

# **Navy Manpower Analysis Center Position Management Business Requirement**

**Version 1.1**

**11 April 2011**



**Prepared By:**

**NAVMAC Functional Management Office**

**Navy Manpower Analysis Center  
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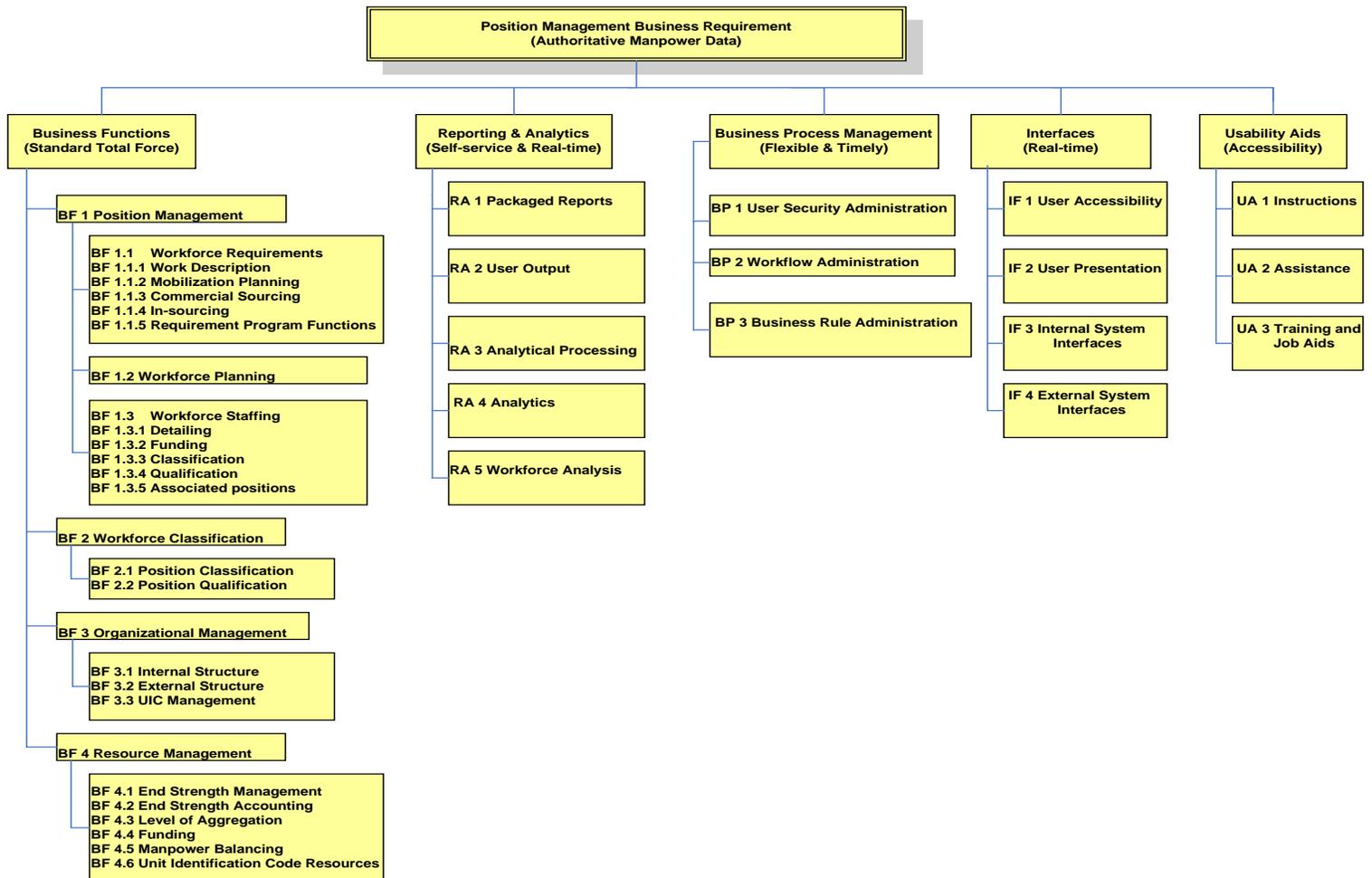
## 1.0 General Information

**1.1 Purpose** The Position Management Business Requirement (PM BURT) document has been developed based on official manuals, instructions and directives of the Department of the Navy. Its purpose is to document, at a high level, the Position Management Requirement as it currently exists.

At this stage in the requirement development process, the document is intended to serve as a baseline by which current system capabilities can be assessed and performance gaps identified. It also serves as governance for the Functional Review Board and Configuration Control Board.

**1.2 Scope** Broad areas of position management are outlined based on needed functionality, as defined in the 1.3 Structural Representation. Future changes to Position Management BURT will be documented as official version releases.

## 1.3 Structural Representation





## 1.4 Approvals

Name	Signature/Date
<b>John Nickle</b> Functional Manager NAVMAAC	
George Vogel Technical Director NAVMAAC	
CAPT Kathy A. Isgrig Commanding Officer NAVMAAC	



## 1.5 Change Management Process

Business requirements will change as business processes, policies & procedures evolve. Change management ensures that all business requirement changes are reviewed at the appropriate level before authorizing a revision to the business requirement (BURT) document. A change is defined as anything that is introduced and makes different the content of a requirement or impacts the functionality or its process. The Functional Review Board (FRB) voting members will carefully evaluate and determine if changes are appropriate and deemed as major or minor changes based on relevant information provided by the originator and the definitions provided below. Major changes to the requirements will require formal approval of the FRB voting members prior to a revision being implemented. Minor changes to the requirements will be reviewed and implemented by the Functional Management Office and presented to the FRB membership to ensure concurrence. Current business requirements will remain in effect until the recommended changes are incorporated into the next revision of the BURT document.

### 1.5.1 Major Change

A major change exists when a business requirement is added, deleted, or an existing requirement is modified in a manner that changes the intended meaning. This will most likely result from a change to a governing instruction or directive. A major change will require approval by the FRB voting members prior to implementation.

### 1.5.2 Minor Change

A minor modification will not alter the intended meaning of the business requirement. Minor changes to business requirements are intended to clarify the requirement without changing the meaning (i.e., format or composition, correcting typographical errors, punctuation and spelling, or to update a field). Recommendations for minor changes do not need approval of the entire FRB voting membership.

### 1.5.3 Change Process

Recommendations for changes to business requirements shall be submitted to a voting FRB member. The following detailed guidance is provided for requesting business requirement changes:

- The **originator** shall include the following pertinent information:
  - Command Name
  - Department
  - Phone Number (DSN and/or commercial)
  - Name of originator submitting the recommendation(s)
  - If the recommendation is to modify or delete an existing requirement:
    - Indicate the current requirement identification number (e.g., BF 1.3.1.)
    - The recommended modification
    - Justification for the change
  - If the recommendation is to add a new requirement:
    - Indicate the recommended business requirement identification number (e.g., BF 1.3.1.1) where the requirement should be inserted
    - The recommended new business requirement
    - Justification for the change
- The **FRB voting member** will:

- review each recommendation to determine if the recommended change is appropriate and minor or major in accordance with the provided definitions
- forward the change recommendation with their determination as major/minor and endorsement/rejection to the FMO
- **FMO** will ensure the following actions occur for each change recommendation forwarded for action:
  - communicate to the originator the determination (outcome) of their recommendation
  - coordinate with the originator to present endorsed major change recommendations to the FRB voting members
  - ensure all FRB members (voting and non-voting) are informed of the requested change(s) and the outcome
  - ensure the appropriate change page annotations are made within the BURT documentation (when approved)

#### **1.5.4 Documentation Version Control**

Minor changes will be annotated in the BURT change pages and may be published for stakeholder use without change to the version of the document. Major changes will also be annotated in the BURT change pages; however, these changes will require a change to the version number of the document and will not be published for stakeholder use until routed for FRB Chairperson signature approval.



## 1.6 Record of Changes

Version	Requirement ID	Description of Change	Author/Proposed By	Date
1.0	BF 1.1.1.1	Add statement "must be in acceptable standardized format"	D. Vowell/NMSC	29 Mar 2010
1.0	BF 1.1.4	Inserted requirement "Determine in-sourcing needs"	D. Vowell/SPAWAR	29 Mar 2010
1.0	BF 1.1.5.1	Inserted alpha data elements for each category	D. Vowell/NAVMAC	29 Mar 2010
1.0	BF 2.1.4.3	Added contractor positions to requirement description	D. Vowell/NAVMAC	29 Mar 2010
1.0	BP 2.1.4	Reworded requirement "Prevent the use of a BSC multiple times in the same manpower change request"	D. Vowell/SSP	29 Mar 2010
1.0	BP 2.1.5	Inserted requirement "Prevent inclusion of a billet multiple times in the same manpower change request"	D. Vowell/NAVMAC	29 Mar 2010
1.0	BF 4.2.5	Inserted requirement "Query end strength by manpower type"	D. Vowell/NETC/NMSC	29 Mar 2010
1.0	BF 1.3.1.2	Inserted requirement "Identify positions where the pay grade of requirement and authorization don't match"	D. Vowell/ NAVMAC	6 Apr 2010
1.0	BF 1.3.2.1	Inserted requirement "Identify funding sources"	D. Vowell/SPAWAR	6 Apr 2010
1.0	BF 1.3.2.2	Inserted requirement "Allow funding/un-funding to occur at any time"	D. Vowell/ COMNAVSPECWAR	6 Apr 2010
1.0	BF 1.3.2.3	Inserted requirement "Identify reimbursable billets"	D. Vowell/SPAWAR	6 Apr 2010
1.0	BF 1.3.2.4	Inserted requirement "Recognize distribution of a Full Time Equivalent (FTE)"	D. Vowell/SPAWAR	6 Apr 2010
1.0	BF 2.2.6	Inserted requirement "Identify Civilian Defense Acquisition Workforce Improvement Act (DAWIA) billets and requirements"	D. Vowell/SPAWAR	6 Apr 2010
1.0	BF 3.3.8	Inserted requirement "Identify Echelon assignment"	D. Vowell/ USFF	6 Apr 2010
1.0	BF 3.3.7.8	Corrected requirement description of diary status	D. Vowell/USFF	6 Apr 2010
1.0	BF 3.3.7.20	Inserted requirement "Identify Echelon assignment"	D. Vowell/USFF	6 Apr 2010
1.0	BF 4.2.3	Inserted requirement "Identify the source of end strength"	D. Vowell/ COMNAVSPECWAR	6 Apr 2010
1.0	BP 2.1.2	Inserted requirement "Provide justification for change"	D. Vowell/ COMNAVSPECWAR	6 Apr 2010
1.0	BP 2.1.3	Inserted requirement "Enforce a lock on billet or activity data"	D. Vowell/USFF	6 Apr 2010
1.0	BP 2.1.6	Inserted requirement "Provide an electronic link to track changes to a BIN"	D. Vowell/ COMNAVSPECWAR	6 Apr 2010
1.0	BF 1.1.1.4	Clarified content	D. Vowell/OPNAV Assistant for Field Support (FSA)	4 Aug 2010
1.0	BF 1.1.3.3	Reworded and updated source of	D. Vowell/OPNAV Assistant	4 Aug 2010

Version	Requirement ID	Description of Change	Author/Proposed By	Date
		information	for Field Support (FSA)	
1.0	BF 1.3.5.2.1	Modified to add "On the requirement identify the associated BIN"	D. Vowell/BUMED	4 Aug 2010
1.0	BF 1.3.5.3.1	Modified to add "On the requirement identify the associated BIN"	D. Vowell/BUMED	4 Aug 2010
1.0	RA 3.5	Add requirement "Create a free text field for query purposes"	D. Vowell/ONI/CNIC	4 Aug 2010
1.0	BF 1.1.1.2.1	Add requirement "Link BINs to position descriptions"	D. Vowell/ONI/CNIC	4 Aug 2010
1.0	IF 4.43	Add requirement "Provide manpower data to the Joint Duty Assignment Management Information System (JDAMIS)"	D. Vowell/AAAUSN	4 Aug 2010
1.0	BP 2.2.1	Add requirement "Upload approved Billet Change Request (BCR) transactions into the manpower database"	D. Vowell/NAVMAC Functional Management	4 Aug 2010
1.1	BF 1.2.1	Removed the "Date Format" description from the requirement statement in its entirety.	D. Gibson/NAVMAC Functional Management	29 Dec 2010
1.1	BF 1.3.1.4	Changed requirement from "Assign Military Essentiality Code (MEC)" to "Position paygrade downgraded by higher authority". Updated the requirement description to reflect the new definition.	D. Gibson/NAVMAC Functional Management	29 Dec 2010
1.1	BF 1.4.1	Modified the requirement, "The official manpower database..." to read "The authoritative data contains ..." for clarity. Moved the requirement statement to the Interfaces heading, Usability Aids category section and subsequently renumbered Requirement IDs. Requirement BF 1.4.1 (old) is IF 1.1 (new)	D. Gibson/NAVMAC Functional Management	29 Dec 2010
1.1	BF 1.4.2	Renumbered requirement ID. BF 1.4.2 (old) is BF 1.4.1 (new)	D. Gibson/NAVMAC Functional Management	29 Dec 2010
1.1	BF 2.1.4.6	Re-worded the Requirement Description field for clarity. Changed from "Identifies whether the civilian position is funded." to "Identifies how a civilian position is to be funded."	D. Gibson/NAVMAC Functional Management	29 Dec 2010
1.1	IF4.31	Removed requirement "Provide a data feed to Chief of Naval Operations (CNO)" in its entirety and subsequently renumbered succeeding requirements resulted to this change.	D. Gibson/NAVMAC Functional Management	28 Feb 2011
1.1	IF4.38	Combined requirement description IF4.38 with IF.4.7 description. The requirement to export data to the NPDB was already documented under IF.4.7.	D. Gibson/NAVMAC Functional Management	28 Feb 2011
1.1	Entire PM-BURT	Reviewed all sources used as a reference in this document and updated the "Source" field, as applicable.	D. Gibson/NAVMAC Functional Management	28 Feb 2011
1.1	Record of Changes	Corrected the sources in the "Author/Proposed By" field	D. Gibson/NAVMAC Functional Management	28 Feb 2011
1.1	Letter of Promulgation	Added a "Letter of Promulgation" to document	D. Gibson/NAVMAC Functional Management	28 Mar 2011

