



**DEPARTMENT OF THE NAVY**  
NAVY MANPOWER ANALYSIS CENTER  
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NAVMACINST 5310.18E  
Code 30/40  
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NAVMAC INSTRUCTION 5310.18E

**Subj:** FLEET MANPOWER DOCUMENT/SHIP MANPOWER DOCUMENT/SQUADRON MANPOWER DOCUMENT/AIRCRAFT INTERMEDIATE MAINTENANCE DEPARTMENT/SEA OPERATIONAL DETACHMENTS/VAN OPERATIONAL DETACHMENT MANPOWER REQUIREMENTS WORKSHEET REVIEW AND DEVELOPMENT PROCEDURES

**Ref:** (a) OPNAVINST 1000.16L w/Chg #2  
(b) OPNAVINST C3501.2 (Series)

**Encl:** (1) Afloat Fleet Manpower Document/Ship Manpower Document Review and Development Schedule  
(2) Aviation Squadron Manpower Document/Afloat Manpower Document Review and Development Schedule  
(3) Manpower Requirements Worksheet Review and Development Schedule

1. **Purpose.** To establish procedures for the development, review, approval and issuance of the following Manpower Requirement Documents (MRD) for activities in the Fleet Manpower Requirements Determination (FMRD) Universe:

- Ship Manpower Document (SMD) for surface ships/submarines
- Squadron Manpower Document (SQMD) for aviation squadrons
- Fleet Manpower Document (FMD) for shore based expeditionary/deployable units and staffs
- Aviation Fleet Manpower Document (AFMD) for aviation staffs
- Aircraft Intermediate Maintenance Departments (AIMDs) Document
- Sea Operational Departments (SEAOPDETs) Document
- Van Operational Detachment (VANOPDET) Document
- Manpower Requirements Worksheet (MRW)

2. **Cancellation.** NAVMACINST 5310.18D. This is a rewrite of the instruction. Recommend comprehensive review to ensure understand of the policies.

3. **Background.** Per reference (a), the Navy Manpower Analysis Center (NAVMAC) develops draft and final MRDs for assigned activities within the FMRD program. This instruction describes the manpower review process for ships, submarines, aviation squadrons and expeditionary/deployable units and staffs. Either the NAVMAC Commanding Officer or the Director, Military Personnel Plans and Policy Division, N13, Office of the Chief of Naval

Operations provide final approval. Approved MRDs forms the basis for all manpower requirements and authorizations for activities within the FMRD universe.

4. Action. Enclosures (1), (2) and (3) display the MRD review and development timelines. Adherence to these timelines is crucial to deliver timely updates to manpower requirements and authorizations. Delays in final MRD issuance may result in suboptimum manpower management and may create a potentially negative impact on operational readiness.

a. Required Operational Capability/Projected Operational Environment (ROC/POE). The most critical element of MRD development is the ROC/POE statement. Per reference (b), the appropriate chain of command shall submit recommended changes to the appropriate Resource Sponsor (RS) to keep the ROC/POEs current and ensure they accurately state the unit's mission. Stakeholders should forward copies of, change recommendations to NAVMAC. NAVMAC may use RS-signed ROC/POEs that are with the Director, Navy Staff (DNS) for final signature, to develop draft MRDs. NAVMAC may release the draft MRDs for fleet review; however, NAVMAC will not release the final MRDs until DNS approves the ROC/POE.

b. MRD Production Plan Development. Reference (a) directs NAVMAC to produce an annual MRD production plan.

(1) MRD Timeline. Each January, NAVMAC will request stakeholder input to address MRD study expectations for the next two fiscal years. NAVMAC will consolidate all inputs and route the draft production plan no later than 30 April for stakeholder review and comments. After stakeholder review, NAVMAC will forward the final draft to OPNAV (N13) for a decision. NAVMAC will publish the final MRD production plan for both aviation and afloat activities by 30 June.

(2) Mid-Year Change Requests. Activities may propose changes to the production plan through the Budget Serving Offices (BSO) and Type Commanders (TYCOM). Requests must include specific justification (e.g. mission growth, additional tasking) and supporting documentation. NAVMAC will collaborate with OPNAV (N13), TYCOMs and BSOs to adjudicate proposed change requests.

c. MRD Production

(1) Initial Afloat SMD. Following acquisition, NAVMAC will coordinate initial manpower reviews and documentation/data collection for a SMD study with the appropriate TYCOMs/BSOs. This normally occurs one year after commissioning or after the completion of the first major deployment whichever is later. This will provide the time needed to identify the most efficient organization to support the watch/workload data collection effort. NAVMAC will annotate differences between individual ships within a class with notes within the specific class SMD documentation.

