185</td><td>GEN ATTY/PERS LAW ADDU TO</td><td>05015/62980</td><td></td></tr></table>	UIC	BSC	TITLE	BSC	UIC	68323	62185	GEN ATTY/PERS LAW ADDU TO	05015/62980	
UIC	BSC	TITLE	BSC	UIC							
68323	62185	GEN ATTY/PERS LAW ADDU TO	05015/62980								
<div>N</div> <div>Denotes the SECONDARY position or “borrower” of a requirement/authorization that is needed to perform workload that is less than a full-time requirement. In an ADDU relationship, this secondary billet is ADDU FM the organization who owns the billet</div>	<div>Identifies the billet assigned to the organization that has workload requiring a less than full-time manpower requirement. Billet title should include ADDU from (ADDU FM)</div> <div>Tip: N = “<u>Needs</u>” additional manpower for workload requiring less than full-time manpower requirement</div> <div>*AMD EXAMPLE ADDU FM:</div> <table><tr><td>UIC</td><td>BSC</td><td>TITLE</td><td>BSC</td><td>UIC</td></tr><tr><td>62980</td><td>05015</td><td>GEN ATTY/PERS LAW ADDU FM</td><td>62185/68323</td><td></td></tr></table>	UIC	BSC	TITLE	BSC	UIC	62980	05015	GEN ATTY/PERS LAW ADDU FM	62185/68323	
UIC	BSC	TITLE	BSC	UIC							
62980	05015	GEN ATTY/PERS LAW ADDU FM	62185/68323								

***AMD EXAMPLE SCENARIO:**

ADDU TO – COMNAVLEGSVCCOM (UIC 68323) has assigned an O5 billet (BIN 0124338/BSC 62185) to be used for Additional Duty “to” (ADDU TO) NAVPERSCOM (UIC 62980) for legal services (BIN 3929325/BSC 05015)

ADDU FM – NAVPERSCOM (UIC 62980) has requested Additional Duty Legal Services and has assigned an O5 billet to BIN 3929325/BSC 05015 that is “from” (ADDU FM) COMNAVLEGSVCCOM (UIC 68323/BIN 3929325/BSC 05015)

For military, both ADDU TO (Primary) and ADDU FM (Secondary) show as authorized but it is shared end strength. The manpower authorization counts only against the primary (ADDU TO) activity. The ADDU FM activity's authorization does not require end strength compensation. Since civilian billets are not managed by end strength, compensation does not apply to an ADDU relationship.

SECTION 2

ADAPTIVE FORCE STUCTURE/ADAPTIVE FORCE STRUCTURE AMPLIFIER (AFS/AFSA) CODE

A five-digit data element assigned to Navy Medical Augmentation Program (NMAP) requirement positions that provides additional information on the department within the platform.

Adaptive Force Structure Amplifier (AFSA) is a 2-digit code assigned to NMAP requirements positions that indicate the phase team and/or unit. For example, the Expeditionary Medical Facility 150 (EMF-150) training core is a letter referencing the specific EMF-150 and “A” (i.e., AA, BA, KA, etc.). The EMF-150 follow-on core is a letter and “B” (i.e., AB, BB, KB, etc.).

The link below provides detailed descriptions for AFS/AFSA:

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/NAVMAC/NAVMAC-Information/>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted

Navy Program Management Responsibility: BUMED

SECTION 3

BUDGET LINE ITEM (BLI) FOR NAVY WORKING CAPITAL FUND (NWCF) AND DEFENSE WORKING CAPITAL FUND (DWCF)

A six-digit data element assigned to Civilian positions that provides similar functionality as the Activity Group/Sub-Activity Group (AGSAG) provides for Operations and Maintenance, Navy (OM&N) appropriations.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: OPNAV (N13M2E)

APPN	BLI	BASE	BUDGET SUBMITTING ACT (BSA)
NWCF	004000	Military Sealift Command – Service	410
NWCF	004041	Military Sealift Command – Transportation Command (TRANSCOM)	410
NWCF	004100	MSC TRANSCOM DBOF	000
NWCF	004300	USMC Depot Maintenance Facilities	408
NWCF	006100	Naval Research Laboratory	411
NWCF	006300	Naval Facilities Engineering Service Center	409
NWCF	006500	Naval Surface Warfare Centers	411
NWCF	006600	Naval Undersea Warfare Centers	411
NWCF	006700	Naval Air Warfare Centers	411
NWCF	006800	SPAWAR Systems Centers	411
NWCF	007100	Depot Maintenance – Aviation	405
NWCF	007200	Ordnance	407
NWCF	007300	Depot Maintenance – Shipyards	404
NWCF	007400	Base Support/Naval Public Works Centers	409
NWCF	007500	Navy Computers & Telecommunications Centers	417
NWCF	007600	Defense Printing Service Centers	415
NWCF	007700	Fleet Material Support Office	417
NWCF	007800	Naval Reserve Information Systems Office	417
NWCF	008500	Laundry Service, Naval Academy	000
NWCF	008600	Command Operations	000
NWCF	042700	Supply Management, Navy	423
NWCF	042800	Distribution Depots, Navy	000
NWCF	042900	Logistics Support Activities	403
NWCF	043000	Information Technology	000

SECTION 4

BUDGET SUBMITTING OFFICE (BSO)

A four-character data element typically. The first two numerical digits indicate the BSO. A two-character alphanumeric suffix is added to the BSO code to indicate a sub-BSO and resource category for manpower management purposes. Where there is no Navy BSO or sub-BSO for a UIC (i.e., Office of the Secretary of Defense (OSD), U.S. Army, etc.), OPNAV (N13M3) will coordinate manpower and resource matters. BSOs and subordinate BSO codes provided below.

NOTE: Non-Navy BSO's are in TFMMS under the Validation Tables.

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

1ST/2ND DIGIT	NAVY BSO
02	Central Operating Activity (COA)
11	Office of the Chief of Naval Operations (OPNAV) (Assistant for Field Support Activity (FSA)
12	Department of the Navy/Assistant for Administration (DON/AA)
14	Chief of Naval Research (CNR)
15	Naval Intelligence Activity (NIA)
18	Chief, Bureau of Medicine and Surgery (BUMED)
19	Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)
20	Defense Finance and Accounting Service (DFAS)
22	Bureau of Naval Personnel (BUPERS)
23	Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)
24	Commander, Naval Sea Systems Command (COMNAVSEASYSYSCOM)
25	Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM)
27	Commandant of the Marine Corps (CMC)
28	Joint Chiefs of Staff (JCS)
29	Office, Secretary of Defense (OSD)
30	Director, Strategic Systems Programs (DIRSSP) (CM3)
34	Defense Technology Security Agency (DTSA)
35	Missile Defense Agency (MDA)
36	Defense Advanced Research Projects Agency (DARPA)
39	Naval Information Warfare Systems Command (NAVWARSYSCOM)
40	Defense Contract Management Agency (DCMA)
42	Defense Threat Reduction Agency (DTRA)
43	Director, Defense Information Systems Agency (DISA)
44	Director, Defense Intelligence Agency (DIA)

1ST/2ND DIGIT	NAVY BSO
45	National Security Agency (NSA)
47	Defense Inspector General (IG)
48	National Geospatial – Intelligence Agency (NGA)
51	Director, Defense Logistics Agency (DLA)
52	Commander, Navy Installations Command (CNIC)
53	Defense Commissary Agency (DECA)
56	DoD Human Resources Agency (DoDHRA)
60	Commander, United States Fleet Forces Command (COMUSFLTFORCOM)
70	Commander, U.S. Pacific Fleet (COMPACFLT)
72	Commander, Navy Reserve Force (COMNAVRESFOR)
75	U.S. Transportation Command (USTRANSCOM)
76	Naval Education and Training Command (NETC)
88	Commander, Naval Special Warfare Command (SPECWARCOM)
3RD DIGIT	SUB-BSO TYPE
A	No Sub – BSO Fleet Shore Activities
B	Fleet Operating Forces
C	Units Operating in Other Fleets
H	U.S. Army
J	U.S. Air Force
4th DIGIT	RESOURCE CATEGORY
0	Operations
2	Students
8	Reimbursable
9	Research, Development, Training, and Education

SECTION 5

CIVILIAN FUND CODE (CIV FUND)

A one-character data element on the Requirement line used to identify the appropriate type of funding source for a Civilian position. Applies to all Civilian positions funded or unfunded.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

CODE	DESCRIPTION
A	Appropriated Funds (to include NWCF/DWCF) Positions meeting the criteria for funding from U.S. Treasury funds appropriated by the U.S. Federal government for administration by the U.S. Navy. Appropriations include but are not limited to OM&N, Procurement, and Research & Development. Includes Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF)
N	Non-Appropriated Fund Instrumentalities (NAFI) Positions meeting the criteria for funding from revenue generated from non-U.S. Treasury funds under the jurisdiction of the U.S. Navy. Includes but is not limited to Morale Welfare and Recreation (MWR) and Navy Exchanges programs. Does not include Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF)
O	Other Resourcing Funds Positions meeting the criteria for funding from funds not under the jurisdiction of the U.S. Navy or by non-procurement entities. Includes but is not limited to Volunteers, Host Nation Support, Intra-governmental (Federal & State not DoD), Inter Service (DoD personnel), Government grants, Cooperative agreements, Share resources, Borrowed labor, Endowment, etc.

SECTION 6

CIVILIAN MANPOWER TYPE (CIV MP)

A two-character data element used to identify the appropriate type occupational classification system responsible for staffing a position.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

CODE	DESCRIPTION	HIRING STATUS CODE
DH	Direct Hire (U.S. Government) Position staffing is administered directly by the U.S. Government. Excludes Direct Hire Foreign Nationals hired by DoD to support DoD activities in their home countries	(Hiring Status Code = 1)
FD	Direct Hire Foreign National (U.S. Government). Position staffing is administered directly by the U.S. Government for foreign nationals who are employed directly by the U.S. Armed Forces	(Hiring Status Code = 2)
FI	Indirect Hire Foreign National Position staffing is administered by a foreign government for foreign nationals whose day-to-day operational control remains with the U.S. Armed Forces	(Hiring Status Code = 3)
NG	Non-Governmental/Other Position staffing is not administered by the U.S. Government or a foreign government for the U.S. Armed Forces. Includes but is not limited to the following: <ul style="list-style-type: none">• Contractors• Volunteers• Grant and Grant Exchanges• Intra-Governmental agreements (Federal & State not DoD)• Inter-Service (DoD)• Non-Procurement (Private Sector)	(Hiring Status Code = 4)

SECTION 7

CIVILIAN SPECIFIC SKILLS AND QUALIFICATIONS (SSQ)

A three-character alphanumeric data element used to identify specific skills and qualifications required by a civilian position. The first character indicates which domain the SSQ falls in, i.e., "A"= Acquisition, "C"= Cyber, "E"= Explosives, and "N"= Nuclear. The second and third characters further specify specific skills and qualifications required for the position within the domain.

