



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
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IN REPLY REFER TO

5320
Ser M1/08UM1138
9 May 08

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

Subj: ACTIVITY MANNING DOCUMENT (AMD) REVIEW

Ref: (a) OPNAVINST 1000.16K
(b) BUMEDINST 5310.8

This memorandum directs the review and update of each Activity Manning Document (AMD) for all activities under the command of Chief, Bureau of Medicine and Surgery (BUMED). Regional Commanders will monitor this effort and ensure the timely submission of Manpower Change Requests (MCRs) when required.

Reference (a) provides policies and procedures required to develop, review, approve, implement and update Total Force manpower requirements and authorizations for all naval activities. The BUMED Deputy Chief of Staff for Human Resources (M1) is the principal staff advisor for Navy Medicine Total Force policies, programs and practices. Reference (b) is currently being updated to revise Navy Medicine policy and procedures and responsibilities for manpower requirements determination within Budget Submitting Office 18 (BSO-18). The Navy Medicine Support Command (NMSC) Human Resource Analysis Execution and Education (HRAE&E) teams will serve as the primary source of support for manpower requirements determination studies within BSO-18.

Effective Total Force management requires efficient alignment of manpower requirements with the financial and business planning cycle to ensure manpower authorization priorities are based on available funding and personnel inventory, and aligned with any projected changes in mission, function and task statements. All MCRs must comply with the MCR guidelines, available on Navy Medicine Online (M1 homepage), for documentation in the Total Force Manpower Management System (TFMMS). NMO is located at <https://nmo.med.navy.mil>.

BUMED point of contact for MCR submission is Ms. Kathy Chivington, who may be contacted at (202) 762-3616, or email kathy.chivington@med.navy.mil. NMSC point of contact for HRAE&E is Commander Elizabeth Gillard at (904) 542-7200, extension 8016 or email elizabeth.gillard@med.navy.mil.

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5320
M1/08UM1137
MAY 13 2008

From: Deputy Chief of Staff, Human Resources
To: Commander, Navy Medicine East
Commander, Navy Medicine West
Commander, Navy Medicine National Capital Area
Commander, Navy Medicine Support Command

SUBJECT: MANPOWER CHANGE REQUEST (MCR) GUIDANCE

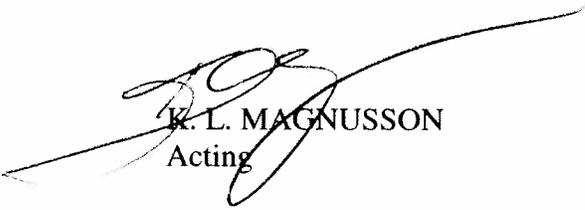
Reference: (a) NAVMED Policy memo 08-004 of 09 May 2008
(b) OPNAVINST 1000.16K
(c) BUMEDINST 5310.8

Enclosure: (1) Manpower Change Request Guidelines

Manpower Requirements shall be reviewed on a continuous basis to ensure that Activity Manpower Documents (AMD) are kept current and reflect the manpower requirements necessary to accomplish the activities Mission, Functions and Tasks (MFT).

Commanders, Commanding Officers, and Officers in Charge will ensure that manpower studies are conducted in compliance with references (a) through (c) to document changes to MFTs or the mix of manpower (military, civilian and contract) necessary to accomplish the mission. All changes must be submitted in compliance with the guidelines presented in enclosure (1) for documentation in the Total Force Manpower Management System (TFMMS). Reference (c) is currently being updated to revise Navy Medicine policy and assign responsibilities for manpower requirements determination within Budget Submission Office 18 (BSO-18).

BUMED point of contact for Manpower Policy is Ms. Kathy Chivington, who may be contacted by telephone at (202) 762-3616, or email kathy.chivington@med.navy.mil. Navy Medicine Support Command point of contact for Manpower execution is Commander Elizabeth Gillard at (904) 542-7200, extension 8016 or email elizabeth.gillard@med.navy.mil. Navy Medicine Online is located at <https://nmo.med.navy.mil>.


