



DEPARTMENT OF THE NAVY

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From: Commanding Officer, Navy Manpower Analysis Center

Subj: ACTIVITY MANPOWER MANAGEMENT GUIDE (AMM-G)

Ref: (a) NAVPERS 05300A of 26 Aug 08 (Manpower Management
Coding Directory)
(b) OPNAVINST 1000.16K

Encl: (1) Activity Manpower Management Guide (AMM-G)
February 2012

1. The Activity Manpower Management Guide (AMM-G), previously distributed as reference (a), is a consolidated guide provided to assist manpower managers and customers in the identification of some of the more widely used manpower management codes as well as identify the official source for the supporting policy program guidance. Once the AMM-G has been distributed, reference (a) will be cancelled by separate correspondence.

2. The information contained in the sections will provide insight and guidance that has been incorporated from various sources to begin forming a single source manpower program guide. Each section provides a brief definition, applicable web link, and the Command and Office Code responsible for maintenance and/or update of the identified area. Requested changes and modifications to the information contained within should be addressed directly to Commanding Officer, Navy Manpower Analysis Center for formal review and consideration by the Position Management Functional Review Board (PMFRB)

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Navy Manpower Analysis Center



Activity Manpower Management Guide (AMM-G)

01 February 2012

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

1. A one digit alphabetic field used to identify positions that have an Additional Duty (ADDU) relationship. The supporting policy and a complete definition can be located in OPNAVINST 1000.16 series, section 801. This ACC is a separate definition from the MILPERSMAN Accounting Category Code (ACC).

2. ADDU manpower authorizations are assigned to satisfy the need for expertise not available from within activities' assets, when valid workload does not support a full-time manpower requirement, or to accommodate limited staff functions.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted

Navy Program Management Responsibility: NAVMAC (Code 20)

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

SECTION 2**ACTION OFFICER DESK CODE (AODC)**

The AODC is a two digit alpha/numeric code assigned to every Unit Identification Code (UIC) that identifies the Manpower Requirements Determination (MRD) program responsible for determining the Navy Manpower Requirements.

Applicability: Position and UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

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

DESK	CATEGORY	DESCRIPTION
C3	Deployable Shore-based Fleet Manpower Requirements Determination (FMRD) Activities	Land based activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions (i.e., Deployable Shore-based Force) and are governed by a ROC/POE document. Manpower requirements are documented in Fleet Manpower Documents (FMD). FMDs are determined by NAVMAC.
C1 C2 C3	Acquisition Fleet Manpower Requirements Determination (FMRD) Activities	Afloat, Aviation, and Deployable Shore-based Force activities in an Acquisition Category (ACAT) I program or manpower significant program. Manpower requirements are documented in Preliminary Ship Manpower Documents (PSMD) and Preliminary Squadron Manpower Documents (PSQMD). PSMD/PSQMD shall be produced by the responsible program manager using the Navy Manpower Requirements System (NMRS) maintained by NAVMAC. Prior to distribution of a final PSMD/PSQMD, NAVMAC will review the document to ensure compliance with current standards and procedures.
D1	Support Force Shore Manpower Requirements Determination (SMRD)Activities	Activities whose mission does not require engaging in or maintaining readiness for military or military support operations under combat conditions, and are under direct Navy management control or under non-Navy management control supporting Navy Mission/Function/Task and Workload (MFT/WL) (i.e., Support Force). Manpower requirements are documented in Statement of Manpower Requirements (SMRs). SMRs are determined by the Budget Submitting Offices (BSOs). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.

DESK	CATEGORY	DESCRIPTION
E1	Afloat Force Shore Manpower Requirements Determination (SMRD) Activities	At-sea activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions but lack a governing ROC/POE document. Manpower requirements are documented in SMRs by Budget Submitting Office (BSO). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.
E2	Aviation Force Shore Manpower Requirements Determination (SMRD) Activities	Aviation activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions but lack a governing ROC/POE document. Manpower requirements are documented in SMRs by Budget Submitting Office (BSO). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.
E3	Deployable Shore-based Force Shore Manpower Requirements Determination (SMRD) Activities	Land-based activities whose mission include engaging in or maintaining readiness for military or military support operations under combat conditions but lack a governing ROC/POE document. Manpower requirements are documented in SMRs by Budget Submitting Office (BSO). Requirement drivers are approved Mission, Function, Tasks (MFT) signed by higher authority.
J0-J9	Non-Navy Manpower Requirements Determination (NNMRD)Activities	Activities under non-Navy management control which support non-Navy MFT/WL (i.e., Non-Navy Force). Manpower requirements are justified by the executive agent having authority over these activities. OPNAV (N123) represents Navy for Joint, Defense Agency, NATO and outside DoD manpower matters.

DESK	CATEGORY	DESCRIPTION
M1	Marine Non-Navy Manpower Requirements Determination (NNMRD)Activities	Activities under non-Navy management control which support non-Navy MFT/WL. Manpower requirements are justified by the executive agent having authority over these activities. Commandant of the Marine Corps (CMC) BSO (27) represents Navy for Marine Corps manpower matters (i.e., Marine Force).
S1	Non-Force Structure Student Individuals Account Manpower Requirements Determination (IAMRD) Activities	Activities not considered part of force structure manpower (i.e., Non-Force Structure) consisting of Students and Trainees, (including Cadets and Midshipmen). Manpower requirements are determined by OPNAV (N12).
T1	Non-Force Structure Trainee, Transients, and Holdees (TTH) Individuals Account Manpower Requirements Determination (IAMRD) Activities	Activities not considered part of force structure manpower consisting of Transients and Holdees (including Patients, Prisoners, and Separatees) (TTH). Manpower requirements are determined by OPNAV (N12).
A1	Non-Force Structure Accounting Only Activities	Activities not considered part of force structure manpower consisting of accounting use only. OPNAV (N120) has complete oversight and responsibility.

SECTION 3

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

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

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: OPNAV (N120)

APPN	BLI	BASE	BUDGET SUBMITTING ACT (BSA)
NWCF	000000	Undist NWCF	000
NWCF	004000	Military Sealift Command - Service (MSC)	410
NWCF	004041	Military Sealift Command - Transportation Command (TRANSCOM)	410
NWCF	004100	MSC TRANSCOM (DWCF)	000
NWCF	004300	USMC Depot Maintenance Facilities	508
NWCF	006100	Naval Research Laboratory	411
NWCF	006300	Naval Facilities Eng Service Center	409
NWCF	006500	Naval Surface Warfare Centers	411
NWCF	006600	Naval Undersea Warfare Centers	411
NWCF	006700	Naval Air Warfare Centers	411
NWCF	006800	SPAWAR Systems Centers	411
NWCF	007100	Depot Maintenance - Aviation	405
NWCF	007200	Ordnance	407
NWCF	007300	Depot Maintenance - Shipyards	404
NWCF	007400	Base Support/Navy Public Works Centers	409
NWCF	007500	Navy Computers & Tele Communications (TELECOM) Centers	417
NWCF	007600	Defense Printing Service Centers	415
NWCF	007700	Fleet Material Support Office	417
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APPN	BLI	BASE	SUBMITTING ACT (BSA)
NWCF	007800	Naval Reserve Information Systems Office	417
NWCF	008500	Laundry Service, Naval Academy	000
NWCF	008600	Command Operations, DBOF	000
NWCF	042700	Supply Management, Navy	423
NWCF	042800	Distribution Depots, Navy	000
NWCF	042900	Logistics Support Activities	403
NWCF	043000	Information Technology	000

SECTION 4

CIVILIAN FUND CODE

1. A one-character alphabetic field on the Requirement line only used to identify the appropriate type funding source for a Civilian position. Applies to all Civilian positions funded or unfunded.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

CODE	DESCRIPTION
A	Appropriated Funds (to include NWCF/DWCF) Positions meeting the criteria for funding from U.S. Treasury funds appropriated by the U.S. Federal government for administration by the US Navy. Appropriations include but are not limited to OM&N, Procurement, and Research & Development. Includes Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF).
N	Non-Appropriated Fund Instrumentalities (NAFI) Positions meeting the criteria for funding from revenue generated from non-US Treasury funds under the jurisdiction of the U.S. Navy. Includes but is not limited to Morale Welfare and Recreation (MWR) and Navy Exchanges programs. Does not include Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF).
O	Other Resourcing Funds Positions meeting the criteria for funding from funds not under the jurisdiction of the US Navy or by non-procurement entities. Includes but is not limited to Volunteers, Host Nation Support, Intra-governmental (Federal & State not DoD), Inter Service (DoD personnel), Government grants, Cooperative agreements, Share resources, Borrowed labor, etc.

SECTION 5**CIVILIAN MANPOWER TYPE**

This is a two-digit field identifying the appropriate type occupational classification system responsible for staffing a position.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

CODE	DESCRIPTION	
DH	Direct Hire (U.S. Government) Position staffing is administered directly by the U.S. Government. Excludes Direct Hire Foreign Nationals hired by DoD to support DoD activities in their home countries.	(Hiring Status Code = 1)
FD	Direct Hire Foreign National (U.S. Government). Position staffing is administered directly by the US Government for foreign nationals who are employed directly by the U.S. Armed Forces.	(Hiring Status Code = 2)
FI	Indirect Hire Foreign National Position staffing is administered by a foreign government for foreign nationals whose day-to-day operational control remains with the U.S. Armed Forces.	(Hiring Status Code = 3)
NG	Non-Governmental/Other Position staffing is not administered by the U.S. Government or a foreign government for the U.S. Armed Forces. Includes but is not limited to the following: <ul style="list-style-type: none"> o Contractors o Volunteers o Grant and Grant Exchanges o Intra-Governmental agreements (Federal & State not DoD) o Inter-Service (DoD) o Non-Procurement (Private Sector) 	(Hiring Status Code = 4)

SECTION 6

CIVILIAN SPECIFIC SKILLS AND QUALIFICATIONS (SSQ)

This is a three digit alphanumeric field for specific skills and qualifications required by the Civilian position used to identify specific skills and qualifications. This field is similar to the Officer AQD and currently used to track Civilian Acquisition Qualifications.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