<b>Version</b>	<b>Requirement ID</b>	<b>Description of Change</b>	<b>Author/Proposed By</b>	<b>Date</b>
1.1	Change Management Process	Added "Change Management Process" to document	D. Gibson/NAVMAC Functional Management	28 Mar 2011



## 2.0 Business Requirements

### Position Management

ID	Category	Requirement	Requirement Description	Source
BF 1	Position Management Summary	Define positions	Structuring of positions, functions and organizations.	NAVMAC Functional Management
BF 1.1	Workforce Requirements	Document manpower requirements/authorizations in Activity Manpower Document (AMD)	The qualitative and quantitative expression of manpower requirements and authorizations allocated to a naval activity to perform the assigned Mission, Functions, Tasks (MFTs) or Required Operational Capability/Projected Operational Environment (ROC/POEs). The basic document for current and future peacetime and mobilization planning. It is the single official statement of manpower requirements and authorizations.	OPNAVINST 1000.16K pg B-1&2
BF 1.1.1	Work Description Summary	Document work description	Position description, title, task requirements and identification. Must be in standardized format.	NAVMAC Functional Management
BF 1.1.1.1		Assign the billet title to the requirement	A descriptive title that indicates the primary function of a specific requirement. Must be in an acceptable standardized format.	OPNAVINST 1000.16K, pg B-3; NMSC
BF 1.1.1.2		Assign the Billet Identification Number (BIN) to the requirement	A unique identifier (7-digit number) programmatically assigned when a manpower requirement is established.	OPNAVINST 1000.16K, pg B-2
BF 1.1.1.2.1		Link BINs to position descriptions	A cross-walk is needed to identify position descriptions associated with BINs created in the manpower database.	ONI/CNIC
BF 1.1.1.3		Assign a Billet Identifier (BIID) to the requirement	An 8-digit data element that identifies individual phases of a BIN for purposes of tracking in the Intelligent Workbook (IW). Mainly used during the Program Objective Memorandum (POM) process to identify billets created in the IW that have not yet been assigned a BIN because they have not been created in the manpower database.	N120

ID	Category	Requirement	Requirement Description	Source
BF1.1.1.3.1		Assign BIID to phased data	Each phase will have its own BIID.	N120
BF 1.1.1.4		Identify leadership billet manpower type	Leadership billet identity can change from military to civilian (Commanding Officer to Director), civilian to military (Director to Officer-in-Charge) or officer to enlisted (Officer-in-Charge to Petty-Officer-in-Charge).	OPNAVINST 5400.44, pg 1-7, 1-8
BF 1.1.2	Mobilization Planning	Identify manpower requirements for mobilization planning purposes	Budget Submitting Office (BSO) identifies mobilization positions based on approved DoD and Navy mobilization planning guidance, contingency plans, directed MFTs and associated workload. Methods to determine requirements include utilizing the Graduated Mobilization Response (GMR) process and creating a Mobilization Statement of Manpower Requirement (MSMR).	OPNAVINST 1000.16K pg 6-3, paragraph 1
BF 1.1.2.1		Assign Peacetime Requirement (PR) indicator	Designation of a position required in peacetime, peacetime and mobilization (wartime) or mobilization (wartime) only. PR = 0 indicates mobilization (wartime); PR = 1 indicates peacetime or mobilization (wartime); PR = 2 indicates peacetime only and does not have Mob Bgn/End Dates. PR = 2 is used when one of the following conditions is satisfied: 1) MOB TO 2) ADDU FM (As applicable) 3) a position where the workload does not support a mobilization mission and the personnel assigned would be available for reassignment upon mobilization.	NAVPERS 05300A Coding Directory, pg 18-1
BF 1.1.2.2		Assign Mob Bgn/End Dates to mobilization total force requirements	Reflects the period within mobilization needing a manpower requirement. Valid entries are 01, 02, 03, 06 and 12 where 01 is the beginning of mobilization and 12 is the end. MOB END must be equal to or greater than MOB BGN.	OPNAVINST 1000.16K pg E-6
BF 1.1.3	Commercial Sourcing	Determine commercial sourcing needs	BSOs determine if a function can be contracted or provided by a commercial source rather than performed by military billets.	OPNAVINST 1000.16K pg 4-15 & 16
BF 1.1.3.1		Assign Commercial Activities Function Code (CAFC)	Identifies the functional area of responsibility, mission area and/or task of the position. A 5-digit alphanumeric data element. Requires a validation table provided by the strategic sourcing Subject Matter Expert.	OPNAVINST 1000.16K pg E-6; NAVPERS 05300A, pg 8-1

ID	Category	Requirement	Requirement Description	Source
BF 1.1.3.2		Assign Commercial Activities Reason Code (CARN)	Identifies positions as inherently governmental or subject to completion of a study. A 1-digit alphanumeric data element. Requires a validation table provided by the strategic sourcing Subject Matter Expert. Military billets coded "R" can be converted to civilian or contractor. Military billets coded "E" can be converted to civilian. Generally, military billets coded with any other manpower mix criteria code should continue being performed by military personnel unless a manpower review determines otherwise.	OPNAVINST 1000.16K, pg E-6; NAVPERS 05300A, pg 9-1
BF 1.1.3.3		Assign Commercial Activities Tracking Code (CATR)	Identifies authorizations requiring tracking in the manpower data base. A 1-digit alphanumeric data element. Requires a validation table provided by the strategic sourcing Subject Matter Expert.	FY2010 Navy IG & CA Inventory Guidance
BF 1.1.3.4		Assign Strategic Sourcing Code (SSC)	Identifies authorizations involved in Navy's efficiency initiatives (e.g. program review, elimination, consolidation, and A-76 competitions, etc.). A 3-position numeric/alpha field. Requires a validation table provided by the strategic sourcing Subject Matter Expert.	OPNAVINST 1000.16K pg E-6; NAVPERS 05300A, pg 22-1; FY2009 Navy IG&CA Inventory Guidance
BF 1.1.4	In-Sourcing	Determine in-sourcing needs	BSOs identify functions performed by contractors that can be performed by civilians. Contractor work reductions and civilian position increases are documented.	OPNAVINST 5311.8, unsigned; COMNAVSPAWAR
BF 1.1.5	Requirement Program Functions	Utilize requirement program determination methods	Total force manpower requirements are based on fulfilling the approved Navy mission. The specific manpower requirements process depends on the type of command. Fleet manpower requirements are based on Required Operational Capability/Projected Operational Environment (ROC/POE) documents. Navy shore manpower requirements shall be based on directed Missions, Functions, and Tasks (MFTs). Requirements reflect the minimum quantity and quality of manpower required for peacetime and wartime to accomplish the activity's mission.	OPNAVINST 1000.16K, pg 2-2

ID	Category	Requirement	Requirement Description	Source
BF 1.1.5.1		Document the requirement determination process used to justify the requirement	Determination of requirements must follow defined methods: 1) A = Ship Manpower Document (SMD) - manpower positions approved for a ship, class of ships or operational staff 2) B = Squadron Manpower Document (SQMD) - manpower positions approved for an individual aviation squadron or class of squadrons 3) C = Commercial Activities (CA) - applicable to civilian and contractor manpower 4) D = Manpower Requirement Worksheet (MRW) - manpower positions for ship Aviation Intermediate Maintenance Departments (AIMDs) and individual Sea Operational Detachments (SEAOPDETs) activity 5) E = Shore Manpower Requirements Determination Process (SMRDP) - manpower positions for shore activities under the SMRD program 6) F = Fleet Manpower Document (FMD) - manpower positions for shore-based deployable activities 7) N = Personnel Tempo of Operations (PERSTEMPO) - aviation manpower positions based on OPNAV standards for peacetime tasking 8) P = Preliminary Ship Manpower Document (PSMD)/Preliminary Squadron Manpower Document (PSQMD) - 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 documented by an approved SQMD 9) U = Military candidates for Commercial Activities 10) V = BSO validated position - determined outside official analysis or study 11) X = SECNAV/Other DoD criteria - determined by JCS manpower survey to support non-Navy defense agencies 12) Z = Individuals accounts - manpower positions including student, trainee, transients or holdees (patients and prisoners).	NAVPERS 05300A Coding Directory, pg 20-1,2,3
BF 1.1.5.2		Assign the Requirement Indicator (RI) Code	A 1-position alphabetic character used to identify the requirements methodology determination process. Although BSOs assign an RI code to each manpower requirement. NAVMAC is the approval authority for all RI code assignments. Requires a validation table.	OPNAVINST 1000.16K, pg B-16, E-6; NAVPERS 05300A Coding Directory, pg 20-1,2,3

ID	Category	Requirement	Requirement Description	Source
BF 1.1.5.3		Assign the Required Function Category (RFC)	Currently designated as default value of "UNK". Originally used to identify each manpower requirement with the appropriate mission area/functional category of work for which the requirement is needed.	OPNAVINST 1000.16K pg B-16; E-6
BF 1.2	Workforce Planning	Perform workforce planning and programming	Integration of force structure requirements into general personnel resource requirements enabling effective utilization of Department of the Navy (DON) resources. Includes executive management of programs required to support related strategic goals, manpower management, personnel management, recruiting, personnel distribution, inventory management, strength planning and training. Sends the manpower demand signal output to the Navy's Total Force domain processes to assure personnel readiness.	Business Requirement Governance for TFMMS presentation, Feb 2008
BF 1.2.1		Assign Begin/End dates to workforce positions	Indicates when the manpower requirement and/or authorization begins and ends. A 5-digit data element.	OPNAVINST 1000.16K pg E-6
BF 1.2.2		Determine phase dates	Once a BIN has been created changes may be made to it which are considered phases. There are circumstances where changes must be made to the dates when these phases begin or end or the phase deleted in its entirety. Phases equate to an individual record against the BIN. Therefore a BIN can appear more than once.	TMMCA User Manual
BF 1.3	Workforce Staffing	Determine staffing elements	Staffing elements identify the quality meeting constrained funding & workforce inventory criteria acceptable to an activity. Elements include: 1) detailing 2) classification 3) qualification.	NAVMAC Functional Management
BF 1.3.1	Detailing	Identify special detailing elements	Identifies special consideration in detailing personnel.	NAVMAC Functional Management
BF 1.3.1.1		Assign Functional Area Code (FAC)	Identifies the need for special consideration in manpower programs, personnel detailing and placement. A 1-digit alphanumeric field. Requires validation.	OPNAVINST 1000.16K pg B-7; NAVPERS 05300A Coding Directory, pg 12-1

ID	Category	Requirement	Requirement Description	Source
BF 1.3.1.2		Identify positions where the pay grade of requirement and authorization don't match	Authorizations can be downgraded from the requirement grade due to higher authority determination or pay grade compensation that is not available within BSO resources.	NAVPERS 05300A Coding Directory
BF 1.3.1.3		Assign Enlisted Management Code (EMC)	Identifies the enlisted community to which an incumbent should be designated (i.e., Aviation, Medical, Nuclear etc.); categorizes the combinations of enlisted ratings, functional area codes and NECs for enlisted community management efforts and detailing. A 4-digit alphanumeric data element based on the rating, Navy Enlisted Category (NEC), Functional Area Code (FAC) and in some cases activity type. This element is system generated based on an algorithm.	NAVPERS 05300A Coding Directory, pg 25-3
BF 1.3.1.4		Position paygrade downgraded by higher authority	Identifies a position paygrade downgraded by higher authority. A 1-position alpha data element. Requires a validation table.	OPNAVINST 1000.16K pg B-10; NAVPERS 05300A Coding Directory, pg 17-1
BF 1.3.1.5		Identify Joint Chiefs of Staff (JCS) program positions	Joint positions managed by the Joint Chiefs of Staff designated in a multi-Service, joint or multinational activity. Determined by a JCS manpower survey to support non-Navy defense agencies or other federal agencies. Positions are identified on the Joint Duty Assignment List (JDAL) and provide credit for joint experience. JCS manages the list. Not all billets at joint activities are on the JDAL. Identify whether the position supports a program controlled by the Joint Chiefs of Staff. JMP (Joint Manpower Program) staffing occurs between JCS/OSD and CNO.	OPNAVINST 1000.16K pg 7-15 paragraph 2b
BF 1.3.1.5.1		Assign Joint Duty Assignment List (JDAL) Code	Mandatory for billets with an AQD of JD1 or JD2. The first character of the AQD identifies selected positions and officer qualifications pertaining to the joint duty/joint specialty field. An 8-alpha (1)/numeric (2-8) data element.	OPNAVINST 1000.16K pg E-7
BF 1.3.1.5.2		Identify Organization Position Number	Joint credit billets are tracked by the unique Organizational Position Number used by Joint Activities. It is used to track the joint billet from the Joint Duty Assignment List to TFMMS, OAS and JMIS. A 20-position alpha/numeric data element.	N120