(2) Initial Afloat FMD. NAVMAC will coordinate initial manpower reviews for newly established shore-based and expeditionary units with the appropriate TYCOM/BSO after the RS sign the command's ROC/POE.

(3) Initial Aviation SQMD/AFMD. Following acquisition, NAVMAC will develop manpower documents for aviation activities once sufficient maintenance data is available to support a comprehensive maintenance man-hour per flight hour model, which is normally a minimum of four years. NAVMAC conducts subsequent manpower reviews due to ROC/POE changes, changes in the number of aircraft assigned, flight hour utilization rate, a change in the maintenance man-hour per flight hour model, major changes in mission and force structure fleet issues, age of document or at the request of the Resource Sponsor. For Fleet Replacement Squadrons (FRS), current/approved Production Planning Factors (PPFs), student throughput and curriculum also drive manpower changes.

(4) MRW. NAVMAC produces afloat AIMD/SEAOPDET MRWs prior to each carrier's major deployment. The MRW displays the total manpower requirements for a carrier's Aircraft Intermediate Maintenance Department (AIMD), including appropriate SEAOPDET manpower requirements. NAVMAC bases these manpower requirements on the ship's test bench/ Support Equipment (SE) gear configuration and the aircraft attached to a specific CVW. SEAOPDET requirements reflect attachment to the appropriate shore station AIMD to support aircraft workload during the turnaround cycle. NAVMAC will develop a manpower document for each SEAOPDET. NAVMAC will develop AIMD/SEAOPDET MRWs based on the TYCOM-approved tasking letters. NAVMAC develops MRWs for LHA/D class ships in conjunction with the ship class document. NAVMAC conducts VANOPDET MRW reviews when a ROC/POE changes occur.

(5) Interim Manpower Changes. Activity Manpower Document (AMD) interim changes will follow the Billet Change Request (BCR) process per reference (a). NAVMAC will annotate the appropriate MRD to evaluate the requested change in the next scheduled manpower review.

d. Draft MRD Review Process. The NAVMAC Commanding Officer will approve all draft MRDs for fleet review. The fleet review process is as follows:

(1) NAVMAC will distribute draft MRDs to the applicable RS, TYCOMs and BSOs. Additionally, NAVMAC may provide the draft MRDs to individual commands and other stakeholders not in the direct chain of command as necessary for fleet review (e.g. NPC, BUPERS).

(2) BSOs will distribute MRDs to applicable commands for review, consolidation of Fleet Review Comments (FRC) and submission to NAVMAC via the appropriate chain of command for endorsement.

(3) Commander, U. S. Pacific Fleet (COMPACFLT) (BSO 70) will provide endorsement of comments forwarded by the subordinate TYCOMs for activities under their purview. COMPACFLT will forward their endorsement to Commander, U. S. Fleet Forces Command (COMUSFLTFORCOM) (BSO 60).

(4) COMPACFLT is not required to provide endorsement of COMUSFLTFORCOM's BSO domain for which they have no manpower interest. However, they may comment if desired.

(5) BSOs other than 60, 70 and Commander, Navy Reserve Forces (COMNAVRESFOR BSO 72) shall submit properly endorsed FRCs directly to NAVMAC for adjudication.

(6) Resource sponsors and stakeholders not in the chain of command should contact the reviewing TYCOM/BSO to submit FRCs. The reviewing TYCOM/BSO shall include those FRCs in the FRC package submitted to NAVMAC.

e. Fleet Review Comment Process. NAVMAC's cover letter will specify the deadline for submitting FRCs to NAVMAC (60 business days from receipt of the letter). The NAVMAC Commanding Officer may grant extensions on a case-by-case basis only. The BSO O-6/GS-15 level authority is the only party authorized to request a deadline extension and the request shall not exceed 14 business days. If required, BSO Flag Officer/Senior Executive Service (FO/SES) N1 may request a second deadline extension, which shall not exceed five business days. OPNAV (N13) is the approval authority for second timeline extension requests. If NAVMAC does not receive FRCs after the extension deadline and no communication has occurred, NAVMAC will attempt to contact appropriate BSO(s). If correspondence still has not occurred, NAVMAC will contact the appropriate BSO FO/SES. The Department of the Navy (DON) tracker will be utilized for FRC review communication and tracking. The BSO(s) will be responsible for assigning and tracking FRC timeline due dates.