Civilian Specific Skills and Qualifications (SSQ)	Short Description
ACQSTN, PROG MGMT(CRI)	AAC
ACQSTN, PROG MGMT(NCRI)	AAN
ACQSTN, PROG MGMT (Key Leadership Position)	AAK
ACQSTN, CONTRCTNG (CRI)	ACC
ACQSTN, CONTRCTNG (NCRI)	ACN
ACQSTN, CONTRCTNG (Key Leadership Position)	ACK
ACQSTN, INDUST PROP MGMT (CRI)	ADC
ACQSTN, INDUST PROP MGMT (NCRI)	ADN
ACQSTN, INDUST PROP MGMT (Key Leadership Position)	ADK
ACQSTN, PURCHASING (CRI)	AEC
ACQSTN, PURCHASING (NCRI)	AEN
ACQSTN, PURCHASING (Key Leadership Position)	AEK
ACQSTN, FACILITIES ENG (CRI)	AFC
ACQSTN, FACILITIES ENG (NCRI)	AFN
ACQSTN, FACILITIES ENG (Key Leadership Position)	AFK
ACQSTN, MAN & PROD (CRI)	AGC
ACQSTN, MAN & PROD (NCRI)	AGN
ACQSTN, MAN & PROD (Key Leadership Position)	AGK
ACQSTN, QA (CRI)	AHC
ACQSTN, QA (NCRI)	AHN
ACQSTN, QA (Key Leadership Position)	AHK
ACQSTN, SP, R&D, S&T MGR (CRI)	AIC
ACQSTN, SP, R&D, S&T MGR (NCRI)	AIN
ACQSTN, SP, R&D, S&T MGR (Key Leadership Position)	AIK

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Civilian Specific Skills and Qualifications (SSQ)	Short Description
ACQSTN, BUSN,CST EST&FM (CRI)	AKC
ACQSTN, BUSN,CST EST&FM (NCRI)	AKN
ACQSTN, BUSN,CST EST&FM (Key Leadership Position)	AKK
ACQSTN, LOGISTICS (CRI)	ALC
ACQSTN, LOGISTICS (NCRI)	ALN
ACQSTN, LOGISTICS (Key Leadership Position)	ALK
ACQSTN, LCL, SSM (CRI)	AMC
ACQSTN, LCL, SSM (Key Leadership Position)	AMK
ACQSTN, BUS-COST EST (CRI)	APC
ACQSTN, BUS-COST EST (NCRI)	APN
ACQSTN, BUS-COST EST (Key Leadership Position)	APK
ACQSTN, COMM-COMP SYSTM (CRI)	ARC
ACQSTN, COMM-COMP SYSTM (NCRI)	ARN
ACQSTN, COMM-COMP SYSTM (Key Leadership Position)	ARK
ACQSTN, SYS PLNG RD&E (CRI)	ASC
ACQSTN, SYS PLNG RD&E (NCRI)	ASN
ACQSTN, SYS PLNG RD&E (Key Leadership Position)	ASK
ACQSTN, TEST & EVAL ENG (CRI)	ATC
ACQSTN, TEST & EVAL ENG (NCRI)	ATN
ACQSTN, TEST & EVAL ENG (Key Leadership Position)	ATK
ACQSTN, AUDIT(RSVD DCAA) (CRI)	AUC
ACQSTN, AUDIT(RSVD DCAA) (NCRI)	AUN
ACQSTN, AUDIT(RSVD DCAA) (Key Leadership Position)	AUK
SYSPLAN RD&E (CRI)	AWC
SYSPLAN RD&E (NCRI)	AWN
SYSPLAN RD&E (Key Leadership Position)	AWK

SECTION 7**BUDGET SUBMITTING OFFICE (BSO)**

This section lists the BSOs and subordinate BSO codes. The BSO codes are normally printed as a four-digit code. The first two digits indicate the manpower BSO. A two-digit alpha-numeric suffix is added to the BSO code to indicate a sub- BSO for manpower management purposes or to categorize departments/location for resource information. Where there is no Navy BSO or sub- BSO for a department/location (e.g., Office of the Secretary of Defense (OSD), U.S. Army, etc.), OPNAV (N123) will coordinate manpower and resource matters.

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

1ST/2ND DIGIT	MANPOWER BSO
02	Central Operating Activity (COA) (OPNAV N123)
11	Office of the Chief of Naval Operations (OPNAV) (Assistant for Field Support (FSA))
12	Department of the Navy/Assistant for Administration (DON/AA)
14	Chief of Naval Research (CNR)
15	Office of Naval Intelligence (ONI)
18	Chief, Bureau of Medicine and Surgery (BUMED)
19	Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)
20	Defense Finance and Accounting Service (DFAS)
21	U.S. Army (USA)
22	Chief of Naval Personnel (CHNAVPERS)
23	Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)
24	Commander, Naval Sea Systems Command (COMNAVSEASYSYSCOM)
25	Commander, Naval Facilities Engineering Command (COMNAVFACENGCAM)
27	Commandant of the Marine Corps (CMC)
28	Joint Chiefs of Staff (JCS)
29	Office, Secretary of Defense (OSD)
30	Director, Strategic Systems Programs (DIRSSP) (CM3)
33	Commander, Military Sealift Command (COMSC)
34	Defense Technology Security Agency (DTSA)
35	Missile Defense Agency (MDA)
36	Defense Advanced Research Projects Agency (DARPA)

1ST/2ND DIGIT	MANPOWER BSO
39	Space and Naval Warfare Command (COMSPAWARSCOM)
40	Defense Contract Management Agency (DCMA)
42	Defense Threat Reduction Agency (DTRA)
43	Director, Defense Information Systems Agency (DISA)
44	Director, Defense Intelligence Agency (DIA)
45	National Security Agency (NSA)
46	Defense Air Reconnaissance Office (DARO)
47	Defense Inspector General (IG)
48	National Geo-Spatial - Intelligence Agency (NGA)
51	Director, Defense Logistics Agency (DLA)
52	Commander, Navy Installations Command (CNIC)
53	Defense Commissary Agency (DECA)
54	Department of Defense (DoD) Dependents Education Agency (DoDDEA)
56	DoD Human Resources Agency (DoDHRA)
57	U.S. Air Force (USAF)
59	Joint Logistics System Center (JNTLOGSCEN)
60	Commander, United States Fleet Forces Command (COMUSFLTFORCOM)
70	Commander, U.S. Pacific Fleet (COMPACFLT)
72	Commander, Navy Reserve Force (COMNAVRESFOR)
75	U.S. Transportation Command (USTRANSCOM)
76	Naval Education and Training Command (NETC)
88	Commander, Naval Special Warfare Command (COMNAVSPECWARCOM)
3RD DIGIT	MANPOWER SUB-BSO TYPE
A	No Sub- BSO Fleet Shore Activities
B	Fleet Operating Forces
C	Units Operating in Other Fleets
H	U.S. Army
J	U.S. Air Force
4th DIGIT	RESOURCE CATEGORY
0	Operations
2	Students
8	Reimbursable
9	Research, Development, Training, and Education

SECTION 8

COMMERCIAL ACTIVITIES FUNCTION (CA FUNCTION) CODE

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

<https://competitivesourcing.lmi.org/inventory/annualInventory.aspx>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

SECTION 9

COMMERCIAL ACTIVITIES REASON (CA REASON) CODE

The CA Reason code is a one-digit alphanumeric field that identifies the reason why a position is Inherently Governmental or subject to completion of a study. More detailed instructions can be found at the following link:

<https://competitivesourcing.lmi.org/inventory/annualInventory.aspx>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

SECTION 10

COMMERCIAL ACTIVITIES TRACKING (CA TRACKING) CODE

A one-digit alphanumeric field that provides the structure to track and/or identify those functions that are restricted by law/treaties, DOD/DON management determination, or as special interest/initiatives to DON. Identifies legal information associated with the Function and Reason Code. The codes and their definitions can be found at the following link:

<https://competitivesourcing.lmi.org/inventory/annualInventory.aspx>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

SECTION 11**CIVILIAN COMMUNITY CODE**

Currently under development. Not a mandatory Civilian field

Once Developed, the Community Code will be a two-digit numeric field identifying the civilian community which the position is assigned.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: OPNAV (N120)

Code	Description
01	= Administration
02	= Analysts
03	= Community Support
04	= Contracts
05	= Education & Training
06	= Environment
07	= Facilities
08	= Financial
09	= Human Resources (HR)
10	= Industrial Trades
11	= Intelligence
12	= Information Technology/Information Management (IT/IM)
13	= Legal
14	= Logistics
15	= Manufacturing and Production
16	= Media & Public Relations
17	= Medical
18	= Program Management
19	= Safety
20	= Science and Engineering
21	= Security and Law Enforcement

SECTION 12**FUNCTIONAL AREA CODE (FAC)**

The FAC is a one digit alphanumeric field identifying the need for special consideration in manpower programs, personnel detailing and placement.

Applicability: Position

Applicable Manpower Type: As annotated

Navy Program Management Responsibility - NAVMAC (Code 20)

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
A	<p>Position that must be filled by active duty personnel at time of mobilization.</p> <p>Applicability: Officer/Enlisted</p>
B	<p>Position in which the incumbent will require satisfactory completion of a Single Scope Background Investigation (SSBI), Single Scope Background Investigation Periodic Reinvestigation (SSBI-PR) or Phased Periodic Reinvestigation (PPR) resulting in access to Top Secret material. This FAC code does not denote access to Top Secret Sensitive Compartmental Information (SCI).</p> <p>(See FAC Q definition for more detail)</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>
D	<p>Position that must be filled by a U.S. citizen.</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>
E	<p>Position in which the incumbent will require satisfactory completion of a completed National Agency Check Local Records Check and Credit (NACLRC) or Access National Agency Check with written Inquiries (ANACI), resulting in eligibility for a Secret clearance.</p> <p>(See FAC Q definition for more detail)</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
G	<p>General duty positions that need only the military skills of the designated pay grade and/or special series Navy Enlisted Classification Code (NEC) (e.g., 95xx).</p> <p>Applicability: Enlisted</p>
H	<p>General duty positions that must be authorized with a specific group of source ratings listed for the NEC assigned.</p> <p>Applicability: Enlisted</p>
I	<p>Position where an instructor NEC (9502), or any of its Component NECs, cannot be added because the Secondary (SNEC) field is already filled</p> <p>Applicability: Enlisted</p>
J	<p>Reserve Pay, Navy (RPN) resourced positions requiring a full-time recalled reservist (generally a canvasser recruiter (CANREC)) not assigned through the normal distribution channels.</p> <p><u>NOTE:</u> This FAC will only be assigned on positions resourced by Active RPN (i.e., Manpower Resource Code (MRC) = Reserve Recruiter (RR)).</p> <p>Applicability: Officer/Enlisted</p>
M	<p>BUMED use only. Identifies a MOB TO position</p> <p>Applicability: Officer/Enlisted</p>
P	<p>Position in which the incumbent must be Personnel Reliability Program (PRP) Certified prior to assignment to position per SECNAVINST 5510.35 series.</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p>

