

MILPERSMAN 1306-100

ENLISTED DISTRIBUTION MANAGEMENT SYSTEM

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References	(a) BUPERSINST 1080.53, Enlisted Distribution and Verification Report Users' Manual (EDBRMAN) (b) OPNAVINST 1000.16K
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1. **Purpose**. This article addresses the Enlisted Distribution Management System for active duty United States Navy (USN) personnel.

2. **Background**

a. Billet control, personnel procurement, training, and distribution are processes in the Enlisted Distribution Management System. Authorized billets are the Navy's yardstick for measuring personnel management's ultimate objective of placing the right Sailor in the right job.

b. Procurement and training managers, major manpower claimants, and fleet commanders are continually striving to build the personnel base to support the requirements while personnel distributors (Navy Personnel Command (NAVPERSCOM) and manning control authorities (MCAs)) are faced with the challenge of how to best assign personnel excesses and shortages to most nearly meet the billet requirements.

3. **Distribution Management Controls**

a. **Functions of Distribution Management Controls.** To support Deputy Chief of Naval Personnel's (DEPCHNAVPER) responsibility for controlling assignment of enlisted personnel and fleet commander's responsibility for readiness of activities under their command, three distinct and separate functions of

enlisted distribution management controls were established. These are **allocation control**, **manning control**, and **assignment control**.

(1) **Allocation Control**. Allocation control is the function of allocating available personnel resources to the MCAs, NAVPERSCOM, and or U.S. Fleet Forces. **For USN/Full Time Support (FTS) personnel**, this control is exercised by NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013).

(2) **Manning Control**. Manning control consists of two functions - manning and placement.

(a) **Manning** is the function of determining the quality, quantity, and priority for assignment of personnel to all billets within a composite.

(b) **Placement** is the function of communicating unit personnel vacancies to the assignment control authorities (ACAs) and directing the order in which these vacancies are to be filled.

(3) **Assignment Control** is selecting, detailing, and ordering of particular Sailors to fill requisitions per manning levels and priorities designated by the MCA.

(a) **For USN/FTS personnel**. NAVPERSCOM, Enlisted Distribution Division (PERS-40) is the ACA for all USN/FTS personnel.

(b) **Availability Time Table**. A Sailor becomes available to the ACA for detailing purposes 9 months prior to the Sailor's projected rotation date (PRD), but the ACA cannot move them more than 3 months early or 4 months late without MCA concurrence.

b. **Assignment of an Activity to an MCA**. All activities are assigned to one of two MCAs. All sea commands and commands in direct support of the fleet fall under Commander Fleet Forces Command. All other shore duty relating to training, recruiting, and joint commands remain under Commander Naval Personnel Command.

c. **Availability Time Table**. A Sailor is an asset under the control of the MCA from the time of issuance of orders to an activity under that MCA, until 3 months prior to the Sailor's PRD.

4. Supporting Information Systems

a. To support allocation, manning, and assignment control functions, three automated personnel management information systems have been developed. They are as follows:

(1) **Projection System**, supporting the allocation control function.

(2) **Navy Manning Plan (NMP)**, supporting the manning function.

(3) **Personnel Requisition System**, which supports the placement function.

b. These systems assist personnel managers to allocate total Navy personnel resources to the major composites, apportion available personnel assets among activities within a composite, and measure personnel needs while establishing activity's priorities for the assignment of personnel.

5. Projection System

a. **Functions.** The projection system has two major functions as follows:

(1) **Personnel Strength Projection.** The first function is to predict what the Navy distributable personnel strength will be 9 months in the future. **NOTE:** These predictions are based on the number of personnel already assigned to commands, a survey of Sailors who are under orders to be transferred from one requirement to another, and measurement of personnel available for assignment.

(2) **Personnel Allocation.** The second function is to equitably allocate available personnel assets to each composite.

b. **Distributable Communities.** For distribution purposes, Navy enlisted personnel are assigned to distributable communities. Distributable communities are specified Navy Enlisted Classifications (NECs) or ratings composed of billets. They are also personnel who are on board for duty and not in the Sailors' account as students, transients, patients, prisoners, or holdees who are counted using the assigned rate fields in Exhibit 1, or distribution NEC fields as shown in reference (a).

(1) **Management of Distributable Community.** NAVPERSCOM (PERS-4013) exercises management control over all distributable communities by establishing, maintaining, publishing and controlling the hierarchy of the structure of distributable communities. They analyze and coordinate actions on all recommended changes and implement approved changes to the structure of distributable communities.

(2) **Management by Ratings or NEC.** Normally, personnel assets and billets are managed by ratings; however, because of highly specialized training, certain members and billets are managed by NEC independent of rating. When NAVPERSCOM (PERS-4013) determines that an NEC will be managed as a distributable community, independent of rating, the NEC is designated either "**Closed Loop**" or "**Transitory**." The distinction between these two NEC categories is based on the manner in which personnel are projected for assignment.