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MANPOWER CHANGE REQUEST (MCR) GUIDELINES

- Attachment: (1) Manpower Definitions/Acronyms
(2) MCR Flow chart
(3) Sample Letter of Justification
(4) Copy of the TFMMS Decision Matrix

1. Introduction

a. Total Force (TF) Manpower Management is a key element in achieving the strategic goals and objectives of BUMED. To ensure that each Activity Manpower Document (AMD) is kept current and reflects an accurate picture of the organizational structure and manpower requirements the following actions must be taken and identified changed documented on the AMD:

1) Shore Manpower Requirements Determination (SMRD) studies shall be conducted whenever there are documented changes to an activity's Mission, Function, and Task (MFT) statement, Inter Service Support Agreements (ISSA), or MOU/MOAs for support to activities outside of the Chain of Command.

2) Functional manpower studies shall be conducted on an ongoing basis.

3) An annual review of each Activity Manpower Documents (AMD) shall be conducted in conjunction with the annual Business Planning (BP) cycle.

4) A quarterly review of each AMD shall be conducted to verify accuracy of documented requirements to include civilian and contract requirements.

b. Manpower changes directed by higher authority as part of the Planning, Programming, and Budgeting System (PPBS) decisions must be reflected in the AMD.

c. Attachment (1) provides a list of manpower acronyms and/or definitions used throughout these guidelines, and serves as a useful reference when creating a MCR.

2. Specific Responsibilities

a. The Deputy Chief of Staff, Human Resources (M1) is responsible for Total Force (TF) manpower management and is assigned overall responsibility to develop, direct, implement and maintain the manpower structure for Navy Medicine as follows:

(1) The Director, Human Resource Data Systems (M1B4) is responsible for the day to day management of manpower authorizations for BSO 18 and must assess, validate and approve manpower change requests before submitting to the Chief of Naval Operations (N1) for final approval. Specifically M1B4 shall:

(a) Validate compliance with published guidelines.

(b) Ensure change requests are balanced to the necessary level of aggregation and that billet quality contains sufficient detail to allow the Manpower, Personnel, Training and Education processes to work.

(c) Validate compliance with Inherently Governmental/Commercial Activities (IG/CA) guidelines.

(d) Release manpower changes requests to N1 for final approval.

(e) Verify that changes executed in TFMMS are consistent with request submitted.

(g) Notify the Human Resource Analysis Execution and Education (HRAE&E) team and/or submitting Region when changes have been successfully executed.

(h) Maintain documentation supporting changes to TF manpower requirements for a total of eight years (execution year, budget year and the six program years beyond the budget year).

(2) The Director, Human Resources Personnel and Business Policy (M1B2) is responsible for coordination of Navy Medicine's personnel actions and balancing near term force structure and sustainability with the long term modernization needs to support total force planning and programming for the acquisition and alignment of authorized billet. Specifically M1B2 shall:

(a) Document receipt of MCRs and provide the submitting region and/or the HRAE&E team with a MCR tracking number.

(b) Review change requests for impacts to stability of the billet base.

(c) Ensure change requests are achievable within established fiscal controls (including special and incentive pays) and legal limits on control grades.

(d) Identify appropriate quantitative and qualitative compensation for requested change to paygrade, designator, or rate/rating of an existing active duty or reserve manpower authorization.

(e) Coordinate review of change requests with appropriate office/entity (e.g., MTF, Region, Corps Chief, Community Managers, Specialty Leaders, etc) to ensure all executability issues are addressed.

(f) Review Billet Change Request (BCR) submissions for executability issues and submit to N122 for coordination and concurrence. In the event that not all parties concur to a BCR, CNO (N12) will adjudicate.

(g) Coordinate review of manpower changes resulting from Planning, Programming, and Budgeting System (PPBS) decisions.

(h) Document all coordination efforts conducted to ensure that historical records are accurate and forward MCR to M1B4 for action.

b. The HRAE&E team is responsible for the execution of the SMRD process within BSO 18 and will make policy recommendations to M1 on matters related to requirements studies. Additionally, the HRAE&E team is responsible for oversight of compliance with Navy Medicine's Standard Organization Code Policy. Specifically the HRAE&E team shall:

(1) Serves as the BSO point of contact on standard organizations and requirements determination matters, establishing lines of communication with BUMED personnel, regional commanders, BUMED activities and other activities or BSOs as required.