(1) Reviewing unit(s) will initiate the FRC process with a letter stating their concurrence or non-concurrence and provide detailed justification for any recommended changes. Each echelon in the chain of command shall review and forward an endorsement (concurrence or non-concurrence and rationale for recommendation).

(2) Units should contact NAVMAC directly and early in the review process to resolve technical questions prior to submitting a FRC. Upon receipt of all FRCs (with appropriate BSO endorsement), NAVMAC may conduct a stakeholder meeting. After the stakeholder meeting (if conducted) NAVMAC will conduct an FRC adjudication board to recommend concurrence/non-concurrence with requested changes.

(3) If receipt of the BSO endorsement letter does not fall within the prescribed timeline, NAVMAC will request email notification of the BSO's intent to submit endorsement. If BSO(s) do not respond within seven days, NAVMAC may assume concurrence with the draft document and will forward to OPNAV (N13) for final signature.

f. FRC Stakeholder Meeting. The purpose of the FRC stakeholder meeting is to capture and clarify stakeholder perspectives on all the pertinent issues regarding each FRC. With a full understanding of each FRC, NAVMAC analysts will conduct further research (if required) and provide sound recommendations to the FRC Adjudication Board. The nature of issues raised by stakeholders through the reviewing chain of command will drive the need for a stakeholder meeting. The respective NAVMAC Department Head will determine the need.

(1) NAVMAC will notify the Resource Sponsor, Budget Submitting Office(s), Type Commander(s), Bureau of Naval Personnel (BUPERS 31/32), Navy Personnel Command (PERS 4 Division as applicable) and other stakeholders 7-14 days prior to the date of the stakeholder

meeting. NAVMAC will provide a copy of the draft MRD and all FRCs at least three working days prior to the stakeholder meeting. Interested personnel and/or Subject Matter Experts (SMEs) having a vested interest in the manpower document under review may participate in the stakeholder meeting. NAVMAC will provide advance email notification to stakeholders of near term document reviews.

(2) No voting will take place at the stakeholder meeting. NAVMAC will incorporate all comments and concerns addressed into the recommendations forwarded to the FRC Adjudication Board for consideration and final resolution.

g. Afloat FRC Adjudication Board Process. The board will consist of three voting members and the board chair. The appropriate NAVMAC Functional Area Managers and/or analysts should be available to discuss comments and recommendations. The board facilitator will summarize each FRC, discussing unit request, endorsements, NAVMAC analyst comments and Quality Control (QC) comments.

(1) After all board members have had an opportunity to discuss the FRC, the board facilitator will close the discussion and voting members will vote on the unit request (concur, partial concur, non-concur or defer). A simple majority determines the board recommendation. The board chair may defer the vote, state their reasoning and return the FRC for additional discussion and revote. Once the voting members have voted again, the board recommendation stands. NAVMAC shall forward the completed FRC package, including the NAVMAC adjudication board recommendations to OPNAV (N13) for review and final disposition.

(2) For deferred FRCs, the board will reconvene the meeting later or the board members will vote via email sent out by the board facilitator.

(3) NAVMAC will liaise with OPNAV (N13) on any major issues prior to scheduling an adjudication board.

(4) Board composition shall be as follows:

(a) Voting Members.

1. Board Chair. Afloat Programs Department Head or Deputy Department Head (alternate)

2. Afloat Programs Qualified NAVMAC officers or Functional Area Managers (alternates)

3. Board Facilitator. Afloat Programs Production Officer or Production Functional Area Manager (alternate)

(b) Non-Voting Members.

- chair)
1. Afloat Programs Deputy Department Head (except when acting as board chair)
  2. Functional Area Managers (except when acting as voting members)
  3. On-site team members and other stakeholders as invited.

h. Aviation FRC Adjudication Board Process. The board will consist of three voting members of the Aviation Programs Department. A senior analyst will brief each FRC to discuss the unit's comments, all endorsements and NAVMAC's analysts' comments. The appropriate NAVMAC manpower analysts will be available to discuss comments and recommendations. The Adjudication Board will review and vote on each FRC.