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
Q	<p>Position in which the incumbent will require completion and favorable adjudication of a Single Scope Background Investigation (SSBI), Single Scope Background Investigation Periodic Reinvestigation (SSBI-PR) or Phased Periodic Reinvestigation (PPR) resulting in access eligibility to Top Secret Sensitive Compartmental Information (SCI) material. When assignment of FAC Q is required, the request must be validated through the appropriate Special Security Officer (SSO).</p> <p>Applicability: ALL (Officer/Enlisted/Civilian)</p> <h3 style="text-align: center;">Security FAC Code Decision Matrix</h3> <pre> graph TD D1{Is an SSBI/SSBI-PR/PPR (TOP SECRET/SECRET) Required?} D2{Is SCI access required?} D3{Is a NACL/AN ACI (SECRET) acceptable?} R1[Assign FAC Q] R2[Assign FAC B] R3[Assign FAC E] D1 -- Yes --> D2 D1 -- No --> D3 D2 -- Yes --> R1 D2 -- No --> R2 D3 -- Yes --> R3 </pre>
R	<p>A position that meets Selected Reserve (SELRES) criteria.</p> <p>Applicability: Officer/Enlisted</p>
S	<p>NSW SPECACT (Reserved for BSO 88 use only.)</p> <p>Applicability: Officer/Enlisted</p>
T	<p>Position that must be filled by Full Time Support (FTS) personnel. FAC must be applied if the Manpower Resource Code (MRC) of Full Time Support (RT) or 265 RPN (RP) is assigned.</p> <p>Applicability: Officer/Enlisted</p>

FAC	DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)
X	<p>U.S. Navy position approved by OPNAV (N123) and CNP (N13F) as a Personnel Exchange Program (PEP) position to be filled by Allied Nations' personnel or other U.S. military services.</p> <p>Applicability: Officer/Enlisted</p>
Y	<p>Position where the position pay grade has been downgraded by higher authority or exact pay grade compensation is not available within BSO resources.</p> <p>Applicability: Officer/Enlisted</p>
Z	<p>Positions that must be filled by submarine qualified personnel.</p> <p>Applicability: Enlisted</p>

SECTION 13

INSTALLATION CORE BUSINESS MODEL (ICBM)

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

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

<http://www.npc.navy.mil/AboutUs/NAVMAC/ManpowerPrograms/>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility - CNIC HQ (N1)

SECTION 14**MANPOWER REQUIREMENTS PLAN (MARP) CODE**

A four-digit numeric field that identifies activities into nine functional groupings according to Navy assigned mission. The nine functional groupings (segments) are:

Applicability: UIC

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

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

MARP	DESCRIPTIONS
0010	ACTIVITY NOT ESTABLISHED
0011	DESERTER ACCT
0012	GRAD OFFCAN SCHS
0013	IN TRANSIT LOSS
0014	MISSING IN ACTION/OTHERS
0015	NBBO SEE NMPC 1651
0016	NEAREST HOSP FOR TRT
0017	NO ORDERS LOSS
0018	PEND NAVY GAIN
0019	PRISONERS OF WAR/ETC
0020	STU NAV AVIATOR
0021	ACTIVITY NOT ESTABLISHED
0022	DESERTER ACCT
0023	GRAD OFFCAN SCHS
0024	IN TRANSIT LOSS
0025	MISSING IN ACTION/OTHERS

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MARP	DESCRIPTIONS
1011	ATLANTIC FLEET
1012	PACIFIC FLEET
1030	MOB SERVICE CRAFT
1041	FLOATING DRYDOCKS LANT
1042	FLOATING DRYDOCKS PAC
1050	STAFFS TELCOM MAJOR SPECIA
1051	STAFFS LANT MAJOR SPECIAL
1052	STAFFS PAC MAJOR SPECIAL
1053	UNIT COMMANDERS ATLANTIC
1054	UNIT COMMANDERS PACIFIC
1055	JOINT STAFFS ATLANTIC
1056	JOINT STAFFS PACIFIC
1061	FLEET AIR ATLANTIC
1062	FLEET AIR PACIFIC
1063	CRAG/CRAW TRAINING LANT
1064	CRAG/CRAW TRAINING PAC
1071	AIR STAFFS ATLANTIC
1072	AIR STAFFS PACIFIC
1075	FLEET AV ACTG OFF LANT
1076	FLEET AV ACTG OFF PAC
1081	AMPHIB UNITS AND ACTS LANT
1082	AMPHIB UNITS AND ACTS PAC
1083	FLEET TRA GRPS UNITS LANT
1084	FLEET TRA GRPS UNITS PAC
1085	SUBMARINE SUPPORT UNITS
1086	NAV CONTR OF SHIPPING OFRS
1087	MINE WAR IUW EOD FORCES
1089	MISCELLANEOUS FLEET UNITS
1091	ACTIVE RESFOR SHIPS STAFFS
1101	MOB CONST BATTALIONS
1103	CARGO HANDLING BATTALIONS
1111	NAVY WITH FMF UNITS LANT
1112	NAVY WITH FMF UNITS PAC
1131	FLEET OPCONCEN LANT
1132	FLEET OPCONCEN PAC
1133	TACT COMD AND CONTR ACTYS
1140	DEGAUSSING STATIONS
1141	OCEANOGRAPHIC SYSTEM FACIL
1142	FLEET TRAINING ACTIVITIES
1143	STUDENTS - FLEET TRAINING
1144	FLEET WEATHER CEN & FACIL
1146	FLEET POST OFFICES

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MARP	DESCRIPTIONS
1148	FLD SUPP ACTS US
1149	FLT INTEL SUPPORT CEN US
1150	FLD SUPP ACTS LANT
1151	NAVAL FACILITIES LANT
1152	COMMUNICATIONS & SECUR STA
1153	AIR STATIONS & FACILITIES
1155	SHIP SUPPORT ACTIVITIES
1156	FLEET SUPPLY ACTIVITIES
1157	FLEET WEATHER CEN & FACIL
1160	FLD SUPP ACTS PAC
1161	FLEET INTEL SUPPORT FACIL
1162	COMMUNICATIONS STA & UNITS
1163	AIR STATIONS & FACILITIES
1164	ORDNANCE FACILITIES
1165	SHIP SUPPORT ACTIVITIES
1166	FLEET SUPPLY ACTIVITIES
1167	FLEET WEATHER CEN & FACIL
1169	NAVAL FACILITIES PAC
1171	MSC SHIPS & RIDERS
1172	MSC OFFICES US
1173	MSC OFF OUTS US-LANT
1174	MSC OFF OUTS US-PAC
1180	COMMANDER NAVY INSTALLATIONS
2011	SECNAV AND STAFF OFFICES
2012	HDQTRS CHIEF OF NAVAL OPER
2013	OFF JUDGE ADVOCATE GENERAL
2015	HDQTRS COMDT MARINE CORPS
2016	HDQTRS COMDR MSC
2017	NAVY HDQTRS COMDS
2018	NAVY HDQTRS BUREAUS
2019	OFFICE OF OCEANOGRAPHER
2021	OFF NAV RESEARCH FIELD ACT
2023	OFF NAV MATERIAL FIELD ACT
2026	JAG FIELD ACTIVITIES
2027	HDQTRS MATERIAL SYS COMDS
2028	NAVCOMPT FIELD ACTYS
2029	OTHER STAFF FIELD ACTYS
2031	SINGULAR CNO FIELD ACTS
2032	INTCOM HDQTRS AND FLD ACT
2033	INSP AND SURVEY BOARDS
2034	OCEANOGRAPHIC OFFICES
2035	MANPWR & MAT ANAL ACTS

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MARP	DESCRIPTIONS
2036	ASTRONOMY FIELD ACTIVITIES
2038	COMMAND SYSTEMS FIELD ACTS
2039	NAVAL HISTORY FIELD ACTS
2043	OPER SUPPORT ACTS
2046	STRATEGIC ANAL SUPPORT GRP
2047	DEVELOPMENT FIELD UNITS
2048	NAVSPACEPROJACT WASH DC
2051	HDQTRS NAVAL DISTRICTS
2052	NAVAL BASES US
2061	GENERAL COMMUNICATION ACTS
2063	COMMUNICATIONS (formerly COMNAVTELCOM)
2071	RECRUITING ACTIVITIES
2072	MIL ENT PROC STA
2074	DISCIPLINARY ACTIVITIES
2075	NAVY BANDS
2076	PERSONNEL ACCOUNTING ACTS
2078	BURIAL ESCORT UNITS
2079	MISC CHNAVPERS ACTIVITIES
2082	FLT SUPPORT AIR STATIONS
2084	AIR CONTRACT REPS
2086	SPEC NAV AVIATION FAC
2088	AIR RESEARCH ACTIVITIES
2089	OTHER AIR SUPPORT ACTS
2091	WEAPONS STA & AMMUN DEPOTS
2092	TORPEDO STATIONS
2095	ORDNANCE PLANTS
2096	ORDNANCE CONTRACT REPS
2098	ORDNANCE RESEARCH ACTS
2099	OTHER ORDNANCE ACTIVITIES
2101	SHIPYARDS
2102	SUPSHIPCONVERREP
2107	FRONTIER BASES
2108	SHIP RESEARCH TECH ACTS
2109	OTHER SHIP SYSTEMS ACTS
2111	SUPPLY CENTERS AND DEPOTS
2112	COMMISSARY STORES
2113	NAVY EXCHANGES
2114	MARKET & PURCHASING OFFICE
2115	PUB PRINTING SERV OFFICES
2118	SUPPLY DEMAND CONTROL OFFS
2119	OTHER SUPPLY ACTIVITIES
2121	HOSPITALS