** Note 1: Section 1599F of Title 10, Chapter 81, U.S.C., authorizes the Department of Defense (DoD) to establish a **Cyber Excepted Service (CES)** personnel system as an Enterprise-wide approach for managing civilian cyber professionals. In support of DoD INST 1400.25 VOLs 3001 and 3007, CES coding in the SSQ data element readily identifies all civilian personnel occupying a CES-designated position. All occupational series in CES designated organizations are eligible; however, **the Pay Plan is restricted to, "GG"**.*

*** Note 2: The addition of SSQ codes to identify **Explosive Safety (ES)** certification levels, are in support of DoD INST 1400.25 Vol 250, which supports the Strategic Human Capital Planning competency-based management contained in the Naval Explosives Safety Community Management Plan.*

***** Note 3: **Disestablishment of 25 SSQs occurred on June 6, 2022.***

On September 2, 2020, the Honorable Ellen M. Lord, Under Secretary of Defense for Acquisition and Sustainment, published memorandum that affects the entire Defense acquisition workforce. The memo, "Back-to-Basics for the Defense Acquisition Workforce", provides direction to improve the Defense acquisition workforce's agility by streamlining the functional area framework and prioritizing limited training resources. This initiative brings the 1990 DAWIA into the 21st century. Additions include ANC and ANN. The following SSQs are no longer valid for use: ADC, ADK, ADN, AEC, AEK, AEN, AFC, AFK, AFN, AHC, AHK, AHN, AIC, AIK, AIN, AKK, ANK, APK, ARC, ARK, ARN, ASC, ASK, ASN and ATK.

For recoding guidance, contact Ms. Heather Jacobs: Heather.a.jacobs2.civ@us.navy.mil.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: DACM Acquisition/NAVMAC (Code 20) Non-Acquisition

(Table follows)

CIVILIAN SPECIFIC SKILLS AND QUALIFICATIONS (SSQ)	DATA ELEMENT	OCC SERIES
Acquisition, Program Management (Critical)	AAC	
Acquisition, Program Management (Key Leadership Position)	AAK	
Acquisition, Program Management (Non-Critical)	AAN	
Acquisition, Contracting (Critical)	ACC	1102
Acquisition, Contracting (Key Leadership Position)	ACK	1102
Acquisition, Contracting ((Non-Critical)	ACN	1102
Acquisition, Financial Management (Critical)	AKC	
Acquisition, Financial Management (Non-Critical)	AKN	
Acquisition, Life Cycle Logistics (Critical)	ALC	
Acquisition, Life Cycle Logistics (Key Leadership Position)	ALK	
Acquisition, Life Cycle Logistics (Non-Critical)	ALN	
Acquisition, Cost Estimating (Critical)	APC	
Acquisition, Cost Estimating (Non-Critical)	APN	
Acquisition, Test And Evaluation (Critical)	ATC	
Acquisition, Test And Evaluation (Non-Critical)	ATN	
Acquisition, Engineering and Technical Management (Critical)	ANC	
Acquisition, Engineering and Technical Management (Non-Critical)	ANN	
Requirements Management Certification Training (RMCT), Level B	BYB	
Requirements Management Certification Training (RMCT), Level C	BYC	
*Cyber Excepted Service, Technician/Administration Support, Entry Level 1	CE1	Non restricted
Cyber Excepted Service, Tech/Admin Support Full, Performance Level 2	CE2	Non restricted
Cyber Excepted Service, Technician/Administration Support, Senior Level 3	CE3	Non restricted
Cyber Excepted Service Professional, Entry level 1	CP1	Non restricted
Cyber Excepted Service Professional, Full Performance Level 2	CP2	Non restricted
Cyber Excepted Service Professional, Senior Level 3	CP3	Non restricted
Cyber Excepted Service Professional, Expert Level 4	CP4	Non restricted
Cyber Excepted Service Supervision/Management, Full Performance level 2	CS2	Non restricted
Cyber Excepted Service Supervision/Management, Senior Level 3	CS3	Non restricted
Cyber Excepted Service Supervision/Management, Expert Level 4	CS4	Non restricted

CIVILIAN SPECIFIC SKILLS AND QUALIFICATIONS (SSQ)	DATA ELEMENT	OCC SERIES
**DoN Explosives Safety Certification Level 100	ES1	0017
DoN Explosives Safety Certification Level 200	ES2	0017
DoN Explosives Safety Certification Level 300	ES3	0017
DoD Financial Management (FM) Certification Level 1	FM1	05xx
DoD Financial Management (FM) Certification Level 2	FM2	05xx
DoD Financial Management (FM) Certification Level 3	FM3	05xx
Leadership, Policy, Oversight & Technical Authority (LPO&TA)	ND0	Non restricted
Requirements, Resources, Program Management (RRPM) Includes Installations / Infrastructure, Material/System Support, Platforms, Design, Acquisition, Personnel Reliability Program	ND1	Non restricted
Personnel / Community Management (Training/Education)	ND2	Non restricted
Nuclear Command and Control & Communications (NC3)	ND3	Non restricted
Radiological Controls (RADCON) / Radiation Health (RADHEALTH)	ND4	Non restricted
Nuclear Weapons (NW) Safety, Security, and Reliability (NW Surety)	ND5	Non restricted
Inspection, Certification, Assessment, Readiness, Regulation	ND6	Non restricted
NW Incident Response & EM	ND7	Non restricted
Stockpile Management & Maintenance	ND8	Non restricted
Operational/Service Command <ul style="list-style-type: none"> Includes those civilians on JFMCC STRAT / NAVSTRAT / CTF / CTG assigned duties to operate Navy's nuclear deterrent forces on behalf of STRATCOM. 	ND9	Non restricted

SECTION 8

COMMERCIAL ACTIVITIES FUNCTION CODE (CA FUNCTION)

A five-character alphanumeric data element identifying the functional area of responsibility, mission area, and/or task of the position. The link for detailed instructions and descriptions for applying CA Function codes is:

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/NAVMAC/NAVMAC-Information/>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

The following guidance codifies the establishment and management of Cyber Workforce codes:

- ASN (M&RA) Memo dated 2 Nov 2022, Updated Department of the Navy Total Force Management and System Guidance
- ASN (M&RA) Memo dated 9 Feb 2016, Guidance for Department of the Navy (DON) Cyberspace Workforce Function Coding Pilot Effort
- ASN (M&RA) Memo dated 29 Jun 2016, Updated Guidance for Department of the Navy (DON) Cyberspace Workforce Function Coding Pilot Effort
- ASN(M&RA) Guidance For DON Cyberspace Workforce Civilian Coding (5 Dec 2017)
- ASN (M&RA) Memo dated 10 July 2018, Department of the Navy (DON) Military Cyberspace Workforce Coding Guidance
- ASN (M&RA) Memo dated date 31 Jan 2019, Department of the Navy (DON) Civilian Cyberspace Workforce Coding and Reconciliation
- DoD Directive 8140.01, Cyberspace Workforce Management
- DoD Instruction 8140.02, Identification, Tracking, and Reporting of Cyberspace Workforce Requirements

The following guidance codifies the establishment and management of Security Cooperation Workforce codes:

- 10 U.S. Code (U.S.C.), Section 384, “Department of Defense Security Cooperation Workforce Development
- Defense Security Cooperation Agency (DSCA) Memorandum, “Interim Implementation of the Department of Defense Security Cooperation Workforce Certification Program 2.0,” dated November 6, 2023
- Defense Security Cooperation Agency (DSCA) Memorandum, “Authorization of DoD Security Cooperation Workforce Manpower Military Billet and Civilian Position Codes – Section 384,” Detailed listing of Security Cooperation position codes, dated October 31, 2023
- ASN (M&RA) Memo dated 2 Nov 2022, Updated Department of the Navy Total Force Management and System Guidance

SECTION 9

COMMERCIAL ACTIVITIES REASON CODE (CARN)

A one-character data element that identifies the reason a position is inherently governmental or subject to completion of a study. Manpower Mix Criteria Codes are applied as the CARN code in TFMMS.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

NAVY CRITERIA CODE	NAVY GROUP DESIGNATION	NAVY MANPOWER MIX CRITERIA
A	IG	Direction and Control of Combat and Crisis Situations
B	Exempt	Exemption of CS and CSS Due to Operational Risk
D	Exempt	Exemption of Manpower Dual-Tasked for Wartime Assignment
E	IG	DoD Civilian Authority, Direction, and Control
F	IG	Military-Unique Knowledge and Skills
G	Exempt	Exemption for Esprit de Corps
H	Exempt	Exemption for Continuity of Infrastructure Operations
I	IG	Military Augmentation of the Infrastructure During War
J	Exempt	Exemption for Civilian and Military Rotation
K	Exempt	Exemption for Civilian and Military Career Progression
L	Exempt	Exempted by Law, Executive Order, Treaty, or International Agreement
M	Exempt	Exempted by DoD Management Decision
P	CA	Pending Restructuring of Commercial Activities
R	CA	Subject to Review for Public-Private Competition
W	CA	Non-Packageable Commercial Activity
X	CA	Alternatives to Public/Private Competition
Z	NA	Other Manpower (Navy Only)

SECTION 10

COMMERCIAL ACTIVITIES TRACKING CODE (CATR)

A one-character alphabetic or numeric data element that provides the structure to track and/or identify functions restricted by law/treaties, DoD/DON management determination, or as special interest/initiatives to DON. Identifies legal information associated with the Function and Reason Code.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

CATR	CATR DESCRIPTION
A	Medical Manning Levels
B	Nuclear Propulsion Program
C	Brooks Act
D	Personal Services
E	Postal Service
F	Trade Secrets Information Access
G	Security Guards/Fire Fighters
H	SOFA, Treaty
J	Full Time Support Authorization
K	Sikes Act
L	50/50 Floor
M	R&D Exemption
N	Non-Severable
O	Risk Assessment
P	Navy-Wide N/MCI
Q	Navy-Wide CDC FA
R	Navy-Wide HR FA
S	Navy-Wide Naval Audit Service FA
T	Civilian Career Progression
U	Student COOP - Summer Hire
V	Navy-Wide FH MGT & PPV
W	Navy-Wide FFSP FA
Z	Other, Requires Narrative Submission
1	Identification Card Administration
2	Non-Guard Security (NGS)
3	Safety
4	Emergency Medical Dispatch
5	Pay, Personnel & Passenger Transportation Support
9	Cost Driven In-sourcing Initiative

SECTION 11

CONTINGENCY STRUCTURE CODE (CSS)

A decentralized list of four-character data elements implemented at the BSO level identifying alternate organizational construct. The purpose of CSS is to allow BSOs to address shortfalls in the U.S. Navy's ability to command and control at the operational level of war and perform the functions of monitoring, assessing, planning, directing and communicating in support of the commander in the execution of assigned missions.

