



DEPARTMENT OF THE NAVY

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

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From: Commanding Officer, Navy Manpower Analysis Center

Subj: PROMULGATION OF THE ACTIVITY MANPOWER MANAGEMENT GUIDE
FOR NOVEMBER 2015

Ref: (a) OPNAVINST 1000.16 series

Encl: (1) Activity Manpower Management Guide November 2015
(2) Activity Manpower Management Guide Change Request

1. The Activity Manpower Management Guide (AMM-G) is a consolidated guide provided to assist manpower managers and customers in the identification of some of the more widely used manpower management codes as well as identify the official source for the supporting policy program guidance. The AMM-G is to be used in conjunction with reference (a) when determining manpower requirements or submitting Manpower Change Requests. The information contained in the sections provides the most recent insight and guidance available incorporated from various sources to form a single source manpower program guide. Each section provides a brief definition, applicable web link, and the Command and Office Code responsible for maintenance and/or update of the identified area.

2. Enclosure (1) contains a summary of changes since the last update. All applicable system change request actions have been submitted and will be implemented accordingly. Additional change requests and modifications should be addressed via the submitter's chain-of-command to the Navy Manpower Analysis Center (NAVMAC) Commanding Officer via the NAVMAC website at: <http://www.public.navy.mil/bupers-npc/organization/navmac/Pages/NAVMACInformation.aspx> for further review and consideration, as applicable, by the Position Management Functional Review Board. A change request worksheet has been provided as enclosure (2) and should be forwarded as an attachment to the formal request.

3. NAVMAC (Code 20) point of contact is Mr. Ken Marshall, who may be reached at (901) 874-6404/DSN 882, or E-mail at kenneth.marshall@navy.mil.


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Distribution:
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Activity Manpower Management Guide

(AMM-G)

November 2015

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SUMMARY OF CHANGES

Policy Change Action	Effective Date of Policy Change	System Change Request (SCR)
Section 2 - Budget Line Item (BLI) for Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCf) - Added NWCF codes 004100-MSC TRANSCOM DBOF-000; 004300-USMC Depot Maintenance Facilities-408; 006300-Naval Facilities Eng Service Center-409; 006500-Naval Surface Warfare Centers-411; 006600-Naval Undersea Warfare Centers-411; 007200-Ordnance-407; 007300-Depot Maintenance-Shipyards-404; 007400-Base Support/Naval Public Works Ctrs-409; 007500-Navy Computers & Telecommunication Centers-417; 007600-Defense Printing Service Centers-415; 007700-Fleet Material Support Office-417; 007800-Naval Reserve Information Systems Office-417; 008500-Laundry Service, Naval Academy-000; 042700-Supply Management, Navy-423; 042800-Distribution Depots, Navy-000; and 042900-Logistics Support Activities-403.	November 2015	
Section 11 - Installation Core Business Model (ICBM) - Updated the link to the NAVMAC website.	November 2015	
Section 17 - Organizational Hierarchy (ORG_HRCHY) - Changed parameters of values of levels 2-5 from 00-99 to 01-99.	November 2015	
Section 17 - Organizational Hierarchy (ORG_HRCHY) - Changed business rule that stated "Level 1 ORG_HRCHY code cannot begin with "00"." to read "ORG_HRCHY code levels cannot begin with "00"."	November 2015	
Section 17 - Organizational Hierarchy (ORG_HRCHY) - Added business rule "Levels 2 through 5 cannot be assigned unless the previous level is populated."	November 2015	
Section 24 - Subordinate Manpower Codes (SMC) - Deleted SMC codes E3-FLTFORCOM-COM2NDFLT; 06-FLTFORCOM-MARMC; and 09-FLTFORCOM-COMINNEWARCOM. Added SMC codes JA-JOINT ACTIVITIES; OD-OUTSIDE DOD; RX-NAVAL REACTORS; T1-TSC SAN DIEGO; T2-TSC HAMPTON ROADS; T3-TSC GREAT LAKES; T4-EDO SCHOOL; and T5-CENSEALSWCC.	November 2015	
Section 25 - Security Access Authorization Request (SAAR) Package - This section was completely rewritten. Please review it in its entirety.	November 2015	

Policy Change Action	Effective Date of Policy Change	System Change Request (SCR)
Section 27 - Activity Manpower Document (AMD) Report Field Definitions - Updated header section to match TFMMS Web AMD Report. Removed numerical references from header field to definition. Sorted Field Definition table alphabetically by Field Name.	November 2015	
Section 28 - Streamlined Activity Manpower Document (S-AMD) Report - Updated header section to match TFMMS Web AMD Report.	November 2015	

SECTION 1**ACCOUNTING CATEGORY CODE (ACC)**

1. A one character alphabetic field used to identify positions that have an Additional Duty (ADDU) relationship. The supporting policy and a complete definition can be located in OPNAVINST 1000.16 series. This ACC is a separate definition from the MILPERSMAN Accounting Category Code (ACC).

2. 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

Navy Program Management Responsibility: NAVMAC (Code 20)

ACCOUNTING CATEGORY CODE	DESCRIPTION
N	Identifies positions that are ADDU from (ADDU FM) Secondary position in the shared relationship
S	Identifies positions that are ADDU to (ADDU TO) Primary funded (\$) position in the shared relationship

SECTION 2**BUDGET LINE ITEM (BLI) FOR NAVY WORKING CAPITAL FUND (NWCF) AND DEFENSE WORKING CAPITAL FUND (DWCF)**

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

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: OPNAV (N120)

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 Eng 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/Navy Public Works Ctrs	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

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APPN	BLI	BASE	BUDGET SUBMITTING ACT (BSA)
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 3**BUDGET SUBMITTING OFFICE (BSO)**

This section lists the BSOs and subordinate BSO codes. The BSO codes are normally printed as a four-digit code. The first two digits indicate the BSO. A two-digit alpha-numeric 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 (e.g., Office of the Secretary of Defense (OSD), U.S. Army, etc.), OPNAV (N123) will coordinate manpower and resource matters.

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

1ST/2ND DIGIT	NAVY BSO
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)
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 (COMNAVFACENGCOS)
27	Commandant of the Marine Corps (CMC)
30	Director, Strategic Systems Programs (DIRSSP) (CM3)
33	Commander, Military Sealift Command (COMSC)
39	Space and Naval Warfare Command (COMSPAWARSYSYSCOM)
52	Commander, Navy Installations Command (CNIC)
60	Commander, United States Fleet Forces Command (COMUSFLTFORCOM)
70	Commander, U.S. Pacific Fleet (COMPACFLT)
72	Commander, Navy Reserve Force (COMNAVRESFOR)
76	Naval Education and Training Command (NETC)
88	Commander, Naval Special Warfare Command (SPECWARCOM)

1ST/2ND DIGIT	DOD BSO
02	Central Operating Activity (COA)
20	Defense Finance and Accounting Service (DFAS)
21	U.S. Army (USA)
28	Joint Chiefs of Staff (JCS)
29	Office, Secretary of Defense (OSD)
34	Defense Technology Security Agency (DTSA)
35	Missile Defense Agency (MDA)
36	Defense Advanced Research Projects Agency (DARPA)
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)
45	National Security Agency (NSA)
46	Defense Air Reconnaissance Office (DARO)
47	Defense Inspector General (IG)
48	National Geo-Spatial - Intelligence Agency (NGA)
51	Director, Defense Logistics Agency (DLA)
53	Defense Commissary Agency (DECA)
54	Department of Defense (DoD) Dependents Education Agency (DoDDEA)
56	DoD Human Resources Agency (DoDHRA)
57	U.S. Air Force (USAF)
59	Joint Logistics System Center (JNTLOGSCEN)
75	U.S. Transportation Command (USTRANSCOM)
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 4

CIVILIAN FUND CODE (CIV FUND)

1. A one-character alphabetic field on the Requirement line only used to identify the appropriate type 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 US 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 Instrumentalies (NAFI) Positions meeting the criteria for funding from revenue generated from non-US 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 US 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 5**CIVILIAN MANPOWER TYPE (CIV MP)**

This is a two-character field identifying 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	
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 US 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"> o Contractors o Volunteers o Grant and Grant Exchanges o Intra-Governmental agreements (Federal & State not DoD) o Inter-Service (DoD) o Non-Procurement (Private Sector) 	(Hiring Status Code = 4)

Enclosure (1)

SECTION 6

CIVILIAN SPECIFIC SKILLS AND QUALIFICATIONS (SSQ)

This is a three character alphanumeric field for specific skills and qualifications required by the civilian position. The first character indicates which domain the SSQ falls in, e.g. "A"= Acquisition. The second and third characters further specify specific skills and qualifications required for the position within the domain.