(2) Conduct SMRD studies in accordance with guidelines established in references (b) and (c).

(3) Provide guidance to regional and command manpower offices on the application of standard organization codes and the SMRD process.

(4) Reviews change transactions for compliance with standard organization codes policy and the SMDR process.

(5) Forward MCRs to include a Total Micro Manpower Change Application (TMMCA) or TFMMS change transaction packet and all supporting documentation to M1 at M1.Correspondence@med.navy.mil.

(6) Change transaction of a strictly administrative nature such as corrections to titles, standard organization code, or billet sequence re-organization **not** containing changes related to billet quantity, quality or IG/CA coding and may be submitted directly to N1 for approval. A copy of the change transaction packet and all supporting documentation must be forwarded to M1 for inclusion in historical files.

c. Regional Commanders must:

(1) Assist BSO 18 activities under their purview with the SMRD and MCR process. Serve as the initial point of contact for resolution of identified problems with MCRs.

(2) Review MCR submissions for compliance with references (b) and (c).

(3) Forward completed MCRs to Chief BUMED (M1). Any change to manpower requirements (e.g. changes to billet quality or quantity) or related to standard organization codes must be submitted via the HRAE&E Team. Attachment (2) provides a summary of the MCR process flow.

d. Commanders, Commanding officers, and Officers in Charge of MTFs and mission-specific commands with manpower requirement responsibilities must:

(1) Maintain a current and accurate AMD for each Unit Identification Code (UIC) under their purview. MCRs to implement changes may be submitted at any time. At a minimum, each AMD must be reviewed as follows:

(a) Conduct an annual review of each Activity Manpower Documents (AMD) in conjunction with the annual Business Planning (BP) cycle and submit an MCR to implement Changes. A negative response to BUMED M1 is required to indicate no change.

(b) Conduct a quarterly review of each AMD to verify accuracy of documented requirements, to include civilian and contract requirements, and submit a MCR to implement changes. A negative response to BUMED M1 is required to indicate no change.

(2) Request manpower studies to validate changes to MFTs, workload, or staffing requirements and submit a MCR to execute changes on affected AMD(s).

(3) Each MCRs must contain:

(a) Letter of Justification (LOJ) which explicitly justifies **all** requested changes to include additions, deletions, or qualitative changes to manpower requirements or authorizations. Attachment (3) provides a sample LOJ.

(b) SMRD Study or Business Plan, if applicable.

(c) BCR if required by the TFMMS Decision Matrix, attachment (4). The BCR from may be obtained on the M1 page at Navy Medicine on Line.

(d) TMMCA packet. When creating a packet the following details must be entered to ensure consistency in documentation and tracking:

1. Packet Name (Pkt Name): The packet name should reflect the Unit Identification Code (UIC) for transactions included in the packet. When a packet contains more than one UIC, the parent or predominant UIC should be used.

2. Packet Title (Pkt Title): The packet title should reflect the subject line of the LOJ; this filed is restricted to 60 characters.

3. LOJ Serial: Enter the serial number from the LOJ.

4. Letter of Justification: The LOJ must be included in the TMMCA packet. The LOJ can be completed as a word document that is copied and pasted into the TMMCA LOJ window.

5. Transaction Count: Packets may not exceed 1000 transactions. MCRs impacting more than 1000 billets will require multiple TMMCA packets.

(d) Change requests of an administrative nature, such as standard organization code corrections or billet sequence re-organization **may not** contain changes related billet quantity or quality. The packet size remains limited to 1000 transactions. The LOJ must indicate that the administrative nature of the packet and indicate that the packet does not effect the quality or quantity of the billets.

(e) Sites unable to create TMMCA packets must use the Activity Manpower and Personnel Processing System (AMPPS) manpower change worksheet to support the MCR submissions. Details on use of this worksheet can be obtained from the HRAE&E team.