EXAMPLE: U.S. Fleet Forces Command's Maritime Operations Center (MOC) core and support functions.

NOTE: To add to the CSS tables in TFMMS, BSOs should submit request via email to the NAVMAC (Code 20) point of contact identified in the AMMG cover letter. The following link has a list of BSO CSS codes:

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/NAVMAC/NAVMAC-Information/>

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC

SECTION 12

FUNCTIONAL AREA CODE (FAC)

A one-character data element identifying the need for special consideration in manpower programs, personnel detailing and placement.

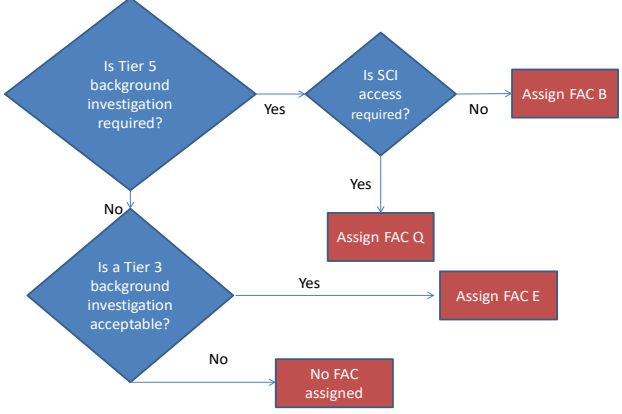
Applicability: Position

Applicable Manpower Type: As annotated

Navy Program Management Responsibility: NAVMAC (Code 20)

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
A	Position must be filled by active duty personnel at time of mobilization. Applicability: Officer/Enlisted
B	Position in which the incumbent will require satisfactory completion of a Tier 5 background investigation resulting in access to Top Secret material. This FAC code does not denote access to Top Secret Sensitive Compartmental Information (SCI). (See FAC Q definition for more detail regarding SCI) Applicability: ALL (Officer/Enlisted/Civilian)
C	Position within the Navy Expeditionary Combat Command (NECC) Force in which the incumbent must satisfactorily complete the Expeditionary Combat Skills (ECS) course of instruction. The FAC C is used on all officer positions. For enlisted, the FAC C is only to be used when the 804G NEC code cannot be added because the NEC code data elements are already filled. Applicability: Officer/Enlisted
D	Position that must be filled by a U.S. citizen. Applicability: ALL (Officer/Enlisted/Civilian)
E	Position in which the incumbent will require satisfactory completion of a completed Tier 3 background investigation resulting in eligibility for a Secret clearance. (See FAC Q definition for more detail) Applicability: ALL (Officer/Enlisted/Civilian)

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
G	<p>General duty positions that need only the military skills of the designated pay grade and/or special series Navy Enlisted Classification (NEC) Code (i.e., 95xx)</p> <p>Applicability: Enlisted</p>
H	<p>General duty positions that must be authorized with a specific source rating listed for the assigned Rating Series NEC code or, in the absence of a NEC code, a petty officer whose rating fulfills the requirements established for the billet and whose rating is normally assigned to that type of activity (for instance, aviation maintenance or surface engineering)</p> <p>Applicability: Enlisted</p>
I	<p>Position where an instructor NEC code (805A), or any of its Component NECs, cannot be added because the NEC code data element is already filled</p> <p>Applicability: Enlisted</p>
J	<p>Reserve Pay, Navy (RPN) resourced positions requiring a full-time recalled reservist (generally a canvasser recruiter (CANREC)) not assigned through the normal distribution channels</p> <p><u>NOTE:</u> This FAC will only be assigned on positions resourced by Active RPN (i.e., Manpower Resource Code (MRC) = Reserve Recruiter (RR))</p> <p>Applicability: Officer/Enlisted</p>

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
M	BUMED use only. Identifies a MOB TO position Applicability: Officer/Enlisted
P	Position in which the incumbent must be Personnel Reliability Program (PRP) certified prior to assignment to position per SECNAVINST 5510.35 series. Applicability: ALL (Officer/Enlisted/Civilian)
Q	<p>Position in which the incumbent will require completion and favorable adjudication of a Tier 5 background investigation resulting in access eligibility to Top Secret Sensitive Compartmental Information (SCI) material. When assignment of FAC Q is required, the request must be validated through the appropriate Special Security Officer (SSO).</p> <p>For more information regarding Federal Investigative Standards, refer to Sensitive Compartmented Information (SCI) Administrative Security Manual (DoDM 5105.21, Volume 3 October 19, 2012)</p> <p>Applicability: Officer/Enlisted/Civilian</p> <p style="text-align: center;">Security FAC Code Decision Matrix</p>  <pre> graph TD A{Is Tier 5 background investigation required?} -- Yes --> B{Is SCI access required?} A -- No --> C{Is a Tier 3 background investigation acceptable?} B -- No --> D[Assign FAC B] B -- Yes --> E[Assign FAC Q] E --> C C -- Yes --> F[Assign FAC E] C -- No --> G[No FAC assigned] </pre>

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
R	<p>Position that meets Selected Reserve (SELRES) criteria. FAC R will remain with the manpower requirement whether funded or unfunded to maintain visibility as SELRES only positions.</p> <p>Applicability: Officer/Enlisted</p>
S	<p>NSW SPECACT (Reserved for BSO 88 use only)</p> <p>Applicability: Officer/Enlisted</p>
T	<p>Position that must be filled by Reserve Active Duty Personnel. FAC T will remain with the billet whether funded or unfunded to maintain visibility for TAR positions.</p> <p>Applicability: Officer/Enlisted</p>
X	<p>U.S. Navy position approved by OPNAV (N13M3) and CNP (N13F) as a Personnel Exchange Program (PEP) position to be filled by Allied Nations' personnel or other U.S. military services</p> <p>Applicability: Officer/Enlisted</p>
Z	<p>Required only for CMDCM requirements with a submarine rating.</p> <p>Applicability: Enlisted</p>

SECTION 13

HEADQUARTERS ACTIVITY IDENTIFICATION CODES (HAIC)

A one-character alphabetic or numeric data element used to identify various categories or groupings of management headquarters activities for DoD and Navy control.

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

CODE	NAVY HAIC
A	Combatant Headquarters USJFCOM
B	Combatant Headquarters USCENTCOM
C	Combatant Headquarters USEUCOM
D	Combatant Headquarters USPACOM
E	Combatant Headquarters USSOUTHCOM
F	Combatant Headquarters USNORTHCOM
G	Combatant Headquarters USSOCOM
H	Combatant Headquarters USTRANSCOM
I	Combatant Headquarters USSTRATCOM
J	Military Department COM U.S. FLEET FORCES
K	Military Department COMUSNAVEUR
L	Military Department COMUSNAVCENT
M	Military Department NAVSPACECOM
N	Military Department COMPACFLT
O	Military Department COMUSNAVSOUTH
P	Military Department COMNAVSPECWARCOM
Q	Military Department COMSC
R	Military Department Navy Component STRATCOM
S	Military Department COMMINEWARCOM
T	Defense-Departmental Headquarters
U	Defense-Defense Agencies
V	Defense-Oth DoD-Wide Components
W	Departmental Activities
X	Departmental Support Activities
Y	Acquisition, Supply, and Logistics
Z	Readiness and Reserve Forces
1	Training
2	Weather Services
3	Recruiting
4	Communications and Data Automation

CODE	NAVY HAIC
5	Intelligence, Investigations, and Security
6	Medical
7	Other
8	Combatant Headquarters USAFRICOM
9	International Headquarters

SECTION 14

INSTALLATION CORE BUSINESS MODEL (ICBM)

A four-character alphanumeric data element relating programmed manpower and budget by function. The ICBM code identifies military and civilian manpower cost for performing a function. (Formerly Installation Management Accounting Program IMAP).

Note: This data element is open for Commander, Navy Installations Command (CNIC) use only.

The following link provides ICBM codes and their definitions:

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/NAVMAC/NAVMAC-Information/>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: CNIC HQ (N1)

SECTION 15

MANPOWER REQUIREMENTS DETERMINATION UNIVERSE (MRDU)

A two-character alphanumeric data element assigned to every Unit Identification Code (UIC) that identifies the Manpower Requirements Determination (MRD) program responsible for determining the Navy Manpower Requirements.

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

MRDU	CATEGORY	DESCRIPTION
A1	Non-Force Structure Accounting Only Activities	Activities not considered part of force structure manpower consisting of accounting use only. OPNAV (N13M2E) has complete oversight and responsibility.
C1	Afloat Fleet manpower requirements determination for surface and subsurface activities	At-sea activities whose mission includes engaging in or maintaining readiness for military or military support operations under combat conditions (i.e., Afloat Force) and governed by a Required Operational Capability (ROC)/Projected Operational Environment (POE) document. The Navy Manpower Analysis Center (NAVMAC) determines the associated manpower requirements in Ship Manpower Documents (SMDs).
C2	Aviation Fleet Manpower Requirements Determination Activities	Aviation activities whose mission includes engaging in or maintaining readiness for military or military support operations under combat conditions (i.e., Aviation Force) and are governed by a Required Operational Capability (ROC)/Projected Operational Environment (POE) document. NAVMAC determines the associated manpower requirements in Squadron Manpower Documents (SQMDs), Manpower Requirements Worksheets (MRWs), Aviation Fleet Manpower Documents (AFMDs), Van Operational Detachment (VANOPDET), and Sea Operational Detachment (SEAOPDET) documents.

MRDU	CATEGORY	DESCRIPTION
C3	Expeditionary/ Deployable Fleet Manpower Requirements Determination Activities	Land based activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions (i.e., Deployable Shore-based Force) and governed by a Required Operational Capability (ROC)/Projected Operational Environment (POE) document. NAVMAC determines the associated manpower requirements in Fleet Manpower Documents (FMDs).
C1 C2 C3	Acquisition Fleet Manpower Requirements Determination Activities	Expeditionary/Deployable Fleet staffs in an Acquisition Category (ACAT) I. NAVMAC does not determine the associated manpower requirements. Activities in an ACAT I program or manpower significant program fall under the appropriate MRDU for the full implement platform as follows: C1: Afloat Ships/Submarines (PSMD) C2: Aviation (PSQMD) C3: Expeditionary/Deployable (PFMD)
D1	Support Force Shore Manpower Requirements Determination (SMRD) Activities	Activities whose mission does not require engaging in or maintaining readiness for military or military support operations under combat conditions, and are under direct Navy management control or under non-Navy management control supporting Navy Mission/Function/Task and Workload (MFT/WL) (i.e., Support Force). NAVMAC determines the associated manpower requirements through Shore Manpower Requirements Determination (SMRD) studies based on approved Mission, Function, Tasks (MFT) instructions.