ID	Category	Requirement	Requirement Description	Source
BF 1.3.2	Funding Summary	Fund positions	A transactional method is necessary to 1) identify sources of funding 2) balance funding between levels of aggregation within activities 3) balance funding between activities within the same resource sponsor governance. An automated means is necessary to 1) display available funding 2) assign that funding to the position 3) route the transaction for approval and 4) update the manpower database.	NAVMAC Functional Management
BF 1.3.2.1		Identify funding sources	Funding can come from one to many sources. Allow ability to identify up to 20 sources.	SPAWAR
BF 1.3.2.2		Allow funding/un-funding to occur at any time	Recognizing funding/un-funding on a specific date creates misleading information. Need the ability to designate any date.	COMNAVSPECWAR
BF 1.3.2.3		Identify reimbursable billets	Billets can be paid for with the Navy Working Capital Fund (NWCF).	SPAWAR
BF 1.3.2.4		Recognize distribution of a Full Time Equivalent (FTE)	An FTE can be spread among several funding sources and filled by several positions.	SPAWAR
BF 1.3.2.5		Prevent funding when end strength is not available	An automated means is necessary to prevent completion of a transaction that funds a position when end strength at the appropriate level of aggregation is not available.	NAVMAC Functional Management
BF 1.3.2.6		Meet mandatory funding preconditions	In order to fund a position two preconditions must be met: 1) available end strength must exist and 2) all necessary approvals have been obtained. End strength must exist at all specified Levels of Aggregation.	NAVMAC Functional Management
BF 1.3.2.7		Un-fund positions	An automated means is necessary to 1) remove funding from a position 2) route the transaction for approval and 3) update the manpower database.	NAVMAC Functional Management
BF 1.3.2.8		Define transactions to facilitate funding	Transaction types must include: 1) Zero balance transactions in which the sum of all end strength changes for the positions included in the transaction (to be funded or un-funded) must net to zero 2) Ceiling adjustment transactions which contain new funded positions (and new end strength) or 3) Funding or un-funding resulting in end strength changes which are not required to net to zero.	NAVMAC Functional Management

ID	Category	Requirement	Requirement Description	Source
BF 1.3.2.9		Facilitate funding through multiple transaction origination methods	Users need the ability to perform on-line, real time funding and un-funding of positions. Users need the additional ability to import data from alternative sources such as spreadsheets to fund/un-fund in a batch process.	NAVMAC Functional Management
BF 1.3.3	Classification	Determine classification criteria of funded positions	Funded positions will have at least the same level of detail as the requirement. The funded position will equal the requirement in career field & pay grade unless constrained by resources, policy or legal limitations. Classification criteria includes: 1) Rating for enlisted (a broad enlisted career field identifying an occupational specialty that encompasses related aptitude, training, knowledge and skills for the purpose of career development and advancement) 2) Designator for officers (structure that identifies primary naval specialty qualifications, associated legal and specialty categories and competitive categories for promotion) 3) Series for civilians (identifies a specialized line of work and qualification requirements)	OPNAVINST 1000.16K pg 7-2 paragraph 5 & 6; OPNAVINST 1210.2B, pg 2 paragraph 3b(1)(a); OPNAVINST 1000.16K pg E-7
BF 1.3.4	Qualification	Determine qualification criteria of funded positions	Skill and experience associated with a manpower requirement and/or authorization. Qualification criteria includes: 1) Certification 2) Education 3) Navy Enlisted Classification (NEC) identifies a non-rating wide skill, knowledge, aptitude or qualification 4) Officer Additional Qualification Designator (AQD) additional qualifications required by the MFTs not included in other classifications. The primary AQD is added, changed or deleted on the requirement side. The secondary AQD is added, changed or deleted on the authorization side. 5) Civilian Specific Skills & Qualifications (SSQ) identifies specific skills and qualifications 6) Officer Sub-specialty (SUBSPEC) identifies and classifies positions for which significant experience, functional training and advanced education are deemed necessary to meet specific operational, technical and managerial needs.	OPNAVINST 1223.1B, Encl 1, pg 3; NAVPERS 05300A Coding Directory, pg 25-11; OPNAVINST 1000.16K, pg E-8

ID	Category	Requirement	Requirement Description	Source
BF 1.3.5	Associated positions	Identify associated positions	A position related to another position where one does not require staffing/filling. Relationships include Additional Duty (ADDU), Personnel Exchange Program (PEP) and Mobilization (MOB) to/from. Funding is required on only one of the ADDU or PEP positions.	OPNAVINST 1000.16K pg 8-1
BF 1.3.5.1		Identify ADDU positions	ADDU positions 1) provide expertise not available from within an activities' assets 2) provide expertise when valid workload does not support a full-time manpower requirement or 3) accommodate limited staff functions. Establishment, change and disestablishment of an ADDU manpower authorization require strong justification and approval by NAVMAC.	OPNAVINST 1000.16K pg 8-2 paragraph 1
BF 1.3.5.1.1		Establish relationship between ADDU positions	ADDU positions have a one-to-one relationship. ADDU manpower requirements must be authorized and linked to and from the primary activity's authorized requirement. The required end strength for both ADDU to and ADDU from manpower authorizations is counted only against the primary (or supporting) activity. The ADDU from activity's authorized requirement does not require end strength compensation (one person, one manpower authorization). The primary position will have the ADDU To information that references the secondary position. The secondary position will contain ADDU From and identify the primary position. ADDU relationships reflect the same position quality (i.e., job code and pay grade, designator, rating, etc.) <i>End strength is not required for the manpower authorization on the ADDU From. End strength is required for the manpower authorization on the ADDU To.</i>	OPNAVINST 1000.16K, pg 8-2, paragraph 2

ID	Category	Requirement	Requirement Description	Source
BF 1.3.5.1.2		Capture ADDU positions on manpower documents	On the requirement reference the associated BIN. Identify ADDU data in the Billet Title as follows: ADDU From: immediately following the billet title add "ADDU FM", the 5 digit BSC of the primary supporting manpower authorization, followed by a "/" then the UIC of the primary supporting activity. The letters BSC and UIC are understood and are not reflected in the billet title. Identification of ADDU TO: immediately following the billet title add "ADDU TO", the 5 digit BSC of the ADDU manpower authorization, followed by a "/" then the UIC of the ADDU manpower authorization.	OPNAVINST 1000.16K pg 8-3 & 4 paragraph 4
BF 1.3.5.1.3		Assign manpower requirement and authorization information to ADDU from positions	The ADDU from manpower authorization reflects all manpower requirement and authorization information of the primary activity's manpower authorization, including the Requirements Indicator (RI) codes. Exceptions are: (1) BSCs and Accounting Category (AC) codes. The BSC assigned is for the gaining command's AMD structure. (2) ADDU from officer manpower authorizations cannot be assigned subspecialty and/or AQD codes. These codes can only be assigned to the primary activity's authorized requirement. (3) ADDU from manpower authorizations will not reflect mobilization begin and end dates.	OPNAVINST 1000.16K, pg 8-3, paragraph 3c
BF 1.3.5.1.4		Assign indicators to ADDU From and ADDU To positions	Identifies total force positions that have an Additional Duty (ADDU) relationship. Accounting Category (AC) = N is assigned to ADDU From positions. (Secondary position in the shared relationship). Accounting Category (AC) = S is assigned to ADDU To. (Primary funded position in the shared relationship.) A 1-digit alphabetic data element.	NAVPERS 05300A Coding Directory, pg 1-1

ID	Category	Requirement	Requirement Description	Source
BF 1.3.5.2		Identify Personnel Exchange Program (PEP) positions	PEP involves an exchange between USN military personnel and personnel from other military services, including foreign services. PEP billets are represented by 2 <u>authorizations</u> . The compensation billet is the authorization that would otherwise be occupied by the member on exchange and sends all normal demand signals except to the distribution system. The authorization occupies an already existing manpower requirement. If required, reflect mobilization information on the compensation manpower requirement for the USN activity. <i>FAC = X, US Navy approved position to be filled by Allied Nations' personnel or other US military services.</i> The destination billet provides demand signals for distribution only and carries detailing information. <i>MRC = PP, PEP accounts.</i>	OPNAVINST 1000.16K, pg 8-5
BF 1.3.5.2.1		Capture PEP positions on manpower documents	Manpower requirement and authorization information will be identical on the compensation and destination billets with the exception of billet title, FAC and MRC information. The AMD of each activity identifies PEP data as follows: 1) Identification of the PEP compensation billet - Immediately following the NOBC short title or enlisted billet title, insert a "/" and add the following as part of the title: "PEP TO," the UIC of the PEP exchange activity and the BIN. 2) Identification of PEP destination billet - Immediately following the NOBC short title or enlisted billet title, insert a "/" and add the following as part of the title: "PEP FM," the UIC of the PEP exchange activity and the BIN. Language requirements may be added to the destination authorization as required. On the requirement identify the associated BIN.	OPNAVINST 1000.16K pg 8-6
BF 1.3.5.2.2		Identify associated PEP branch	Identify the associated military branch providing resources for PEP positions.	OPNAVINST 1000.16K pg 8-5 & 6
BF 1.3.5.3		Identify mobilization positions to be staffed by active duty reassigns	Military manpower requirements needed only during mobilization are satisfied first by active duty reassigns.	OPNAVINST 1000.16K pg 6-12, paragraph 4

ID	Category	Requirement	Requirement Description	Source
BF 1.3.5.3.1		Identify origin and destination of mobilization positions	Mobilization positions must be linked to and from the primary activity's requirement. The primary position will have the MOB TO information that references the secondary position. The secondary position will contain MOB FROM and identify the primary position. Currently MOB TO & FROM information is displayed in the Billet Title. On the requirement identify the associated BIN.	OPNAVINST 1000.16K pg 8-2, paragraph 3a
BF 1.3.5.3.2		Capture MOB positions on manpower documents	The AMD of each activity identifies MOB data as follows: 1) Identification of the MOB compensation billet - Immediately following the billet title, insert a "/" and add the following as part of the title: "MOB TO," the 5-digit BSC, and the UIC of the destination activity (e.g., CMC/MOB TO 00410/46246). The letters BSC and UIC are understood and are not reflected in the billet title. FAC M is assigned to MOB TO billets. 2) Identification of MOB destination billet - Immediately following the billet title, insert a "/" and add the following as part of the title: "MOB FM," the 5-digit BSC, and the UIC of the compensation activity (e.g., CMD MASTER CHIEF/MOB FROM 00410/40254). The letters BSC and UIC are understood and are not reflected in the billet title. Language requirements may be added to the destination authorization as required. FAC A is assigned to MOB FM billets.	NAVPERS 05300A Coding Directory, pg 12-1 & 2
BF 1.4	Billet Life Cycle	Manage billet information	Record modifications to billets throughout the billet's life cycle	COMNAVSPECWAR
BF 1.4.1		Maintain historical information concerning position changes	Maintain history of position data. Provide the ability for a user to retrieve information as needed.	COMNAVSPECWAR



## Workforce Classification

ID	Category	Requirement	Requirement Description	Source
BF 2	Workforce Classification	Classify a position	Requirements are defined on the manpower document with sufficient information to allow the Navy human resource processes to work, e.g. recruiting, accessing, training, educating and distributing.	OPNAVINST 1000.16K, pg 2-4, paragraph 6
BF 2.1	Position Classification	Manage position classification elements	Identify workforce pay plans, pay grades, career fields and job.	NAVMAC Functional Management
BF 2.1.1		Identify manpower type	Defines the category of manpower used to authorize the position (officer, enlisted, civilian, or contractor).	NAVPERS 05300A Coding Directory, pg 16-1
BF 2.1.2		Manage classification elements of officer billets	The Navy Officer Occupational Classification System (NOOCS) identifies skills, education, training, experience and capabilities. Code structures form the basis for officer manpower management and officer personnel procurement, training, promotion, distribution, career development and mobilization.	NAVPERS 15839I, Volume 1, pg 3, paragraph 1a; paragraph 1c
BF 2.1.2.1		Assign elements to officer personnel and manpower requirements following the designator/grade structure	The Designator/Grade structure consists of designators and grades that provide a framework for officer career development and promotion. This structure is the primary administrative means for classifying, identifying and documenting officer manpower resources and requirements.	NAVPERS 15839I, Volume 1, pg 3, paragraph 2a
BF 2.1.2.2		Assign a Designator (DESIG) to the position	Defines primary specialty qualifications, associated legal and specialty categories and competitive categories for promotion. Requires validation. When assigning a DESIG the pay grade must be validated to fall within minimum and maximum values. DESIG is a required data element. Requires a validation table.	NAVPERS 15839I, Volume 1, pg 3, paragraph 2a1
BF 2.1.2.3		Assign the Grade (GR) to the position	Identifies occupational levels associated with the scale of naval officer pay grade and rank. Requires a validation table.	NAVPERS 15839I, Volume 1, pg 3, paragraph 2c