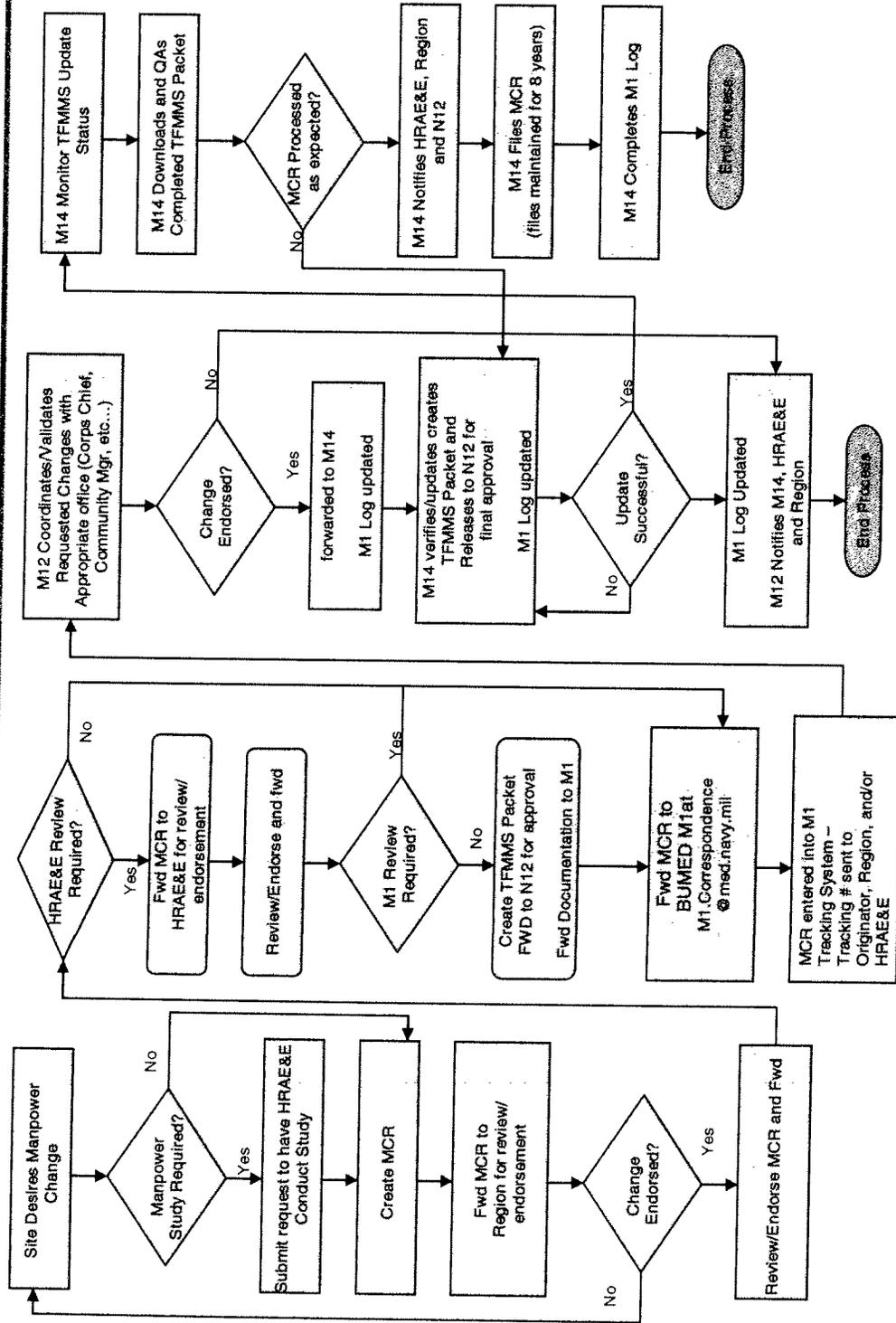
(4) Submit completed MCR to Chief BUMED (M1) via the appropriate Regional Command and, when required, the HRAE&E team. Attachment (2) provides a summary of the MCR process.