MRDU	CATEGORY	DESCRIPTION
E1	Afloat Force Shore Manpower Requirements Determination Activity	<p>At-sea activities whose mission includes engaging in or maintaining readiness for military or military support operations under combat conditions that:</p> <ul style="list-style-type: none"> • Fit traditional profile of activities governed by Required Operational Capability (ROC)/Projected Operational Environment (POE) instructions • Lack a governing ROC/POE instruction <p>NAVMAC determines the associated manpower requirements through the SMRD program.</p>
E2	Aviation Force Shore Manpower Requirements Determination (SMRD) Activities	<p>Aviation activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions that:</p> <ul style="list-style-type: none"> • Fit traditional profile of activities governed by Required Operational Capability (ROC)/Projected Operational Environment (POE) instructions • Lack a governing ROC/POE instruction <p>NAVMAC determines the associated manpower requirements through the SMRD program.</p>
E3	Deployable Shore-based Force Shore Manpower Requirements Determination Activities	<p>Land-based activities whose missions include engaging in or maintaining readiness for military or military support operations under combat conditions that:</p> <ul style="list-style-type: none"> • Fit traditional profile of activities governed by Required Operational Capability (ROC)/Projected Operational Environment (POE) instructions • Lack a governing ROC/POE instruction <p>NAVMAC determines the associated manpower requirements through the SMRD program.</p>

MRDU	CATEGORY	DESCRIPTION
J1-J9	Non-Navy Manpower Requirements Determination (NNMRD) Activities	Activities under non-Navy management control which support non-Navy MFT/WL (i.e., Non-Navy Force). Manpower requirements are justified by the executive agent having authority over these activities. OPNAV (N13M3) represents Navy for Joint, Defense Agency, NATO and outside DoD manpower matters.
J1	Joint Manpower Program (JMP) Activities	This category includes activities coordinated through Joint Staff, including CCMDs, the JCS, and JCS activities.
J2	DoD JMP Combat Support Agencies (MP13 & MP63)	This category includes defense agencies that coordinate directly with OPNAV (N13M3).
J3	NATO (MP13 & MP63)	NATO activities are governed by the report called Peacetime Establishment. Navy must fund NATO requirements per direction from JCS and treaty commitments.
J4	Joint (Non-JMP)	Joint (Non-JMP)
J5	DoD (MP-13) OSD & Other Defense Agencies	DoD (MP-13) OSD & Other Defense Agencies
J6	Outside DoD	Outside DoD
J7	Non-Joint Support To Other Services	Non-Joint Support To Other Services
J8	Joint Undetermined/Other Joint	Joint Undetermined/Other Joint
J9	Naval Reactors	Naval Reactors

MRDU	CATEGORY	DESCRIPTION
M1	Marine Non-Navy Manpower Requirements Determination (NNMRD) Activities	Activities under non-Navy management control which support non-Navy MFT/WL. Manpower requirements are justified by the executive agent having authority over these activities. Commandant of the Marine Corps (CMC) BSO (27) represents Navy for Marine Corps manpower matters (i.e., Marine Force).
S1	Non-Force Structure Student Individuals Account Manpower Requirements Determination (IAMRD) Activities	Activities not considered part of force structure manpower (i.e., Non-Force Structure) consisting of Students and Trainees, (including Cadets and Midshipmen). The associated manpower requirements are determined by OPNAV (N13).
T1	Non-Force Structure Trainee, Transients, and Holdees (TTH) Individuals Account Manpower Requirements Determination (IAMRD) Activities	Activities not considered part of force structure manpower consisting of Transients and Holdees (including Patients, Prisoners, and Separatees) (TTH). The associated manpower requirements are determined by OPNAV (N13).

SECTION 16

MANPOWER REQUIREMENTS PLAN (MARF) CODE

A four-digit data element that identifies activities into nine functional groupings according to Navy assigned mission.

The following link is located in the Total Force Manpower Management System (TFMMS) under Validation Tables this provides MARF codes and their definitions:

<https://tfmms.dc3n.navy.mil/>

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

SECTION 17

MANPOWER RESOURCE CODE (MRC)

A two-character data element identifying the resource funding type for the Future Year Defense Program (FYDP). The MRC is a mandatory code on all budgeted positions.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

MRC	DESCRIPTION	APPROPRIATIONS CATEGORY
AD	Active Duty	MPN
CN	Contractor	OMN
DH	Civilian U.S. Direct Hire	OMN
FD	Civilian Foreign National Direct Hire	OMN
FI	Civilian Foreign National Indirect Hire	OMN
MD	Midshipmen	MPN
OM	Other Manpower (Other DoD Services, Borrowed Labor, Volunteers and Grants)	N/A
PP	PEP Billet	MPN
RA	Selected Reserves (SELRES)	RPN (Inactive)
RD	CATEGORY I IMA OFF/CATEGORY D Individual Mob Augmentee (IMA) SELRES, ENL (CATDO-CATDE) Individual Mobilization Augmentee (IMA) are Individual Selected Reservists who receive training and are pre-assigned to an Active Component organization billet that must be filled to meet the requirements of the organization to support mobilization	RPN (Inactive)
RF	AD Training, Navy	RPN (Inactive)
RP	SELRES Officer/Enlisted recalled to Active Duty or the assignment of a TAR Officer/Enlisted for detailing. MRC RP can be applied to any enlisted rating and not be limited to ratings listed for the enlisted TAR program referred to in Chapter 44 of MILPERSMAN 1306-1500	RPN (Active)
RR	Reserve Recruiter	RPN (Active)
RS	Reserve Training & Admin Reserve (TAR) Student	RPN (Active)
RT	Full Time Support (TAR)	RPN (Active)
ST	Student	MPN
TR	Trainee	MPN
TT	TAR Trainee	RPN (Active)

SECTION 18

MANPOWER TYPE (MT) CATEGORY AND CODE

Primary Manpower Type Category: A three-character data element used to define the categories of manpower requirements to include Navy Officer, Navy Enlisted, and all other non-Navy military occupational classification systems.

Manpower Type Code: A one-character data element used to define the categories of manpower authorizations that have an occupational classification system.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

MANPOWER REQUIREMENTS					MANPOWER AUTHORIZATIONS						
PRIMARY MPWR CATEGORY (REQMNTS)	DESCRIPTION	CIV PAY PLAN	CIV MPWR TYPE (CIV MP)	CIV FUND CODE	MPWR TYPE (MT) (AUTHS)	MT CODE	DESCRIPTION	MRC	CIV PAY PLAN	CIV POSITION STATUS (PS)	CIV HIRING STATUS (HS)
OFFICER	Navy Officer Occupational Classification System (NOOCS), Navy Resourcing (PPBES) and Staffing				OFF	O	Navy Officer Occupational Classification System (NOOCS), Navy Resourcing (PPBES) and Staffing	All MPN/RPN			
ENLISTED	Navy Enlisted Officer Occupational Classification System (NEOCS), Navy Resourcing (PPBES) and Staffing				ENL	E	Navy Enlisted Officer Occupational Classification System (NEOCS), Navy Resourcing (PPBES) and Staffing	All MPN/RPN			
CIVILIAN	All Non-Navy Military Occupational Classification Systems (i.e. excludes NOOCS and NEOCS)	DH, FD, FI Plans	DH FD FI	A	CIV	C	Navy Civilian Component (as defined by the FYDP (DoD 7045.7-H) and the DMRR (DoDI 1110.1)) of the DoD Civilian Personnel Management System (DCPMS) (DoDI 1400.25) which includes U.S. Direct Hire, Foreign Direct Hire, and Foreign Indirect Hire.	DH FD FI	DH, FD, FI Plans	Full-Time Part-Time	DH FD FI
		CS	NG	A	CON	B	Contractor Services	CN	CS	Contractor (C)	Contractor (4)
		CS		O			Support provided by other DoD services, Borrowed Labor / Volunteers / Grants	OM	CS		
		NAF Plans	DH, FD, FI	N			Non Appropriated Funds	OM	NAF Plans	Contractor (C)	Contractor (4)
Support provided by other DoD services, i.e., Borrowed Labor/Volunteers/Grants, is to be documented as CONT Reqmnts and "Other Manpower" Authorizations, with a Note giving details.											

SECTION 19

ORGANIZATIONAL CODE (ORG_CODE)

An optional ten-digit data element used by numerous Budget Submitting Offices (BSOs) to depict various organizational structures of an activity.

Applicability: Position

Applicability: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

Examples to utilize the ORG_CODE effectively:

- Denote and outline an organizational structure by Business Unit, Function, or Business Area.
- A Manpower BSO/Manager can track their organization and with the structure currently in place, have a tool to perform more in-depth analysis on the work force.
- In a Competency-Aligned Organization, the manpower manager can use the ORG Code to identify the Competency or Department that each billet within the Business Unit assigned.

Although there are no officially defined Business Rules for the individual structure, the ORG_CODE should remain standardized and provide an identifiable link such as Business Lines (functions) allowing cross-functional analysis of manpower requirements. The ORG_CODE data element should be utilized consistently throughout and provide value in its content.

SECTION 20

ORGANIZATIONAL HIERARCHY (ORG_HRCHY)

A ten-character numeric value containing five (5) levels of two (2) values reflecting the Activity's organizational breakdown. Maintaining sequential values is strongly encouraged. Parent commands have the ability to dictate the Organizational Hierarchy structure of subordinate commands so that their hierarchies align with the parent.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13)/NAVMAC (Code 20)

LEVEL	DESCRIPTION	VALUES
LEVEL 1	DEPARTMENT	01-99
LEVEL 2	DIVISION	01-99
LEVEL 3	BRANCH	01-99
LEVEL 4	SECTION	01-99
LEVEL 5	WORK CENTER	01-99

BUSINESS REQUIREMENT/DESIRED EFFECT

- GFM DI requires visibility of manpower authorization organization at a granular level below UIC
- Identify the organizational structure of each UIC
- Associate each position to its applicable organization structure

ASSUMPTIONS

- Minimum LOE to support GFM DI requirement
- Applies to all Navy Manpower Programs and Manpower Types
- Provide “In UIC” accountability
 - No cross-organizational linkage
- Support sub-UIC accountability to five levels e.g.,
 - Department, Division, Branch Section, and Workcenter
- Maximize existing command organizational structure data available on AMD
 - Utilize existing billet “header” information to develop hierarchy of positions
- Minimal BSO intervention in data entry to establish hierarchy
 - All options will require BSO efforts to maintain

The organizational hierarchy coding is mandated by the Global Force Management Data Initiative (GMFDI) which DoD levied on all services.