ID	Category	Requirement	Requirement Description	Source
BF 2.1.2.4		Assign the Navy Officer Billet Classification (NOBC) to the position	Billet requirements and occupational experience acquired through experience or through a combination of education and experience. Functionally describes general duties performed in accomplishing some part of a UIC's mission. Officer billets must have at least one NOBC. When assigning a NOBC the pay grade must be validated to fall within minimum and maximum values. Requires a validation table.	NAVPERS 15839I, Volume 1, pg C-3, paragraph 1a; pg 3, paragraph 2c
BF 2.1.3		Manage classification elements of enlisted billets	Assign qualitative requirements to enlisted billets through use of the Navy Enlisted Occupational Classification (NEOCS) System. Established standards are used to support enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization. These standards define minimum skill and knowledge requirements for enlisted personnel at each pay grade and within each career field. The Navy Enlisted Occupational Classification System (NEOCS) consists of (1) the enlisted rating structure and (2) its supplement, the NEC structure. The Rating Structure of enlisted billets consists of occupational fields (i.e., broad groupings of similar occupations), ratings (i.e., occupational specialties) and rates (i.e., a pay grade within a rating). This structure provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.	NAVPERS 18068F, pg 1
BF 2.1.3.1		Assign the occupational field to the position	Identifies broad groupings of similar occupations used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. Occupational fields are also used to organize career guides and conversion manuals for use by counselors.	NAVPERS 18068F, pg 2

ID	Category	Requirement	Requirement Description	Source
BF 2.1.3.2		Assign the Rating (general, service and emergency) to the position	Broad enlisted career fields that identify occupational specialties that encompass related aptitude, training, skills for the purpose of career development and advancement. General ratings identify personnel from pay grades E-4 through E-9. They provide the primary means of identifying billet requirements and personnel qualifications. Service ratings are subdivisions of certain general ratings. They identify required specialization and specific areas of qualifications in the utilization and training of personnel. Service ratings permit optimum utilization of personnel and economy of training. Emergency ratings are career fields encompassing skills or qualifications which do not require identification by a rating during peacetime, but are required in time of war. Currently, there are no emergency ratings. Requires a validation table.	NAVPERS 18068F, pg 2
BF 2.1.3.3		Assign the pay grade to the position	Identifies personnel occupationally by pay grades E-1 through E-9 and reflect levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: general rates (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6), and chief petty officers (E-7 through E-9). Requires a validation table.	NAVPERS 18068F, pg 2
BF 2.1.4		Manage classification elements of civilian positions	Elements to define civilian position through application of Executive Orders and regulations of the Office of Personnel Management or other agencies establishing and governing civilians.	NAVMAC Functional Management
BF 2.1.4.1		Assign a pay plan	A system or schedule authority promulgated by statutes, Executive Orders and regulations of the Office of Personnel Management or other agencies establishing and governing the rate of pay for civilian employees. A workforce classification element. Requires a validation table.	OPNAVINST 1000.16K, pg E-7
BF 2.1.4.2		Assign a pay grade	A rating in a graduated scale for federal civilian positions that are established and designed within specific pay plan by law or regulation. A workforce classification element.	OPNAVINST 1000.16K, pg E-7

ID	Category	Requirement	Requirement Description	Source
BF 2.1.4.3		Assign occupational series	A number assigned by OPM for civilian requirements (including contractor) identifying a specialized line of work and qualification requirements. Codes less than five digits shall be preceded with zeros. A workforce classification element. Requires a validation table.	OPNAVINST 1000.16K, pg E-7
BF 2.1.4.4		Assign the civilian manpower type (MT) to the requirement	Identifies how the civilian position is resourced. A 2-digit data element. Requires a validation table.	NAVMAC Functional Management
BF 2.1.4.5		Assign manpower type "NG" to requirement pay plan of "CS" or "CU"	Non-governmental (NG) position staffing requires a pay plan of Contractor "CS" or Criteria Undetermined "CU".	NAVMAC Functional Management
BF 2.1.4.6		Assign the civilian fund code to the requirement	Identifies how a civilian position is to be funded. A 1-digit data element. Requires a validation table.	NAVMAC Functional Management
BF 2.1.4.7		Assign civilian fund code of "O" to requirement pay plan of "CU"	Includes volunteers, host nation support, intra-governmental, inter service, government grants, cooperative agreements, share resources, and borrowed labor.	NAVMAC Functional Management
BF 2.1.5		Assign total force job to positions	A general statement of duties performed in accomplishing an activity's mission. A specific set of tasks associated with a certain level of knowledge, skills, and abilities (KSA's) required to complete a task.	NAVPERS 18068F, Appendix C
BF 2.1.5.1		Assign a job code	Identifies duties of both military and civilians performed in accordance with (IAW) pre-defined codes/description. A 5-digit code. A workforce classification element. Requires a validation table.	NAVMAC Functional Management
BF 2.2	Position Qualifications	Manage position qualification elements	Certifications, education and language skills earned by personnel, both military and civilian.	NAVMAC Functional Management
BF 2.2.1		Assign Subspecialty (SSP) to officer manpower requirements	Identifies postgraduate education (or equivalent training and/or experience) in various fields and disciplines. A workforce qualification element. Requires a validation table.	NAVPERS 15838

ID	Category	Requirement	Requirement Description	Source
BF 2.2.2		Assign Additional Qualification Designations (AQD) to officer manpower requirements and authorizations	The primary AQD, assigned to the requirement enhances billet and officer designation by identifying more specifically the qualifications required by a billet or a unique qualification awarded to an incumbent through service in the coded billet. Identifies additional qualifications, skills, and knowledge required to perform the duties and/or functions of a billet beyond those implicit in the billet designator, grade, NOBC, or subspecialty. Secondary AQDs are assigned to the authorization. When assigning an AQD the pay grade must be validated to fall within minimum and maximum values. Requires a validation table.	NAVPERS 15839I, Volume 1, pg D-2, paragraph 1a & 1b(1)
BF 2.2.3		Assign the Navy Enlisted Classification (NEC) to enlisted manpower requirements and authorizations	The NEC structure supplements the enlisted rating structure by identifying a non-rating wide skill, knowledge, aptitude, qualification that must be documented to identify people and billets for management purposes. Where NECs reflect special training, inventories of coded billets and coded personnel are also the basis for planning and controlling input of personnel into formal courses that earn NECs. A workforce qualification element. Requires a validation table.	NAVPERS 18068F, Volume II, pg 1, paragraph A1, paragraph A2
BF 2.2.4		Assign language requirements and qualifications	Foreign language billet requirements and personnel qualifications. A code of 3 characters representing a language. A workforce qualification element. Requires a validation table.	NAVPERS 18068F, Volume II, pg A-2, paragraph 1; NAVPERS 15839I, Volume II, pg 17 Appendix A
BF 2.2.5		Assign Specific Skills and Qualifications (SSQ) unique to civilian positions	Defines skills and qualifications necessary in a position. A code of 3 characters of any size. A workforce qualification element.	NAVPERS 05300A Coding Directory, pg 6-1
BF 2.2.6		Identify Civilian Defense Acquisition Workforce Improvement Act (DAWIA) billets and requirements	Assign same values as AQD to identify acquisition billets. The DAWIA program supports the DOD Components by uniformly establishing the structure, policies and procedures to enable the Acquisition, Technology and Logistics (AT&L) Workforce to achieve and maintain the competencies required to serve successfully in AT&L positions.	DON, Naval Supply Systems Command memo dated Mar 16 2007,



## Organizational Management

ID	Category	Requirement	Requirement Description	Source
BF 3	Organizational Management	Establish organization structure	Organization is the element of administration which entails the orderly arrangement of materials and personnel by functions in order to attain the objective of the unit.	OPNAVINST 3120.32C, Encl 1, page 1-2, paragraph 130
BF 3.1	Internal Structure	Identify an activity's organizational hierarchy	Internal organizational hierarchy consists of divisions, branches, and work centers. Every position shall be assigned to an internal structure.	NAVMAC, Functional Management
BF 3.1.1		Enforce organizational structure	A line organization performs substantive functions that are explicitly a part of the activity's mission. A staff organization supports one or more line organizations by providing advice, assistance, and service that may cross organizational lines. This type of organization is not limited to administrative functions; e.g., mail directives, etc., but can also apply to mission-related functions that are integral to the line components it supports. A department is a line component that performs functions which constitute a substantive element of the basic mission and objective of the activity. A staff office is staff component that provides advice, assistance, and service. Staff organizations are structured in the same manner as a line component; e.g., department or division, and maintain the same reporting channels and stature in the overall organization as the line components supported. Staff organizations will appear only at the division level or above and are titled "Office." A division is a component that performs functions which constitute a significant segment of the total responsibility of the parent line department. Divisions can be further subdivided into staff offices, branches, sections, and units only when each of the elements resulting from the subdivision will have a distinct job to do and enough people to justify a supervisor (at least three people performing the essential, not supportive, work).	BUPERSINST 5400.9k, Encl 1, pg 3, paragraph 2a - 2f; pg 5, paragraph 7
BF 3.1.2		Develop organization codes	A hierarchy coding structure will be developed for each activity that is consistent and clearly delineates special assistants, staff offices, and departments.	BUPERSINST 5400.9k, Encl 1, pg 2, paragraph 1e

ID	Category	Requirement	Requirement Description	Source
BF 3.1.3		Assign Billet Sequence Code (BSC)	Ascending sequence of numbers determined by manpower BSOs and/or activities to organizationally structure manpower requirements, organizational headers and billet notes within an activity's AMD. A 5-digit required data element.	OPNAVINST 1000.16K, pg B-2
BF 3.2	External Structure	Maintain DON activities for purposes of manpower, personnel and financial management	Develop and maintain proper relationships between functions, personnel and material assets for the accomplishment of desired objectives with maximum economy and effectiveness. An activity is a unit, organization or installation performing a specific mission or function and established under a CO, OIC, etc. A detachment is a physically distinct but functionally related and administratively dependent unit of an established naval activity.	TFMMS Activity Maintenance Handbook page 4; OPNAVINST 1000.16K, pg B-1, pg B-4; OPNAVINST 5400.44, pg A-1
BF 3.2.1		Create new activity	An activity is a command approved under the authority of CNO (DNS).	TFMMS Activity Maintenance Handbook, pg 36
BF 3.2.2		Disestablish an activity	Elimination of an activity from DON. A change in the status of an activity (commanding Officer to Officer-in-Charge) is considered a disestablishment action requiring an Organization Change Request (OCR) and Secretary of the Navy (SECNAV) approval.	OPNAVINST 5400.44 pg 1-8
BF 3.2.3		Establish name or title of an activity (Name - short, long)	The name or title of an activity is established by an OPNAV Notice and published via the Standard Navy Distribution List (SNDL). In formulation of the "long" title the main purpose or function to be performed by the activity must be considered. Detachment long titles include the parent command name, detachment, and geographic location. Activities approved under the authority of OPNAVINST 1000.16 series will reflect the abbreviated title of the Parent Activity and should include the distinguishing factor that approved the activity's existence. Distinguishing factors include difference of geographic location, sea/shore code assignment, or the Major Force Program (MFP).	OPNAVINST 5400.44 page 2-3,4 Chap 2 Section 2 paragraph 221; TFMMS Activity Maintenance Handbook, pg 35
BF 3.2.3.1		Manage activity distribution data	Generate basic activity information for non-phasable data that remains with the activity through its existence or phasable data that can change over a period of time.	TFMMS Activity Maintenance Handbook, pg 12

ID	Category	Requirement	Requirement Description	Source
BF 3.2.3.1.1		Assign the Activity Mission Group	A functional area that comprises activity missions within the officer distribution process. A 2-position alpha code. Requires a validation table.	TFMMS Data Dictionary
BF 3.2.3.1.2		Assign the Activity Officer Category	The activity manning category delimiting percentage allowed under the officer manning plan in the officer distribution process. A 1-position alpha data element. Requires a validation table.	TFMMS Data Dictionary
BF 3.2.3.1.3		Identify the Type Assignment code	Type Assignment - different personnel assignment categories of activities for officer distribution purposes. A 1-position alpha data element. Requires a validation table.	TFMMS Data Dictionary
BF 3.2.3.1.4		Assign the Officer Interest Key	Highlights activities with officer personnel distribution interests. Signifies inclusion of authorized military billets in the officer master file. A 1-position alpha data element. Requires a validation table.	TFMMS Data Dictionary
BF 3.2.3.1.5		Assign the Enlisted Interest Key	Indicates activities or components with enlisted personnel distribution interests (extract to PERS-4013). Requires a validation table.	TFMMS Data Dictionary
BF 3.2.3.1.6		Assign the Enlisted Distribution Code	Identifies the responsible organization to manage the assignment of enlisted personnel. Requires a validation table.	TFMMS Data Dictionary
BF 3.2.4		Identify significant dates in the organizational change process	Specific dates in the organizational change request process. Key dates include: 1) Start date 2) Promulgation date 3) Effective date.	OPNAVINST 5400.44 page 2-4, Chap 2, Section 2, paragraph 222
BF 3.2.4.1		Assign the start date in the organization change process	Start date for establishment actions is "immediate."	TFMMS Activity Maintenance Handbook, pg 8