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MARP	DESCRIPTIONS
2123	DENTAL ACTIVITIES
2128	RESCH AND PREVENT MED ACTS
2129	OTHER MEDICAL ACTIVITIES
2131	FIELD DIV NAV FAC ENG COMD
2132	CONST BATTALION CENTERS
2133	PUBLIC WORKS CENTERS
2139	OTHER FACILITIES
2141	NAVY AT MARCORPS BASES
2142	NAVY AT MARCORPS AIR STA
2143	NAVY AT MARCORP TRAIN ACTS
2145	NAVY AT MARCORP CRUIT ACTS
2146	NAVY AT MARCORP RESUPPCEN
2151	SHORE ELECTRONIC ENGR ACTS
2161	AIR SYSTEMS SUPPORT ACTS
2181	LIAISON PROGRAMS
2182	EXCHANGE PROGRAMS
2183	PILOT EXCHANGE PROGRAM
2601	NAVHEALTHCLINIC NEWPORT RI
3031	NAVY INVEST SERV OFFS LANT
3032	NAVY INVEST SERV OFFS PAC
3041	JAG SPONSOR FIELD OFFICES
3042	OTHER STAFF FIELD OFFICES
3045	NAV RESEARCH BRANCH OFF
3051	FUNCT COMPONENTS LANT
3052	FUNCT COMPONENTS PAC
3081	AIR STATIONS ATLANTIC
3082	AIR STATIONS PACIFIC
3111	SUPPLY ACTS ATLANTIC
3112	SUPPLY ACTS PACIFIC
3121	BUMED ACTIVITIES ATLANTIC
3122	BUMED ACTIVITIES PACIFIC
3131	FACILITIES ENGR OFF LANT
3132	FACILITIES ENGR OFF PAC
3142	MARINE CORPS ACTS PACIFIC
4012	NAVAL SCHOOLS COMMANDS
4014	NAVAL SCHOOLS OUTLYING
4021	ADV COMD STAFF SCHOOLS
4022	POST GRADUATE SCHOOLS
4023	SPECIAL TECHNICAL SCHOOLS
4024	SPECIAL NON TECH SCHOOLS
4031	FUNCTIONAL TRAINING
4041	MISC TRAINING ACTIVITIES

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MARP	DESCRIPTIONS
4061	DIST HDQRS RES SUPPL US
4062	RESERVE TRAINING CENS US
4063	MISC RES TRA ACTS US
4064	RESERVE RECRUITING ACTYS
4512	STU NAVAL SCHOOL COMMANDS
4514	STU NAVAL SCHOOLS OUTLYING
4521	STU ADV COMD STAFF SCHOOLS
4522	STU POST GRAD SCHOOLS
4523	STU SPECIAL TECH SCHOOLS
4524	STU SPEC NON TECH SCHOOLS
4527	STU OFR OTH AGENCIES SCHS
4531	STU FUNCTIONAL TRAINING
5011	AIR TRAINING STAFFS
5012	BASIC AIR TRA STATIONS
5013	ADVANCED AIR TRA STATIONS
5015	TECHNICAL AIR TRA STATIONS
5021	NAVY AIR RESERVE TRAINING
5512	STUDENTS BASIC AIR TRA
5513	STUDENTS ADVANCED AIR TRA
5515	STUDENTS TECH TRAINING
5519	STUDENT MISC AIR TRAINING
6011	OFFICER CANDIDATE SCHOOLS
6021	GEN TRA CENS & ADCOMS
6022	RECRUIT TRAINING COMMAND
6511	STUDENTS OFFICER CANDIDATE
6512	STUDENTS SPECIAL OFF CAND
6513	STUDENT MIDSHIPMEN
6521	STUDENTS RECRUIT TRAINING
7011	MEDICAL SCHS OFR AND ENL
7021	DENTAL SCHS OFR AND ENL
7511	STU MED TRA OFR AND ENL
7521	STU DENT TRA OFR AND ENL
7531	STU NURSE CORPS OFR PROG
8011	INTERNATIONAL STAFFS
8021	MILITARY ASSISTANCE GROUPS
8031	OSD AND JCS ACTIVITIES
8032	DEF THREAT RED AGCY (DTRA)
8033	DEF COMM AGY&FIELD ACTS
8034	DEF INTEL AGY&FIELD ACTS
8035	DEF RACE REL INSTITUTE

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

SECTION 15**MANPOWER RESOURCE CODE (MRC)**

The MRC is a two-digit alphabetic field identifying the resource funding type for the Future Year Defense Program (FYDP). The MRC is a mandatory code on all budgeted positions.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

MRC	DESCRIPTION	APPROPRIATIONS CATEGORY
AD	Active Duty	MPN
MD	Midshipmen	MPN
OM	Other Manpower (Consideration for Future Use)	MPN
ST	Student	MPN
TR	Trainee	MPN
RT	Full Time Support (FTS)	RPN (Active)
TT	FTS Trainee	RPN (Active)
RP	265 RPN Selective Reserve (SELRES)) or Full Time Support (FTS) officer recalled to active duty not to exceed a 4-year period)	RPN (Active)
RR	Reserve Recruiter	RPN (Active)
RA	Selected Reserves (SELRES)	RPN (Inactive)
RD	CATEGORY I IMA OFF/CATEGORY D Individual Mob Augmentee (IMA)SELRES, ENL(CATDO-(CATDE) (Individual Mobilization Augmentee (IMA) are individual Selected Reservists who receive training and are pre-assigned to an Active Component organization billet that must be filled to meet the requirements of the organization to support mobilization.)	RPN (Inactive)
RF	AD Training, Navy	RPN (Inactive)
RS	Reserve Full Time Support (FTS) Student	RPN (Inactive)
DH	Civilian U.S. Direct Hire	OMN
FD	Civilian Foreign National Direct Hire	OMN
FI	Civilian Foreign National Indirect Hire	OMN
CN	Contractor	OMN
PP	Personnel Exchange Program (PEP)	MPN

SECTION 16**MANPOWER TYPE (MT) CODE**

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

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

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

SECTION 17**MILITARY ESSENTIALITY CODE (MEC)**

This code is no longer used to identify the military essentiality of a position.

The field is restricted to NAVMAC and OPNAV (N120) use only. The values are currently used to identify the Military positions that have been downgraded as part of the OPNAV (N120) top six pay grade realignment (roll down) action.

Applicability: Position

Applicability: Officer/Enlisted

Navy Program Management Responsibility: NAVMAC (Code 20)

VALUES	DEFINITION
N	Null Value
Y	Authorization Paygrade has been rolled down by one Paygrade as part of the: OPNAV N12 directed Officer Roll Down. OPNAV N12 directed Enlisted Top Six Roll Down

SECTION 18

ORGANIZATIONAL CODE (ORG_CODE)

An optional Code, the Organizational Code (ORG_CODE) is a ten-digit alpha/numeric fields used by numerous Budget Submitting Office's (BSO's) to depict various organizational structures of an activity.

Applicability: Position

Applicability: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

Some suggested ways to effectively use the ORG_CODE are:

- Denote and outline an organizational structure by Business Unit, Function, or Business Area.
- A Manpower BSO/Manager can track their organization and with the structure currently in place, have a tool to perform more in-depth analysis on the work force.
- In a Competency-Aligned Organization, the ORG Code can be used to identify the Competency or Department that each billet within the Business Unit assigned.

Although there are no officially defined Business Rules for the individual structure, the ORG_CODE should remain standardized and provide an identifiable link such as Business Lines (functions) allowing cross-functional analysis of manpower requirements. The ORG_CODE field should be utilized consistently throughout and provide value in its content.

SECTION 19**ORGANIZATIONAL HIERARCHY (ORG_HRCHY)**

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

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

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

LEVEL	DESCRIPTION	VALUES
LEVEL 1	DEPARTMENT	01-99
LEVEL 2	DIVISION	00-99
LEVEL 3	BRANCH	00-99
LEVEL 4	SECTION	00-99
LEVEL 5	WORK CENTER	00-99

Values in the organizational "Description" column listed above are not absolute and are displayed as examples of commonly used descriptions. Intent is to ensure the ORG_HRCHY ten character alphanumeric value is aligned with the organization's existing order of hierarchical significance. Additional Business Rules are as follows:

- ORG_HRCHY is required for all AMD organizational headers and positions.
 - All 10 spaces must be populated.
 - Use zeroes instead of spaces.
 - Level 1 ORG_HRCHY code cannot begin with "00".
- An activity must assign at least one hierarchy level to all organizational headers and manpower requirements/positions.
 - The positional ORG_HRCHY will link to an existing organizational header ORG_HRCHY within the UIC.
 - All positions under each ORG_HRCHY header must be assigned the same ORG_HRCHY.
 - An activity must assign a detailed Title (40 characters) to all organizational headers.
 - The Title must reflect the appropriate organizational description and level/placement within an Activity's structure.

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- Organizational Headers can only be used to identify the Organizational Hierarchy. All other AMD comments must be identified using AMD Notes.
- When deleting an organizational header, ensure the ORG_HRCHY code for the positions formerly associated with the deleted organizational header is modified to reflect the new ORG_HRCHY code for the appropriate (i.e., higher level) organizational header in the organizational structure.
- When adding (inserting) a new organizational header, ensure the ORG_HRCHY code for the associated positions reflect the ORG_HRCHY code for the newly added organizational header.

SECTION 20**PEACETIME REQUIREMENT (PR)**

The PR code is a one-digit, numeric field that identifies whether the position is required in peacetime, peacetime and mobilization, or mobilization only.

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

PR	DEFINITION
0	Mobilization Only
1	Peacetime and Mobilization
2	Peacetime Only

PR 0 = Mobilization Only and must have MOB BGN and MOB END dates.

PR 1 = Peacetime and Mobilization and will have MOB BGN and MOB END dates.

PR 2 = Peacetime Only and will not have MOB BGN or MOB END dates. This category will only be used for:

- MOB TO
- ADDU FM (as applicable)
- A position where the calculated workload does not support a mobilization mission and the personnel assigned would be available for reassignment upon mobilization.

SECTION 21**POSITION STATUS (PS) AND HIRE STATUS (HS) CODES**

A one-digit alphabetic field for PS or numeric field for HS used to define additional civilian quality information reflecting the approved resource (funding) of the position.

Applicability: Position

Applicable Manpower Type: Civilian

Navy Program Management Responsibility: NAVMAC (Code 20)

PS codes identify the status of the civilian position.

PS	DESCRIPTION
C	Contractor
F	Full-Time
P	Part-Time

HS codes identify the type of hire for the civilian position.

HS	DESCRIPTION
1	U.S. Direct Hire (Applies to NWCF/DWCF, Appropriated and Non-Appropriated))
2	Foreign National Direct Hire
3	Foreign National Indirect Hire
4	Contractor Support

SECTION 22**REQUIREMENTS INDICATOR (RI) CODES**

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

Applicability: Position

Applicable Manpower Types: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: NAVMAC (Code 20)

RI	DEFINITION
A	<u>SMD</u> . Positions determined through the Ship Manpower Requirements Determination (SMD) process. A SMD displays, in detail, the minimum quantitative and qualitative manpower positions approved by DCNO (N1) for an individual ship, class of ships, or operational staff.
B	<u>SQMD</u> . Positions determined through the Squadron Manpower Requirements Determination (SQMD) process. An SQMD displays, in detail, the minimum quantitative and qualitative manpower positions approved by the DCNO (N1) for an individual aviation squadron or class of squadrons.
C	<u>Commercial Activities</u> . Positions determined through completion of a Commercial Activities (CA) study. Applicable to civilian and contractor manpower.
D	<u>SEAOPDET</u> . Positions determined through the Sea Operational Detachments (SEAOPDET) process. The document displays, in detail, the minimum quantitative and qualitative manpower positions approved by DCNO (MPT&E) (N1) for ship Aviation Intermediate Maintenance Depots (AIMDs) for an individual Sea Operational Detachments (SEAOPDET).
E	<u>SMRDP</u> . Positions determined through Shore Manpower Requirements Determination (SMRD) processes. The Statement of Manpower Requirements (SMR) report displays, in detail, the minimum quantitative and qualitative manpower positions for shore activities under the SMRD Program.