Reference to GMFDI policy:

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/826003p.pdf>

Values in the organizational “Description” column listed above are not absolute and are examples of commonly used descriptions. Intent is to ensure the ORG_HRCHY ten-character alphanumeric value is aligned with the organization’s existing order of hierarchical significance. Additional Business Rules are as follows:

- ORG_HRCHY is required for all AMD organizational headers and positions.
 - Populate all 10 spaces.
 - Use zeroes instead of spaces.
 - ORG_HRCHY code levels cannot begin with “00”.
 - Levels 2 through 5 are assigned when previous level is populated.
- An activity must assign at least one-hierarchy level to all organizational headers and manpower requirements/positions.
 - The positional ORG_HRCHY will link to an existing organizational header ORG_HRCHY within the UIC.
 - All positions under each ORG_HRCHY header must have the same ORG_HRCHY.
 - An activity must assign a detailed Title (40 characters) to all organizational headers.
 - The Title must reflect the appropriate organizational description and level/placement within an Activity's structure.
 - Organizational Headers are only to identify the Organizational Hierarchy. AMD Notes are used to identify all other AMD comments.
- When deleting an organizational header, ensure the ORG_HRCHY code for the positions formerly associated with the deleted organizational header is modified to reflect the new ORG_HRCHY code for the appropriate (i.e., higher level) organizational header in the organizational structure.
- When adding (inserting) a new organizational header, ensure the ORG_HRCHY code for the associated positions reflect the ORG_HRCHY code for the newly added organizational header.

SECTION 21

PEACETIME REQUIREMENT (PR) INDICATOR

A one-digit data element that identifies the position as required during peacetime, peacetime and mobilization, or mobilization only.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

PR	DEFINITION
0	Mobilization Only
1	Peacetime and Mobilization
2	Peacetime Only

PR 0 = Mobilization Only and must have MOB BGN and MOB END dates.

PR 1 = Peacetime and Mobilization and will have MOB BGN and MOB END dates.

PR 2 = Peacetime Only and will not have MOB BGN or MOB END dates. This category is for:

- MOB TO
- ADDU FM (as applicable)
- A position where the calculated workload does not support a mobilization mission and the personnel assigned would be available for reassignment upon mobilization.
- Peacetime Contributory Support

SECTION 22

POSITION STATUS (PS) AND HIRE STATUS (HS) CODES

A one-character data element for PS or numeric data element for HS used to define additional civilian quality information reflecting the approved resource (funding) of the position.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

PS codes identify the status of the civilian position.

PS	DESCRIPTION
C	Contractor
F	Full-Time
P	Part-Time

HS codes identify the type of hire for the civilian position.

HS	DESCRIPTION
1	U.S. Direct Hire (Applies to NWCF/DWCF, Appropriated and Non-Appropriated)
2	Foreign National Direct Hire
3	Foreign National Indirect Hire
4	Contractor Support

SECTION 23

REQUIREMENT/AUTHORIZATION CONSTRAINT (RAC)

A one-character data element that identifies Authorizations that have approval not to match the Manpower Requirement. The RAC value identifies the variance applied to the Occupational Classification elements (i.e., career data element, Qualifications, Paygrade/Rate or Designator/Rating/Series) and the approving authority.

Applicability: Position

Applicability: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

BSO INITIATED RAC VALUES

VALUE	DATA ELEMENT	AUTHORITY	SHORT DESCRIPTION	DEFINITION
A	Enlisted Rate Officer Paygrade Civilian Paygrade	BSO Internal Decision	Authorization Paygrade is lower than the validated Requirement	Exact Paygrade compensation is not available within current resources. Authorization Paygrade is LOWER than the validated Requirement. (<i>Requires N13 approval if more than one paygrade</i>)
B	Enlisted Rate Officer Paygrade Civilian Paygrade	BSO Internal Decision	Authorization Paygrade is higher than the validated Requirement	Current inventory cannot support the current Requirement Paygrade. Authorization Paygrade is HIGHER than the validated Requirement. (i.e., Reserve Inventory Shortages) (<i>Requires N13 approval if more than one paygrade</i>)
C	Enlisted Rating Officer Designator	BSO Internal Decision	Authorization Rating/Designator/Skills/Qualification does not match the validated Requirement	Exact quality compensation is not available within current resources. Authorization quality does not match the validated Requirement quality

N13 DIRECTED RAC VALUES

VALUE	DATA ELEMENT	AUTHORITY	SHORT DESCRIPTION	DEFINITION
V	Enlisted Rate Officer Paygrade	Title 10 Directed	Authorization Paygrade is lower than the validated Requirement	Exact Paygrade is not available within current resources. Authorization reflects LOWER Paygrade than the validated Requirement. (i.e., Title 10 constraints E8, E9, LCDR and above)
W	Enlisted Rating Officer Designator	CNO (N13) Directed	Authorization Rating/Designator/Qualification does not match the validated Requirement	Exact quality compensation is not available within current resources. Authorization quality does not match the validated Requirement quality. (i.e., N13 LDO/CWO Sustainability)
X	Enlisted Rate Officer Paygrade	CNO (N13) Directed	Authorization Paygrade is higher than the validated Requirement	Current inventory cannot support the current Requirement Paygrade. Authorization reflects HIGHER Paygrade than the validated Requirement. (i.e., Reserve Inventory Shortages)

VALUE	DATA ELEMENT	AUTHORITY	SHORT DESCRIPTION	DEFINITION
Y	Enlisted Rate Officer Paygrade	CNO (N13) Directed	Authorization Paygrade is lower than the validated Requirement	Current inventory cannot support the current Requirement Paygrade. Authorization Paygrade is LOWER than the validated Requirement. (i.e., N13 Officer Sustainment Initiative (OSI), N13 Enlisted Top Six Realignment, Sea Shore Flow Decisions)
Z	Enlisted Rate Officer Designator Officer Paygrade	CNO (N13) Directed	Authorization Rating/Designator/ Paygrade/Qualification does not match the validated Requirement Note: Until further notice, the N13M2E Billet Pyramid Working Group (BPWG) will also utilize RAC Z as they recommend roll-ups/roll downs.	Exact Rating/Designator/ Paygrade/Qualification compensation is not available within current resources Authorization Rate/Designator/ Paygrade/Qualification does not match the validated Requirement Rate/Designator/ Paygrade/Qualification (i.e., N13 LDO/CWO Sustainability) <i>(Needs Community Manager approval before removing RAC)</i>

SECTION 24

REQUIREMENTS INDICATOR (RI) CODES

A one-character data element used to identify the requirement determination process used to validate/justify the position. The intent is to identify the process used and not the reason for the BSO validation. Please refer to notes at the end of this section addressing various scenarios and expectations.

Applicability: Position

Applicable Manpower Types: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

RI CODE	DESCRIPTION	GOVERNANCE AND CONTROL
A	Manpower requirements for Ships and submarines <ul style="list-style-type: none"> Determined through centralized Ship Manpower Requirements Determination (SMD) protocols 	<ul style="list-style-type: none"> NAVMAC USE ONLY BSOs <u>cannot</u> <ul style="list-style-type: none"> Modify RI A described manpower requirements Delete RI A described manpower requirements Add new manpower requirements using a RI A value
B	Manpower requirements for aviation squadrons and Aircraft Intermediate Maintenance Departments (AIMDs) manpower requirements <ul style="list-style-type: none"> Determined through centralized Squadron Manpower Requirements Determination (SQMD) and Manpower Requirements Worksheet (MRW) protocols 	<ul style="list-style-type: none"> NAVMAC USE ONLY BSOs <u>cannot</u> <ul style="list-style-type: none"> Modify RI B described manpower requirements Delete RI B described manpower requirements Add new manpower requirements using a RI B value
C	Manpower requirements determined during Commercial activities (CA) studies	<ul style="list-style-type: none"> BSO USE <ul style="list-style-type: none"> ➤ Manage manpower requirements with a RI value of C ➤ Must provide formal substantiating reference to completed CA study in implementing MCR LOJ to add new manpower requirements using a RI value of C

RI CODE	DESCRIPTION	GOVERNANCE AND CONTROL
D	<p>Manpower requirements for Sea Operational Detachments (SEAOPDET)</p> <ul style="list-style-type: none"> Augment afloat AIMDs by the Carrier Air Wing that are attached to the carrier 	<ul style="list-style-type: none"> NAVMAC USE ONLY BSOs <u>cannot</u> <ul style="list-style-type: none"> ➤ Modify RI D described manpower requirements ➤ Delete RI D described manpower requirements ➤ Add new manpower requirements using a RI D value
F	<p>Manpower requirements for expeditionary and deployable activities, staffs, and units (e.g., mobile construction battalions, Destroyer Squadrons, EOD Staffs and Mobile Units, etc.) determined through centralized Fleet Manpower Document (FMD) protocol</p> <ul style="list-style-type: none"> Determined through the centralized Fleet Manpower Document (FMD) program or determined by specific Warfare/Program Sponsors Applies only to commands in the FMD (MRDU C3) manpower program 	<ul style="list-style-type: none"> NAVMAC USE ONLY BSOs <u>cannot</u> <ul style="list-style-type: none"> ➤ Modify RI F described manpower requirements ➤ Delete RI F described manpower requirements ➤ Add new manpower requirements using a RI F value
H	U.S. Special Operations Command (USSOCOM) manpower requirements	<ul style="list-style-type: none"> BSO 88 USE ONLY
L	<p>Shore manpower requirements determined from 1 July 2017 to the 18 July 2021 centralization of SMRD program</p> <ul style="list-style-type: none"> Reflects a limited subset of manpower requirements in the BSO 11, 18, 60, and 70 portfolios 	<ul style="list-style-type: none"> NAVMAC USE ONLY BSOs <u>cannot</u> <ul style="list-style-type: none"> ➤ Modify RI L described manpower requirements ➤ Delete RI L described manpower requirements ➤ Add new manpower requirements using a RI L value

RI CODE	DESCRIPTION	GOVERNANCE AND CONTROL
N	Aviation manpower positions for approved OPNAV standards for peacetime tasking in support of the Personnel Tempo of Operations (PERSTEMPO) program, reserve contingencies, and other non-mobilization functions.	<ul style="list-style-type: none"> • BSO USE <ul style="list-style-type: none"> ➤ Manage manpower requirements that reflect a RI value of N
P	<p>Manpower requirements for DCNO (MPT&E) (N1) approved Fleet acquisition programs</p> <ul style="list-style-type: none"> • Determined through SYSCOM/Sponsor Preliminary Fleet Manpower Document (PFMD), Preliminary Ship Manpower Document (PSMD), and Preliminary Squadron Manpower Document (PSQMD) studies • Applies only to commands in the SMD, SQMD, and FMD (MRDU C1,C2, and C3) manpower program 	<ul style="list-style-type: none"> • NAVMAC USE ONLY • All other BSOs <u>cannot</u> <ul style="list-style-type: none"> ➤ Modify RI P described manpower requirements ➤ Delete RI P described manpower requirements ➤ Add new manpower requirements using a RI P value
S	<p>Shore manpower requirements</p> <ul style="list-style-type: none"> • Determined since 18 July 2021 through centrally administered SMRD program 	<ul style="list-style-type: none"> • NAVMAC USE ONLY • BSOs <u>cannot</u> <ul style="list-style-type: none"> ➤ Modify RI S coded manpower requirements ➤ Delete RI S coded manpower requirements ➤ Add new manpower requirements using a RI S value
T	<p>Inport manpower requirements</p> <ul style="list-style-type: none"> • Determined through specific inport workload assessments routines within SMD studies 	<ul style="list-style-type: none"> • NAVMAC USE ONLY • BSOs <u>cannot</u> <ul style="list-style-type: none"> ➤ Modify RI T coded manpower requirements ➤ Delete RI T coded manpower requirements ➤ Add new manpower requirements using a RI T value