ID	Category	Requirement	Requirement Description	Source
BF 3.2.4.2		Assign the effective date in the organization change process	Date specified in the Naval Message or OPNAVNOTE signed by DNS directing the activity and its chain of command to execute required preparations to execute the OCR action on the effective date. Phase dated to the Activity Start date.	OPNAVINST 5400.44 page 2-4,5 Chap 2 Section 2 paragraph 2221; TFMMS Activity Maintenance Handbook, pg 8
BF 3.2.5		Identify ISIC (Immediate Superior in Command)	DNS-33 approved immediate superior in command.	OPNAVINST 5400.44, pg 1-7
BF 3.2.6		Relocate group or element	Group or element assigned with a joint or other service command is moved to a new location because the parent command moved.	OPNAVINST 5400.44, pg 1-8
BF 3.2.7		Consolidate two or more commands	Consolidation requires at least one command be disestablished. The other activities may be part of a renaming or establishment of a new command or detachment. Approval authority depends on status of activities being consolidated.	OPNAVINST 5400.44, pg 1-8
BF 3.2.8		Change name of command	Ability to change the name of a command.	OPNAVINST 5400.44, pg 1-9
BF 3.3	UIC Management	Manage UICs	Echelon II commands are responsible for the management and use of UICs to support organizational actions under their administrative control.	TFMMS Activity Maintenance Handbook, pg 7
BF 3.3.1		Establish a UIC	Numeric codes are sequentially assigned beginning with 00001 and ending with 99999. Defense Finance & Accounting Service (DFAS) issues and maintains UICs for SECNAV. UICs are issued to DNS-33 and N122. All activities must have a UIC for manpower and budget reasons. All end strength and billet data is assigned to the UIC. UICs once created are never deleted but can exist in an active or inactive state. UIC supports the accounting functions of manpower, personnel and pay. UICs can be established 1) to reflect a fair crediting of sea/shore duty to billet incumbents 2) to be included in different major force programs (MFP) 3) if located in a different geographic location.	OPNAVINST 5400.44 page 2-1 Chap 2 Section 2 paragraph 2201; TFMMS Activity Maintenance Handbook, pg 7

ID	Category	Requirement	Requirement Description	Source
BF 3.3.2		Disestablish a UIC	To eliminate a UIC from DON. To disestablish a UIC all end strength and billet data, including notes and headers are removed from the UIC. A UIC disestablishment date must be in the format of "CYYMM". Component UICs disestablishment date can be "00000" for immediate, while the UIC is an actual "CYYMM".	TFMMS Activity Maintenance Handbook, pg 23, 24; OPNAVINST 5400.44 pg 1-8
BF 3.3.3		Re-establish a UIC	Re-establish a previously disestablished UIC. Data for the previously disestablished UIC is retained in the manpower database and must be updated upon re-establishment.	TFMMS Activity Maintenance Handbook, pg 28
BF 3.3.4		Re-designate a UIC	Re-designation occurs when a UIC needs to be moved to a different ACTY 10. When re-designating a UIC, all component activities must be removed (re-designated or disestablished) first. Once the UIC remains, without components assigned, it can be re-designated. Component UICs can be re-designated at any time.	TFMMS Activity Maintenance Handbook, pg 32
BF 3.3.5		Correct UIC	Make corrective changes to the unit identification code.	N12 input
BF 3.3.6		Notify DFAS of modifications to UICs	DFAS must be notified of changes to the following descriptive data: 1) UIC's (only those that are approved under OPNAVINST 1000.16 Series) 2) Activity Long Title 3) BSO/Claimant 4) ISIC 5) Activity 6) Geographic Location	N120 input
BF 3.3.7		Manage UICs with descriptive data	Assign descriptive data or make changes to existing descriptive data.	NAVMAC, Code 20
BF 3.3.7.1		Assign the predominant Activity Group/Sub-Activity Group (AGSAG)	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. Predominate AGSAG identifies the leading AGSAG for the activity. The AGSAG is used to facilitate BSO alignment of similar types of activities/functions for budget justification and accounting purposes.	Activity Maintenance Handbook, pg 145 - 147, pg 166 - 167

ID	Category	Requirement	Requirement Description	Source
BF 3.3.7.2		Assign Homeport Geographic Location (GEOLOC)	The location of an activity or the homeport of a ship. Same as the Actual GEOLOC. GEOLOCs are borrowed from General Services Administration (GSA) and combined with a Geographic Political Code (hemisphere or continent) titled "AGGKEY".	TFMMS Activity Maintenance Handbook, pg 37
BF 3.3.7.3		Assign the Actual or Entitlement Geographic Location (GEOLOC)	Normally the same as the Homeport and Actual GEOLOC identifier. Exception is when a ship's promulgation date is earlier than the effective date of the change in homeport assignment. When this occurs, the Entitlement GEOLOC field, owned by CHNAVPERS (PERS-45) will contain the GEOLOC/Homeport at promulgation. The geographic location is an 8 position alphanumeric code that is the location of an activity or the homeport of a ship.	TFMMS Activity Maintenance Handbook, pg 71
BF 3.3.7.4		Assign the Activity Ten Digit code (ACTY 10)	A 10-digit code assigned to each UIC identifying the Activity Type code (first 4 positions) by grouping like missions, the hull number of a ship, squadron number or sequence number within an ACTT and indication whether the AUIC is a parent or component (last 2 positions). Activity ends in "00" and component UICs end in "01 - 99".	TFMMS Activity Maintenance Handbook, pg 35
BF 3.3.7.5		Assign the Activity Type (ACTT)	The first four positions of the ACTY 10 is a numerical code that groups UICs into five categories for use in Navy Manpower Management: Category 1 - Afloat (less aviation units), Category 2 - Airborne, Category 3 - Ashore (SNDL), Category 4 - Other operating & general support forces and Category 5 – Others.	Activity Maintenance Handbook, pg 39 - 53
BF 3.3.7.6		Assign Sea/Shore rotation code	One of five types of duty designations or "types" used to identify commands for establishment of sea/shore rotation. NAVPERSCOM, Distribution Department (PERS-4) assigns and modifies the codes. A 1-position numeric data element. Requires a validation table.	NAVPERS 05300A, pg 25-9&10
BF 3.3.7.7		Assign the Planned Indicator Code (PIC)	Indicates the planned presence of officer, enlisted and/or civilian billets. A 1-position numeric data element.	Activity Maintenance Handbook, pg 144

ID	Category	Requirement	Requirement Description	Source
BF 3.3.7.8		Assign the Diary Status	The current status of an activity's officer, enlisted & civilian accounting diary. Values include: 1 = new; 3 = Active; 7 = disestablished or decommissioned. A 1-position alpha data element.	TFMMS Data Dictionary
BF 3.3.7.9		Assign the Diary Status Assignment Type	The manpower type(s) that may be assigned for a given activity diary status. A = All, O = Officer, E = Enlisted, C = Civilian. A 1-position alpha data element.	TFMMS Data Dictionary
BF 3.3.7.10		Assign the Priority Manning Indicator	Defines the priority by which Chief, Naval Personnel (CHNAVPERS) will distribute personnel. The Manning Control Authorities (MCA) in the enlisted distribution system is the naval authority tasked with determining the quantity, quality and priority for assignment of personnel to all positions within activities for which personnel distribution responsibility has been assigned. The 2 MCAs are Bureau of Naval Personnel (BUPERS) and Commander Fleet Forces Command.	TFMMS Data Dictionary
BF 3.3.7.11		Assign the Plain Language Address (PLAD)	Used in message addressing, abbreviations are used to reduce title length while maintaining reasonable interpretation of activity identity. Not to exceed 55 characters.	OPNAVINST 5400.44 page 2-2 Chap 2 Section 2 paragraph 2202
BF 3.3.7.12		Assign the Action Officer Desk Code (AODC)	Identifies the Requirements Determination Methodology used to determine the billet or position in a Manpower Requirements Determination Program (MRDP). A 2-digit alphanumeric data element. Requires a validation table.	Activity Maintenance Handbook, Appendix D
BF 3.3.7.13		Assign the Subordinate Management Command (SMC)	Denotes the command immediately subordinate to the Budget Submitting Office (BSO). Assigned as Echelon 3 or 4 in the Standard Navy Distribution List (SNDL). A 2-position alphanumeric data element. Requires a validation table.	Activity Maintenance Handbook, Appendix N
BF 3.3.7.14		Assign the Headquarters Activity Indicator Code (HAIC)	Identifies and reports Headquarters commands and their resources. Coupled with a Program Element (PE) are the key data elements used to monitor changes to Headquarters in AMD Change Requests and to report headquarters end strength. A 1-position alphanumeric data element. Requires a validation table.	Activity Maintenance Handbook, Appendix I

ID	Category	Requirement	Requirement Description	Source
BF 3.3.7.15		Assign the Budget Submitting Office (BSO)	Identifies the office, bureau or command assigned the responsibility to manage military manpower requirements. A 4-digit alpha-numeric data element. Requires a validation table.	Activity Maintenance Handbook, Appendix E
BF 3.3.7.16		Assign a Sensitive UIC Indicator (SUI)	Identifies UICs that are exempt from Freedom Of Information Act (FOIA) requests. BSOs assign this code. A 1-position Yes/No data field where "1" means "Yes" the activity is sensitive or "0" means "No" the activity is not sensitive.	Activity Maintenance Handbook, Appendix O
BF 3.3.7.17		Assign the Activity Designation Code (ADC)	Identifies the operational status of the activity for purposes of travel entitlements (sea, shore or mobile). A 1-position numerical data element. Requires a validation table.	Activity Maintenance Handbook, Appendix B
BF 3.3.7.18		Assign the Manpower Requirements Plan (MARP)	Identifies one of nine functional groupings according to Navy assigned mission. Groupings are: 1) Operating Forces 2) Department Headquarters and Support 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). A 4-digit numeric data element.	Activity Maintenance Handbook, Appendix J
BF 3.3.7.19		Assign a Standard Navy Distribution List (SNDL) indicator	A yes/no indicator to identify whether the UIC is in the Standard Navy Distribution List (SNDL). The SNDL is a complete listing of all SECNAV and CNO approved commands and detachments of the operating forces and the shore establishment of the Department of the Navy and the administrative chains of command of the operating forces and shore establishment.	OPNAVINST 5400.44, pg 8-1
BF 3.3.7.20		Identify Echelon assignment	Units assigned to a level of responsibility, authority in an organization and reporting requirements.	OPNAV NOTICE 5400 dated March 15, 2010



## Resource Management

ID	Category	Requirement	Requirement Description	Source
BF 4	Resource Management	Manage resources	Plan, program, manage and execute resources.	NAVMAC, Functional Management
BF 4.1	End Strength Management	Program manpower resources	Originally provided through the Planning, Programming, Budgeting and Execution (PPBE). Programmed to support personnel management in the execution year, budget year and six program years beyond the budget year (total of eight years). The Navy Program Objectives Memorandum (POM) allocates resources. Navy controlled end strength is allocated to the Enterprises and Enablers in the PBBE process. Resource sponsors add, delete, or move programmed end strength to, from and among Levels of Aggregation (LOA) and adjust the Military Personnel Navy (MPN) and Reserve Personnel Navy (RPN) accounts accordingly. Resource sponsors govern programming.	OPNAVINST 1000.16, pg 7-2 paragraph 7; pg 7-8 paragraph 2; 7-9 paragraph 5
BF 4.1.1		Re-program manpower resources	Reallocation of programmed end strength outside of the PPBE process is Out-of-Cycle programming (reprogramming) resulting from changes in functions, workload and programs unforeseen in the PPBES process. Out-of-cycle programming is zero sum. Compensation for out-of-cycle programming is required. Two methods accomplish out-of-cycle programming: 1) Chief of Naval Operations (CNO) may reallocate programmed end strength directly within the manpower system. 2) Budget Submitting Offices (BSO) may request end strength reallocation by changing authorizations.	OPNAVINST 1000.16K, pg 7-9 paragraph 4 &5;
BF 4.2	End Strength Accounting	Allocate end strength	Programmed end strength is the resource used to fund military manpower authorizations. It is provided at the LOA and embodies MPN or RPN dollars allocated to fulfilling the activity's war-fighting capabilities or MFT.	OPNAVINST 1000.16K pg 7-5, paragraph 6

ID	Category	Requirement	Requirement Description	Source
BF 4.2.1		Balance end strength to controlled areas	Balance end strength to the OSD Controlled Areas and Unified Commands upon completion of any end strength Cycle.	N120
BF 4.2.2		Account for end strength at activities	Account for end strength programmed at Activities, by various criteria such as: Major Claimant Geographic Location Political (continent) location (which covers NATO Activities, Non-NATO Activities, and Asian Troop Strength) Afloat, Shore, and Mobile End Strength, Headquarters Activity Type Subordinate Manpower Type Personnel Pay UIC's, TPP&H and Students and Reimbursables.	N120
BF 4.2.3		Identify the source of end strength	End strength can come from the Planning, Programming, Budgeting and Execution (PPBE), Program Objective Memorandum (POM) or Quadrennial Defense Review (QDR)	COMNAVSPECWAR
BF 4.2.4		View end strength data	View data in a variety of ways, including the ability to drill down on the details of each level of aggregation, while performing maintenance and reviews.	N120
BF 4.2.5		Query end strength by manpower type	View end strength by Officer, enlisted and civilian manpower types	NETC/NMSC
BF 4.2.6		Access archived end strength data	Store/archive and access end strength for every valid combination of Levels of Aggregation from initiation of the BIN.	OPNAV Assistant for Field Support (FSA)
BF 4.2.7		Store end strength audit trails	Store an audit trail of transaction data (e.g. Journal Entries) for all End Strength changes (including Mass Changes) consisting of all Levels of Aggregation and current and future fiscal years.	N120
BF 4.2.8		Identify reason for a transaction	Ensure that Reasons for End Strength Adjustments are included as part of the transaction audit trail.	NAVMAC, Code 20
BF 4.3	Level of Aggregation (LOA)	Manage LOA	Maintain Level of Aggregation data by updating any of the associated Accounting organizational definition tables that comprise the LOA: Navy Activity, Program Element, Resource Sponsor, Activity Group/Sub-Activity Group (AGSAG), Manpower Type, Manpower Resource Code.	N120