Applicability: Position
 Applicable Manpower Type: Civilian
 Navy Program Management Responsibility: DACM

Civilian Specific Skills and Qualifications (SSQ)	Short Description
ACQUISITION, PROGRAM MANAGEMENT - INTERNATIONAL ACQUISITION (CRITICAL)	A1C
ACQUISITION, PROGRAM MANAGEMENT - INTERNATIONAL ACQUISITION (NON-CRITICAL)	A1N
ACQUISITION, PROGRAM MANAGEMENT - INTERNATIONAL ACQUISITION (KEY LEADERSHIP POSITION)	A1K
ACQUISITION, PROGRAM MANAGEMENT(CRITICAL)	AAC
ACQUISITION, PROGRAM MANAGEMENT (NON-CRITICAL)	AAN
ACQUISITION, PROGRAM MANAGEMENT (KEY LEADERSHIP POSITION)	AAK
ACQUISITION, CONTRACTING (CRITICAL)	ACC
ACQUISITION, CONTRACTING (NON-CRITICAL)	ACN
ACQUISITION, CONTRACTING (KEY LEADERSHIP POSITION)	ACK
ACQUISITION, INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT (CRITICAL)	ADC
ACQUISITION, INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT (NON-CRITICAL)	ADN
ACQUISITION, INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT (KEY LEADERSHIP POSITION)	ADK
ACQUISITION, PURCHASING (CRITICAL)	AEC
ACQUISITION, PURCHASING (NON-CRITICAL)	AEN
ACQUISITION, PURCHASING (KEY LEADERSHIP POSITION)	AEK
ACQUISITION, FACILITIES ENGINEERING (CRITICAL)	AFC
ACQUISITION, FACILITIES ENGINEERING (NON-CRITICAL)	AFN
ACQUISITION, FACILITIES ENGINEERING (KEY LEADERSHIP POSITION)	AFK

Civilian Specific Skills and Qualifications (SSQ)	Short Description
ACQUISITION, PRODUCTION, QUALITY AND MANUFACTURING (CRITICAL)	AHC
ACQUISITION, PRODUCTION, QUALITY AND MANUFACTURING (NON-CRITICAL)	AHN
ACQUISITION, PRODUCTION, QUALITY AND MANUFACTURING (KEY LEADERSHIP POSITION)	AHK
ACQUISITION, SCIENCE AND TECHNOLOGY MANAGER (CRITICAL)	AIC
ACQUISITION, SCIENCE AND TECHNOLOGY MANAGER (NON-CRITICAL)	AIN
ACQUISITION, SCIENCE AND TECHNOLOGY MANAGER (KEY LEADERSHIP POSITION)	AIK
ACQUISITION, FINANCIAL MANAGEMENT (CRITICAL)	AKC
ACQUISITION, FINANCIAL MANAGEMENT (NON-CRITICAL)	AKN
ACQUISITION, FINANCIAL MANAGEMENT (KEY LEADERSHIP POSITION)	AKK
ACQUISITION, LIFE CYCLE LOGISTICS (CRITICAL)	ALC
ACQUISITION, LIFE CYCLE LOGISTICS (NON-CRITICAL)	ALN
ACQUISITION, LIFE CYCLE LOGISTICS (KEY LEADERSHIP POSITION)	ALK
ACQUISITION, COST ESTIMATING (CRITICAL)	APC
ACQUISITION, COST ESTIMATING (NON-CRITICAL)	APN
ACQUISITION, COST ESTIMATING (KEY LEADERSHIP POSITION)	APK
ACQUISITION, INFORMATION TECHNOLOGY (CRITICAL)	ARC
ACQUISITION, INFORMATION TECHNOLOGY (NON-CRITICAL)	ARN
ACQUISITION, INFORMATION TECHNOLOGY (KEY LEADERSHIP POSITION)	ARK
ACQUISITION, ENGINEERING (CRITICAL)	ASC
ACQUISITION, ENGINEERING (NON-CRITICAL)	ASN
ACQUISITION, ENGINEERING (KEY LEADERSHIP POSITION)	ASK
ACQUISITION, TEST AND EVALUATION (CRITICAL)	ATC
ACQUISITION, TEST AND EVALUATION (NON-CRITICAL)	ATN
ACQUISITION, TEST AND EVALUATION (KEY LEADERSHIP POSITION)	ATK
REQUIREMENTS MANAGEMENT CERTIFICATION TRAINING (RMCT), LEVEL B	BYB
REQUIREMENTS MANAGEMENT CERTIFICATION TRAINING (RMCT), LEVEL C	BYC
DOD FINANCIAL MANAGEMENT (FM) CERTIFICATION LEVEL 1	FM1
DOD FINANCIAL MANAGEMENT (FM) CERTIFICATION LEVEL 2	FM2
DOD FINANCIAL MANAGEMENT (FM) CERTIFICATION LEVEL 3	FM3

SECTION 7

COMMERCIAL ACTIVITIES FUNCTION (CA FUNCTION) CODE

The CA Function code is a five-character alphanumeric field identifying the functional area of responsibility, mission area, and/or task of the position. Detailed instructions and descriptions for applying CA Function codes can be found at:

<http://www.public.navy.mil/bupers-npc/organization/navmac/Pages/NAVMACInformation.aspx>

NOTE: When clicking the link, if asked for a certificate, please select your email certificate.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

SECTION 8**COMMERCIAL ACTIVITIES REASON (CA REASON) CODE**

The CA Reason code is a one-character alphanumeric field that identifies the reason why a position is Inherently Governmental or subject to completion of a study. Manpower Mix Criteria Codes are applied as the CA Reason code in TFMMS.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

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 9

COMMERCIAL ACTIVITIES TRACKING (CA TRACKING) CODE

A one-character alphanumeric field 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 (N120)

CA_TRACK_CD	CA_TRACK_CD_DESC
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 10

FUNCTIONAL AREA CODE (FAC)

The FAC is a one character alphanumeric field 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	<p>Position that must be filled by active duty personnel at time of mobilization.</p> <p>Applicability: Officer/Enlisted</p>
B	<p>Position in which the incumbent will require satisfactory completion of a Single Scope Background Investigation (SSBI), Single Scope Background Investigation Periodic Reinvestigation (SSBI-PR) or Phased Periodic Reinvestigation (PPR) resulting in access to Top Secret material. This FAC code does not denote access to Top Secret Sensitive Compartmental Information (SCI).</p> <p>(See FAC Q definition for more detail)</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>
C	<p>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 90CS NEC cannot be added because the Primary and Secondary (PNEC/SNEC) fields are already filled.</p> <p>Applicability: Officer/Enlisted</p>

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
D	<p>Position that must be filled by a U.S. citizen.</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>
E	<p>Position in which the incumbent will require satisfactory completion of a completed National Agency Check Local Records Check and Credit (NACLRC) or Access National Agency Check with written Inquiries (ANACI), resulting in eligibility for a Secret clearance.</p> <p>(See FAC Q definition for more detail)</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>
G	<p>General duty positions that need only the military skills of the designated pay grade and/or special series Navy Enlisted Classification Code (NEC) (e.g., 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 or, in the absence of an NEC, 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 (9502), or any of its Component NECs, cannot be added because the Secondary (SNEC) field 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	<p>BUMED use only. Identifies a MOB TO position.</p> <p>Applicability: Officer/Enlisted</p>
P	<p>Position in which the incumbent must be Personnel Reliability Program (PRP) Certified prior to assignment to position per SECNAVINST 5510.35 series.</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>
Q	<p>Position in which the incumbent will require completion and favorable adjudication of a Single Scope Background Investigation (SSBI), Single Scope Background Investigation Periodic Reinvestigation (SSBI-PR) or Phased Periodic Reinvestigation (PPR) 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>Applicability: ALL (Officer/Enlisted/Civilian)</p> <p style="text-align: center;">Security FAC Code Decision Matrix</p> <pre> graph TD D1{Is an SSBI/SSBI-PR/PPR (TOP SECRET/SECRET) Required?} D2{Is SCI access required?} D3{Is a NACL/AN ACI (SECRET) acceptable?} R1[Assign FAC B] R2[Assign FAC Q] R3[Assign FAC E] D1 -- Yes --> D2 D1 -- No --> D3 D2 -- No --> R1 D2 -- Yes --> R2 D3 -- Yes --> R3 </pre>

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
R	<p>An unfunded position that meets Selected Reserve (SELRES) criteria. FAC R is only assigned when SELRES funding is removed and visibility as a SELRES only requirement must be maintained.</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 Full Time Support (FTS) personnel. The FAC must be applied if the Manpower Resource Code (MRC) of Full Time Support (RT), FTS Trainee (TT) or 265 RPN (RP) is assigned.</p> <p>Applicability: Officer/Enlisted</p>
X	<p>U.S. Navy position approved by OPNAV (N123) 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>Positions that must be filled by submarine qualified personnel.</p> <p>Applicability: Enlisted</p>

SECTION 11

INSTALLATION CORE BUSINESS MODEL (ICBM)

The ICBM (formerly Installation Management Accounting Program IMAP) is a four-character alphanumeric field that ties programmed manpower and budget by function. The ICBM code identifies military and civilian manpower cost for performing a function. The ICBM is managed by CNIC.

ICBM codes and their definitions can be found at the following link:

<http://www.npc.navy.mil/bupers-npc/organization/navmac/Pages/NAVMACInformation.aspx>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor
Navy Program Management Responsibility - CNIC HQ (N1)

SECTION 12**MANPOWER REQUIREMENTS DETERMINATION UNIVERSE (MRDU)**

The MRDU is a two character alpha/numeric code 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)

DESK	CATEGORY	DESCRIPTION
C1	Afloat Fleet Manpower Requirements Determination (FMRD) 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 are governed by a Required Operational Capability (ROC)/Projected Operational Environment (POE) document. Manpower requirements are documented in Ship Manpower Documents (SMDs) and are determined by the Navy Manpower Analysis Center (NAVMAC).
C2	Aviation Fleet Manpower Requirements Determination (FMRD) Activities	Aviation activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions (i.e., Aviation Force) and are governed by a ROC/POE document. Manpower requirements are documented in Squadron Manpower Documents (SQMDs) and Sea Operational Detachments (SEAOPDET) documents. SEAOPDET documents an aircraft carrier's Aviation Intermediate Maintenance Depots (AIMD) when the air wing is embarked. Aviation documents are determined by NAVMAC.