RI CODE	DESCRIPTION	GOVERNANCE AND CONTROL
U	<p>Military manpower requirements candidates for Commercial Activities</p> <ul style="list-style-type: none"> Approved by OPNAV (N13) 	<ul style="list-style-type: none"> BSO USE <ul style="list-style-type: none"> Changes require concurrence or recommended modifications from OPNAV (N13) prior to submission of the AMD Change Request
V	<p>BSO validated manpower requirements</p> <ul style="list-style-type: none"> Determined by BSO analysis 	<ul style="list-style-type: none"> BSO USE <ul style="list-style-type: none"> Modify RI V coded manpower requirements Delete RI V coded manpower requirements Add new manpower requirements using a RI V value
X	<p>Manpower requirements for SECNAV and Other DoD Criteria</p> <ul style="list-style-type: none"> Determined by other DoD criteria to support other non-Navy defense agencies or other Federal agencies and organizations 	<ul style="list-style-type: none"> BSO and Affiliated Manpower Managers USE <ul style="list-style-type: none"> Modify RI X coded manpower requirements Delete RI X coded manpower requirements Add new manpower requirements using a RI X value
Z	<p>Manpower requirements for Individuals Account resourcing</p> <ul style="list-style-type: none"> Determined by OPNAV N13 Addresses overhead resourcing for Students, Trainees, Transients, or Holdees (including patients and prisoners) 	<ul style="list-style-type: none"> OPNAV (N13) USE <ul style="list-style-type: none"> Sole authority to use RI value Z to manage Individuals Account

Notes:

- RI value of A, B, D, F, L, S, and T coded manpower requirements reflect the minimum quantity (i.e., number) and quality (i.e., occupational classifications) of manpower requirements determined through centrally governed manpower requirements determined programs and reflect profiles to accomplish work efficiently and deliver mission expectations effectively.
- As the SMRD program matures and studies cover activities in the shore domain, manpower management policy will retire RI “E” and remove the value from the TFMMS validation table.
- BSOs may apply and realign endstrength controls to all manpower requirements across activities in their domain with the following guidance provided:

- BSO request for removal of existing NAVMAC validated requirement with justification. NAVMAC must verify workload has ended. See specific scenarios below:
 - If requesting deletion of a NAVMAC validated requirement due to workload ending or transitioning, BSO shall provide a letter of justification along with a listing of BINs to be deleted to NAVMAC for Manpower Change Request (MCR) upload.
 - If requesting a change to a NAVMAC validated requirement end-date (i.e. decommission or congressional buy-back), BSO shall provide a letter of justification along with a listing of BINs to NAVMAC for MCR upload. Additionally, Resource Officer (RO) or Resource Sponsor (RS) may send requests directly to NAVMAC.
 - If requesting to move a NAVMAC validated requirement to another UIC or organization, BSO shall provide a letter of justification with a listing of BINs stating workload has not changed but has shifted to that UIC or organization. Note: If workload does change, BSO shall provide a list of BINs to NAVMAC for deletion after funding is removed. The BSO or organization receiving workload will then create a new, ‘claimant validated BIN’ – if not validated through justification, refer to “V” RI code.
- “**NAVMAC use only**” prevents unauthorized changes to select data elements listed below for NAVMAC determined manpower requirements. ***BSOs/SMCs cannot make changes to the below data elements designated to the manpower requirement specific data.***
 - DESIGNATOR (REQ)
 - GRADE (REQ)
 - SSP (REQ)
 - AQD (REQ)
 - RTABBR (REQ)
 - NEC (REQ)
 - PAY PLAN (REQ)
 - OCCUPATIONAL SERIES (REQ)
 - PAY GRADE (REQ)
 - JOB CODE (REQ)
 - NOBC (REQ)
 - SSQ (REQ)
- When workload changes (e.g., MFT composition, ROC/POE composition, equipment configurations, etc.) drive changes to existing NAVMAC determined manpower requirements, BSOs/SMCs shall create a new BSO-validated manpower requirement (RI CODE V) and redistribute end-strength as necessary.

- BSOs/SMCs can modify manpower authorizations specific data elements and can modify general manpower requirements and manpower authorizations data elements not specifically listed above.

SECTION 25

RESOURCE SPONSOR (RS)

A data element used to identify the OPNAV Resource Sponsor (RS) responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks.

Applicability: Position and UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

RS CODE	RESOURCE DESCRIPTION	ORG CODE
1	DCNO MPT&E	N1
1J	Joint	N1J
2/6	Information Dominance	N2/N6
4	Fleet Readiness and Logistics	N4
7	Warfighting Development	N7
94	Test & Evaluation	N94
95	Expeditionary Warfare	N95
96	Surface Warfare	N96
97	Undersea Warfare	N97
98	Air Warfare	N98
99	Unmanned Warfare Systems	N99
9I	Warfare Integration	N/A
RES	RES – Naval Reserves	N095
SRB	Secretariat Review Board (BSO 12)	N1

SECTION 26

STRATEGIC SOURCING CODE (SSC)/COMPETITIVE SOURCING

A three-character alphanumeric data element used to identify the positions involved in the Navy's cost-cutting plans, such as elimination, consolidation, and privatization of commercial activities. This is a separate definition from the MILPERSMAN Sea Shore Code (SSC).

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

STRATEGIC SOURCING CODE (NUMERIC POSITION)	DESCRIPTION	ORGANIZATION AUTHORIZED INPUT
01	A-76 Competition (includes streamlined)	All
02	Divestiture	All
03	Privatization	All
04	High Performance Organization	N13
05	Military to Civilian Conversion	All
06	Key/Emergency Essential Designation	All
07	Force Shaping Initiatives (include Glide-Slope reductions)	All
08	CNO Directed Requirement	N13
09	Other Competitive Sourcing Initiatives	All
10	In-sourcing (Section 343 of FY06 NDAA)	All
11	Mil/Civ Conv combo with other Initiatives	All
12	In-sourcing (Section 324 of FY08 NDAA)	All
13	Medical Mil/Civ Conversion Cancellation (Section 721 of FY08 NDAA)	All
14	In-sourcing (FY09 and later, including RMD 802)	All
15	Acquisition Workforce Development Section 852	All
40	Program Budget Decision (PBD)	All
41	Program Decision Memorandum (PDM)	All
42	BRAC (Closure)	All
43	BRAC (Realignment)	All
44	POM/PR Action	All

STRATEGIC SOURCING CODE (NUMERIC POSITION)	DESCRIPTION	ORGANIZATION AUTHORIZED INPUT
45	BRAC Joint Basing Initiative	All
49	Other OSD Initiatives	All
50	Flag Pole Study	N13
51	Enlisted Community Review	N13
52	Officer Community Review	N13
53	Sea Shore Rotation Review	N13
54	Officer Sustainability Initiative (OSI)	N13
59	Other N13 Initiatives	N13
60	SQMD Review	All
61	SMD Review	All
62	FMD Review	All
63	SMRD Review	All
70	BSO Initiative	All
72	BSO Initiative	All
74	BSO Initiative	All
79	Other BSO Initiatives	All
80	Sea Enterprise Initiatives	All
82	Air Enterprise Initiatives	All
84	Sub Enterprise Initiatives	All
86	NETWAR Enterprise Initiatives	All
88	NECC Enterprise Initiatives	All
99	No Initiative	All

STRATEGIC SOURCING CODE (ALPHABETIC POSITION)	DESCRIPTION
C	Complete
N	No Initiative
P	Programmed/In-Progress
R	Reviewed with no action
T	Tentative/Proposed

SECTION 27

SUBORDINATE MANPOWER CODES (SMC)

A two-character alphabetic, numeric, or alphanumeric data element denoting the command immediately subordinate to the Manpower BSO.

The following link is located in the Total Force Manpower Management System (TFMMS) under Validation Tables this provides SMC codes and their definitions:

<https://tfmms.dc3n.navy.mil/>

Applicability: UIC

Applicable Manpower Types: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N13M2E)

SECTION 28

SECURITY AUTHORIZATION ACCESS REQUEST (SAAR) REQUEST

Submission of the SAAR form is mandatory when requesting access to manpower systems. The assigned user ID allows approved customers to access specific areas of the system and/or certain applications for submitting Manpower Change Requests based on established roles and permissions.

OPNAV 5239/14 (Rev 9/2011) – Security Authorization Access Request-Navy (SAAR-N) is required to obtain access to TFMMS. All SAAR forms must be completed and signed digitally and forwarded by encrypted email to NAVMAC Functional Management at: shayne.m.campisi.civ@us.navy.mil.

DD Form 2875 – Security Authorization Access Request (SAAR) is required to obtain access to MIAP (Mainframe Internet Access Portal) on SIPRNET, which is required by DISA (Defense Information System Agency) to access the server environment where the manpower system resides. MIAP requests must be forwarded by encrypted email to DISA at: disa.mechanicsburg.eis.mbx.mec-dd2875@mail.mil.

For assistance, contact NAVMAC Functional Management Office at:
COMM: 901-874-6392
DSN: 882-6392

SECTION 29

ACRONYMS AND DEFINITIONS

A

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

ACTIVE DUTY for SPECIAL WORK (ADSW): A tour of active duty for reserve personnel authorized from military and reserve personnel appropriations for work on active or reserve programs. This includes annual screening, training operations, training ship operations, and unit conversion to new weapon systems when such duties are essential. ADSW may also be authorized to support study groups, training sites and exercises, short-term projects, and doing administrative or support functions. ADSW tours are normally limited to 179 days or less in one fiscal year. Tours exceeding 180 days are accountable against active duty end strength.

ACTIVITY (ACTY): A unit, organization, or installation performing a specific mission or function and established under a commanding officer or officer in charge.

ACTIVITY CODE (ACTCODE): A 10 position numeric code that is unique to Navy manpower and used to identify an organization. The ACTY 10 can be divided into sets of numbers that enable a user to define an activity type, or an organization type, and component type. The first set of numbers represent the Activity Type (ACTT); the second set of four numbers identify the sequence number of all number activities, such as hull number of ships and the squadron number for aviation squadrons; for shore activities, an arbitrary numerical identifier. The last set of two numbers indicate a parent-component activity relationship (00- parent activity, 01-98=component activity of the parent). Together the parent activity and component activity comprise the entire activity.