ID	Category	Requirement	Requirement Description	Source
BF 4.3.1		Search for LOA value(s)	Use search criteria to locate values within one of the Levels of Aggregation, to provide the results of the LOA search in a list, to provide the ability to navigate to one value in the results of the LOA search and to display detailed information about the selected value.	N120
BF 4.3.2		Modify selected LOA value	Modify the selected LOA value, including all associated data fields, and provide the ability to store an effective date for the transaction. Modification includes the ability to designate the LOA value as inactive as of the effective date.	N120
BF 4.3.3		Maintain valid combination edit relationships for LOA data	Identify valid combinations of two or more LOA elements. Combination validation must be provided for: Resource Sponsor and Program Element, Program Element and AG/SAG, Manpower Type and Manpower Resource Code.	N120
BF 4.4	Funding	Fund positions	Position funding involves the process of applying end strength to military active/reserve positions and identifying resourcing of civilian and contract positions.	OPNAVINST 1000.16K pg 1-3
BF 4.4.1		Establish end strength controls	Ensure end strength at the appropriate level of aggregation is available when funding a position. If an Enterprise, Enabler or BSO needs to fund an unfunded requirement in an LOA without available end strength, the end strength must be provided via manpower programming or reprogramming.	OPNAVINST 1000.16K pg 7-5&6, paragraph 6
BF 4.4.2		Establish approval process	Approval of the BSO (if the submitter is a sub-BSO), and the resource sponsor(s) must be obtained prior to funding.	NAVMAC Functional Management

ID	Category	Requirement	Requirement Description	Source
BF 4.5	Manpower Balancing	Balance manpower (Quan/Qual Process)	Balancing is required to maintain overall manpower system integrity and is done at the six levels of aggregation (LOA). For a LOA to be in balance, the number of authorizations and the amount of programmed end strength in the LOA must be equal. The six levels of aggregation include: 1) UIC - Unit Identification Code 2) AG/SAG - Activity Group/Sub-Activity Group 3) PE - Program Element 4) RS - Resource Sponsor 5) MT - Manpower Type 6) MRC - Manpower Resource Code.	OPNAVINST 1000.16K pg 7-4 paragraph 4, 7-5 paragraph 5
BF 4.5.1		Identify excess billets authorized (BA)	LOA contains more authorizations than programmed end strength. Excess BA normally occurs when the resource sponsor has removed funding.	OPNAVINST 1000.16K pg 7-4 paragraph 4a
BF 4.5.2		Correct excess billets authorized (BA)	BSOs must remove excess funding. If the situation resulted from a PPBE action in which specific billet level detail was submitted, the positions unfunded must match those submitted.	OPNAVINST 1000.16K pg 7-4 paragraph 4a
BF 4.5.3		Identify unqualitized end strength	LOA contains more end strength than authorizations. Unqualitized end strength sends an incomplete demand signal to the Total Force systems potentially resulting in inventory shortfalls and gapped billets. Unqualitized end strength usually occurs when a resource sponsor adds funding to a program.	OPNAVINST 1000.16K pg 7-4 paragraph 4b
BF 4.5.4		Correct unqualitized end strength	BSOs must qualitize end strength by applying skill, grade and experience. If specific billet level detail for unqualitized end strength is not known, the BSO qualitizes based on the best estimate.	OPNAVINST 1000.16K pg 7-4 paragraph 4b
BF 4.6	Unit Identification Code (UIC) Resources	Manage UIC resources through assignment of data elements	Data elements identify missions, functions and resources.	NAVMAC Functional Management
BF 4.6.1		Assign the Activity Group/Sub-Activity Group (AGSAG)	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. The AGSAG is used to facilitate BSO alignment of similar types of activities/functions for budget justification and accounting purposes.	Activity Maintenance Handbook, pg 145 - 147, pg 166 - 167

ID	Category	Requirement	Requirement Description	Source
BF 4.6.2		Assign the Program Element (PE)	Program Element (PE) identifies and allocates resources to a specific Navy warfare and/or supportive programs. It is a primary data element in the FYDP. Each PE may or may not consist of forces, manpower, and dollars depending on the definition of the element. PE classification is determined by the assignment of the Defense Mission Code (DMC). Requires a validation table.	Activity Maintenance Handbook, pg 145 - 147, pg 166 - 167
BF 4.6.3		Assign the Resource Sponsor (RS) and Enterprise Code	Resource Sponsor (RS) identifies the OPNAV Principal Officials (OPOs) responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks. RS values are used for civilian requirements. Military resources/billet must be assigned an Enterprise value. TFMMS Resource Sponsor Codes are converting to Enterprise Construct Codes. Requires a validation table.	Activity Maintenance Handbook, pg 166 - 167
BF 4.6.4		Assign the Defense Mission Code (DMC)	Derived from the OSDPE (OSD Program Elements). Used to aggregate OSDPEs into combat, combat support and other support categories. Assignment of the DMC determines the program element classification. Requires a validation table.	Resource Formulation Guide, Volume 9, pg 2-3,4
BF 4.6.5		Assign Manpower Resource Code (MRC)	Identifies the types of resources for the FYDP, i.e., AD - Active Duty (MPN), MD - Midshipmen (MPN), RA - Selected Reserve (RPN), ST - Student (MPN). Requires a validation table.	NAVPERS 05300A, pg 25-5
BF 4.6.6		Assign Installation Core Business Model (ICBM)	A 4-digit field that ties programmed manpower and budget by function. The ICBM code identifies military and civilian manpower cost for performing a function.	NAVPERS 05300A, pg 13-1



## Reporting and Analytics

ID	Category	Requirement	Requirement Description	Source
RA 1	Packaged Reports	Manage standard reports	Define and format reports to be generated by users as needed.	NAVMAC Functional Management
RA 1.1		Generate user defined reports and documents	Produce reports and documents for designated users based on ad hoc or recurring specifications.	NAVMAC Functional Management
RA 1.2		Generate packaged reports	Produce reports which have an established and approved format and content.	NAVMAC Functional Management
RA 1.2.1		Generate an Activity Manpower Document (AMD)	The basic document for current and future peacetime and mobilization Navy military manpower planning in the areas of personnel strength planning, recruiting, training, promotion, personnel distribution and naval reserve recall.	OPNAVINST 1000.16K, pg B-1 and B-2
RA 1.2.2		Generate Quan/Qual Report	Provides a snapshot view of the end strength, authorizations and the difference between the two for each LOA.	TMMCA User Manual
RA 1.3		Generate standard reports using real-time ad-hoc query capability	Produce reports with current classified/unclassified manpower data. Inquirer selects the report or query to be generated. Paragraph meters can be provided by the user.	SCR 5008, RIS 102
RA 1.4		View schedule of reports/documents generation	Provide a listing of report/document generation.	NAVMAC Functional Management
RA 1.5		Save report/document as a file	Provide the ability to save a generated report/document in Microsoft Excel (xls), Adobe Acrobat (pdf) or Comma Separated Values (csv).	BUMED
RA 1.6		View user documents	Provide the ability to view previously produced and saved documents.	NAVMAC Functional Management
RA 1.7		Access to reports	Allow access to reports based on a user's permission.	NAVMAC Functional Management
RA 2	User Output	Utilize data provided from the authoritative database	Provide data to users in formats of reports, tables, flat files, e-files, etc.	BUMED

ID	Category	Requirement	Requirement Description	Source
RA 2.1		Import files directly from the manpower database into user applications	Import mainframe files from TFMMS to TFMMS Micro Manpower Change Application (TMMCA).	NAVMAC Functional Management
RA 3	Analytical Processing	Manage queries	Allow the user to 1) select records 2) determine fields 3) format the output 4) specify the selection criteria (filter).	NAVMAC Functional Management
RA 3.1		Modify a query	Allow the user to 1) add or change records 2) add or change fields 3) re-format the output 4) modify the selection criteria (filter).	NAVMAC Functional Management
RA 3.2		Delete a query	With appropriate user permission, delete a query.	NAVMAC Functional Management
RA 3.3		Save a report/query	Allow the user to save the definition of a report/query for later retrieval.	NAVMAC Functional Management
RA 3.4		Generate a query	Allow the ability to generate queries as needed and in real time.	NAVMAC Functional Management
RA 3.5		Create a free text field	Establish a free text field for individual BSO queries.	ONI/CNIC
RA 4	Analytics	Manage analytics	Create, save, modify and delete an analytical definition.	NAVMAC Functional Management
RA 4.1		Identify key performance indicators for use in queries, reports, charts and graphs	Key Performance Indicators (KPI) include: 1) Number of officers or enlisted personnel in a given component (active, reserves) 2) Total number of required personnel (officers, enlisted or both) in a given component (active, reserves) compared to the total number of end strength authorized personnel (officers, enlisted or both) in a given component (active, reserves).	NAVMAC Functional Management
RA 4.2		Create a generic analytic definition	Adding Key Performance Indicators (KPI) and adding metrics.	NAVMAC Functional Management
RA 4.3		Modify a generic analytic definition	Changing Key Performance Indicators (KPI) and changing metrics.	NAVMAC Functional Management

<b>ID</b>	<b>Category</b>	<b>Requirement</b>	<b>Requirement Description</b>	<b>Source</b>
RA 5	Workforce Analysis	Perform workforce analysis	Analysis or modeling of strengths, work years, grade distribution, career paths accession goals and losses in relation to specified mission needs/manage to budget. Includes strength planning detailed formulation of force restructuring programs (e.g. stop loss, mandated retraining, reduction-in-force reserve and active duty tour requirements, mobilization, demobilization and retention initiatives.)	NAVMAC Functional Management
RA 5.1		Perform analysis through use of metrics	Perform analysis using metrics such as graph and chart panels for the purpose of modeling and analyzing complex data relationships.	NAVMAC Functional Management
RA 5.2		Perform FYDP analysis	An authorized user must be able to view and perform analysis on end strength data and its relationship to LOA as well as related data and tables (e.g. Activity Data).	NAVMAC Functional Management
RA 5.3		Perform end strength analysis & research	By combining existing tables and creating new tables analyze end strength related analysis & research.	NAVMAC Functional Management
RA 5.4		Prepare budget exhibits	Allow the ability to perform analysis of end strength and related data in support of creating required budget exhibits for OSD and Congress.	NAVMAC Functional Management



## Business Process Management

ID	Category	Requirement	Requirement Description	Source
BP 1	User Security Administration	Manage security of data	Policies and procedures enforced to ensure security of data.	NAVMAC Functional Management
BP 1.1	Profiles	Establish security policy	Define user profiles to access data (view or modify); transactions (create or approve/disapprove); report creation/generation.	NAVMAC Functional Management
BP 1.1.1		Create user profile	Assign a user's access and abilities to change data.	NAVMAC Functional Management
BP 1.1.2		Update user profile	Make changes to a current user's profile.	NAVMAC Functional Management
BP 1.1.3		Delete/Deactivate user profile	Remove a current user or retain user profile but suspend access.	NAVMAC Functional Management
BP 2	Workflow Administration	Define & control workflow	Processes to modify manpower data.	NAVMAC Functional Management
BP 2.1	Manpower Changes	Manage changes to manpower data	Reviewing changes to manpower brought about by official directive or request for change from the Service components. Reasons include 1) adding, changing or deleting positions due to an official change in Mission, Function or Tasking (MFT) 2) balancing officer and enlisted authorizations to end strength 3) changing skill data on requirements and/or authorizations 4) implementing manpower documents 5) realigning billet sequence codes.	TMMCA v 6.0 User Manual Help Guide, pg 10-1
BP 2.1.1		Evaluate manpower change request	Transactions must be: 1) verified by comparison to existing database positions 2) validated using business rules to make changes allowable by policy/procedure 3) balanced 4) verified that end strength is available.	NAVMAC Functional Management
BP 2.1.2		Provide justification for change	Use a standard template to provide authorization for change. Cite valid reference for change, i.e., instruction or regulation.	COMNAVSPECWAR
BP 2.1.3		Enforce a lock on billet or activity data	When a manpower change request is created lock the billet or activity until the change is updated into the manpower database.	USFF
BP 2.1.4		Prevent the use of a filled BSC	Provide validation of filled BSCs.	NAVMAC/SSC

ID	Category	Requirement	Requirement Description	Source
BP 2.1.5		Prevent inclusion of a billet multiple times in the same manpower change request	Recognize BINS in a manpower change request to prevent multiple changes.	NAVMAC, Code 20
BP 2.1.6		Provide an electronic link to track changes to a BIN	Track a BIN if lifted and shifted to another location.	COMNAVSPECWAR
BP 2.1.7		Initiate approval process	Once a transaction has been created and validated the approval process begins.	NAVMAC Functional Management
BP 2.1.8		Coordinate manpower changes	Depending on the type of change/transaction follow pre-defined levels of approval.	NAVMAC Functional Management
BP 2.1.9		Deliver transaction to next level approver	Approval steps consist of the submitter, the BSO (if the submitter is SMC) and next level of command.	NAVMAC Functional Management
BP 2.1.10		Select transactions for review and endorsement	The approval role selects the desired work item to review or endorse. Provide justification for action.	NAVMAC Functional Management
BP 2.1.11		Approve transaction	If the approval role is the last entry in the work flow routing the transaction is committed to the database.	NAVMAC Functional Management
BP 2.2	Authorization Changes	Manage changes to authorizations through the Billet Change Request (BCR) process	Stakeholders require opportunity to review and comment on proposed changes to authorizations. OPNAV N12 promulgates list of specific changes requiring review and associated stakeholder.	OPNAVINST 1000.16K, pg 7-11 & 12
BP 2.2.1		Upload approved Billet Change Request (BCR) transactions into the manpower database	An automatic means to transfer approved authorization changes into the manpower database.	NAVMAC Functional Management
BP 2.3	Validation	Validate data elements and data element combinations	Data elements that can be assigned to a position must be verified as accurate and applicable. Validation tables contain usable data elements.	NAVMAC Functional Management
BP 2.3.1		Provide alerts and notifications	An alert or notification must be presented to users when a code other than that listed in the validation tables is entered.	NAVMAC Functional Management
BP 2.3.2		Maintain valid data tables	A user with appropriate permissions must be able to maintain values in tables for validation purposes.	NAVMAC Functional Management
BP 3	Business Rule Administration	Enforce business rules	Business rules will be applied at the point of entry.	NAVMAC Functional Management