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

SECTION 23**RESOURCE SPONSOR (RS) AND ENTERPRISE CODE**

A three digit alpha/numeric field used to identify the OPNAV Principal Officials (OPOs) responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks. The Resource Sponsor (RS) is an alpha numeric value and will only be assigned to civilian positions (Civilians may be assigned the Enterprise Code as well). All military positions must use the Enterprise Code.

Applicability: Position and UIC
 Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor
 Navy Program Management Responsibility: OPNAV (N120)

CODE	RESOURCE SPONSOR AND ENTERPRISE CODE	DESCRIPTION
091	Director of Test & Evaluation & Technology	N091
093	Bureau of Medicine and Surgery	BUMED
096	Oceanographer of the Navy	OCEANO
09B	Department of Navy Staff (N09B)	N09B DNS
1	Manpower and Personnel	DCNO MPT&E
1J	Manpower, Personnel, Joint	N1 JOINT
1T	Manpower, Personnel, Training & Education	N1 TRAINING
2	Naval Intelligence	NAV INTEL
4	Fleet Readiness and Logistics	LOGISTICS
61	Space Information Warfare Command & Control	N61
75	Director, Expeditionary Warfare	EXPEDITNRY
76	Surface Warfare	SURFACE
77	Submarine Warfare	SUBMARINE
78	Air Warfare	AIR WARFARE
80	N80 Budget	N80 BUDGET
ATL	Acquisition, Technology, and Logistics	ACQTECHLOG
CSC	Commander, Military Sealift Command	MILSEALFT
DNS	Department of Navy Staff	DPTNVYSTF
FIN	Fleet Intelligence	FLT INTEL
FRE	Fleet Readiness Enterprise	FLTREADENT
FSW	Fleet Special Warfare	FLTSPECWAR

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CODE	RESOURCE SPONSOR AND ENTERPRISE CODE	DESCRIPTION
INS	Installations	INSTALTION
MED	Medical Enterprise	MEDICALENT
MPT	Manpower, Personnel, Training & Education	MPT&E ENT
NAE	Naval Aviation Enterprise	AVIATN ENT
NEC	Naval Expeditionary Combat Enterprise	NECE
NNF	Naval Netwar/Forcenet Enterprise	NNFE
NSW	Naval Special Warfare	NAVSPCWAR
ODA	Other, Defense Agencies	OTHDEFAGY
OGA	Other Government Agency	OTHGOVAGY
OHQ	Other, Cost of Doing Business Headquarters	OTHHQ ENT
OJT	Other, Joint	OTH JOINT
OMC	Other, Marine Corps	OTHMARCORP
ORE	Other, Naval Reactors	OTHNREACTR
OTH	Other, General	OTH GENRL
S&T	Science and Technology	SCI&TECH
SRB	Secretariat Review Board	SEC REV BD
SWE	Surface Warfare Enterprise	SURFWARENT
USE	Undersea Enterprise	UNDRSEAENT

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SECTION 24

STRATEGIC SOURCING CODE (SSC)/COMPETITIVE SOURCING

A one digit field used to identify the positions involved in the Navy's cost-cutting plans; such as elimination, consolidation, and privatization of commercial activities. This is a separate definition from the MILPERSMAN Sea Shore Code (SSC)

The following link provides the up-to-date information:

<http://competitivesourcing.navy.mil>

Applicability: Position

Applicable Manpower Type: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

SECTION 25

SUBORDINATE MANPOWER CODES (SMC)

A two digit alpha/numeric field denoting the command immediately subordinate to the Manpower BSO.

Applicability: UIC

Applicable Manpower Types: Officer/Enlisted/Civilian/Contractor

Navy Program Management Responsibility: OPNAV (N120)

SMC	SMC NAME
AA	JLSC
AB	NAF/NAS/NAVSUPPACT
AC	CDR CORPS AFB
AW	AIR WINGS/SQUADRONS
A1	COA-COA
A2	CNO (FSA)
A3	UNDER SECNAV (SFRMD)
A4	COA-US ARMY
A5	OSD/JCS
A6	DTRA
A7	DISA
A8	DIA
A9	NSA/CSS
B1	NGA
B3	DLA
B4	COA-USAF
B5	DEFINSPGEN
B6	DEFADVRSCHPRJAGY
B7	DCMA
C1	USJFCOM
C2	USEUCOM
C3	USPACOM
C4	USSTRATCOM
C5	USNORTHCOM
C6	USSOUTHCOM
C7	USCENTCOM
C9	NORAD
D1	DFAS
D2	DECA
D3	US TRANSCOM

SMC	SMC NAME
D6	DHRA
D8	DTSA
D9	US TRANSCOM MTMC
EU	CNIC EUROPE
E3	FLTFORCOM-COM2NDFLT
FF	SSP FLIGHT SYSTEMS
FL	SSP SWF ATLANTIC
FN	SSP NAVORDTESTUNT
FP	SSP PACIFIC
FS	SSP SHIPBOARD SYSTEMS
F1	NAVAL WAR COLLEGE
F2	NET PRO DEV & TECH CTR
F3	NET SECRTY ASST FLD ACT
F4	JUSTICE SCHOOL
F5	NETC HEADQUARTERS
F6	CENSECFOR (CSF)
F7	CENAVAVNTECHTRA (CNATT)
F8	CENINFODOM (CID)
F9	CENNAVENG (CNE)
GM	CNIC GUAM
HI	CNIC HAWAII
HQ	CNIC HEADQUARTERS
JP	CNIC JAPAN
KO	CNIC KOREA
L1	CENNAVINTEL (CNI)
L2	CENSEABESFACENG (CSFE)
L3	CENPERSPRODEV (CPPD)
L4	CENSERSUPP (CSS)
L5	CENEODDIVE (CEODD)
L6	CENSURFCOMBATSYS (CSCS)
L7	SUBMARINE LRN CTR (SLC)
L8	SWOSCOLCOM (SWOS)
L9	TRAINING SUPT CTR (TSC)
MA	CNIC MID ATLANTIC
MW	CNIC MID WEST
ND	CNIC NAVAL DISTRICT WASH
NE	CNIC NORTH EAST
NW	CNIC NORTH WEST
O1	DSCA
PA	PAY & PERS SUPT CTRS
PE	PSA EUROPE

SMC	SMC NAME
PL	PSA LANT
PP	PSA PAC
PW	PSA WEST
Q1	NAVFAC LANT
RC	RESREDCOMS
SW	CNIC SOUTH WEST
01	FSA-NAVDIST WASH
02	FSA-NAVLEGSVSOFFS
05	FLTFORCOM-HQ STF & COMP
06	FLTFORCOM-MARMC
08	FLTFORCOM-CNMOC
09	FLTFORCOM-COMINWARCOM
10	FLTFORCOM-CNAVAIRLANT
11	FLTFORCOM-CNAVNETWARCOM
12	FLTFORCOM-CNAVSURFLANT
13	FLTFORCOM-COMSUBLANT
14	FLTFORCOM-NECC
19	FLTFORCOM
20	PACFLT-COMNAVAIRPAC
22	PACFLT-COMNAVSURFPAC
23	PACFLT-COMSUBPAC
25	PACFLT-COM7THFLT
26	PACFLT-COM3RDFLT
27	PACFLT-1ST NCD
29	PACFLT HQ STAFF & COMP
30	COMSCLANT
31	COMSCPAC
32	COMSCELM
33	COMSCFAR EAST
39	POST GRADUATE SCHOOL
40	HUMAN PERFORMANCE CNT
41	NAV SERVICE TRNG COMMAND
42	NUCLEAR POWER TRNG COMMAND
43	NETC MISCELLANEOUS
44	CNATRA
45	MARINE FORCES RESERVE
46	FMFLANT
47	FMFPAC
48	HDQTRS USMC
50	ASSTSECNAV IE
51	DON STAFF OFFICE

SMC	SMC NAME
52	FIELD ACTIVITIES
53	NAVCRIMINVS
6A	NNMC BETHESDA
6B	NHSO SAN DIEGO
6E	NHSO JACKSONVILLE
6F	NHSO NORFOLK
6H	NHSO BARBERS PT
6I	HSETC
6J	NMDSC
6P	NMED NCA
60	BUMED MEDICAL
61	BUMED DENTAL
62	BUMED STU TRNG
63	BUMED MISC HM TRNG
64	BUMED RSCH&DEV
65	BUMED PREVENT MED
66	BUMED MISCELLANEOUS
67	TRICARE MANAGEMENT
68	BUMED USUHS
72	MDA
74	NAVSPECWARCOM
77	COMNAVPERSCOM
78	RECRUITING
79	RES RECRUITING ACTS
80	BUPERS SPEC PGMS
9A	SSC NEW ORLEANS
9B	SSC CHARLESTON
9C	SSC SAN DIEGO
9D	SSC NORFOLK
9E	SPAWAR SPACE FLD ACTY
9F	NAVORDCEN ACTIVITIES
91	NAVAIRSYSCOM
92	SUPSYSCOM
93	SEASYSYSCOM
94	NAVFACENCOM
95	SPAWARSYSCOM
96	SSP-HEADQUARTERS
97	CHNAVRESEARCH
98	ONI
1L	NAVFAC LANT

SMC	SMC NAME
1P	NAVFAC PAC
1Q	NAVFAC HEADQUARTERS
2L	NAVFAC MID-LANT
2P	NAVFAC PEARL HARBOR
2Q	NAVFAC NCC
3L	NAVFAC WASH
3P	NAVFAC FAR EAST
3Q	NAVFAC ELC
4L	NAVFAC MIDWEST
4P	NAVFAC MARIANAS
4Q	NAVFAC ESC
5L	NAVFAC NORTHWEST
5Q	NAVFAC NFI
6L	NAVFAC SOUTHEAST
6Q	STATE DEPARTMENT
7L	NAVFAC SOUTHWEST
8L	NAVFAC EUR/SWA

SECTION 26

SECURITY AUTHORIZATION ACCESS REQUEST (SAAR) REQUEST

Submission of the SAAR form is mandatory when requesting access to manpower systems. The user ID assigned allows approved customers to access specific areas of the system and/or certain applications for submitting Manpower Change Request Packets based on established roles and permissions.