ACTIVITY GROUP/SUB-ACTIVITY GROUP (AG/SAG): An alphanumeric code that denotes the primary mission/program within a Budget Activity allowing for budget justification and accounting purposes. A PREDOM AG/SAG can identify similar types and groups of activities used in planning, programming, and budgeting process. The Navy budgeted AG/SAG values are maintained and updated in the Navy's manpower system by OPNAV (N13M2E).

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).

ACTIVITY NAME: The Organizational name approved by DNS 33, under the authority of OPNAVINST 5400.44 and the OCR process that reflects the approved title published in an OPNAV Notice or CNO message. See OPNAVINST 5400.44 Chapter 2, Section 4.

ADDITIONAL DUTY (ADDU): Part-time functional position to which an individual is assigned, and which is in addition to the primary duty. The duty may or may not be at the permanent duty station. Such additional duty should normally require less than 50 percent of the incumbent's time.

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. Three characters, either alpha-numeric or all-numeric. The first character identifies a broad occupational area closely related to the designator. The second character specifies the type of qualification within the occupational area. The third character further defines the qualification.

APPROPRIATED FUND (AP): Positions meeting the criteria for funding from U.S. Treasury funds appropriated by the U.S. Federal government for administration by the U.S. Navy. Appropriations include but are not limited to OM&N, Procurement and Research Development. Includes Navy Working Capital Fund (NWCFF) and Defense Working Capital Fund (DWCFF).

AUTHORIZATION (AUTH): Manpower position supported by appropriate funding or meeting of other established criteria.

B

BACKFILL: Reserve units and/or individuals recalled replacing deploying active units and/or individuals in the continental United States and outside the continental United States.

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. **Replaced with Manpower Change Request (MCR). BCR definition remains for reference until removed from the OPNAVINST 1000.16.*

BILLET IDENTIFICATION NUMBER (BIN): A unique seven-digit system generated identifier assigned to a manpower requirement 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.

C

CIVILIAN FUNDING CODE (CIV_FUND): Identifies the appropriate type-funding source for a Civilian position. Applies to all positions funded or unfunded.

CIVILIAN MANPOWER TYPE (CIV_MT): Identifies the appropriate type occupational classification system responsible for staffing a position.

CIVILIAN PAY PLAN (PYPLN): Identifies the pay system meeting the criteria of the occupational classification system responsible for staffing a position.

COMMERCIAL ACTIVITIES (CA): A function either contracted or operated by Navy that provides a product or service obtainable from a commercial source.

COMPETENCY: An observable measurable pattern of knowledge, abilities, skills, and other characteristics individuals need to successfully perform their work.

COMPETENCY-BASED MANAGEMENT: A systematic approach to evaluating and effectively aligning employee competencies with mission and job requirements throughout the human capital life cycle.

COMPONENT UIC (CUIC): Established to permit separate accounting and management due to remote location, a different program element, or to support special personnel management. The CUIC is identified by the last two digits of the activity code (does not equal 00) and a separate UIC.

CONTINGENCY STRUCTURE CODE (CSC): Established to allow BSOs to address shortfalls in the U.S. Navy's ability to command and control at the operational level of war and perform the functions of monitoring, assessing, planning, directing and communicating in support of the commander in the execution of assigned missions.

CONTRACT WORK-YEAR EQUIVALENT (CWE): A standard measure of work (labor or service) performed by contractor personnel that equates to one year of full-time support.

D

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

DEFENSE WORKING CAPITAL FUND/NAVY WORKING CAPITAL FUND (DWCF/NWCF): Combines existing commercial and business operations that were previously managed as individual revolving funds into defense and individual military service revolving or

business management funds. A reimbursable operations fund that sells support goods and services to DoD and other users. DWCF was established to allow the federal government purchase and repair activities to account for costs and revenue as if they were commercial businesses.

DESIGNATOR (DESIG): The primary specialty qualification category of an officer. A four-digit numbers used to group officers by categories for personnel accounting and administrative purposes and to identify the status of officers. These codes identify, through the first three digits, the categories in which officers are appointed and/or designated and, through the fourth digit, the status of the officers within the various categories.

DIRECT HIRE US GOVERNMENT (DH): Position staffing is administered directly by the U.S. Government. Excludes Direct Hire Foreign Nationals hired by DoD to support DoD activities in their home countries.

DIRECT HIRE FOREIGN NATIONAL (FD): Position staffing is administered directly by the U.S. Government for foreign nationals who are employed directly by the U.S. Armed Forces.

E

ENLISTED MANAGEMENT CODE (EMC): A coding system developed by NAVPERSCOM (BUPERS-3) to categorize the combinations of enlisted ratings, functional area codes (FAC), and NEC's for enlisted community management efforts and detailing.

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).

ENLISTED PROGRAMMED AUTHORIZATIONS (EPA): A recurring published document projecting planned enlisted positions for current and future FY's (budget and program years). Planned positions are summarized by rate and rating for each FY and controlled precisely to the approved end strength for each of the FY's.

ENTITLEMENT GEOGRAPHIC LOCATION: This code denotes the geographic location used in the calculation of enlisted PCS monies.

F

FLEET MANPOWER DOCUMENT (FMD): Displays, in detail, quantitative and qualitative manpower positions of a sea duty UIC or a sea duty UIC with shore duty component(s). FMD activities are operationally dependent upon one another and include operational units other than ships or squadrons. Positions are predicated on a Required Operational Capability (ROC) statement under a Projected Operational Environment (POE), specified operating profile, computed workload and established doctrinal constraints.

FULL TIME EQUIVALENT (FTE) WORK YEAR: The planned use for paid hours in a fiscal year. In the case of full-time employees with permanent appointments "one FTE" is normally comparable to "one employee".

FUNCTIONAL AREA CODE (FAC): A one-position code used to identify special consideration in personnel detailing and provides for automated tracking of certain categories of manpower positions.

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.

G

GEOGRAPHIC LOCATION (GEOLOC): A code which identifies the actual entitlement, or homeport geographic location of a UIC. The code values reflect State and city for U.S. locations and country and city for overseas locations. Values for the geographic location code are maintained and updated by OPNAV CNO (N13M2E)

GRADE: A step or degree in a graduated scale of military rank or civilian grade that has been established by law or regulation.

GREEN SHEET: A specific user generated end strength worksheet used by OPNAV N13 and Resource Sponsors to support end strength changes outside the automated Manpower Change Request (MCR) process. Data elements 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).

H

HEADQUARTERS ACTIVITY IDENTIFICATION CODES (HAIC): A one-character alphanumeric data element used to identify various categories or groupings of management headquarters activities for DoD and Navy control.

HIRING STATUS (HS): Identifies the type of hire for civilian positions.

HOMEPORT GEOGRAPHIC LOCATION: The homeport geographic location denotes the location of the shore UIC or the homeport of the ship or squadron.

I

INDIRECT HIRE FOREIGN NATIONAL (FI): Position staffing is administered by a foreign government for foreign nationals whose day-to-day operational control remains with the U.S. Armed Forces.

INDIVIDUALS ACCOUNT (IA): A Defense Planning and Programming Category of manpower that includes military personnel who are not considered force structure manpower and consists of Students, Trainees, Transients and Holdees (STTH).

INSTALLATION CORE BUSINESS MODEL (ICBM) (Formally IMAP): A four-digit data element that ties programmed manpower and budget together by function.

J

JOB CODE: A unique numeric identifier assigned to each enlisted Job. The job code provides a general description of duties performed in an enlisted position. Currently the Enlisted Job Codes are assigned based on the NEBC (refer to NAVPERS 18068 Vol I, Appendix C).

K

None.

L

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

LEVEL OF AGGREGATION (LOA): This term describes the breakdown of funding/FYDP data. The LOA includes the combination of Unit Identification Code (UIC), Manpower Resource Code (MRC), Program Element (PE), Resource Sponsor (RS), Manpower Type (MT), and Activity Group/Sub-Activity Group (AG/SAG).

M

MANNING CONTROL AUTHORITY (MCA): In the enlisted distribution system, the MCA is the naval authority tasked with determining priority for assignment of personnel.

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.

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 (MRD) 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).

MILITARY PERSONNEL NAVY (MPN): The Planning, Programming, Budget Estimate System (PPBES) account for pay, allowances, and clothing for active duty military personnel.

MILITARY SKILL: Skill associated with a military pay grade as opposed to occupational specialties.

MOBILIZATION (MOB): The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. This includes activating all or part of the reserve UIC. Mobilization includes assembling and organizing personnel, supplies, and material.

MOBILIZATION BEGIN MONTH (MOB BGN): The month that a requirement is to be mobilized. Mandatory if Peacetime Requirement is (0). Must be 01 through 12 and not greater than MOB END.

MOBILIZATION END MONTH (MOB END): The month that a requirement will no longer be mobilized. Mandatory if Peacetime Requirement is (0). Must be 01 through 12 and not less than MOB BGN month.

N

NAVY ENLISTED CLASSIFICATION (NEC) CODE: A four-character alpha/numeric code identifying a Navy skill, knowledge, aptitude, or qualification. **(*Note: The Defense Information Systems Agency (DISA) limits TFMMS 2.0 to 10 (ten) NEC codes per manpower requirement or authorization. Personnel and training systems may have additional NEC code assignment constraints that limit the number of visible NEC code's within their systems.)**

NAVY ENLISTED BILLET CLASSIFICATION (NEBC): Identifies enlisted position requirements and enlisted occupational experience required to fill a position and is acquired through position experience or through a combination of education, training, and experience.

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 data element, the second digit identifies the group within the data element 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.

NON-APPROPRIATED FUND INSTRUMENTALIES (NAFI): Positions meeting the criteria for funding from revenue generated from non-U.S. Treasury funds under the jurisdiction of the U.S. Navy. Includes but is not limited to Morale Welfare and Recreation (MWR) and Navy Exchange Programs. Does not include Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF).

NON-GOVERNMENTAL/Other (NG): Position staffing is not administered by the U.S. Government or a foreign government for the U.S. Armed Forces. Includes but is not limited to the following:

- Contractors
- Volunteers
- Grant and Grant Exchanges
- Intra-Governmental agreements (Federal & State not DoD)
- Inter-Service (DoD)
- Non-Procurement (Private Sector)

O

OCCUPATIONAL SERIES (OCC SRS): A number assigned by the Office of Personnel Management (OPM) for civilian positions identifying a specialized line of work and qualifications.

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 FYs.

ORGANIZATIONAL HIERARCHY (ORG_HRCHY): The Organizational Hierarchy Code is a mandatory ten (10) character numeric value containing five (5) levels of two (2) values reflecting the activity's organizational breakdown.