## Interfaces

ID	Category	Requirement	Requirement Description	Source
IF 1	User Accessibility	Provide world-wide access	Users of manpower data are positioned world-wide.	NAVMAC Functional Management
IF 1.1		Provide access to real time data	The authoritative manpower data contains the most current information. Users need the ability to access that information.	COMNAVSPECWAR
IF 2	User Presentation	Provide a common method of operation to maintain manpower data	Provide the user a single series of procedures/steps for performing position management functions.	NAVMAC Functional Management
IF 3	Internal System	Provide proper handling and storage of manpower data	Ensure appropriate procedures are enforced for handling and storage of classified and unclassified manpower data.	NAVMAC Functional Management
IF 3.1		Manage classified data	Data which requires increased protection.	NAVMAC Functional Management
IF 3.2		Manage unclassified data	Data which requires minimal protection.	NAVMAC Functional Management
IF 4	External System	Manage external exchanges of data	Provide an exchange of data between the manpower database and other systems.	NAVMAC Functional Management
IF 4.1		Export data to TFMMS Micro Manpower Change Application (TMMCA)	TMMCA is a microcomputer-based system that supports the TFMMS mainframe system. TMMCA permits users to review documents, create packets, run queries, and store and maintain AMD's electronically without being connected to the mainframe computer. TMMCA allows the user to build packets from downloaded TFMMS data, including the ability to create packets from a query.	NAVMAC Functional Management
IF 4.2		Export data to the Navy Enlisted System (NES)	NES is the Navy's authoritative database for all active duty Navy enlisted personnel. The system generates and maintains the official automated personnel records of all USN/USNR active duty enlisted personnel. NES is used to calculate enlisted strength, to authorize the establishment of a pay record at the Defense Finance Accounting Center, and to prepare Enlisted Distribution Verification Reports (EDVR) for distribution to field activities.	Navy Personnel Command

ID	Category	Requirement	Requirement Description	Source
IF 4.3		Export data to the Officer Personnel Information System (OPINS)	OPINS is a corporate system that generates and maintains the official automated personnel records of all the USN/USNR active duty officers and officer candidates for both current and historical purposes. OPINS is primarily used to calculate officer staffing strength, authorize the establishment of a pay record at DFAS, prepare Officer Data Cards (ODC) for dissemination to officers, and prepare Officer Distribution Control Reports (ODRC) for dispersal to field activities.	Navy Personnel Command
IF 4.4		Export data to the Officer Assignment Information System (OAS II)	OAS II supports the assignment and placement of officer personnel. Provides on-line information and order-writing for use by officer assignment and placement personnel.	Memorandum for Distribution, 10 Nov 97, Manpower, Personnel and Training (MPT) Information
IF 4.5		Export data to the Navy Activity Status (NAVACSTAT) at PERS-4013	NAVACSTAT provides MPT managers with current information on all Naval activities.	Memorandum for Distribution, 10 Nov 97, Manpower, Personnel and Training (MPT) Information
IF 4.6		Export data to the Navy Standard Integrated Personnel System (NSIPS)	NSIPS is the Navy's single, field-entry, electronic pay and personnel system for all USN/USNR sailors.	Navy Personnel Command
IF 4.7		Export data to the Navy Personnel Database (NPDB)	NPDB is an integrated database of all Navy Personnel. It requires billet data to align Navy personnel records with the appropriate authorized billet and contains current and historical data for over 1.75 million members and annuitants including officers, candidates, and enlisted active/inactive and retired.	Navy Personnel Command
IF 4.8		Import data from the Reserve Headquarters System (RHS)	RHS provides personnel and training management support, emphasizing quality of readiness information reported at all command levels and summary data to upper echelon managers for mobilization/strategic decision making. Serves as departmental database for all MPT data.	Memorandum for Distribution, 10 Nov 97, Manpower, Personnel and Training (MPT) Information

ID	Category	Requirement	Requirement Description	Source
IF 4.9		Export data to the Inactive Manpower and Personnel Management Information System (IMAPMIS)	IMAPMIS maintains personnel master records for members of the Selected Reserve (SELRES), Individual Ready Reserve (IRR), Standby Reserve and all United States Navy (USN) and United States Naval Reserve (USNR) Retired. Supports IRR mobilization and personnel data reporting. Accumulates participation information to determine reserve members' eligibility for retirement. Primary source for Naval Reserve strength accounting. Corporate database for the Navy's inactive reserve.	Navy Personnel Command
IF 4.10		Export data to On-Line Distribution Information System (ODIS)	ODIS provides distribution department personnel the capability for rapid, ad hoc queries of personnel and activity data bases in support of distribution processes/allocation, manning, assignment and in response to requests from higher authority.	Memorandum for Distribution, 10 Nov 97, Manpower, Personnel and Training (MPT) Information
IF 4.11		Export data to the Officer Information Support System (OISS)	OISS provides U.S. Navy Distribution Managers with manning profiles on officers and provides on-line information on officer strength. Allows personnel and distribution managers to fill requirements based on onboard assets and project needs.	Memorandum for Distribution, 10 Nov 97, Manpower, Personnel and Training (MPT) Information
IF 4.12		Export data to Officer Distribution Management System (ODMS)	ODMS is designed to help planners distribute, allocate, monitor and project officer personnel resources.	Memorandum for Distribution, 10 Nov 97, Manpower, Personnel and Training (MPT) Information
IF 4.13		Export data to Enlisted Distributable Projection System (EDPRODJ)	EDPRODJ determines Navy Manning Plan (NMP) based on projections of available resources. From NMP, the Allocation Tracking Module (ATM) determines which Manning Control Authority (MCA) needs the resource the most. Once resources are allocated to the appropriate MCAs, requisitions are generated in the Enlisted Personnel Requisition System (EPRES). Detailers then use EPRES to view requisitions and detail sailors.	Navy Personnel Command

ID	Category	Requirement	Requirement Description	Source
IF 4.14		Export data to support the Future Year Defense Plan (FYDP)	FYDP produces a variety of budget reports by costing out manpower data.	Memorandum for Distribution, 10 Nov 97, Manpower, Personnel and Training (MPT) Information
IF 4.15		Export data to the Manpower Query System (MQS)	A query tool for manpower data housed in an Oracle database. Updated weekly.	N12
IF 4.16		Export data to Programmed Manpower Authorization System (PMAS)	PMAS converts manpower data into the baseline data for manpower and personnel planning and management, including procedures of the Enlisted Programmed Authorizations (EPA)/Officer Programmed Authorizations (OPA) reports.	N12
IF 4.17		Export data to TFMMS Table FYDP & Activity Maintenance Software (TTFAMS)	TTFAMS is an access database that is used to develop information during the budget cycle.	N12
IF 4.18		Capture organizational changes from DNS 33, OCR Process, and SNDL	Data from DNS 33, the OCR process and SNDL needs to be shared. Automatic update of the manpower database is desired.	N120
IF 4.19		Create data interchange between the manpower database and Navy Manpower Planning & Budgeting System (NMPBS) Intelligent Workbook (IW)	A bi-directional daily exchange is needed to keep both systems in synch with respect to billet data. During the POM billets are created in the NMPBS Intelligent Workbook (IW) and subsequently packets are manually created to effect the POM billet changes in the manpower database. With the implementation of the BCR, updates will be necessary. Data imported to the manpower database must meet manpower business rules, data validation checks and approvals.	N10

ID	Category	Requirement	Requirement Description	Source
IF 4.20		Export data from the manpower database to CeTARS (Corporate Enterprise Training Activity Resource System) (UIC data)	A data feed to CeTARS is needed of all active UICs for use to align TSC/TSD and Centers of Excellence organizational information with Course Data Processing (CDP) data. CeTARS information system and database utilized for the management of Navy training. It is the authoritative data source for formal Navy training course and student information.	NETCINST 1510.1, Encl 2
IF 4.21		Provide data to the Defense Medical Human Resource System – internet (DMHRSi)	A data feed from the official manpower database to DMHRSi is needed to enable the Military Health System (MHS) to optimize the utilization of all human resources — military, civilian, volunteer, contractor, assigned or borrowed personnel - and to standardize the collection and measurement of human resource costs across the enterprise.	BUMED
IF 4.22		Provide an automatic transfer of data to the Navy Training Master Planning System (NTMPS)	NTMPS is a comprehensive decision support system for manpower, personnel and training (MPT) managers at all echelons. It provides detailed personnel training histories and Navy training requirements/status. Operated by the end user provides both standard and ad hoc reports tailored to specific user requirements.	NETC
IF 4.23		Provide data to the Defense Readiness Reporting System - Navy (DRRS-N)	DoDD 7730.65 establishes the Defense Readiness Reporting System (DRRS). DRRS is a capabilities-based, adaptive, near real-time data readiness reporting system designed to represent unit level readiness to DoD. DRRS uses mission essential tasks for all assigned missions and employs information technology to collect near real-time data on the readiness of military forces to perform these missions. (Joint Development and Management) OPNAVINST 3501.360 establishes Defense Readiness Reporting System-Navy (DRRS-N), which is the Navy feed for DRRS.	NETC OPNAVINST 3501.360, pg 1, paragraph 2; DoDD 7730.65, pg 2, paragraph 4.1

ID	Category	Requirement	Requirement Description	Source
IF 4.24		Upload real-time data from the manpower database to the Naval Facilities Assets Data System (iNFADS)	iNFADS is the main storehouse of Navy facilities and requirements. Uploading real-time personnel information into iNFADS by Activity UIC will allow the NAVFAC planning community better ability to provide mission-level Naval facility requirements. Need current and five year projected personnel loading data for Military and Civilian personnel by UIC.	NAVFAC
IF 4.25		Provide data from the manpower database to Total Workforce Management Service (TWMS)	TWMS is a web based application used to manage the total workforce via one centralized tool. TWMS contains all Navy records for military, civilian and contractor personnel records. Records come from the authoritative databases. TWMS currently gets data feeds from program of record systems such as DCPDS (daily), NSIPS (bi-weekly), DMO, and SAP (weekly) for employee data. Contractor records are developed locally. The monthly unclassified TMMCA disk/data file is currently used to update billet information. Commands and claimants sometimes have to wait 30 days or more for a billet to show up or be changed before they can link an employee to their billet. What is required is a more frequent refresh of billet information from the official manpower database into TWMS.	CINC
IF 4.26		Provide feedback mechanisms and data transfer from the Requirement Tracking Module in Navy-Marine Corps Mobilization Processing System (NMCMPs) into the manpower database	NMCMPs is a web-based system that provides automated work-flow processing, tracking and approval of Contingency Operation Augmentation requests. It provides end-to-end command visibility and control of integrated augmentation processes from the initial operational planning and requesting manpower requirement's, approving these requirements to be sources, centralized distribution and order writing, to tracking, accounting, data collection and coordination during activation and recall processing of the people temporarily assigned to these critical wartime billets at intermediate bases to arrival at ultimate duty station and back again.	Navy Personnel Command

ID	Category	Requirement	Requirement Description	Source
IF 4.27		Export data to the Authoritative Data Warehouse (ADW).	This data will be loaded into the Enterprise Data Environment (EDE). SCR 4454 is the first test of the system used in the SWEDE data transfer.	SPAWAR ITC NOLA
IF 4.28		Export data from the official manpower database to Director, Acquisition Career Management (DACM)	DACM is currently receiving the MXC file RRP1.U.RRU400PM, but also requires the additional file, MXC file RRP1.U.RRU500PM, be sent to their system. DACM MIS system cannot work correctly without all the data from the official manpower database.	DACM
IF 4.29		Export data to the Defense Health Services System (DHSS), a Program Office within TRICARE Management Activity (TMA)	Unclassified UIC file data is required for the Military Health System (MHS) Data Repository (MDR). This file is critical for AD personnel and necessary to estimate medical requirements for all MHS beneficiaries. UIC is merged with UIC data provided in the Defense Manpower Data Center (DMDC) extracts that MDR receives, relative to active duty (AD) military personnel medical encounters.	DHSS TMA
IF 4.30		Provide data to Defense Manpower Data Center (DMDC)	The DMDC serves under the Secretary of Defense to collate personnel, manpower, training, financial, and other data for the Department of Defense. It maintains DoD data repositories (active and reserve) containing several systems ACCPDS (Active Component Common Personnel Data System) a central database with a core record for each active component member and RCCPDS (Reserve Component Common Personnel Data System) a central database with a core record for each reserve component member.	DMDC
IF 4.31		Provide a data feed to Chenega Technology Services Corporation (CTSC)	CTSC requires billet/activity data from the official manpower database.	CTSC