DESK	CATEGORY	DESCRIPTION
C3	Deployable Shore-based Fleet Manpower Requirements Determination (FMRD) 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 are governed by a ROC/POE document. Manpower requirements are documented in Fleet Manpower Documents (FMD). FMDs are determined by NAVMAC.
C1 C2 C3	Acquisition Fleet Manpower Requirements Determination (FMRD) Activities	Afloat, Aviation, and Deployable Shore-based Force activities in an Acquisition Category (ACAT) I program or manpower significant program. Manpower requirements are documented in Preliminary Ship Manpower Documents (PSMD) and Preliminary Squadron Manpower Documents (PSQMD). PSMD/PSQMD shall be produced by the responsible program manager using the Navy Manpower Requirements System (NMRS) maintained by NAVMAC. Prior to distribution of a final PSMD/PSQMD, NAVMAC will review the document to ensure compliance with current standards and procedures.
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). Manpower requirements are documented in Statement of Manpower Requirements (SMRs). SMRs are determined by the Budget Submitting Offices (BSOs). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.

DESK	CATEGORY	DESCRIPTION
E1	Afloat Force Shore Manpower Requirements Determination (SMRD) Activities	At-sea activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions but lack a governing ROC/POE document. Manpower requirements are documented in SMRs by Budget Submitting Office (BSO). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.
E2	Aviation Force Shore Manpower Requirements Determination (SMRD) Activities	Aviation activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions but lack a governing ROC/POE document. Manpower requirements are documented in SMRs by Budget Submitting Office (BSO). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.
E3	Deployable Shore-based Force Shore Manpower Requirements Determination (SMRD) Activities	Land-based activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions but lack a governing ROC/POE document. Manpower requirements are documented in SMRs by Budget Submitting Office (BSO). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.
J0-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 (N123) represents Navy for Joint, Defense Agency, NATO and outside DoD manpower matters.

DESK	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). Manpower requirements are determined by OPNAV (N12).
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). Manpower requirements are determined by OPNAV (N12).
A1	Non-Force Structure Accounting Only Activities	Activities not considered part of force structure manpower consisting of accounting use only. OPNAV (N120) has complete oversight and responsibility.

SECTION 13**MANPOWER REQUIREMENTS PLAN (MARP) CODE**

A four-digit numeric field that identifies activities into nine functional groupings according to Navy assigned mission. The nine functional groupings (segments) are identified by the first digit segment as shown in the first table below.

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

FIRST DIGIT SEGMENT	TITLE
0	Administrative
1	Operating Forces
2	Department Headquarters and Support U.S.
3	Overseas Field Activities
4	General Training Operational Forces
5	Air Training Operational Forces
6	Officer Candidates and Recruit Training
7	BUMED Training
8	DoD, International & Other Activities
9	Accounting Adjustments (CNO/NAVPERS use only)

MARP	DESCRIPTIONS
0010	ACTIVITY NOT ESTABLISHED
0011	DESERTER ACCT
0012	GRAD OFFCAN SCHS
0013	IN TRANSIT LOSS
0014	MISSING IN ACTION/OTHERS
0015	NBBO SEE NMPC 1651
0016	NEAREST HOSP FOR TRT
0017	NO ORDERS LOSS
0018	PEND NAVY GAIN
0019	PRISONERS OF WAR/ETC
0020	STU NAV AVIATOR
0021	ACTIVITY NOT ESTABLISHED
0022	DESERTER ACCT
0023	GRAD OFFCAN SCHS
0024	IN TRANSIT LOSS

MARP	DESCRIPTIONS
0025	MISSING IN ACTION/OTHERS
1011	ATLANTIC FLEET
1012	PACIFIC FLEET
1030	MOB SERVICE CRAFT
1041	FLOATING DRYDOCKS LANT
1042	FLOATING DRYDOCKS PAC
1050	STAFFS TELCOM MAJOR SPECIA
1051	STAFFS LANT MAJOR SPECIAL
1052	STAFFS PAC MAJOR SPECIAL
1053	UNIT COMMANDERS ATLANTIC
1054	UNIT COMMANDERS PACIFIC
1055	JOINT STAFFS ATLANTIC
1056	JOINT STAFFS PACIFIC
1061	FLEET AIR ATLANTIC
1062	FLEET AIR PACIFIC
1063	CRAG/CRAW TRAINING LANT
1064	CRAG/CRAW TRAINING PAC
1071	AIR STAFFS ATLANTIC
1072	AIR STAFFS PACIFIC
1075	FLEET AV ACTG OFF LANT
1076	FLEET AV ACTG OFF PAC
1081	AMPHIB UNITS AND ACTS LANT
1082	AMPHIB UNITS AND ACTS PAC
1083	FLEET TRA GRPS UNITS LANT
1084	FLEET TRA GRPS UNITS PAC
1085	SUBMARINE SUPPORT UNITS
1086	NAV CONTR OF SHIPPING OFRS
1087	MINE WAR IUW EOD FORCES
1089	MISCELLANEOUS FLEET UNITS
1091	ACTIVE RESFOR SHIPS STAFFS
1101	MOB CONST BATTALIONS
1103	CARGO HANDLING BATTALIONS
1111	NAVY WITH FMF UNITS LANT
1112	NAVY WITH FMF UNITS PAC
1131	FLEET OPCONCEN LANT
1132	FLEET OPCONCEN PAC
1133	TACT COMD AND CONTR ACTYS
1140	DEGAUSSING STATIONS
1141	OCEANOGRAPHIC SYSTEM FACIL
1142	FLEET TRAINING ACTIVITIES
1143	STUDENTS - FLEET TRAINING
1144	FLEET WEATHER CEN & FACIL

MARP	DESCRIPTIONS
1146	FLEET POST OFFICES
1148	FLD SUPP ACTS US
1149	FLT INTEL SUPPORT CEN US
1150	FLD SUPP ACTS LANT
1151	NAVAL FACILITIES LANT
1152	COMMUNICATIONS & SECUR STA
1153	AIR STATIONS & FACILITIES
1155	SHIP SUPPORT ACTIVITIES
1156	FLEET SUPPLY ACTIVITIES
1157	FLEET WEATHER CEN & FACIL
1160	FLD SUPP ACTS PAC
1161	FLEET INTEL SUPPORT FACIL
1162	COMMUNICATIONS STA & UNITS
1163	AIR STATIONS & FACILITIES
1164	ORDNANCE FACILITIES
1165	SHIP SUPPORT ACTIVITIES
1166	FLEET SUPPLY ACTIVITIES
1167	FLEET WEATHER CEN & FACIL
1169	NAVAL FACILITIES PAC
1171	MSC SHIPS & RIDERS
1172	MSC OFFICES US
1173	MSC OFF OUTS US-LANT
1174	MSC OFF OUTS US-PAC
1180	COMMANDER NAVY INSTALLATIONS
2011	SECNAV AND STAFF OFFICES
2012	HDQTRS CHIEF OF NAVAL OPER
2013	OFF JUDGE ADVOCATE GENERAL
2015	HDQTRS COMDT MARINE CORPS
2016	HDQTRS COMDR MSC
2017	NAVY HDQTRS COMDS
2018	NAVY HDQTRS BUREAUS
2019	OFFICE OF OCEANOGRAPHER
2021	OFF NAV RESEARCH FIELD ACT
2023	OFF NAV MATERIAL FIELD ACT
2026	JAG FIELD ACTIVITIES
2027	HDQTRS MATERIAL SYS COMDS
2028	NAVCOMPT FIELD ACTYS
2029	OTHER STAFF FIELD ACTYS
2031	SINGULAR CNO FIELD ACTS
2032	INTCOM HDQTRS AND FLD ACT
2033	INSP AND SURVEY BOARDS
2034	OCEANOGRAPHIC OFFICES

MARP	DESCRIPTIONS
2035	MANPWR & MAT ANAL ACTS
2036	ASTRONOMY FIELD ACTIVITIES
2038	COMMAND SYSTEMS FIELD ACTS
2039	NAVAL HISTORY FIELD ACTS
2043	OPER SUPPORT ACTS
2046	STRATEGIC ANAL SUPPORT GRP
2047	DEVELOPMENT FIELD UNITS
2048	NAVSPACEPROJACT WASH DC
2051	HDQTRS NAVAL DISTRICTS
2052	NAVAL BASES US
2053	NAV STA & HDQTRS SUPP ACTS
2061	GENERAL COMMUNICATION ACTS
2063	COMMUNICATIONS
2071	RECRUITING ACTIVITIES
2072	MIL ENT PROC STA
2074	DISCIPLINARY ACTIVITIES
2075	NAVY BANDS
2076	PERSONNEL ACCOUNTING ACTS
2078	BURIAL ESCORT UNITS
2079	MISC CHNAVPERS ACTIVITIES
2082	FLT SUPPORT AIR STATIONS
2084	AIR CONTRACT REPS
2086	SPEC NAV AVIATION FAC
2088	AIR RESEARCH ACTIVITIES
2089	OTHER AIR SUPPORT ACTS
2091	WEAPONS STA & AMMUN DEPOTS
2092	TORPEDO STATIONS
2095	ORDNANCE PLANTS
2096	ORDNANCE CONTRACT REPS
2098	ORDNANCE RESEARCH ACTS
2099	OTHER ORDNANCE ACTIVITIES
2101	SHIPYARDS
2102	SUPSHIPCONVERREP
2107	FRONTIER BASES
2108	SHIP RESEARCH TECH ACTS
2109	OTHER SHIP SYSTEMS ACTS
2111	SUPPLY CENTERS AND DEPOTS
2112	COMMISSARY STORES
2113	NAVAL EXCHANGES
2114	MARKET & PURCHASING OFFICE
2115	PUB PRINTING SERV OFFICES
2118	SUPPLY DEMAND CONTROL OFFS