(1) Voting members will vote to concur, partially concur or non-concur with each requested change to the manpower document. A simple majority determines the board recommendation. The board chair may defer the vote, state his reasoning and return the FRC for additional discussion and revote. Once the voting members have voted again, the board recommendation stands.

(2) NAVMAC will liaise with CNO (N13) on any major issues prior to scheduling an adjudication board. NAVMAC will forward the completed FRC package, including the NAVMAC adjudication board recommendations to OPNAV (N13) for review and final disposition. OPNAV (N13) is the final signature authority for all manpower documents with FRCs.

(3) Board composition shall be as follows:

(a) Voting Members.

1. Board Chair. Aviation Programs Department Head or Deputy Department Head (alternate)
2. Appropriate Aviation Programs Division Officer
3. Aviation Programs Division Senior Analyst

(b) Non-Voting Members.

1. Aviation Programs Deputy Department Head (except when acting as board chair)
2. Appropriate Aviation Program Lead Analyst
3. On-site team members and other stakeholders as invited.

i. On-Site Adjudication

(1) BSOs may request a NAVMAC on-site adjudication for issues judged as too complex to be resolved satisfactorily through the normal fleet review process. Requests for an on-site adjudication must include a statement of the subject issues. OPNAV (N13) via NAVMAC must receive the requests no later than 60 business days after unit's receipt of the draft document.

(2) If the BSO recommends and NAVMAC/OPNAV (N13) approves the on-site review, NAVMAC will coordinate scheduling with the TYCOM/BSO(s) and other stakeholders. If a face-to-face adjudication is unachievable, NAVMAC will conduct an "on-line" virtual adjudication board with all interested parties. The virtual adjudication board will only review the previously identified issues.

(3) NAVMAC will incorporate the recommendations of the adjudication board into the final SMD/FMD/SQMD/MRW and forward to OPNAV (N13) for final disposition and signature approval.



B. E. COWER

Distribution:

CNO (OPNAV N13, N13M)  
 COMUSFLTFORCOM (N1, N12)  
 COMPACFLT (N1, N12)  
 COMSUBPAC (N1, N12)  
 COMSUBLANT (N1, N12)  
 COMNAVSURFPAC (N1, N12)  
 COMNAVSURFLANT (N1, N12)  
 COMNAVEXPCOMBATCOM (N1, N12)  
 COMNAVAIRPAC (N1, N12)  
 COMNAVAIRLANT (N1, N12)  
 COMNAVRESFOR (N1)  
 COMNAVAIRFORRES (N1)  
 MSC (N12)  
 CINFO (IO-81)  
 NAVSEA (SEA 10/PMS 392)  
 COMNAVPERSCOM (PERS 40, PERS 41)  
 BUPERS (Code 31, 32)  
 OJAG (Code 61)

<b>Afloat SMD/FMD Review &amp; Development Schedule</b>			
<b>Phase</b>	<b>Action</b>	<b>Days to Complete</b>	<b>Total Time Elapsed (Days)</b>
Preliminary	<ol style="list-style-type: none"> <li>1. ROC/POE Verification</li> <li>2. DDD Review &amp; Validation</li> <li>3. Schedule on-site visit</li> <li>4. Attain Direct Liaison Authority</li> <li>5. Receive TOR Funding Approval</li> </ol>	30 Days	-30
Data	<ol style="list-style-type: none"> <li>1. Collect/review current Standards data (Data Call)</li> <li>2. Complete all pre-onsite preparations</li> <li>3. Conduct on-site</li> </ol>	30 Days	30
Data Analysis	<ol style="list-style-type: none"> <li>1. Calculate OUS, PM, CM, FM, Watch Stations and IPWS, standards and workload hours</li> <li>2. Enter workload and standards into appropriate NMRS modules</li> </ol>	45 Days	75
Draft Development	<ol style="list-style-type: none"> <li>1. Load Standards into a task level</li> <li>2. Analyze and implement IPWS workload</li> <li>3. Implement Directed Requirements</li> <li>4. Produce/QA draft SMD/FMD</li> <li>5. Forward draft SMD/FMD to USFF via NAVMAC CO for review</li> </ol>	30 Days	105
Assessment	<ol style="list-style-type: none"> <li>1. USFF ensures the review is completed by Units and TYCOMs as appropriate, Forwards FRCs to NAVMAC</li> <li>2. NAVMAC Completes Review and conducts FRC Board</li> <li>3. Prepare final SMD/FMD package for approval submission</li> <li>4. Submit final SMD/FMD package to approving authority via CoC</li> </ol>	60 Business Days + 30 Days = ~110 Days	215
Approval	<ol style="list-style-type: none"> <li>1. CoC reviews and endorses final SMD/FMD and forwards to Approving Authority</li> <li>2. Approving Authority reviews and signs final SMD/FMD</li> </ol>	15 – 30 Days	230 - 245
Implementation	<ol style="list-style-type: none"> <li>1. NAVMAC distributes approved SMD/FMD</li> <li>2. NAVMAC implements SMD/FMD in TFFMS</li> </ol>	21 Days	251 - 266