OTHER RESOURCING FUNDS: Positions meeting the criteria for funding from funds not under the jurisdiction of the U.S. Navy or by non-procurement entities. Includes but is not limited to Volunteers, Host Nation Support, Intra-governmental (Federal & State not DoD), Inter Service (DoD personnel), government grants, cooperative agreements, shared resources, borrowed labor, etc.

P

PAY GRADE (PY GR): A rating in a graduated scale for Federal civilian employees that are established and designated within specific pay plans.

PAY PLAN (PYPLN): A system or schedule authority; such as statutes, Executive Orders, and regulations of the OPM, or other agencies, establishing and governing rate of pay for civilian employees.

PEACETIME REQUIREMENT INDICATOR (PR): Indicates whether the manpower position exists during peacetime only, mobilization only, or peacetime and mobilization.

PERSONNEL EXCHANGE PROGRAM (PEP): A DoD program that provides a cadre of officer and enlisted personnel familiar with foreign military and other service inter-service relationships. The PEP includes all U.S. military services as well as foreign military.

PHASED PR (PPR): A limited SSBI-PR, conducted under the same circumstances as an SSBI-PR, as warranted by the case. Investigative elements include: a NAC (except that a technical fingerprint check of FBI files is not conducted); a subject interview, a credit check, an employment check, local agency checks, developed character references, and additional investigation when warranted by the facts of the case. If yes expand the investigation coverage to full SSBI-PR coverage.

POSITION: A definition of work requirements.

POSITION STATUS (PS): Identifies the status of the civilian position.

PROGRAM ELEMENT (PE): The PE is a primary data element in the FYDP and generally represents aggregations of organizational entities and resources related thereto. They are the building blocks of the Programming and Budgeting system and may be aggregated to display total resources assigned to a specific program, display manpower into programs, analytical groupings, and functional groupings.

PROGRAM MANAGER (PM): An individual who has the Program Management Responsibility of managing resources assigned to their program and ensuring the program is accurately priced, balanced, and executable; and who knows the policy and history regarding those assigned resources.

PROGRAM OBJECTIVES MEMORANDUM (POM): Document in which each military department and defense agency recommends and describes biannually its total resource and program objectives. Program objectives are fiscally constrained. To allow flexibility for each service to develop balanced programs, reallocation of funds is permitted between major mission and support categories unless specifically stated otherwise in SECDEF Fiscal Guidance Memorandum.

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).

Q

QUALITY: The skill, grade, and experience associated with the manpower position.

QUAN/QUAL BALANCING: The matching of authorized MPN and RPN manpower positions to the end strength controls Level of Aggregation (LOA).

R

RATE: Identifies enlisted occupationally by pay grades E1 through E9.

RATING: A broad enlisted career data element identifying an occupational specialty that encompasses related aptitude, training, experience, knowledge, and skills for the purpose of career development and advancement.

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.

RESERVE PERSONNEL NAVY (RPN): A portion of the budget process that accounts for reserve military personnel.

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 INDICATOR (RI): A one-character data element 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.

S

SEA SHORE CODE (SSC): The five types of duty designations or “types” are used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes. Sea Shore Code is “manning” centric vice “manpower” centric and provides classifications of activities/UICs to support pay entitlement and sea-shore rotation.

SEA SHORE ROTATION (SSR): This ratio represents the number of years that are required at sea, on average, for a certain number of years of shore duty for each enlisted rating and grouping.

SELECTED RESERVE (SELRES): Reservist assigned to a reserve unit receiving drill pay. The portion of the Ready Reserve consisting of units and individual reservists requiring inactive duty training periods and annual training, both of which are in a pay status. The SELRES also includes persons performing initial active duty for training.

SENSITIVE UIC INDICATOR (SUI): A one-digit code used to indicate if the UIC and/or AMD information is sensitive and is used primarily for Freedom of Information Act (FOIA) requests.

SHIP MANPOWER DOCUMENT (SMD): Quantitative and qualitative manpower for an individual ship or class of ships and the rationale for their determination. Positions are predicated upon a ROC/POE, ship configuration, specified operating profile, computed workload, and established doctrinal constraints such as standard workweeks, leave policy, etc.

SHORE MANPOWER REQUIREMENTS (SMR): BSO approved quantitative and qualitative manpower positions for a shore UIC based on the Mission Function Task (MFT).

SHORE MANPOWER REQUIREMENTS DETERMINATION PROGRAM (SMRDP): The

program used to develop BSO approved quantitative and qualitative manpower positions based on the Mission Function Task (MFT).

SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI): The SSBI is the investigative standard for determinations of eligibility to access Top Secret classified national security information and SCI access eligibility determinations. The SSBI is also the basis for determinations of eligibility to occupy a critical-sensitive or special-sensitive national security position and is required for duties involving a number of special programs. Individuals nominated for SCI access require a pre-nomination interview that is conducted by the SSO or its designee. The SSBI includes the NAC, verification of the subject's date and place of birth, citizenship, education and employment, neighborhood interviews, developed character reference interviews, credit checks, local agency checks, public record checks (i.e., verification of divorce, bankruptcy, etc.), foreign travel, foreign connections and organizational affiliations, with other inquiries, as appropriate. A formal subject interview is conducted, as applicable, as well as a NAC of the subject's current spouse or cohabitant. The scope of an SSBI covers the most recent 10 years of the subject's life or from the 18th birthday, whichever is the shorter period; however, at least the last 2 years will be covered. No investigation is conducted prior to the subject's 16th birthday.

STAFFING STANDARD: A Staffing Standard depicts the quantitative and qualitative expressions of manpower requirements needed to perform prescribed tasks at varying levels of workload.

STREAMLINED ACTIVITY MANPOWER DOCUMENT (S-AMD) REPORT: The S-AMD report is a refined, easy-to-read Manpower Report used as a ready reference used for day-to-day Manpower Management. The S-AMD report reflects a single line of position data that has been reformatted to identify specific manpower information including requirements, authorizations, and selected manpower position specific data elements.

SOURCE RATINGS: One or more Navy ratings assigned to each rating series NEC code to assign ratings to a specific job or multiple tasks.

SQUADRON MANPOWER DOCUMENT (SQMD): Quantitative and qualitative manpower for an individual aviation squadron or a class of squadrons and the rationale for their determination. Manpower positions are predicated upon statements of ROC/POE, aircraft configuration, specified operating profile, computed workload, and established doctrinal constraints.

SUBORDINATE MANPOWER CODE (SMC): The SMC identifies the command immediately subordinate to the manpower BSO.

SUB-SPECIALTY CODE (SUB SPEC/SSP): A code used to identify and classify positions for which significant experience, functional training, and advanced education are deemed necessary to meet specific operational, technical, and managerial needs.

T

TOTAL FORCE: All military (Active and Reserve), DoD Civilian (U.S. and Foreign National), and Contractor support.

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

U

UNIT IDENTIFICATION CODE (UIC): A five-digit numeric or alpha-numeric accounting code assigned by Defense Finance and Accounting System (DFAS) via OPNAV (N13M2E) to ships, aircraft, units, shore activities, divisions of shore activities, commands, bureaus and offices, contractors' plants, and in some instances to functions or the specialized elements for identification.

V

None

W

None

X

None

Y

None

Z

None

SECTION 30

ACTIVITY MANPOWER DOCUMENT (AMD) REPORT DATA ELEMENTS DEFINITIONS

The AMD Report is a single source document that provides the quantitative and qualitative manpower positions allocated to perform assigned Mission Function Task (MFT) or Required Operational Capability (ROC)/Projected Operational Environment (POE). The report displays current and future peacetime and mobilization manpower positions.

An overview of the AMD report identifying current available manpower/positional data elements is located under “NAVMAC Briefings” as the “Understanding Your AMD” at the following link:

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/NAVMAC/NAVMAC-Information/>

SECTION 31

STREAMLINED - ACTIVITY MANPOWER DOCUMENT (S-AMD) REPORT

The **S-AMD** report is a Manpower Document used by manpower managers as a quick, ready reference for managing manpower at a day-to-day level. The S-AMD provides a streamlined display of the activities manpower management positional data elements. Unlike the Activity Manpower Document (AMD) report, the S-AMD reflects a single line of position data that is streamlined and formatted to identify the information in more user friendly groupings.

The S-AMD report is available to users via:

- Total Workforce Management System (TWMS)
- TFMMS

An overview of the AMD report identifying current available manpower/positional data elements is located under “NAVMAC Briefings” as the “Understanding Your AMD” at the following link:

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/NAVMAC/NAVMAC-Information/>

Activity Manpower Management Guide (AMM-G) Policy Change Request Worksheet

Issue Tracking Reference Number
(Added by NAVMAC Action Lead (Code 20))

Date of request

Submitter information

Please provide submitter Point of Contact (POC) information to include:

Name

E-Mail address

Organization/Department Code

BSO

Phone (DSN and Commercial)

Subject title

Please provide a very brief subject title for this request. (Abbreviations/acronyms should be spelled out, followed by the abbreviation).

Reference source of policy change (or N/A)

Provide any references that may be applicable to the request (i.e., OPNAVINST, DODI, etc.)

Note: If requesting a new data requirement in TFMMS, address the following:

- Who requires this information?
- Is there a Navy-wide policy/instruction in place dictating BSOs adhere to this data requirement? (who owns the policy and process?)
- If no policy exists, who will own and/or create the policy directing BSOs to adhere to this data requirement?
- Who is responsible for the accuracy and validity of the data reported?

Note: These questions are relevant, as NAVMAC will need to reference the policy when updating the AMMG to reflect any new TFMMS data requirements.

Provide detailed justification to support the request

State the problem and need in non-technical terms. This item should detail what policy process and/or functionality you need. Also include information identifying the current process work around (as applicable), as well as any history or background supporting the need for the process change.

Is there any existing official documentation supporting the request? Yes or No

If Yes – Please provide documentation. This documentation could be any approved reference material, prior studies, user manuals, standard operating procedures, etc.

Enclosure (2)

If No – Please provide recommended supporting documentation that may require updating if request is approved.

Desired outcomes business value and risk

Describe how the requested process will change/add value to include benefit, scope (i.e., Navy-wide Manpower Policy and Procedure, direct benefit, positive impact on Total Force, other customers/users, etc.). List the risks that will be experienced if the requested change is not approved. Describe the manpower relative processes and/or the mission impact if this change is not approved.

List other processes that currently employ this Policy and/or Procedure.

If you know of a process(s)/application(s) currently providing this functionality, indicate here. If otherwise, simply state “None Known.” **List specific areas of business affected by this change.** Provide any known Manpower related system(s), process(s), application(s) potentially affected by this change.

Forward request to NAVMAC (Code 20) POC listed on cover letter of the AMMG.

Enclosure (2)