MARP	DESCRIPTIONS
2119	OTHER SUPPLY ACTIVITIES
2121	HOSPITALS
2123	DENTAL ACTIVITIES
2128	RESCH AND PREVENT MED ACTS
2129	OTHER MEDICAL ACTIVITIES
2131	FIELD DIV NAV FAC ENG COMD
2132	CONST BATTALION CENTERS
2133	PUBLIC WORKS CENTERS
2139	OTHER FACILITIES
2141	NAVY AT MARCORPS BASES
2142	NAVY AT MARCORPS AIR STA
2143	NAVY AT MARCORP TRAIN ACTS
2144	NAVY AT MARCORP SUPPLY CEN
2145	NAVY AT MARCORP CRUIT ACTS
2146	NAVY AT MARCORP RESUPPCEN
2151	SHORE ELECTRONIC ENGR ACTS
2161	AIR SYSTEMS SUPPORT ACTS
2181	LIAISON PROGRAMS
2182	EXCHANGE PROGRAMS
2183	PILOT EXCHANGE PROGRAM
2601	NAVHEALTHCLINIC NEWPORT RI
3031	NAVY INVEST SERV OFFS LANT
3032	NAVY INVEST SERV OFFS PAC
3041	JAG SPONSOR FIELD OFFICES
3042	OTHER STAFF FIELD OFFICES
3045	NAV RESEARCH BRANCH OFF
3051	FUNCT COMPONENTS LANT
3052	FUNCT COMPONENTS PAC
3081	AIR STATIONS ATLANTIC
3082	AIR STATIONS PACIFIC
3111	SUPPLY ACTS ATLANTIC
3112	SUPPLY ACTS PACIFIC
3121	BUMED ACTIVITIES ATLANTIC
3122	BUMED ACTIVITIES PACIFIC
3131	FACILITIES ENGR OFF LANT
3132	FACILITIES ENGR OFF PAC
3142	MARINE CORPS ACTS PACIFIC
4012	NAVAL SCHOOLS COMMANDS
4014	NAVAL SCHOOLS OUTLYING
4021	ADV COMD STAFF SCHOOLS
4022	POST GRADUATE SCHOOLS
4023	SPECIAL TECHNICAL SCHOOLS

MARP	DESCRIPTIONS
4024	SPECIAL NON TECH SCHOOLS
4031	FUNCTIONAL TRAINING
4041	MISC TRAINING ACTIVITIES
4061	DIST HDQRS RES SUPPL US
4062	RESERVE TRAINING CENS US
4063	MISC RES TRA ACTS US
4064	RESERVE RECRUITING ACTYS
4512	STU NAVAL SCHOOL COMMANDS
4514	STU NAVAL SCHOOLS OUTLYING
4521	STU ADV COMD STAFF SCHOOLS
4522	STU POST GRAD SCHOOLS
4523	STU SPECIAL TECH SCHOOLS
4524	STU SPEC NON TECH SCHOOLS
4527	STU OFR OTH AGENCIES SCHS
4531	STU FUNCTIONAL TRAINING
5011	AIR TRAINING STAFFS
5012	BASIC AIR TRA STATIONS
5013	ADVANCED AIR TRA STATIONS
5015	TECHNICAL AIR TRA STATIONS
5021	NAVAL AIR RESERVE TRAINING
5512	STUDENTS BASIC AIR TRA
5513	STUDENTS ADVANCED AIR TRA
5515	STUDENTS TECH TRAINING
5519	STUDENT MISC AIR TRAINING
6011	OFFICER CANDIDATE SCHOOLS
6021	GEN TRA CENS & ADCOMS
6022	RECRUIT TRAINING COMMANDS
6511	STUDENTS OFFICER CANDIDATE
6512	STUDENTS SPECIAL OFF CAND
6513	STUDENT MIDSHIPMEN
6521	STUDENTS RECRUIT TRAINING
7011	MEDICAL SCHS OFR AND ENL
7021	DENTAL SCHS OFR AND ENL
7511	STU MED TRA OFR AND ENL
7521	STU DENT TRA OFR AND ENL
7531	STU NURSE CORPS OFR PROG
8011	INTERNATIONAL STAFFS
8021	MILITARY ASSISTANCE GROUPS
8031	OSD AND JCS ACTIVITIES
8032	DEF THREAT RED AGCY (DTRA)
8033	DEF COMM AGY&FIELD ACTS
8034	DEF INTEL AGY&FIELD ACTS

MARP	DESCRIPTIONS
8035	DEF RACE REL INSTITUTE
8036	DEF MAP AGY & FIELD ACTS
8037	DEFENSE AUDIO VISUAL
8038	DEF TRNG DATA ANAL CTR
8039	DEF AGENCIES-MISC
8041	NOIC ACTYS US
8042	SEC GR ACTS OUTS US - LANT
8043	SEC GR ACTS OUTS US - PAC
8044	NAVAL COURIER SERVICE
8051	PACIFIC MISSILE RANGE ACTS
8061	NAVY REIMB OTHER GOVT DEPT
8062	REIMB FOREIGN MIL SALES
8063	NIF REIMBURSABLE
8064	NAVY STOCK FUND
8065	DEFENSE STOCK FUND
8066	DBOF BOS COMD OPERATIONS
8067	DBOF COMMUNICATIONS
8068	DBOF ENGINEER FLDIV SVS
8071	NAVY AT ARMED FORCES ACTS
8072	NAVY AT SINGLE MANAGER ACT
8073	NAVY AT ARMY ACTIVITIES
8074	NAVY AT AIR FORCE ACTS
8075	NAVY AT OTHER MILIT ACTS
8076	MILITARY GOVERNMENT UNITS
8081	NAVY WITH OTHER GOVT DEPTS
9000	TRANS/PATS/PRIS/HOLDEES
9001	TRANSIENTS
9002	PATIENTS
9003	PRISONERS
9004	SEPARATIONS
9006	MISC ADJUSTMENTS
9031	DATA CONVERSION LINE
9042	PLUS RPN FUNDED STRENGTH
9053	RQMTS HOLD ACCT

SECTION 14**MANPOWER RESOURCE CODE (MRC)**

The MRC is a two-character alphabetic field 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 (N120)

MRC	DESCRIPTION	APPROPRIATIONS CATEGORY
AD	Active Duty	MPN
MD	Midshipmen	MPN
OM	Other Manpower (Consideration for Future Use)	MPN
ST	Student	MPN
TR	Trainee	MPN
RT	Full Time Support (FTS)	RPN (Active)
TT	FTS Trainee	RPN (Active)
RP	SELRES officer/enlisted recalled to Active Duty for a period not to exceed four years or the assignment of a FTS officer/enlisted for detailing.	RPN (Active)
RR	Reserve Recruiter	RPN (Active)
RS	Reserve Full Time Support (FTS) Student	RPN (Active)
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)
DH	Civilian U.S. Direct Hire	OMN
FD	Civilian Foreign National Direct Hire	OMN

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MRC	DESCRIPTION	APPROPRIATIONS CATEGORY
FI	Civilian Foreign National Indirect Hire	OMN
CN	Contractor	OMN
PP	Personnel Exchange Program (PEP)	MPN

SECTION 15**MANPOWER TYPE (MT) CODE**

A one-character alphabetic field used to define categories of manpower.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

MT	MT SHORT	DESCRIPTION	CATEGORY
B	CON	Contract Support	Civilian
C	CIV	Civilian	Civilian
E	ENL	Enlisted	Enlisted
O	OFF	Officer	Officer

SECTION 16

ORGANIZATIONAL CODE (ORG_CODE)

An optional Code, the Organizational Code (ORG_CODE) is a ten-digit alphanumeric field 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)

Some suggested ways to effectively use the ORG_CODE are:

- 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 ORG Code can be used 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 field should be utilized consistently throughout and provide value in its content.

SECTION 17**ORGANIZATIONAL HIERARCHY (ORG_HRCHY)**

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N12)/NAVMAC (Code 20)

ORG_HRCHY is a ten (10) character numeric value containing five (5) levels of two (2) values reflecting the Activity's organizational breakdown as follows:

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

Values in the organizational "Description" column listed above are not absolute and are displayed as 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.
 - All 10 spaces must be populated.
 - Use zeroes instead of spaces.
 - ORG_HRCHY code levels cannot begin with "00".
 - Levels 2 through 5 cannot be assigned unless the 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 be assigned 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.

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- Organizational Headers can only be used to identify the Organizational Hierarchy. All other AMD comments must be identified using AMD Notes.
- 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 18**PEACETIME REQUIREMENT (PR) INDICATOR**

The PR code is a one-digit, numeric field that identifies whether the position is required in 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 will only be used 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 19

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

A one-character alphabetic field for PS or numeric field 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 20

REQUIREMENT/AUTHORIZATION CONSTRAINT (RAC)

The RAC identifies Authorizations that have approval to not match the Manpower Requirement.

The RAC value identifies the variance applied to the Occupational Classification elements (i.e. career field, 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

Field	Authority	Short Description	Definition	Value
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. (Normally one Paygrade unless approved by N12.)	A
Enlisted Rate Officer Paygrade Civilian Paygrade	BSO Internal Decision	Authorization is one Paygrade level higher than the validated Requirement.	Current inventory cannot support the current Requirement Paygrade. Authorization reflects one Paygrade HIGHER than the validated Requirement. (i.e. Reserve Inventory Shortages)	B

Enlisted Rating Officer Designator Civilian Series	BSO Internal Decision	Authorization Quality does not match the validated Requirement.	Exact quality compensation is not available within current resources. Authorization quality does not match the validated Requirement quality.	C
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N12 Directed RAC Values

Field	Authority	Short Description	Definition	Value
Enlisted Rate Officer Paygrade Civilian Paygrade	CNO (N12) 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., N12 Officer Sustainment Initiative (OSI), N12 Enlisted Top Six Realignment, Sea Shore Flow Decisions). RAC code remains on position even if Paygrade is restored in order to identify it as part of the initial baseline.	Y
Enlisted Rate Officer Paygrade Civilian Paygrade	CNO (N12) Directed	Authorization is one Paygrade level higher than the validated Requirement	Current inventory cannot support the current Requirement Paygrade. Authorization reflects one Paygrade HIGHER than the validated Requirement. (i.e. Reserve Inventory Shortages)	X
Enlisted Rating Officer Designator Civilian Series	CNO (N12) Directed	Authorization Quality 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. N12 LDO/CWO Sustainability)	W

Field	Authority	Short Description	Definition	Value
Enlisted Rate Officer Paygrade	Title 10 Directed	Authorization Paygrade level is lower than the validated Requirement	Exact Paygrade compensation is not available within current resources. Authorization reflects LOWER Paygrade than the validated Requirement. (i.e. Title 10 constraints E8, E9, LCDR and above).	V

SECTION 21

REQUIREMENTS INDICATOR (RI) CODES

A one-character alphabetic field used to identify which requirement determination process was used to validate/justify the position.