(a) **Closed Loop NEC.** The Closed Loop NEC distributable community consists of personnel who are projected and assigned to consecutive tours within that NEC skill area.
NOTE: A Closed Loop NEC distributable community is normally associated with one rating or group of ratings sharing a common occupational skill in which the Sailor has earned a highly specialized talent within Sailor's general rating experience. This Sailor is managed based solely on this NEC skill.

(b) **Transitory NEC.** The Transitory NEC distributable community consists of a variety of ratings sharing a common supplemental skill which may not be generically associated with the Sailor's actual rating.

1. This Sailor is managed by the NEC only during the period in which the Sailor is serving in a requirement requiring that NEC skill. Upon completion of a Transitory NEC tour, the member is reassigned to a requirement within Sailor's primary rating.

2. A complete list of distributable community NECs and ratings is available through the Active Readiness Information System program.

3. All enlisted personnel and billets belong either to an NEC distributable community or a rating distributable community.

4. Rating distributable communities are normally established within both the sea **and** shore composites; however, NEC distributable communities may be established in either the sea composite, shore composite, or both.

5. NECs which are not defined as distributable communities, but which are used to identify **special categories** of personnel assignments, are called **pseudo distributable community NECs**.

6. NAVPERSCOM (PERS-4013) also maintains the pseudo distributable community NEC listing. See Exhibit 2.

c. Billet Structure Subdivision

(1) **Subdivision by Detailing Composites.** Having determined the Sailors and billets which will be managed by rating or NEC, the total Navy billet structure is subdivided into detailing composites.

(a) **Sea or Shore Subdivision.** The first division designates billets as either sea or shore. This sea/shore division indicates whether a billet is counted as sea duty or shore duty for personnel rotation.

1. **Shore Composite.** If an activity has a sea/shore Type Duty Code "1" (CONUS shore duty) or "6" (overseas preferred shore duty), the activity's billets are placed in the **shore composite**.

2. **Sea Composite.** The remainder of the billets (i.e., sea/shore Type Duty Codes "2," "3," and "4") are placed in the **sea composite**.

a. **Sea Composite Subdivisions.** The sea composite is further subdivided into the following:

(1) **Submarine billets.**

(2) **Non-submarine billets.** The non-submarine composite is termed the "sea-surface/air" composite.

(b) **Shore, Sea-Surface/Air, and Sea-Submarine Subdivisions.** The shore, sea-surface/air, and sea-submarine composites are again subdivided into seven pay grades (e.g. pay

grades E-1 through E-3 are considered one pay grade in this division).

(c) **Pay grade Subdivisions.** Finally, each pay grade is subdivided into two MCAs representing the billets for which each MCA has responsibility.

(2) **Strength Projection/Personnel Asset Allocation.** The end result is to project future personnel strength and allocate personnel assets to each MCA by pay grade within the rating or NEC.

6. **Navy Manning Plan (NMP).** Since distributable personnel assets rarely equal manpower requirements, distribution managers are faced with the problem of how best to utilize assets, which are short, or in excess of manpower requirements.

a. **Manning Plan for Distribution of Assets.** Solution of this problem requires a "manning plan" which will determine how shortages and excesses shall be distributed. This plan is termed the NMP. Using the projected level of assets for a composite and the billets authorized (BA) each activity, the NMP determines the most equitable level of manning an activity can expect for each detailing composite.

b. **Normal or Directed Manning Procedures.** The manning plan of a rating is determined under either "**normal**" or "**directed**" manning procedures.

(1) **Normal.** Determination of an activity's NMP under normal procedures indicates the activity plan is representative of its "fair share" of the predicted personnel assets for the MCA and composite.

(2) **Directed.** Directed manning indicates a Chief of Naval Operations (CNO) or MCA's decision to man the activity at a level other than normal manning.

c. **NMP Procedure Determination Rule.** The procedure under which an activity's manning plan has been determined is indicated by the NMP rule displayed per section 5 of reference (a).

(1) A **numeral 1** or **2** as the first digit of the NMP rule indicates the activity's manning plan was determined under directed manning procedures. **NOTE: Numeral 1** indicates manning at a level other than 100 percent and **numeral 2** indicates 100 percent manning of BA.

(2) The **numeral 9** means the activity's manning was determined under normal (fair share) procedures. Since directed manning reflects a CNO or MCA decision, no "fair share" computation techniques are applied to these plans.

(3) Prior to computing a **normal** manning plan, all **directed** manning billets and personnel assets committed to those billets are **subtracted** from the total number of billets and assets allocated to the MCAs.

7. **Personnel Requisition System**. The Projection System predicts the level of personnel assets and provides a base upon which the MCA can build a manning plan to apportion the assets to each activity. Each MCA must communicate their activities' qualitative and quantitative personnel needs to the ACA. This communication is provided by the Personnel Requisition System.

a. Personnel Requisition Functions

(1) Measure activity personnel needs to bring the activity first to its manning plan and second, if assets become available, from manning plan to full BA. These needs are communicated as personnel requisitions.

(2) Communicate to the ACA in what priority sequence personnel are to be assigned to activities to fill their requisitions.

b. Measurement of Personnel Needs. The Personnel Requisition System measures the personnel needs of each activity for the forthcoming 9 months by comparing projected on board assets to the NMP and NMP to BA.