All requests must be faxed and approved by the designated NAVMAC Functional Management Office (Attn: Functional Manager) Fax: Commercial 901-874-6475, DSN 882-6475.

DD Form 2875 - Security Authorization Access Request (SAAR) form can be found at

<http://www.npc.navy.mil/AboutUs/BUPERS/TMMCA/SAAR.htm>.

In addition to the SAAR form for access to the manpower system users are required to complete and submit a separate System Authorization Access Request (SAAR) form to obtain access to MIAP (Mainframe Internet Access Portal) on SIPRNET which is required by DISA to access the server environment where the manpower system resides.

MIAP DD Form 2875 - Security Authorization Access Request (SAAR) form can be found at

<http://www.npc.navy.mil/AboutUs/BUPERS/TMMCA/SAAR.htm>.

MIAP requests must be faxed to DISA (Defense Information System Agency), Dayton, OH (Attn: MIAP Classified Access Request) Fax: DSN 986-1134 | Commercial: (937) 656-1134

MIAP Account inquiries can be e-mailed to:

miapticketrequests@csd.disa.mil

Contact NAVMAC Functional Management at Commercial: 901-874-6350/DSN 882-6350 for assistance.

SECTION 27

ACRONYMS AND DEFINITIONS

A

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

ACTION OFFICER DESK CODE (AODC): A two digit alpha/numeric code assigned to every UIC that identifies the Manpower Requirements Determination (MRD) program responsible for determining its Navy Manpower Requirements.

ACTIVE DUTY for SPECIAL WORK (ADSW): A tour of active duty for reserve personnel authorized from military and reserve personnel appropriations for work on active or reserve programs. This includes annual screening, training operations, training ship operations, and unit conversion to new weapon systems when such duties are essential. ADSW may also be authorized to support study groups, training sites and exercises, short-term projects, and doing administrative or support functions. ADSW tours are normally limited to 179 days or less in one fiscal year. Tours exceeding 180 days are accountable against active duty end strength.

ACTIVITY (ACTY): A unit, organization, or installation performing a specific mission or function and established under a commanding officer or officer in charge.

ACTIVITY CODE (ACTCODE): A 10 position numeric code that is unique to Navy manpower and used to identify an organization. The ACTY 10 can be divided into sets of numbers that enable a user to define an activity type, or an organization type, and component type. The first set of numbers represent the activity type (ACTT); the second set of four numbers identify the sequence number of all number activities, such as hull number of ships and the squadron number for aviation squadrons; for shore activities, an arbitrary numerical identifier. The last set of two numbers indicate a parent-component activity relationship (00- parent activity, 01-99=component activity of the parent). Together the parent activity and component activity comprise the entire activity.

ACTIVITY GROUP/SUB-ACTIVITY GROUP (AG/SAG): An alphanumeric code that denotes the primary mission/program within a Budget Activity allowing for budget justification and accounting purposes. A PREDOM AG/SAG can identify similar types and groups of activities used in planning, programming, and budgeting process. The Navy budgeted AG/SAG values are maintained and updated in the Navy's manpower system by OPNAV CNO (N120).

ACTIVITY MANPOWER DOCUMENT (AMD): The authoritative qualitative and quantitative expression of manpower (military, civilian, and contractor) positions allocated to perform the assigned Mission Function Task (MFT) or Required Operational Capability/Projected Operations Environment (ROC/POE).

ACTIVITY NAME: The Organizational name approved by DNS 33, under the authority of OPNAVINST 5400.44 and the OCR process which reflects the approved title published in an OPNAV Notice or CNO message. See OPNAVINST 5400.44 Chapter 2, Section 4.

ADDITIONAL DUTY (ADDU): Part-time functional position to which an individual is assigned, and which is in addition to the primary duty. The duty may or may not be at the permanent duty station. Such additional duty should normally require less than 50 percent of the incumbent's time.

ADDITIONAL QUALIFICATION DESIGNATOR (AQD): Identifies additional qualifications, skills and knowledge required to perform the duties of a positions beyond those implicit in the designator, grade, NOBC, or subspecialty.

APPROPRIATED FUND (AP): Positions meeting the criteria for funding from U.S. Treasury funds appropriated by the U.S. Federal government for administration by the US Navy. Appropriations include but are not limited to OM&N, Procurement and Research Development. Includes Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF).

AUTHORIZATION (AUTH): Manpower position supported by appropriate funding or meeting of other established criteria.

B

BACKFILL: Reserve units and/or individuals recalled replacing deploying active units and/or individuals in the continental United States and outside the continental US.

BILLET CHANGE REQUEST (BCR): The process used by activities to request out-of-cycle manpower changes. The originator creates and submits the BCR form via the on-line web-tool, automatically routing and tracking the BCR through applicable BSO and Stakeholder reviews. The final approved BCR serves as authorization for Originator to effect the change on the appropriate/applicable AMD

BILLET IDENTIFICATION NUMBER (BIN): A unique seven digit system generated identifier assigned to a manpower position, organizational header, or note on an AMD.

BILLET SEQUENCE CODE (BSC): A five digit, ascending sequence of numbers determined by manpower BSO's and/or activities to organizationally structure manpower positions, organizational headers, and notes.

BILLET TITLE: A descriptive title that indicates the primary function of a specific position. Billet titles should conform to the approved organization structure.

BUDGET SUBMITTING OFFICE (BSO): A four position alphanumeric code that identifies the major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions and tasks.

C

CIVILIAN FUNDING CODE (CIV_FUND): Identifies the appropriate type funding source for a Civilian position. Applies to all positions funded or unfunded.

CIVILIAN MANPOWER TYPE (CIV_MT): Identifies the appropriate type occupational classification system responsible for staffing a position.

CIVILIAN PAY PLAN (PYPLN): Identifies the pay system meeting the criteria of the occupational classification system responsible for staffing a position.

COMMERCIAL ACTIVITIES (CA): A function either contracted or operated by Navy that provides a product or service obtainable from a commercial source.

COMPETENCY: An observable measurable pattern of knowledge, abilities, skills, and other characteristics that individuals need in order to successfully perform their work.

COMPETENCY-BASED MANAGEMENT: A systematic approach to evaluating and effectively aligning employee competencies with mission and job requirements throughout the human capital life cycle.

COMPONENT UIC (CUIC): Established to permit separate accounting and management due to remote location, a different program element, or to support special personnel management. The CUIC is identified by the last two digits of the activity code (does not equal 00) and a separate UIC.

CONTRACT WORK-YEAR EQUIVALENT (CWE): A standard measure of work (labor or service) performed by contractor personnel that equates to one year of full-time support.

D

DEFENSE OFFICER PERSONNEL MANAGEMENT ACT (DOPMA): Congressional legislation controlling military officer communities, specifically with respect to officer pay grades O4 and above.

DEFENSE WORKING CAPITAL FUND/NAVY WORKING CAPITAL FUND (DWCF/ NWCF): Combines existing commercial and business operations that were previously managed as individual revolving funds into defense and individual military service revolving or business management funds. A reimbursable operations fund that sells support goods and services to DoD and other users. DWCF was established to allow the federal government purchase and repair activities to account for costs and revenue as if they were commercial businesses.

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

DIRECT HIRE US Government (DH): Position staffing is administered directly by the U.S. Government. Excludes Direct Hire Foreign Nationals hired by DoD to support DoD activities in their home countries.

DIRECT HIRE FOREIGN NATIONAL (FD): Position staffing is administered directly by the US Government for foreign nationals who are employed directly by the U.S. Armed Forces.

E

ENLISTED MANAGEMENT CODE (EMC): A coding system developed by NAVPERSCOM (PERS-4) to categorize the combinations of enlisted ratings, functional area codes (FAC), and NEC's for enlisted community management efforts and detailing.

END STRENGTH (ES): The number of military and civilian personnel in the Navy on the last day of the accounting period. This number includes those Navy military personnel serving with the Marine Corps, and those for whom reimbursement is received from other agencies or foreign nations.

ENLISTED PROGRAMMED AUTHORIZATIONS (EPA): A recurring published document projecting planned enlisted positions for current and future FY's (budget and program years). Planned positions are summarized by rate and rating for each FY and controlled precisely to the approved end strength for each of the FY's.

ENTERPRISE/RESOURCE SPONSOR (ENT/RS): Responsible for an identifiable aggregation of resources for programs that constitute inputs to warfare and supporting tasks.

ENTITLEMENT GEOGRAPHIC LOCATION: This code denotes the geographic location code to be used in the calculation of enlisted PCS monies.

F

FLEET MANPOWER DOCUMENT (FMD): Displays, in detail, quantitative and qualitative manpower positions of a sea duty UIC or a sea duty UIC with shore duty component(s). FMD activities are operationally dependent upon one another and include operational units other than ships or squadrons. Positions are predicated on a ROC statement under a POE, specified operating profile, computed workload and established doctrinal constraints.

FULL TIME EQUIVALENT (FTE) WORK YEAR: The planned use for paid hours in a fiscal year. In the case of full-time employees with permanent appointments "one FTE" is normally comparable to "one employee".

FUNCTIONAL AREA CODE (FAC): A one-position code used to identify special consideration in personnel detailing and provides for automated tracking of certain categories of manpower positions.

FUTURE YEARS DEFENSE PLAN (FYDP): The official program that summarizes the Secretary of Defense (SECDEF) approved plans and programs for Department of Defense (DoD). The FYDP is published at least annually.

G

GEOGRAPHIC LOCATION (GEOLOC): A code which identifies the actual entitlement, or homeport geographic location of a UIC. The code values reflect State and city for U.S. locations and country and city for overseas locations. Values for the geographic location code are maintained and updated by OPNAV CNO (N120).

GRADE: A step or degree in a graduated scale of military rank or civilian grade that has been established by law or regulation.

GREEN SHEET: A specific user generated end strength worksheet used by CNO N120 to support end strength changes outside the automated manpower change request (MCR) process. Data fields affected could include UIC, Program Element (PE), Activity Group/Sub Activity Group (AGSAG), Resource Sponsor/Enterprise (RS/ENT), Officer/Enlisted (i.e. Manpower Type (MT)), and Manpower Resource Code (MRC).

H

HIRING STATUS (HS): Identifies the type of hire for civilian positions.