Applicability: Position

Applicable Manpower Types: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

RI	DEFINITION
A	<u>SMD</u> . Positions determined through the Ship Manpower Requirements Determination (SMD) process. A SMD displays, in detail, the minimum quantitative and qualitative manpower positions approved by DCNO (N1) for an individual ship, class of ships, or operational staff.
B	<u>SQMD/MRW</u> . Positions determined through the Squadron Manpower Requirements Determination (SQMD) or the Manpower Requirements Determination (MRW) process for afloat Aircraft Intermediate Maintenance Departments (AIMDs). These documents display, in detail the minimum quantitative and qualitative manpower requirement positions approved by the DCNO (N1) for individual aviation squadron or class of squadrons or afloat AIMDs requirements.
C	<u>Commercial Activities</u> . Positions determined through completion of a Commercial Activities (CA) study. Applicable to civilian and contractor manpower.
D	<u>SEAOPDET</u> . Positions determined through the Sea Operational Detachment (SEAOPDET) process. The document displays, in detail, the minimum quantitative and qualitative manpower requirements positions approved by DCNO (N1) as augments to each afloat AIMD, by the Carrier Air Wing that is attached to the carrier.
E	<u>SMRDP</u> . Positions determined through Shore Manpower Requirements Determination (SMRD) processes. The Statement of Manpower Requirements (SMR) report displays, in detail, the minimum quantitative and qualitative manpower positions for shore activities under the SMRD Program.

RI	DEFINITION
F	<u>FMD</u> . Positions determined through the Fleet Manpower Requirements Determination (FMD) process. The FMD displays, in detail, the minimum manpower positions developed by NAVMAC or Warfare/Program Sponsor, based on the wartime mission and approved by DCNO (MPT&E) (N1) for shore-based deployable activities such as deployable staffs, mobile construction battalions, naval special warfare command activities, etc.
N	<u>PERSTEMPO</u> . Aviation manpower positions based on approved OPNAV standards for peacetime tasking in support of the Personnel Tempo of Operations (PERSTEMPO) program, reserve contingencies, and other non-mobilization functions.
P	<u>PSMD/PSQMD</u> . Manpower positions approved by DCNO (MPT&E) (N1) that are documented in a Preliminary Ship Manpower Document (PSMD) or Preliminary Squadron Manpower Document (PSQMD). RI code "P" is superseded when the lead ship of a new construction class is documented by an approved SMD, or a new aircraft or subsystem equipment modification is introduced into the fleet and is documented by an approved SQMD.
U	<u>Military Candidates for Commercial Activities</u> . Manpower positions approved by OPNAV (N12) as military candidates for CA. Changes to the position fields require concurrence or recommended modifications from OPNAV (N12) prior to submission of the AMD Change Request.
V	<u>BSO VALIDATED POSITION</u> . Manpower positions determined by the Budget Submitting Office (BSO) normally not through official analysis or study.
X	<u>SECNAV/OTHER DoD CRITERIA</u> . Manpower positions determined by other DoD criteria to support other non-Navy defense agencies or other Federal agencies and organizations.
Z	<u>INDIVIDUALS ACCOUNTS</u> . Manpower positions that include resources accounted for by the Student, Trainee, Transients, or *Holdees (STTH) accounts. (OPNAV (N12) has primary oversight Program Management Responsibility.) (*Holdees also include patients and prisoners).

SECTION 22**RESOURCE SPONSOR (RS)**

A three digit field 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 (N120)

RS CODE	RESOURCE SPONSOR	DESCRIPTION
1	DCNO MPT&E	N1
1J	Joint	N1J
2/6	Information Dominance	N2/N6
4	Fleet Readiness and Logistics	N4
9I	Warfare Information	N9I
95	Expeditionary Warfare	N95
96	Surface Warfare	N96
97	Undersea Warfare	N97
98	Air Warfare	N98
SRB	Secretariat Review Board (BSO 12)	N1

SECTION 23**STRATEGIC SOURCING CODE (SSC)/COMPETITIVE SOURCING**

A three digit field 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 (N120)

Strategic Sourcing Code (1st position)	Description	Organization Authorized Input
01	A-76 Competition (includes streamlined)	All
02	Divestiture	All
03	Privatization	All
04	High Performance Organization	N12
05	Military to Civilian Conversion	All
06	Key/ Emergency Essential Designation	All
07	Force Shaping Initiatives (incl. Glide-Slope reductions)	All
08	CNO Directed Requirement	N12
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
45	BRAC Joint Basing Initiative	All

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Strategic Sourcing Code (1st position)	Description	Organization Authorized Input
49	Other OSD Initiatives	All
50	Flag Pole Study	N12
51	Enlisted Community Review	N12
52	Officer Community Review	N12
53	Sea Shore Rotation Review	N12
54	Officer Sustainability Initiative (OSI)	N12
59	Other N12 Initiatives	N12
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 (3rd position)	Description
T	Tentative/Proposed
P	Programmed/In-Progress
C	Complete
R	Reviewed with no Action
N	No Initiative

SECTION 24**SUBORDINATE MANPOWER CODES (SMC)**

A two character alphanumeric field denoting the command immediately subordinate to the Manpower BSO.

Applicability: UIC

Applicable Manpower Types: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

SMC	SMC NAME
AB	NAF/NAS/NAVSUPPACT
AC	CDR CORPS AFB
AW	AIR WINGS/SQUADRONS
A1	COA-COA
A2	CNO (FSA)
A3	UNDER SECNAV (SFRMD)
A4	COA-US ARMY
A5	OSD/JCS
A6	DTRA
A7	DISA
A8	DIA
A9	NSA/CSS
B1	NGA
B3	DLA
B4	COA-USAF
B5	DEFINSPGEN
B6	DEFADVRSCHPRJAGY
B7	DCMA
CG	USCG - US COAST GUARD
CP	FSA - COMOPTEVFOR
C1	USJFCOM
C2	USEUCOM
C3	US PACOM
C4	USSTRATCOM
C5	USNORTHCOM
C6	USSOUTHCOM
C7	USCENTCOM
C9	NORAD

SMC	SMC NAME
D1	DFAS
D2	DECA
D3	US TRANSCOM
D6	DHRA
D8	DTSA
D9	US TRANSCOM MTMC
EU	CNIC EUROPE
EX	PEP (PERS EXCHANGE PROG)
E4	FLTFORCOM-EUROPE
E9	FLTFORCOM-NAVCENT
FF	SSP FLIGHT SYSTEMS
FL	SSP SWF ATLANTIC
FN	SSP NAVORDTESTUNT
FP	SSP PACIFIC
FS	SSP SHIPBOARD SYSTEMS
F1	NAVAL WAR COLLEGE
F2	NET PRO DEV & TECH CTR
F3	NET SECRTY ASST FLD ACT
F4	JUSTICE SCHOOL
F5	NETC HEADQUARTERS
F6	CENSECFOR (CSF)
F7	CENAVAVNTECHTRA (CNATT)
F8	CENINFODOM (CID)
F9	CENNAVENG (CNE)
GM	CNI GUAM
G9	NAVAL ACADEMY
HI	CNI HAWAII
HQ	CNI HEADQUARTERS
JA	JOINT ACTIVITIES
JP	CNI JAPAN
KO	CNI KOREA
L1	CENNAVINTEL (CNI)
L2	CENSEABESFACENG (CSFE)
L3	CENPERSPRODEV (CPPD)
L4	CENSERSVSUPP (CSS)
L5	CENEODDIVE (CEODD)
L6	CENSURFCOMBATSYS (CSCS)
L7	SUBMARINE LRN CTR (SLC)
L8	SWOSCOLCOM (SWOS)

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SMC	SMC NAME
L9	TRAINING SUPT CTR (TSC)
MA	CNIC MID ATLANTIC
MP	MIL ENTR PROCESSING STA
MW	CNIC MID WEST
NB	FSA - NAVY BAND
ND	CNIC NAVAL DISTRICT WASH
NE	CNIC NORTH EAST
NH	FSA - NHHC
NT	NATO
NW	CNIC NORTH WEST
OD	OUTSIDE DOD
O1	DSCA
PA	PAY & PERS SUPT CTRS
PE	PSA EUROPE
PL	PSA LANT
PP	PSA PAC
PW	PSA WEST
RC	RESREDCOMS
RF	NAVY RESERVE FORCE
RX	NAVAL REACTORS
SE	CNIC SOUTH EAST
SF	FSA - SAFETY CENTER
SG	CNIC SINGAPORE
SU	NON-JOINT STUDENT UICS
SW	CNIC SOUTH WEST
S1	NAVSUP HQ
S2	NAVSUP GLS
S3	NAVSUP WSS
S4	NAVSUP BSC
S5	NEXCOM
T1	TSC SAN DIEGO
T2	TSC HAMPTON ROADS
T3	TSC GREAT LAKES
T4	EDO SCHOOL
T5	CENSEALSWCC
01	FSA-NAVDIST WASH
02	FSA-NAVLEGSVSOFFS
05	FLTFORCOM-HQ STF & COMP
08	FLTFORCOM-CNMOC