Definitions/Acronyms

1. Activity Manpower Document (AMD). The AMD is considered the single most important document in Navy manpower. It provides a quantitative and qualitative statement of the manpower requirements and authorizations provided to a naval activity to perform the assigned mission.
2. Activity Manpower and Personnel Processing System (AMPPS). A web-based manpower management system that can be used to access the activity AMD and create manpower change request worksheet.
3. Billet Change Request (BCR). A worksheet required by N122E to support changes to the quality or quantity of military billets, re-programming of authorizations and associated end strength into or out of a headquarters status, changes to ADDU relationships, changes to student authorizations, changes to flag officer, MCPO, Force MCPO, Command MCPO, or CNO MCPO communities, addition of authorizations for shore intensive rates or changes to medial requirements/authorizations outside of BSO 18. The BCR Worksheet is available on the M1 page on Navy Medicine on Line.
4. Billet Support Office (BSO). The billet support office refers to the claimant having responsibility for management of manpower authorizations.
5. Billet Quality. Billet quality refers to the manpower requirements and authorizations with respect to designator, paygrade, rating/rate, subspecialty (SUBSP), Additional Qualification Designation (AQD), Navy Enlisted Classification (NEC) codes or civilian occupation series.
6. Billet Quantity. Refers to the number of authorizations throughout the future year defense plan (FYDP) and are measured at six levels of aggregation to include Unit Identification Code (UIC), Manpower Type (MT), Program Element (PE), Activity Group/Sub Activity Group (AG/SAG), Resource Sponsor (RS) and Manpower Resource Code (MRC). Packets that are not balanced for billet quantity can not be processed in TFMMS.
7. Human Resource Analysis Execution and Education (HRAE&E). HRAE&E teams serve as the primary source of support for Total Force Manpower Requirements studies within BSO 18.
8. Inherently Governmental/Commercial Activity (IG/CA) Program. The CA Program delineates the process for determining whether commercial or industrial work should be performed by contract with private resources or in house using government facilities and personnel. Each billet in the billet file will contain a one character CA reason code that identifies positions as inherently governmental or subject to completion of a CA study and a 4-5 character CA Function Code describing the type of work being performed. Guidance for application of CA function and Reason Codes can be found on the M1 page of Navy Medicine on Line.
9. Letter of Justification (LOJ). The LOJ provides detailed justification addressing **all** requested changes to include additions, deletions, or qualitative changes (rank, rate, occupation codes, program element, etc.) to manpower requirements or authorizations.

10. Manpower Change Request (MCR). A formal request for changes to the manpower document when necessitated by approved changes to an activity's mission, function or tasks, workload or staffing; unbalanced authorizations to end strength; or as directed by higher authority.
11. Manpower Change Worksheet. The manpower change worksheet is accessible in AMMPS to assist commands with MCR submission. The worksheet provides site manpower personnel with the ability to query billets and enter details necessary for the request to implement desired changes in TFMMS.
12. Shore Manpower Requirements Determination (SMRD). Manpower Requirements define the number of personnel required to perform the Navy's work and deliver a specified capability. Each requirement equates a specified 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 function. Shore manpower requirements may be determined using approved requirements determination methodologies or staffing standards.
13. Total Force (TF) Manpower Management. TF manpower management is the methodical process of determining, validating and using manpower requirements to inform budget decisions; prioritizing manpower authorizations based on available funding and personnel executability; and translating authorizations into a demand signal for personnel, training and education processes.
14. Total Force Manpower Management System (TFMMS) is the single, authoritative data base for total force manpower requirements and active duty Military Personnel Navy/Reserve Personnel Navy (MPN/RPN) manpower authorizations and end strength.
15. Total Force MICRO Manpower Change Application (TMMCA) is a microcomputer-based system that supports the TFMMS mainframe system. TMMCA permits users to review documents, create change requests, run queries, as well as store and maintain AMDs electronically without being connected to the mainframe computer.

Site Initiated Manpower Change Request (MCR) Submission Process



5320

<Serial No.>

<Date>

From: <Command Name>

To: Chief, Bureau of Medicine and Surgery, Attn: M1

Via: (1) <Regional Commander>

(2) Human Resource Analysis Execution & Evaluation Team

Subj: MANPOWER CHANGE REQUEST TO <summary of change>

Ref: (a) OPNAVINST 1000.16K

(b) BUMEDINST 5310.8

Encl: (1) MCR Worksheet or TMMCA Packet

(2) MRD Study or BCA, if applicable

(3) BCR, if applicable

1. Per references (a) through (c), enclosures (1) through (3) are submitted for your review and approval.
2. <Provide a detailed summary of changes requested to include, UIC(s) impacted, administrative changes (e.g. org codes, BSC, titles, etc.) billet additions, deletions, or qualitative changes to manpower requirements or authorizations.>
3. Request these changes be entered into the billet file as soon as possible.
4. My point of contact is <POC name> who can be reached at <POC phone> or via email at <POC email address>

**TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS)
N12 DECISION MATRIX FOR BILLET CHANGE REQUESTS (BCR)
NOVEMBER 2006**

Item	BCR Content	Mandatory action	NAVMAC responsibility prior to approving TFMMS packet
	Officers		
O		<p>Unless otherwise noted:</p> <ul style="list-style-type: none"> • BSO forwards BCR to N122E for manpower requirements review. • N122E forwards BCR to PERS-4 (copy BSO) for community health/management review. PERS-4 ensure all FTS/SELRES issues are reviewed by the appropriate ECMs/OCMs. • PERS-4 forwards approved BCR to NAVMAC and copy BSO. 	<p>Unless otherwise noted: NAVMAC will hold approved BCR until TFMMS packet is received from the BSO. LOJ must reference the approved BCR Serial # in the form of BSO-SMB-### (e.g. 66-71-001).</p> <p style="text-align: center;">(See Note 1)</p>
O-1	Uncompensated growth in officer control grades (O4 to O6, not including Doctors, Dentists, Flags, Warrant Officers and certain PMPs. See Title 10, Sec. 523)	N122 must approve any uncompensated growth in O4 to O6 paygrades.	
O-2	<p>Adding, changing or deleting officer authorization fields (to include RT (FTS) and RA (SELRES) manpower type):</p> <ul style="list-style-type: none"> • Designator • Pay grade • Manpower Resource Code (MRC) 	Community Managers must provide assessment of community impact on BCR routing sheet.	
O-3	Adding, changing or deleting subspecialty code(s) or any changes to billets with subspecialty code(s)	<p>BSO refer to procedures delineated per BUPERS website: https://navprodev.bupers.navy.mil/nss/information/</p> <ul style="list-style-type: none"> • Ensure NSS Serial # from website is provided in BCR LOJ. <p>PERS-4 route to N127P for review.</p>	
O-4	Changes to the Flag Officer Community (Active and Reserve)	PERS-4 route to N00F for approval for Active Duty, and N1R for FTS/SELRES Flag Officer changes, prior to forwarding BCR to NAVMAC.	

Item	BCR Content	Mandatory action	NAVMAC responsibility prior to approving TFMMS packet
	Enlisted		
E		<p>Unless otherwise noted:</p> <ul style="list-style-type: none"> • BSO forwards BCR to N122E for manpower requirements review. • N122E forwards BCR to PERS-4 (copy BSO) for community health/management review. PERS-4 ensure all FTS/SELRES issues are reviewed by the appropriate ECMs/OCMs. • PERS-4 forwards approved BCR to NAVMAC and copy BSO. 	<p>Unless otherwise noted:</p> <p>NAVMAC will hold approved BCR until TFMMS packet is received from the BSO. LOJ must reference the approve # in the form of BSO-SMB-### (e.g. 60-A1-001).</p> <p style="text-align: center;">(See Note 1)</p>
E-1	Adding, changing or deleting authorizations for Fleet MCPOs, Force MCPOs, Command MCPOs and CNO MCPOs	PERS-4 route to CNO (N00D, Asst to MCPON) for approval, prior to forwarding BCR to NAVMAC.	
E-2	Uncompensated paygrade growth in E-4 to E-9 paygrades	N122 must approve any uncompensated growth in E-4 to E-9 paygrades.	
E-3	Adding, changing or deleting a rate, rating or NEC	Community Managers must provide assessment of community impact on BCR routing sheet.	
E-4	• Adding, changing or deleting FAC codes G, H, J, R, T, V, X or Z.	Community Managers must provide assessment of community impact on BCR routing sheet. (For FAC X changes, see also Item A-7)	
E-5	<ul style="list-style-type: none"> • Deleting shore authorizations for sea intensive rates as defined by enclosure (3) for MPN, or • Adding shore authorizations for shore intensive rates as defined by enclosure (3) for MPN 	<p>Community Managers must provide assessment of community impact on BCR routing sheet.</p> <p>Community Managers must provide assessment of community impact on BCR routing sheet.</p>	