HOMEPORT GEOGRAPHIC LOCATION: The homeport geographic location denotes the location of the shore UIC or the homeport of the ship or squadron.

I

INDIRECT HIRE FOREIGN NATIONAL (FI): Position staffing is administered by a foreign government for foreign nationals whose day-to-day operational control remains with the U.S. Armed Forces.

INDIVIDUALS ACCOUNT (IA): A Defense Planning and Programming Category of manpower that includes military personnel who are not considered force structure manpower and consists of Students, Trainees, Transients and Holdees (STTH).

INSTALLATION CORE BUSINESS MODEL (ICBM) (FORMALLY IMAP): A four-digit field that ties programmed manpower and budget together by function.

J

JOB CODE: A unique numeric identifier assigned to each Total Force Job. The Total Force Job provides a general description of duties performed in a position. Currently the Enlisted Job Codes are based on jobs identified by Rating Occupational Standards (OCCSTDs), the Officer Job Codes are assigned based on the NOBC, and Civilian Job Codes are assigned based on the Occupational Series.

K

None.

L

LETTER OF JUSTIFICATION (LOJ): A document used to justify a manpower change contained within a Manpower Change Request (MCR).

LEVEL OF AGGREGATION (LOA): This term is used to describe the breakdown of funding/FYDP data. The LOA includes the combination of UIC, Manpower Resource Code (MRC), Program Element (PE), Resource Sponsor/Enterprise, Manpower Type (MT), and AG/SAG.

M

MANNING CONTROL AUTHORITY (MCA): In the enlisted distribution system, the MCA is the naval authority tasked with determining priority for assignment of personnel.

MANPOWER AUTHORIZATION: Manpower authorizations refers to manpower requirements authorized for fill by DoD civilian or military personnel based on allocated resources (spaces) consistent with Congressional direction, Defense priorities, and acceptable risk.

MANPOWER CHANGE REQUEST (MCR): The process used by activities to request manpower position changes to the AMD. This is a separate process from the Billet Change Request (BCR).

MANPOWER REQUIREMENT (RQMT): The minimum quantitative and qualitative human resource needed to perform a specific mission, function, or task.

MANPOWER RESOURCE CODE (MRC): The manpower resource code identifies the type of resourcing (MPN, RPN, or OM&N) for the position once the end strength funding is available and is authorized.

MANPOWER TYPE (MT): The manpower type defines the category of manpower used to authorize the position (officer, enlisted, civilian, or contractor).

MILITARY PERSONNEL NAVY (MPN): The Planning, Programming, Budget Estimate System (PPBES) account for pay, allowances, and clothing, for active duty, military personnel.

MILITARY SKILL: Skill associated with a military pay grade as opposed to occupational specialties.

MOBILIZATION (MOB): The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. This includes activating all or part of the reserve UIC. Mobilization includes assembling and organizing personnel, supplies, and material.

N

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

NAVY OFFICER BILLET CLASSIFICATION (NOBC): A four-digit alpha/numeric code that provides a general description of duties performed in a position. The NOBC also identifies a group of officer positions that are similar, but not necessarily identical in scope, and nature of duties. The first digit identifies the field, the second digit identifies the group within the field and the third and fourth digits indicate the specific position classification.

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

NAVY WORKING CAPITAL FUND (NWCF): The NWCF is a revolving fund account or fund that relies on sales revenue rather than direct Congressional appropriations to finance its operations. It is intended to generate adequate revenue to cover the full costs of its operations.

NON-APPROPRIATED FUND INSTRUMENTALIES (NAFI): Positions meeting the criteria for funding from revenue generated from non-US Treasury funds under the jurisdiction of the U.S. Navy. Includes but is not limited to Morale Welfare and Recreation (MWR) and Navy Exchange Programs. Does not include Navy Working Capital Fund (NWCF) and Defense Working Capital Fund (DWCF).

NON-GOVERNMENTAL/Other (NG): Position staffing is not administered by the U.S. Government or a foreign government for the U.S. Armed Forces. Includes but is not limited to the following:

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

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

0

OCCUPATIONAL SERIES (OCC SRS): A number assigned by the Office of Personnel Management (OPM) for civilian positions identifying a specialized line of work and qualifications.

OFFICER PROGRAMMED AUTHORIZATIONS (OPA): A recurring, published document projecting planned officer positions for current and future FY's (budget and program years). Planned positions are summarized by designator and pay grade within designator for each FY and controlled precisely to the approved end strength for each of the FY's.

ORGANIZATIONAL HIERARCHY (ORG_HRCHY): The Organizational Hierarchy Code is a mandatory ten (10) character numeric value containing five (5) levels of two (2) values reflecting the Activity's organizational breakdown.

OTHER RESOURCING FUNDS: Positions meeting the criteria for funding from funds not under the jurisdiction of the US Navy or by non-procurement entities. Includes but is not limited to Volunteers, Host Nation Support, Intra-governmental (Federal & State not DoD), Inter Service (DoD personnel), Government grants, Cooperative agreements, Share resources, Borrowed labor, etc.

P

PAY GRADE (PY GR): A rating in a graduated scale for Federal civilian employees that are established and designated within specific pay plans.

PAY PLAN (PYPLN): A system or schedule authority; such as statutes, Executive Orders, and regulations of the OPM, or other agencies, establishing and governing rate of pay for civilian employees.

PEACETIME REQUIREMENT (PR): Indicates whether the manpower position exists during peacetime only, mobilization only, or peacetime and mobilization.

PERSONNEL EXCHANGE PROGRAM (PEP): A DoD program that provides a cadre of officer and enlisted personnel familiar with foreign military and other service inter-service relationships. The PEP includes all U.S. military services as well as foreign military.

PHASED PR (PPR): A limited SSBI-PR, conducted under the same circumstances as an SSBI-PR, as warranted by the case. Investigative elements include: a NAC (except that a technical fingerprint check of FBI files is not conducted); a subject interview, a credit check, an employment check, local agency checks, developed character references, and additional investigation when warranted by the facts of the case. If yes expand the investigation coverage to full SSBI-PR coverage.

POSITION: A definition of work requirements.

POSITION STATUS (PS): Identifies the status of the civilian position.

PROGRAM ELEMENT (PE): The PE is a primary data element in the FYDP and generally represents aggregations of organizational entities and resources related thereto. They are the building blocks of the Programming and Budgeting system and may be aggregated to display total resources assigned to a specific program, display manpower into

programs, analytical groupings, and functional groupings.

PROGRAM MANAGER (PM): An individual who has the Program Management Responsibility of managing resources assigned to their program and ensuring the program is accurately priced, balanced, and executable; and who knows the policy and history regarding those assigned resources.

PROGRAM OBJECTIVES MEMORANDUM (POM): Document in which each military department and defense agency recommends and describes biannually its total resource and program objectives. Program objectives are fiscally constrained. To allow flexibility for each service to develop balanced programs, reallocation of funds is permitted between major mission and support categories unless specifically stated otherwise in SECDEF Fiscal Guidance Memorandum.

PROJECTED OPERATIONAL ENVIRONMENT (POE): The environment in which the ship or squadron is expected to operate, including the military climate (e.g., at sea, at war, capable of continuous operations at Readiness Condition III).

Q

QUALITY: The skill, grade, and experience associated with the manpower position.

QUAN/QUAL BALANCING: The matching of authorized MPN and RPN manpower positions to the end strength controls level of aggregation (LOA).

R

RATE: Identifies enlisted occupationally by pay grades E1 through E9.

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

RESERVE PERSONNEL NAVY (RPN): A portion of the budget process that accounts for reserve military personnel.

REQUIRED OPERATIONAL CAPABILITY (ROC): Statements prepared by mission and warfare sponsors who detail the capabilities required of

ships and squadrons in various operational situations. The level of detail sets forth which weapons will be ready at varying degrees of readiness (e.g., perform anti-air warfare with full capability of Readiness Condition I; partial capability in Readiness Condition III).

REQUIREMENT (RQMT): See Manpower Requirement

REQUIREMENT INDICATOR (RI): A one-digit field that indicates the methodology used to establish the manpower position.

RESOURCE SPONSOR/ENTERPRISE (RS/ENT): Responsible for an identifiable aggregation of resources for programs that constitute inputs to warfare and supporting tasks.

S

SEA SHORE CODE (SSC): The five types of duty designations or "types" are used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes.

SEA SHORE ROTATION (SSR): This ratio represents the number of years that are required at sea, on average, for a certain number of years of shore duty for each enlisted rating and grouping. The SSR is assigned by NAVPERS.

SELECTED RESERVE (SELRES): Reservist assigned to a reserve unit receiving drill pay. The portion of the Ready Reserve consisting of units and individual reservists requiring inactive duty training periods and annual training, both of which are in a pay status. The SELRES also includes persons performing initial active duty for training.

SENSITIVE UIC INDICATOR (SUI): A one digit code used to indicate if the UIC and/or AMD information is sensitive and is used primarily for Freedom of Information Act (FOIA) requests.

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

SHORE MANPOWER REQUIREMENTS (SMR): BSO approved quantitative and qualitative manpower positions for a shore UIC based on the Mission Function Task (MFT).

SHORE MANPOWER REQUIREMENTS DETERMINATION PROGRAM (SMRDP): The program used to develop BSO approved quantitative and qualitative manpower positions based on the Mission Function Task (MFT).

SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI): The SSBI is the investigative standard for determinations of eligibility to access Top Secret classified national security information and SCI access eligibility determinations. The SSBI is also the basis for determinations of eligibility to occupy a critical-sensitive or special-sensitive national security position and is required for duties involving a number of special programs. Individuals nominated for SCI access require a pre-nomination interview that is conducted by the SSO or its designee. The SSBI includes the NAC, verification of the subject's date and place of birth, citizenship, education and employment, neighborhood interviews, developed character reference interviews, credit checks, local agency checks, public record checks (i.e., verification of divorce, bankruptcy, etc.), foreign travel, foreign connections and organizational affiliations, with other inquiries, as appropriate. A formal subject interview is conducted, as applicable, as well as a NAC of the subject's current spouse or cohabitant. The scope of an SSBI covers the most recent 10 years of the subject's life or from the 18th birthday, whichever is the shorter period; however, at least the last 2 years will be covered. No investigation is conducted prior to the subject's 16th birthday.

SOURCE RATINGS: One or more Navy ratings assigned to each rating series NEC to assign ratings to a specific job or multiple tasks.

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

SUBORDINATE MANPOWER CODE (SMC): The SMC identifies the command immediately subordinate to the manpower BSO.

SUB-SPECIALITY CODE (SUB SPEC/SSP): A code used to identify and classify positions for which significant experience, functional training, and advanced education are deemed necessary to meet specific operational, technical, and managerial needs.