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SMC	SMC NAME
1L	NAVFAC LANT
1P	NAVFAC PAC
1Q	NAVFAC HEADQUARTERS
10	FLTFORCOM-CNAVAIRLANT
11	FLTFORCOM-CNAVCYBERFOR
12	FLTFORCOM-CNAVSURFLANT
13	FLTFORCOM-COMSUBLANT
14	FLTFORCOM-NECC
19	FLTFORCOM
2L	NAVFAC MID-LANT
2P	NAVFAC HAWAII
2Q	NAVFAC NCC
20	PACFLT-COMNAVAIRPAC
22	PACFLT-COMNAVSURFPAC
23	PACFLT-COMSUBPAC
25	PACFLT-COM7THFLT
26	PACFLT-COM3RDFLT
27	PACFLT-NECC PAC
29	PACFLT HQ STAFF & COMP
3L	NAVFAC WASH
3P	NAVFAC FAR EAST
3Q	NAVFAC EXWC
30	MSFSC
31	SEALOGS
32	MSC RPN
33	MSCHQ
39	POST GRADUATE SCHOOL
4L	NAVFAC MIDWEST
4P	NAVFAC MARIANAS
4Q	NAVFAC ESC
40	HUMAN PERFORMANCE CNT
41	NAV SERVICE TRNG COMMAND
42	NUCLEAR POWER TRNG COMD
43	NETC MISCELLANEOUS
44	CNATRA
45	MARINE FORCES RESERVE
46	FMFLANT
47	FMFPAC
48	HDQTRS USMC

SMC	SMC NAME
5B	SUPSHIPS
5L	NAVFAC NORTHWEST
5Q	NAVFAC NFI
50	ASSTSECNAV IE
51	DON STAFF OFFICE
52	FIELD ACTIVITIES
53	NAVCRIMINVS
55	COMUSFLT CYBER CMD
6A	NAVMEDLOGCOM
6B	NAVMED WEST
6F	NAVMED EAST
6I	NMETC
6J	NMDSC
6L	NAVFAC SOUTHEAST
6P	NAVMED NCA
6Q	STATE DEPARTMENT
60	BUMED MEDICAL
62	BUMED STU TRNG
64	NMR&DC
65	NMCPHC
66	BUMED MISCELLANEOUS
67	TRICARE MANAGEMENT
68	BUMED USUHS
7L	NAVFAC SOUTHWEST
72	MDA
74	NAVSPECWARCOM
77	COMNAVPERSCOM
78	RECRUITING
79	RES RECRUITING ACTS
8L	NAVFAC EUR/SWA
80	BUPERS SPEC PGMS
9A	SSC NEW ORLEANS
9B	SSC CHARLESTON
9C	SSC SAN DIEGO
9D	SSC NORFOLK
9E	SPAWAR SPACE FLD ACTY
9F	NAVORDCEN ACTIVITIES
9S	NAVSURFWARCEN
9U	NAVUNDWARCEN

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SMC	SMC NAME
91	NAVAIRSYSCOM
92	SUPSYSCOM
93	SEASYSKOM
94	NAVFACENGCOM
95	SPAWARSYSKOM
96	SSP-HEADQUARTERS
97	CHNAVRESEARCH
98	ONI

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SECTION 25

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 and TFMMS Web. All SAAR forms must be completed and signed digitally and forwarded by encrypted email to NAVMAC Functional Management at: David.Jester@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.

Contact NAVMAC Functional Management at Commercial: 901-874-6365/DSN 882-6365 for assistance.

SECTION 26

ACRONYMS AND DEFINITIONS

A

ACCOUNTING CATEGORY CODE (ACC): A single position code used to identify positions that have a special or unique characteristic (e.g., 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 CNO (N120).

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/ Projected Operations Environment (ROC/POE).

ACTIVITY NAME: The Organizational name approved by DNS 33, under the authority of OPNAVINST 5400.44 and the OCR process which 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 positions beyond those implicit in the designator, grade, NOBC, or subspecialty.

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 US 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).

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 US.

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

BILLET IDENTIFICATION NUMBER (BIN): A unique seven digit system generated identifier assigned to a manpower position, organizational header, or note 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 that individuals need in order 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.

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.

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 US 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 code to be 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 ROC statement under a 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 (N120).

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 N12 and Resource Sponsors to support end strength changes outside the automated manpower change request (MCR) process. Data fields 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

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 field that ties programmed manpower and budget together by function.

J

JOB CODE: A unique numeric identifier assigned to each Total Force Job. The Total Force Job provides a general description of duties performed in a position. Currently the Enlisted Job Codes are assigned based on the NEBC (refer to NAVPERS 18068 Vol I, Appendix C), the Officer Job Codes are assigned based on the NOBC, and Civilian Job Codes are assigned based on the Occupational Series.

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 is used to describe 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. This is a separate process from the Billet Change Request (BCR).

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.

N

NAVY ENLISTED CLASSIFICATION (NEC): A four-character alpha/numeric code identifying a Navy skill, knowledge, aptitude, or qualification.

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 field, the second digit identifies the group within the field and the third and fourth digits indicate the specific position classification.

NATIONAL AGENCY CHECK WITH LAW AND REDIT (NACLCL): A NACLCL is conducted at 10-year and 15-year intervals to support continued access to **Secret and Confidential** classified information, respectively. In the past, the NACLCL investigation was referred to as a **Secret PR** (SPR) or **Confidential PR** (CPR) by DSS, but it always included all the elements of the NACLCL. NACLCLs are also conducted at five-year intervals for personnel with Secret security clearance in Special Access Programs (SAPs) and those performing Explosive Ordnance Disposal (EOD) or Personnel Reliability Program (PRP) controlled duties. SPRs and CPRs with current eligibility determinations remain valid.

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-US 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:

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

Position staffing is not administered by the U.S. Government or a foreign government for the U.S. Armed Forces.

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 FY's.

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 US 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, 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 (e.g., 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 field 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 (e.g., perform anti-air warfare with full capability of Readiness Condition I; partial capability in Readiness Condition III).

REQUIREMENT (RQMT): See Manpower Requirement

REQUIREMENT INDICATOR (RI): A one-character field 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 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. The SSR is assigned by NAVPERS.

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 fields.

SOURCE RATINGS: One or more Navy ratings assigned to each rating series NEC 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

TFMMS MICRO MANPOWER CHANGE APPLICATION (TMMCA): A software package that allows manpower managers to initiate an AMD Change Request off-line.

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 (N120) 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 27

**ACTIVITY MANPOWER DOCUMENT (AMD) REPORT
FIELD 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 ROC/POE. The report displays current and future peacetime and mobilization manpower positions.

The following pages contain a block-by-block description of each field currently displayed on both the AMD Report.

ACTIVITY MANPOWER DOCUMENT

BSC Range 00000 to 99999

ACTIVITY		ACTIVITY NAME		UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	PREDOM	AGSAG	MCR	NUMBER	DATE									
Effective		Officer		Enlisted		Civilian																				
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG														
		MOB	P	R	---Language---		Desig	NOBC	Subsp																	
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP	
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD													P	H		
		Amp					Pri	Sec	Pri	Sec													S	S	SSQ	

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Accounting Category (AC)	The Accounting Category Code is a single position code used to identify positions that have a special or unique characteristic (e.g. Additional Duty relationship).
(NAVMAC Code 20)	Reference source/POC: NAVMAC Code 20/See section 1 of this guide
Activity Code (ACTY)	A 10 position numeric code that is unique to Navy manpower and used to identify an organization. The Activity 10 can be divided into sets of numbers that enable a user to define an activity type, or an organization type. The first set of numbers represent the activity type; 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, 01-99=component activity of the parent). There are no set rules regarding sequencing of component values (01 through 98). Together the parent activity and component activity comprise the entire activity
(OPNAV N120)	Reference source/POC: OPNAV N120
Activity Name	The Organizational name approved by Director, Navy Staff 33, under the authority of OPNAVINST 5400.44 and the Organization Change Request process which reflects the approved title published in an OPNAV Notice or Chief of Naval Operations message. See OPNAVINST 5400.44 Chapter 2, Section 4.
(OPNAV N120)	Reference source/POC: OPNAV N120/OPNAVINST 5400.44 Chapter 2 Section 4
Activity Group/Sub-Activity Group (AG/SAG)	The Activity Group/Sub-Activity Group (AG/SAG) denotes an AG/SAG which may be different than the activities predominate AG/SAG.
(OPNAV N120)	Reference source/POC: OPNAV N120

ACTIVITY MANPOWER DOCUMENT

BSC Range 00000 to 99999

ACTIVITY	ACTIVITY NAME	UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	MCR	NUMBER	DATE							
Effective													Officer		Enlisted		Civilian						
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number			BLI	ORG									
		MOB	P	R	---Language---			Desig	NOBC	Subsp													
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD													
		Amp			Pri			Sec	Pri		Sec												