**Aviation SQMD/AFMD Review & Development Schedule**

<b>Phase</b>	<b>Action</b>	<b>Days to Complete</b>	<b>Total Time Elapsed (Days)</b>
Preliminary / Data Gathering	<ol style="list-style-type: none"> <li>1. Receive draft ROC/POE signed by the Resource Sponsor, for SQMD development. (Indefinite)</li> <li>2. Gather and validate supporting documentation and data from applicable systems (i.e., DECKPLATE, NATEC)</li> <li>3. Develop and validate Preventive Maintenance (PM) and Corrective Maintenance (CM) models</li> <li>4. Perform on-site validation of workload as needed and whenever feasible (preferably like-Type/Model/Series (T/M/S) on each coast)</li> </ol>	180+	-180
Data Analysis / Computation / QA	<ol style="list-style-type: none"> <li>1. Assign Manpower Analyst</li> <li>2. Apply appropriate PM/CM models, Naval Aviation Maintenance Program (NAMP) standards, directed functions and staffing standards</li> <li>3. Create draft SQMD</li> <li>4. Conduct quality assurance review of draft SQMD</li> <li>5. Forward draft SQMD to NAVMAC CO for release for Fleet Review</li> </ol>	75	75
Assessment	<ol style="list-style-type: none"> <li>1. Enter Draft SQMD into DON Tracker and forward to unit via the chain of command</li> <li>2. Complete Force Commander review and forward recommended changes to USFF/CNRF</li> <li>3. Complete USFF/CNRF review and forward recommended changes to NAVMAC</li> <li>4. Complete NAVMAC review of FRCs</li> <li>5. Conduct FRC Board</li> <li>6. Prepare final SQMD package for approval submission</li> </ol>	60 Business Days + 45 Days = ~125 Days	200
Approval	<ol style="list-style-type: none"> <li>1. Upon final ROC/POE approval, submit FRC board recommendations to OPNAV N13 or NAVMAC CO for final adjudication and approval</li> <li>2. Approving authority completes review and signs the final SQMD</li> </ol>	15 – 30 Days	215 - 230
Implementation	<ol style="list-style-type: none"> <li>1. Forward final SQMD to force commander for application of billet funding/(Indefinite).</li> </ol>	5 Days	220-235

<b>MRW Review &amp; Development Schedule</b>		
<b>Action</b>	<b>Days to Complete</b>	<b>Total Time Elapsed (Days)</b>
NAVMAC receives TYCOM tasking letter (deck load)	0	0
NAVMAC develops draft MRW	30	30
NAVMAC completes draft MRW and forwards to co NAVMAC for approval	15	45
NAVMAC enters draft MRW into TFMMS and issues for Fleet review*	5	50
USFFC completes review. Forwards recommended changes to NAVMAC	60 Business Days	110
NAVMAC completes review and conducts FRC board	30	140
NAVMAC forwards FRC board recommendations to OPNAV (N13) for final disposition	15	155
OPNAV (N13) completes review for final disposition and signs the final MRW. Forwards to NAVMAC	30	185
NAVMAC enters final approved MRW into TFMMS and forwards to TYCOM	20	205

\*If changes in requirements are significant, NAVMAC may delay entering the draft MRW into TFMMS until fleet review is complete.