ID	Category	Requirement	Requirement Description	Source
IF 4.32		Provide a data feed to Department of Commerce (DOC)	DOC requires billet/activity data from the official manpower database.	DOC
IF 4.33		Provide data feed to Individual Personnel Tempo (ITEMPO)	ITEMPO reporting is accessed via BUPERS On-Line (BOL) Offline Reporting System. Per NAVADMIN 300/06, Individual Augmentee assignments away from the member's Permanent Duty Station (PDS) are required to be reported within the ITEMPO application. ITEMPO requires billet/activity data from the manpower database.	SSC NOLA N20
IF 4.34		Provide NAVMAC MEO, MEE & MEC files	NAVMAC requires officer, enlisted and civilian billet files for analysis and report generation.	NAVMAC Functional Management
IF 4.35		Provide data to the Navy Enterprise Resource Planning (ERP) System	The Navy ERP Program allows the Navy to unify, standardize, and streamline all its business activities into one completely integrated system. Provide billet/activity data to Navy Enterprise Resource Planning (ERP).	Program Executive Office of Enterprise Systems (PEO-EIS)
IF 4.36		Provide file to BUPERS FTP Server	Provide file to BUPERS FTP Server.	BUPERS
IF 4.37		Export data from the official manpower database to the Navy Personnel Database (NPDB)	NPDB is an integrated database of all Navy personnel. It contains current and historical data on over 1.75 million members and annuitants including officers, candidates, and enlisted active/inactive and retired.	Navy Personnel Command (NPC)
IF 4.38		Provide data to Navy Personnel Research, Studies, and Technology (NPRST)	NPRST develops and validates new technologies, methods, and business processes to improve readiness, performance, retention and quality of life of Sailors and Marines. Provides the tools, data, methods, and forecasts necessary to anticipate and manage change.	NPRST

ID	Category	Requirement	Requirement Description	Source
IF 4.39		Provide an interface for NSC	Provide data feed/interface of billet/activity data to Navy Safety Center (NSC).	NSC
IF 4.40		Provide data for the Readiness & Cost Reporting Program (RCRP)	The RCRP delivers the capability and the process that will enable NECE and Navy Expeditionary Combat Command (NECC) to implement, measure, and manage cost-wise readiness; support diverse and unique force planning; and serve as a central component of the NECC readiness model. Additionally, RCRP represents a significant advance in NECC's ability to assess and report readiness to higher authorities and support effective decision making.	Navy Expeditionary Combat Command
IF 4.41		Export manpower data to CNRFC data warehouse	Official manpower data is needed at the Navy Reserve Data Warehouse for visibility of Full Time Support (FTS) personnel in the area of readiness. NRRM is a comprehensive data management system designed to consolidate, store, and manage readiness information for the U.S. Navy and Navy Reserve.	SCR 5160; FRB item RIS #16/17
IF 4.42		Provide manpower data to the Joint Duty Assignment Management Information System (JDAMIS)	Operational program developed in 1988 to support Joint Staff/J1 on 1986 DoD Reorganization Act (Goldwater-Nichols) efforts. Used to manage billets and officers experienced in Joint matters Produces Joint Duty Assignment List (JDAL) and Annual Report to Congress.	AAUSN



## Usability Aids

ID	Category	Requirement	Requirement Description	Source
UA 1	Instruction	Provide software enabled user manuals	Provide users written instruction as applicable to successfully complete processes within position management.	NAVMAC Functional Management
UA 2	Assistance	Provide users assistance in problem resolution	Provide a "help desk" users may contact to resolve procedural issues.	NAVMAC Functional Management
UA 3	Training and Job Aids	Provide training/job aids	Provide on-the-job-training (OJT) classroom training and job aids.	NAVMAC Functional Management



### 3.0 Glossary of Terms

**Activity (ACTY):** A unit, organization or installation performing a specific mission or function and established under a commanding officer, officer in charge, etc. (e.g., Naval Air Station, Naval Shipyard, Naval Station, a specific air squadron, ship, etc.).

**Activity Code:** A 10-digit code identifying each activity. The first four numbers represent the type of activity (i.e., 1452: Naval Air Station), the next four numbers are unique to a specific activity, and the last two numbers indicate a parent component activity relationship (00: parent activity, 01-99: component activity of the parent).

**Activity Group/Sub-Activity Group (AGSAG):** an alpha-numeric code which facilitates Budget Submitting Office alignment of similar types of activities/functions for budget justification and accounting purposes.

**Activity Manpower Document (AMD):** The qualitative and quantitative expression of manpower requirements (military, civilian, and contractor) and authorizations (military) allocated to a naval activity to perform the assigned Mission, Functions and Tasks (MFTs) or Required Operational Capability/Projected Operational Environment (ROC/POE).

**Additional Duty (ADDU):** Part-time functional requirements to which an individual is assigned, and which is in addition to the primary duty.

**Appropriation:** An annual authorization by an Act of Congress to incur obligations for specified purposes and to make payments out of the Treasury.

**Acquisition, Technology and Logistics Workforce:** those civilian and military positions in the Department of Defense that are designated as acquisition positions in accordance with 10 YSC Section 1721 and regulations issued by the USD(AT&L).

**Authorization (AUTH):** A billet for which funding has been provided (manpower space) and for which the quality has been authorized by Chief, Naval Operations (CNO) as a requirement to perform the billet functions.

**Billet Identification Number (BIN):** A 7-digit number generated by the Total Force Manpower Management System (TFMMS).

**Billet Sequence Code (BSC):** A 5-digit, ascending sequence of numbers determined by manpower BSOs and/or activities to organizationally structure manpower requirements, organizational headers, and billet notes within an activity's AMD.

**Billet Title:** A descriptive title that indicates the primary function of a specific requirement.

**Budget Submitting Office (BSO):** In the resource management system, the major commanders or bureaus which are authorized manpower resources directly by the CNO for the accomplishment of the assigned missions and tasks.

**Configuration Control Board (CCB):** Acts as the user community focal point for all functional requirements. Reviews, prioritizes, approves/disapproves and maintains status of all Configuration items (CI's).

**Commercial Activities (CA):** A function either contracted or operated by a Navy field or headquarters activity that provides a product or service obtainable from a commercial source.

**Data Element:** A basic unit of information having a unique meaning which has subcategories (data items) of distinct unit or values; (e.g., paygrade, geographic location). In manpower, each item on the AMD is a distinct data element.

**Defense Acquisition Workforce Improvement Act (DAWIA):** established to effectively manage the accession, education, training, and career development of persons serving in acquisition positions in the Department of Defense.

**Department of the Navy (DON):** DON is composed of SECNAV; CNO; the Headquarters, Marine Corps; the entire operating forces, including Naval Aviation, of the Navy and Marine Corps, and the reserve components of those operating forces; all field activities, headquarters, forces, bases, installations, activities, and functions under the control or supervision of SECNAV; the Coast Guard when it is operating as a Service in the Navy.

**Designator (DESIG):** The primary specialty qualification category of an officer.

**Education Level:** Formal education attainment identified by a certificate, diploma, or degree.

**Enabler:** Supporting element with designated lead, operating to manage value streams (people, dollars, etc.), supporting TYCOM-led Warfare Enterprises, with linked and common processes/metrics.

**End Strength:** The number of officer and enlisted requirements which can be authorized (funding) based on approved budgets. End strength is set forth for each activity in the Future Years Defense Program (FYDP).

**Enterprise:** Collaborative team focused on delivering warfighting capability to Navy Components and Combatant Commanders; and increasing productivity across their Domain at reduced cost.

**Fleet Manpower Document (FMD):** Displays, in detail, quantitative and qualitative manpower requirements of a sea duty activity or a sea duty activity with shore duty component(s) that are operationally dependent upon one another and include operational units other than ships or squadrons. Requirements are predicated on a Required Operational Capability (ROC) statement under a Projected Operational Environment (POE), specified operational profile, computed workload and established doctrinal constraints.

Function: The aggregation of occupationally-related tasks within a mission.

**Functional Area Code (FAC):** A 1-position alpha-numeric code used to identify additional manpower requirement and/or authorization information, special consideration in detailing personnel, and provides for automated tracking of certain categories of manpower authorizations.

**Functional Review Board (FRB):** The purpose of the Position Management FRB is to evaluate Requests for Information Services (RIS) based on their alignment with strategic priorities, the business value and risk associated with implementing the requested change, and the potential return on investment for the initiative under consideration.

**Functions:** The appropriate responsibilities or assigned duties, missions, or tasks of an individual office or organization. The first organizational breakdown of the mission into its organizational levels. The function often corresponds to the departmental level.

**Future Years Defense Program (FYDP):** The official program that summarizes SECDEF-approved plans and programs for DoD. The FYDP is published at least annually. The FYDP is also represented by a computer data base which is updated regularly to reflect budget decisions and Out-of-Cycle programming actions.

**Graduated Mobilization Response (GMR):** A strategic concept, that is a controlled approach to planning, programming, budgeting, and executing mobilization actions, and in particular those relating to the industrial base.

**Manpower Requirement:** The minimum quantitative and qualitative resource needed to perform a specific mission, function, or task.

**Manpower Requirement Worksheet (MRW):** Quantitative and qualitative manpower requirements for an Aircraft Intermediate Maintenance Department on a CVN or L-class ship, SEAOPDET manpower requirements, and the rationale for the determination of the manpower requirements. Manpower requirements are predicated upon POE parameters, aviation 3M data, aviation preventive maintenance work-hours, staffing standards, directed requirements, and workload analysis.

**Manpower Type:** Defines the manpower category (officer, enlisted, civilian, etc) used to authorize the manpower requirement.

**Military Essentiality Code (MEC):** A code currently used to identify a top six realigned billet.

**Military Personnel Navy (MPN):** The PPBS account for pay, allowances, and clothing for active duty military personnel.

**Mobilization:** 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 components, as well as assembling and organizing personnel, supplies, and material.

**Navy Enlisted Occupational Classification System (NEOCS):** Provides the method the Navy uses to identify enlisted personnel skills and the manpower requirements associated with these skills. The system forms the basis for actions taken concerning enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization. NEOCS consists of the enlisted rating structure and its supplement, NEC structure. Special qualifications further complement both the enlisted rating structure and the NEC structure.

**Navy Officer Occupation Classification System (NOOCS):** Provides a means to identify the skills, education, training, experience, and capabilities to officer personnel and the Navy's officer requirements. The system is designed to facilitate efficient personnel and manpower planning, procurement, training, promotion, distribution, career development, and the orderly call to active duty of inactive duty personnel. NOOCS consists of four major subsystems (the designator/grade structure, the NOBC structure, the subspecialty structure, the AQD structure).

**Out-of-cycle programming:** The reallocation of programmed end strength outside of the Planning, Programming, Budgeting and Execution System (PPBES) process.

**Pay Plan (PY PL):** 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 or pay for civilian employees.

**Peacetime Requirement (PR) Code:** Indicates whether the manpower requirement exists during peacetime only, mobilization only, or peacetime and mobilization.

**Planning, Programming, Budgeting and Execution System (PPBES):** Assists the CNO and SECNAV in making decisions regarding the allocation of Navy resources. A formalized procedure by which strategy is developed in consideration of the threat. Force requirements are developed to support the strategy; programs are developed to provide over a period of time the ships, aircraft, weapons systems and manpower for the force requirements. Programs

are reviewed for execution, estimates are refined and funds are budgeted to obtain the required manpower and weapons systems. At the DON level the system produces inputs to the DoD planning process, the DON POM, DON Budget estimates the DON input to the President's budget.

**Program Element (PE):** Identifies and allocates resources to a specific Navy warfare and/or supportive program. Resources include Navy personnel, equipment, and facilities.

**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's 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).

**Quality:** The skill, grade, and experience associated with the manpower requirement and/or authorization.

**Qualitization:** The act of applying skill, grade, and experience associated with the manpower requirement and/or authorization in cases for which the requirement has been projected before the new billet quality has been determined (e.g., acquisitions of new platforms for which manning documents have not been finalized).

**Quan/Qual Balancing:** The matching of Military Personnel Navy (MPN) and Reserve Personnel Navy (RPN) manpower authorizations to end strength.

**Rate:** Identifies enlisted personnel occupationally by paygrades E-1 through E-9.

**Rating:** A broad enlisted career field identifying an occupational specialty that encompasses related aptitude, training experience, knowledge, and skills for the purposes of career development and advancement.

**Requirement:** A specific manpower space which is assigned qualifiers that define the duties, tasks, and functions to be performed and the specific skills and skill level required to perform the delineated functions.

**Requirement Indicator (RI) Code:** A 1-position field used in Navy Manpower Requirements System (NMRS) and Total Force Manpower Management System (TFMMS) to provide a method of indicating what requirements' determination methodology established the manpower requirement.

**Resource Sponsor:** Office responsible for an identifiable aggregation of resources which constitute inputs to warfare and supporting tasks. The span of responsibility includes interrelated programs or parts of programs located in several mission areas.

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

**Skill Field:** An area of applied knowledge.

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

**Total Force Manpower Management System (TFMMS):** The single, authoritative data base for Total Force manpower requirements and active duty MPN/RPN manpower authorizations and end strength. It provides storage and retrieval of historical, current, budget, and out-year manpower data. TFMMS provides access to current, budget, and out-year manpower data. TFMMS provides access to current manpower data for resource sponsors, BSOs and others and provides storage and retrieval transaction history.

**TFMMS Micro Manpower Change Application (TMMCA):** A software package that allows manpower managers to initiate AMD Change Requests through a PC. This is a viable alternative to employing the TFMMS Mainframe Computer.

**Unit Identification Code (UIC):** A five position numeric or alpha-numeric code assigned by Defense Finance & Accounting Service (DFAS) to ships, aircraft, units, shore activities, divisions of shore activities, command, bureaus and offices, contractors' plants, and in some instances to functions or the specialized elements for identification. By use of this code, programming decisions can be related to organizational units and to commands, bureaus and offices responsible for administering funds affecting those units.