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Additional Qualification Designator (AQD Primary) (AQD Secondary) (NAVMAC Code 10)	The officer primary and/or secondary additional qualification designator identifies a need for other classification categories. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
Billet ID (BIID) (OPNAV N120)	The Billet Identification number is used to connect the Intelligent Workbook to the Navy's total force manpower management system (i.e. TFMMS). An 8-digit data element that identifies individual phases of a Billet Identification number for purposes of tracking in the Intelligent Workbook. Used during the Program Objective Memorandum process to identify billets created in the Intelligent Workbook not assigned a Billet Identification number because they have not been approved in TFMMS. Reference source/POC: OPNAV N120
Billet Title (NAVMAC Code 20)	The billet title is a descriptive title that indicates the primary function of a specific position. Billet titles should conform to the approved organization structure. Reference source/POC: NAVMAC Code 20
Billet Identification Number (BIN) (System Generated)	The billet identification number is a unique seven digit system generated identifier assigned to a manpower position, organizational header, or note on an Activity Manpower Document. Reference source/POC: NAVMAC Code 20
Budget Line Item (BLI) (OPNAV N120)	The budget line item for Navy Working Capital Funds and Defense Working Capital Funds is a six-digit field for Civilian positions providing similar functionality as the Activity Group/Sub-Activity Group provides for Navy Operations and Maintenance, Navy appropriations. Reference source/POC: NAVMAC Code 20/See section 2 of this guide

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ACTIVITY MANPOWER DOCUMENT

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BSC Range 00000 to 99999

ACTIVITY		ACTIVITY NAME		UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	NUMBER	MCR	DATE					
Effective		Officer		Enlisted		Civilian																	
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG											
		MOB	P	R	---Language---		Desig	NOBC	Subsp														
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD											P	H	MP
		Amp					Pri	Sec	Pri	Sec											S	S	SSQ

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Billet Sequence Code (BSC)	The Billet Sequence Code is an ascending sequence of numbers determined by the Budget Submitting Office and/or activity to organizationally structure positions, headers, and notes within an Activity Manpower Document.
(NAVMAC Code 20)	Reference source/POC: NAVMAC Code 20
Budget Submitting Office (BSO)	A four position alphanumeric code that identifies the major commanders or bureaus that are authorized manpower resources directly by Chief of Naval Operations for the accomplishment of the assigned missions and tasks.
(OPNAV N120)	Reference source/POC: OPNAV N120/See section 3 of this guide
Commercial Activities Function Code (CAFC)	The commercial activities function code is a five-digit alphanumeric field used to identify the functional area of responsibilities, mission area, and/or task of the Civilian position.
(OPNAV N120)	Reference source/POC: See section 7 of this guide
Commercial Activities Reason Code (CARN)	The commercial activities reason code is a one-digit alphanumeric field used to identify Civilian positions as inherently governmental, exempt from private sector performance, or subject to private sector performance. (See DODI 1100.22). Manpower Mix Criteria Codes are applied as the Commercial Activities Reason Code in TFMMS
(OPNAV N120)	Reference source/POC: See section 8 of this guide
Commercial Activities Tracking Code (CATR)	The Commercial Activities Tracking Code is a one-digit field providing the structure to track and/or identify those functions that are restricted by law/treaties, Department of Defense (DOD)/Department of the Navy (DON) management determination, or as special interest/initiatives to DON. Identifies legal information associated with the Function and Reason Code.
(OPNAV N120)	Reference source/POC: See section 9 of this guide

ACTIVITY MANPOWER DOCUMENT

BSC Range 00000 to 99999

ACTIVITY		ACTIVITY NAME		UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	NUMBER	MCR	DATE							
Effective		Enlisted		Officer		Civilian																			
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG													
		MOB	P	R	---Language---		Desig	NOBC	Subsp																
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD											P	H			
		Amp					Pri	Sec	Pri	Sec											S	S	SSQ		

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Designator (Desig) Grade (NAVMAC Code 10)	The Officer Designator and Officer Pay Grade identify specialty qualifications and grade level necessary for a position. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
Effective Begin (Bgn) Effective End (NAVMAC Code 20)	The Effective Begin/End date is a five-digit code indicating when the position begins and ends. The date format is CYMM (C = the first number of the century, YY = the last two numbers of the year, and MM = the number of the month (e.g., Oct 2015 will be reflected as 21510)). Reference source/POC: NAVMAC Code 20
Enlisted Management Code (EMC) (Pers 4)	The Enlisted Management Code refers to a combination of either a rating, Navy Enlisted Classification Code and/or Functional Area Code which in certain combinations determines a specific set of skills based on an algorithm. Enlisted Management Codes, based on the combinations, can divide specific ratings into more than one distribution community. Reference source/POC: Pers 4
Functional Area Code (FAC Primary) (FAC Secondary) (NAVMAC Code 20)	The enlisted Primary and/or Secondary Functional Area Code identifies the need for a special/specific category of skills for manpower positions and/or for personnel detailing tracking. Reference source/POC: NAVMAC Code 20/See section 10 of this guide
Civilian Fund (FD) (OPNAV N120)	The Civilian Fund Code is a one-character alphabetic field on the Requirement line only used to identify the appropriate type funding source for a Civilian position. Applies to all Civilian positions funded or unfunded. Reference source/POC: OPNAV N120/See section 4 of this guide

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ACTIVITY MANPOWER DOCUMENT

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BSC Range 00000 to 99999

ACTIVITY		ACTIVITY NAME		UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	NUMBER	MCR	DATE								
Effective																									
BIN Billet Title		Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Officer			Enlisted			Civilian		BLI	ORG						
		MOB	P	R	---Language---			Desig	NOBC	Subsp									BLI	ORG					
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD									P	H					
		Amp				Pri	Sec			Pri	Sec								S	S	SSQ				

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Home Port Geographic Location (OPNAV N120)	The Home Port Geographic Location denotes the location of the shore Unit Identification Code or the homeport of the ship or squadron. Reference source/POC: OPNAV N120
Hiring Status (HS) (NAVMAC Code 20)	The Hiring Status identifies the type of hire for the Civilian Position Reference source/POC: NAVMAC Code 20/See section 19 of this guide
Installation Core Business Model (ICBM) (formerly IMAP) (CNIC BSO 52)	The Installation Core Business Model is a four-digit field that ties programmed manpower and budget by function. The Installation Core Business Model code identifies military and civilian manpower cost for performing a function. Reference source/POC: See section 11 of this guide
Joint Duty Assignment List (JDAL) (OPNAV N123)	The Joint Duty Assignment List lists billets that are considered Joint Duty as authorized by the Secretary of Defense for all services. Reference source/POC: OPNAV N123
Job Code (NAVMAC Code 10)	A unique numeric identifier assigned to each Total Force Job. The Total Force Job provides a general description of duties performed in a position. Currently the Enlisted Job Codes are based on jobs identified by Rating Occupational Standards, the Officer Job Codes are assigned based on the Navy Officer Billet Classification, and Civilian Job Codes are assigned based on the Occupational Series. Reference source/POC: http://www.public.navy.mil/bupers-npc/organization/navmac/workforceclassification/Pages/References.aspx

Enclosure (1)

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ACTIVITY MANPOWER DOCUMENT

DATE:

BSC Range 00000 to 99999

ACTIVITY		ACTIVITY NAME		UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	NUMBER	MCR	DATE							
Effective		Officer		Enlisted		Civilian																			
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG													
		MOB	P	R	---Language---		Desig	NOBC	Subsp																
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD													P	H	
		Amp					Pri	Sec	Pri	Sec													S	S	SSQ

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Language (NAVMAC Code 10)	The language code is an eleven-digit code used to identify foreign language and proficiency (listening, reading, speaking, and writing). Reference source/POC: NAVMAC Code 10/DoDI 5160.70 series
Manning Control Authority (MCA) (Pers 4)	The Manning Control Authority is the naval authority tasked with determining priority for assignment of personnel. The two Manning Control Authorities and their reference codes are: Bureau of Naval Personnel (BUPERS) (B) and Commander Fleet Forces Command (F). Reference source/POC: Pers 4
Mobilization Begin (Mob Bgn) Mobilization End (Mob End) (NAVMAC Code 20)	The Mobilization Begin/End field reflects the period within mobilization needing a manpower position. Valid entries are 01, 02, 03, 06 and 12, where 01 is the beginning of mobilization and 12 is the end of mobilization. Reference source/POC: NAVMAC Code 20
Manpower Type (MP) (OPNAV N120)	The civilian manpower type is a two character field identifying the appropriate type occupational classification system responsible for staffing a position Reference source/POC: OPNAV N120/See section 5 of this guide
Manpower Resource Code (MRC) (OPNAV N120)	The manpower resource code identifies the type of resourcing (MPN, RPN, or OM&N) for the position once end strength funding is available and is authorized. Reference source/POC: OPNAV N120/See section 14 of this guide

ACTIVITY MANPOWER DOCUMENT

BSC Range 00000 to 99999

ACTIVITY	ACTIVITY NAME	UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	MCR	NUMBER	DATE									
Effective													Officer		Enlisted		Civilian								
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number			BLI	ORG											
		MOB	P	R	---Language---			Desig	NOBC	Subsp															
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG			MRC	MT	AC	FAC	AQD													
		Amp				Pri	Sec			Pri	Sec														

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Manpower Requirements Determination Universe (MRDU) (OPNAV N120)	The Manpower Requirements Determination Universe is a two character alpha/numeric code assigned to every Unit Identification Code that identifies the Manpower Requirements Determination program responsible for determining its Navy Manpower Requirements. Reference source/POC: See section 12 of this guide
Manpower Type (MT) (OPNAV N120)	The manpower type defines the category of manpower used to authorize the position (Officer, Enlisted, or Civilian). Reference source/POC: OPNAV N120/See section 15 of this guide
Navy Enlisted Classification Code Primary/Secondary (NEC Pri) (NEC Sec) (NAVMAC Code 10)	The enlisted primary and/or secondary Navy Enlisted Classification Code, identifies a specialized knowledge or skill required beyond those of the enlisted rating structure. Reference source/POC: NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications, Vol II
Navy Officer Billet Classification Code Primary/Secondary (NOBC Pri) (NOBC Sec) (NAVMAC Code 10)	The officer Primary and/or Secondary Navy Officer Billet Classification (NOBC) code is a four-digit code identifying experience or a combination of education and experience. Provides a general description of duties performed. The first digit identifies the field, the second digit identifies the group within the field and the third and fourth digits indicate the specific classification within the group. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications

ACTIVITY MANPOWER DOCUMENT

BSC Range 00000 to 99999

ACTIVITY	ACTIVITY NAME	UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	MCR	NUMBER	DATE									
Effective													Officer	Enlisted	Civilian										
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG													
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD	Pri	Sec													
Amp													Pri	Sec	Pri	Sec									

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Occupational Series Code (Occ Srs)	The Civilian Occupational Series code is a specific set of values assigned by Office of Personnel Management for Civilian positions identifying a specialized line of work and qualification (e.g., 00343, 00318, etc.)
(OPM)	Reference source/POC: Office of Personnel Management
Organizational Hierarchy Code (ORG_HRCHY)	The Organizational Hierarchy Code is a ten (10) character alphanumeric value containing five (5) levels of two (2) values reflecting the Activity's organizational breakdown and to identify the 'authorized' force structure relationships below the Unit Identification Code level. Organizational Hierarchy is required for all Activity Manpower Document organizational headers and positions.
(NAVMAC Code 20)	Reference source/POC: NAVMAC Code 20/OPNAV (N120) See section 17 of this guide
Organizational Position Number (Org Position Number)(Joint)	The org position number is the Joint Duty Assignment reference identifier. This number is used by Pers-45 to ensure personnel are assigned to valid Joint Duty Credit positions.
(OPNAV N123)	Reference source/POC: OPNAV N123
Organizational Code (ORG_CODE)	An optional Code, the Organizational Code is a ten-digit alpha/numeric field used by numerous Budget Submitting Office's to depict various organizational structures of an activity not defined
(NAVMAC Code 20)	Reference source/POC: NAVMAC Code 20/See section 16 of this guide
Packet Date (System Generated)	The packet date indicates the date the TFMMS packet was approved and the Activity Manpower Document Change Request action was applied to the authoritative data base.
	Reference source/POC: NAVMAC Code 20

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BSC Range 00000 to 99999

ACTIVITY	ACTIVITY NAME	UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	MCR	NUMBER	DATE							
Effective												Officer		Enlisted		Civilian							
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org	Position Number	BLI	ORG										
		MOB	P	R	---Language---			Desig	NOBC	Subsp													
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD													
		Amp			Pri	Sec			Pri	Sec													

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Packet Number (System Generated)	The TFMMS Packet Number is a TFMMS generated, six digit number assigned to an Activity Manpower Document Change Request packet. This number indicates the last packet applied to the TFMMS billet data base before the printing of the Activity Manpower Document. Reference source/POC: NAVMAC Code 20
Peacetime Requirement (PR) (NAVMAC Code 20)	The Peacetime Requirement Indicator Code identifies whether the position is required in peacetime, peacetime and mobilization, or mobilization only. Reference source/POC: NAVMAC Code/20 See section 18 of this guide
Predominate Activity Group/Sub-Activity Group (Predom AG/SAG) (OPNAV N120)	The predominate Activity Group/Sub-Activity Group is an alphanumeric code that denotes the primary mission/program within a Budget Activity allowing for budget justification and accounting purposes. A predominate Activity Group/Sub-Activity Group can identify similar types and groups of activities used in planning, programming, and budgeting process. Reference source/POC: OPNAV N120
Predominate Resource Sponsor (Predom Rspn) (OPNAV N120)	The predominate Resource Sponsor field identifies the leading Resource Sponsor responsible for an aggregation of resources for programs that constitute inputs to warfare and supporting tasks. Reference source/POC: See section 22 of this guide
Position Status (PS) (NAVMAC Code 20)	The civilian Position Status identifies the status of the civilian positions (full time or part time). Reference source/POC: NAVMAC Code 20/See section 19 of this guide
Pay Grade (Py Gr) (OPM)	The civilian Pay Grade is the graduated scale for Federal civilian positions that are established and designed within specific pay plan by law or regulation Reference source/POC: Office of Personnel Management

Enclosure (1)

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BSC Range 00000 to 99999

ACTIVITY		ACTIVITY NAME		UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	MCR	NUMBER	DATE					
Effective		Officer		Enlisted		Civilian																	
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG											
		MOB	P	R	---Language---		Desig	NOBC	Subsp														
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD											P	H	
		Amp					Pri	Sec	Pri	Sec											S	S	SSQ

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Pay Plan (Py Pl)	The civilian Pay Plan is used to identify a system or schedule authority; such as statutes, Executive Orders, and regulations of the Office of Personnel Management, or other agencies, establishing and governing rate of pay for civilian employees.
(OPM)	Reference source/POC: Office of Personnel Management
Requirement/ Authorization Constraint Code (RAC)	The Requirement/Authorization Constraint Code identifies Authorizations that have approval to not match the Manpower Requirement. The Requirement/Authorization Constraint Code value identifies the variance applied to the Occupational Classification elements (i.e. career field, Qualifications, Paygrade/Rate or Designator/Rating/Series) and the approving authority.
(NAVMAC Code 20)	Reference source/POC: NAVMAC Code 20/See section 20 of this guide
Rate Abbreviation (Rate Abbr)	The enlisted Rate Abbreviation identifies the skills by Rating and Rate required for an enlisted position
(NAVMAC Code 10)	Reference source/POC: NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications, Vol II
Requirement Functionality Code (RFC)	The Requirement Functionality Code is no longer used. A default value of "UNK" is used as a placeholder in this field.
PENDING DELETION (NAVMAC Code 20)	Reference source/POC: NAVMAC Code 20 PENDING DELETION
Requirement Indicator (RI)	The requirement indicator is a one-character field that indicates the approved methodology used to establish the manpower position.
(NAVMAC Code 20)	Reference source/POC: NAVMAC Code 20/See section 21 of this guide

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BSC Range 00000 to 99999

ACTIVITY		ACTIVITY NAME		UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	MCR	NUMBER	DATE							
Effective		Officer		Enlisted		Civilian																			
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG													
		MOB	P	R	---Language---		Desig	NOBC	Subsp																
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG	MRC	MT	AC	FAC	AQD													P	H	
		Amp					Pri	Sec	Pri	Sec													S	S	SSQ

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Resource Sponsor Code (RSPN) (OPNAV N120)	The Resource Sponsor Code identifies a difference from the activity's predominate Resource Sponsor, responsible for resourcing (funding). Reference source/POC: OPNAV N120/See section 22 of this guide
Sea/Shore Code (S/S) (Pers 4)	The Sea/Shore code identifies 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. Reference source/POC: Pers 4 and/or http://www.public.navy.mil/bupers-npc/reference/milpersman/Pages/default.aspx
Subordinate Manpower Code (SMC) (OPNAV N120)	The Subordinate Manpower Code (SMC) identifies the command or activity immediately subordinate to the manpower Budget Submitting Office. Reference source/POC: OPNAV N120/See section 24 of this guide
Strategic Sourcing Code (SSC) (OPNAV N120)	A three digit field 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) Reference source/POC: See section 23 of this guide
Specific Skills and Qualifications Code (SSQ) (OPNAV N120)	The civilian Specific Skills and Qualifications (SSQ) is a three character alphanumeric field used to identify specific skills and qualifications required by the civilian position. Currently used to track acquisition and financial management qualifications. This field is similar to the Officer Additional Qualification Designator. Reference source/POC: DACM/See section 6 of this guide

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BSC Range 00000 to 99999

ACTIVITY	ACTIVITY NAME	UIC	BSO	SMC	HOME PORT	GEOGRAPHIC LOCATION	SUI	S/S	MCA	MRDU	RSP	AGSAG	PREDOM	MCR	NUMBER	DATE									
Effective													Officer	Enlisted	Civilian										
BIN	Billet Title	Bgn	End	CARN	CAFC	CATR	SSC	IMAP	JDAL	Org Position Number	BLI	ORG													
		MOB	P	R	---Language---			Desig	NOBC	Subsp															
BSC	Org Hrchy	Bgn	End	R	I	RAC	ID	LISTEN	READ	WRITE	SPEAK	Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	EMC	PI	Srs	Gr	Fd	MP
Job Code	Billet Id	AFS	AFS	RSPN	AGSAG			MRC	MT	AC	FAC	AQD													
		Amp				Pri	Sec			Pri	Sec														

FIELD TITLE	FIELD DESCRIPTION
Program Manager	Reference source/POC
Sub Specialty Codes Primary/Secondary (SubSpec Pri) (SubSpec Sec) (NAVMAC Code 10)	The Officer Primary and/or Secondary Sub Specialty Codes identifies postgraduate level of education (or equivalent training or experience) required for an Officer position. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
Sensitive Unit Identification Code Indicator (SUI) (OPNAV N120)	The sensitive Unit Identification Code indicator is a one digit code used to indicate if the activity and/or Activity Manpower Document information is sensitive and is used for Freedom of Information Act (FOIA) requests. Values are 1 for Sensitive and 0 for Non-Sensitive. Reference source/POC: OPNAV N120/SECNAVINST 5720.42F (FOIA)

SECTION 28

Streamlined - Activity Manpower Document (S - AMD) Report

The **S-AMD** report is a Manpower Document that can be used by manpower managers as a quick, ready reference for managing manpower at a day-to-day level. The S-AMD was designed to provide a streamlined display of the activities manpower management positional data fields. Unlike the current 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 will be an additional AMD report option and will available to users via:

- Total Workforce Management System (TWMS)
- TFMMS Micro Manpower Change Application (TMMCA)

The next few pages are provided as an overview of the S-AMD report and to identify the manpower/positional fields that are currently available.

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 1000.16 series)

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.

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 that may also be affected by this change. Provide any known Manpower related system(s), process(s), application(s) that could be affected by this change.