(1) The result of this measurement is a personnel requisition indicating to the ACA the rating or NEC required by the activity and the month in which the Sailor is required on board.

(2) The requisition specifies whether the Sailor is needed to bring the activity to NMP ("N" requisition); BA ("A" requisition); or represents a pay grade imbalance ("P" requisition).

c. Sequence of Assignments - Priority to Certain Activities for Personnel Assignment. The CNO and the MCAs have directed that certain activities be given priority in the assignment of

personnel assets. These priorities are termed **CNO Priority 1 and 2**, and **MCA Priority 3**.

(1) Reference (b) contains a detailed explanation of these priorities, their usage, and how personnel assets are allocated to meet the priorities.

(2) The priority that is assigned to a rating or NEC within an activity is indicated by the second digit of the NMP rule displayed in section 5 of reference (a).

(a) A "0" indicates no priority.

(b) A "1," "2," or "3" indicates a **CNO priority 1 or 2**, and **MCA priority 3**.

(3) Within each priority, the MCAs have further directed that requisitions be arranged in a sequence based on a sum of factors as the date the member is needed (take-up month), the activity's percentage of manning, deployment status, and mission assignment.

(4) The result is an arrangement of all activity requisitions in a priority order, which indicates to the detailee the MCA's desired sequence in which the requisitions are to be filled.

8. **System Dynamics**. The supporting systems for enlisted distribution operate to optimize future assignments considering all personnel transactions that are planned and recorded in the personnel management information system. This information is constantly changing.

a. **Accurate Accounting is Critical**. Correct reflection of an activity's needs in the personnel requisition is completely dependent on timely and accurate personnel and billet accounting. It is extremely important that activities thoroughly review reference (a) and manpower authorization to ensure their accounts are accurate.

b. **Reassignments**. The re-assignment of personnel prior to established PRD adversely impacts unit stability and Sailor morale; therefore, reassignments will not be made solely for the purpose of "leveling" where excesses have been created as a result of advancements.

(1) Efforts to achieve planned levels of NMP will be primarily concentrated on reduction of excesses by normal attrition and assignment of rotating personnel and accessions to NMP vacancies.

(2) Should normal rotation of personnel not satisfy a critical manning situation, reassignments of Sailors prior to their PRD may be required.

(3) Such reassignments shall be kept to a minimum and will be accomplished only upon the direction of NAVPERSCOM (PERS-4013) with approval from the respective MCA.

(4) Reassignment due to decommissioning/inactivation or major billet reductions shall be per MILPERSMAN 1306-1100 procedures.

c. **Operational Readiness is Paramount.** The ACA must issue orders as far in advance as practical when responding to the needs and desires of Sailors. The MCA must continually refine vacancies and priorities in evaluation of ever changing unit readiness. These two goals sometimes operate in opposition to each other; however, the readiness of operational units is paramount. Although the initial assignment decision rests with the ACA, the operational requirements of the MCA will be a primary factor in the process.

9. Inquiries and Correspondence

a. **Point of Contact (POC) for Unit Enlisted Manning.** Since the ACA responds only to deficiencies and priorities identified and directed by the MCAs, activities must ensure that all inquiries and correspondence regarding unit enlisted manning are addressed to NAVPERSCOM (PERS-4013), which performs the placement function as agent for the MCAs.

b. **POC - For Enlisted Personnel Matters that Affect Unit Manning.** Exhibit 3 provides the POC for correspondence concerning enlisted personnel matters that affect unit manning.

EXHIBIT 3

POLICY FOR INQUIRIES AND SUBMISSION OF CORRESPONDENCE CONCERNING ENLISTED PERSONNEL MATTERS

SUBJECT	SUBMIT TO	REFERENCE
Billets Authorized - Change, Revision or Correction	NAVMAC Via: Manpower Claimant	OPNAVINST 1000.16K
Priority Manning	MCA Via: TYCOM/BSO	OPNAVINST 1000.16K
Directed Manning	MCA Via: TYCOM/BSO	
Navy Manning Plan (NMP) - Change, Revision or Correction	MCA Via: TYCOM/BSO	
Manning Deficiencies - Command Readiness or Replacement	PERS-4013 Info: MCA TYCOM/BSO ACA	
Enlisted Manning Inquiry Report (EMIR)	PERS-4013 Info: TYCOM/BSO MCA ACA	MILPERSMAN 1306-108
Requisitions - Change, Revision, Correction, Priority	MCA Via: TYCOM/BSO	
Individual Requests	ACA Via: PERS-4013	MILPERSMAN 1306-110 MILPERSMAN 1306-112
Personnel Accounting (EDVR Corrections)	PERS-4013	EDVRMAN NSIPS

Definitions:

ACA: Assignment Control Authority
 NAVPERSCOM: Navy Personnel Command
 PERS-4013: NPC, Personnel Readiness and Support Branch
 MCA: Manning Control Authority
 NAVMAC: Navy Manpower Analysis Center
 TYCOM: Type Commander
 BSO: Budget Submitting Office (Major Manpower Claimant)