T

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

TOTAL FORCE: All military (Active and Reserve), DoD Civilian (U.S. and Foreign National), and Contractor support.

TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS): The Navy's current total force manpower management system.

U

UNIT IDENTIFICATION CODE (UIC): A five-digit numeric or alphanumeric accounting code assigned by Defense Finance and Accounting System (DFAS) via OPNAV (N120) to ships, aircraft, units, shore activities, divisions of shore activities, commands, bureaus and offices, contractors' plants, and in some instances to functions or the specialized elements for identification.

V

None

W

None

X

None

Y

None

Z

None

SECTION 28

ACTIVITY MANPOWER DOCUMENT (AMD) FIELD DEFINITIONS

The AMD is a single source document that provides the quantitative and qualitative manpower positions allocated to perform assigned Mission Function Task (MFT) or ROC/POE. The AMD displays current and future peacetime and mobilization manpower positions.

The following pages contain a block-by-block description of each field currently displayed on an AMD

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code (1)	Activity Name (2)	UIC (3)	BSO (4)	SMC (5)	Home Port	Geographic Location (6)	SUI (7)	S/S (8)	MCA (9)	Dsk (10)	Predom Rspn (11)	AGSAG (12)	Packet Number (13)	Date (14)
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BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org Position Number (25)	Rate	NEC	Py	Occ	Py	BLI (26)

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig Grade (37)	NOBC Pri (38)	SubSp Sec (39)	Rate Abbr (40)	NEC Pri (41)	SEC Sec (42)	EMC (43)	Py Pl (44)	Occ Srs (45)	Py Gr (46)	FD (47)	MP (48)
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Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC (58)		AQD (59)		P (60)	H (61)	S (62)	SSQ (63)	(64)
							Pri	Sec	Pri	Sec					

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source/POC
1	Activity Code (ACTY) (OPNAV N120)	A 10 position numeric code that is unique to Navy manpower and used to identify an organization. The ACTY 10 can be divided into sets of numbers that enable a user to define an activity type, or an organization type. The first set of numbers represent the activity type (ACTT); the second set of four numbers identify the sequence number of all number activities, such as hull number of ships and the squadron number for aviation squadrons; for shore activities, an arbitrary numerical identifier. The last set of two numbers indicate a parent-component activity relationship (00-parent activity, 01-99=component activity of the parent). Together the parent activity and component activity comprise the entire activity Reference source/POC: TFMMS Table Query ACCT/OPNAV N120
2	Activity Name (OPNAV N120)	The Organizational name approved by DNS 33, under the authority of OPNAVINST 5400.44 and the OCR process which reflects the approved title published in an OPNAV Notice or CNO message. See OPNAVINST 5400.44 Chapter 2, Section 4. Reference source/POC: OPNAVINST 5400.44 Chapter 2 Section 4/OPNAV N120
3	UIC (OPNAV N120)	A five-digit numeric or alpha-numeric accounting code assigned by Defense Finance and Accounting System (DFAS) via OPNAV (N120) Reference source/POC: OPNAVINST 5400.44 /OPNAV N120

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code (1)	Activity Name (2)	UIC (3)	BSO (4)	SMC (5)	Home Port (6)	Geographic Location (7)	SUI (8)	S/S (9)	MCA (10)	Dsk (11)	Predom Rspn (12)	AGSAG (13)	Packet Number (14)	Date (15)
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BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org (25)	Position (26)	Number (27)	BLI (26)	CTY (27)	ORG (28)	

BSC (29)	Org Hrchy (30)	Mob Bgn (31)	RFC End (32)	P R (33)	R I (34)	M E (35)	Language (36)	Desig Grade (37)	NOBC		SubSp		Rate		NEC		Py Pl (46)	Occ Srs (47)	Py Gr (48)	FD MP (49)	MP (50)
									Pri (38)	Sec (39)	Pri (40)	Sec (41)	Abbr (42)	Pri (43)	Sec (44)	EMC (45)					

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P S (62)	H S (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

4	BSO (OPNAV N120)	A four position alphanumeric code that identifies the major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions and tasks. Reference source/POC: See section 7 of this guide/OPNAV N120
5	SMC (OPNAV N120)	The subordinate manpower code (SMC) identifies the command or activity immediately subordinate to the manpower BSO. Reference source/POC: See section 23 of this guide or TFMMS Table Query SMCF/OPNAV N120
6	Home Port Geographic Location (OPNAV N120)	The homeport geographic location denotes the location of the shore UIC or the homeport of the ship or squadron. Reference source/POC: TFMMS Table Query GEOL/OPNAV N120
7	SUI (OPNAV N120)	The sensitive UIC indicator is a one digit code used to indicate if the activity and/or AMD information is sensitive and is used for Freedom of Information Act (FOIA) requests. Values are 1 for Sensitive and 0 for Non-Sensitive. Reference source/POC: SECNAVINST 5720.42F (FOIA)/OPNAV N120

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code (1)	Activity Name (2)	UIC (3)	BSO (4)	SMC (5)	Home Port	Geographic Location (6)	SUI (7)	S/S (8)	MCA (9)	Dsk (10)	Predom Rspn (11)	AGSAG (12)	Packet Number (13)	Date (14)
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BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org Position Number (25)	Rate	NEC	Py	Occ	Py	BLI (26)

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig (37)	NOBC		SubSp		Rate (42)	NEC (43)	SEC (44)	EMC (45)	Py (46)	Occ (47)	Py (48)	FD (49)	MP (50)
										Pri	Sec	Pri	Sec									

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P (62)	H (63)	SSQ (64)
							Pri	Sec	Pri	Sec			

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
8	S/S (Pers 4)	The Sea/Shore code identifies the five types of duty designations or "types" are used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes. Reference source/POC: Pers 4 and/or www.npc.navy.mil/ReferenceLibrary/MILPERSMAN/
9	MCA (Pers 4)	The MCA is the naval authority tasked with determining priority for assignment of personnel. The two MCA's and their reference codes are: BUPERS (B) and Commander Fleet Forces Command (F). Reference source/POC: Pers 4
10	Dsk (AODC) (OPNAV N120)	The AODC is a two digit alpha/numeric code assigned to every UIC that identifies the Manpower Requirements Determination (MRD) program responsible for determining its Navy Manpower Requirements. Reference source/POC: See section 2 of this guide and/or TFMMS Table Query AODC/N120
11	Predom Rspn/ENT (OPNAV N120)	The predominate resource sponsor/enterprise field identifies the leading Resource Sponsor/Enterprise responsible for an identifiable aggregation of resources for programs that constitute inputs to warfare and supporting tasks. Reference source/POC: See section 21 of this guide and/or TFMMS Table Query RESP/N120

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org (25)	Position (26)	Number (27)	BLI (26)	CTY (27)	ORG (28)	

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig (37)	NOBC		SubSp		Rate		NEC		EMC (45)	Py (46)	Occ (47)	Py (48)	FD (49)	MP (50)
										Grade (38)	Pri (39)	Sec (39)	Pri (40)	Sec (41)	Abbr (42)	Pri (43)	Sec (44)						

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P (62)	H (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
12	Predom AG/SAG (OPNAV N120)	The predominate Activity Group/Sub-Activity Group (AG/SAG) is an alphanumeric code that denotes the primary mission/program within a Budget Activity allowing for budget justification and accounting purposes. A Predom AG/SAG can identify similar types and groups of activities used in planning, programming, and budgeting process. Reference source/POC: TFMMS Table Query AGMP/ OPNAV N120
13	Packet Number (System Generated)	The TFMMS Packet Number is a TFMMS generated, six digit number assigned to an AMD Change Request packet. This number indicates the last packet applied to the TFMMS billet data base before the printing of the AMD. Reference source/POC: NAVMAC Code 20
14	Packet Date (System Generated)	The packet date indicates the date the TFMMS packet was approved and the AMD Change Request action was applied to the authoritative data base. Reference source/POC: NAVMAC Code 20
15	BIN (System Generated)	The billet identification number is a unique seven digit system generated identifier assigned to a manpower position, organizational header, or note on an AMD. Reference source/POC: NAVMAC Code 20

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code (1)	Activity Name (2)	UIC (3)	BSO (4)	SMC (5)	Home Port	Geographic Location (6)	SUI (7)	S/S (8)	MCA (9)	Dsk (10)	Predom Rspn (11)	AGSAG (12)	Packet Number (13)	Date (14)
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BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org Position Number (25)	Rate	NEC	Py	Occ	Py	BLI (26)

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig Grade (37)	NOBC		SubSp		Rate Abbr (42)	NEC Pri (43)	Sec Sec (44)	EMC (45)	Py Pl (46)	Occ Srs (47)	Py Gr (48)	FD (49)	MP (50)
										Pri (38)	Sec (39)	Pri (40)	Sec (41)									

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P S (62)	H S (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
16	Billet Title (NAVMAC Code 20)	The billet title is a descriptive title that indicates the primary function of a specific position. Billet titles should conform to the approved organization structure. Reference source/POC: NAVMAC Code 20
17 18	Effective Bgn Effective End (NAVMAC Code 20)	The effective bgn/end date is a five-digit code indicating when the position begins and ends. The date format is CYMM (C = the first number of the century, YY = the last two numbers of the year, and MM = the number of the month (e.g., Oct 2015 will be reflected as 21510). Reference source/POC: NAVMAC Code 20
19	CARN (OPNAV N120)	The commercial activities reason code is a one-digit alphanumeric field used to identify Civilian positions as inherently governmental, exempt from private sector performance, or subject to private sector performance. (See DODI 1100.22). Reference source/POC: See section 9 of this guide
20	CAFC (OPNAV N120)	The commercial activities function code is a five-digit alphanumeric field used to identify the functional area of responsibilities, mission area, and/or task of the Civilian position. Reference source/POC: See section 8 of this guide

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org (25)	Position	Number	BLI (26)	CTY (27)	ORG (28)	

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig Grade (37)	NOBC		SubSp		Rate Abbr (42)	NEC		EMC (45)	Py Pl (46)	Occ Srs (47)	Py Gr (48)	FD (49)	MP (50)
										Pri (38)	Sec (39)	Pri (40)	Sec (41)		Pri (43)	Sec (44)						

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P S (62)	H S (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
21	CATR (OPNAV N120)	The commercial activities tracking code is a one-digit field providing the structure to track and/or identify those functions that are restricted by law/treaties, DOD/DON management determination, or as special interest/initiatives to DON. Identifies legal information associated with the Function and Reason Code. Reference source/POC: See section 10 of this guide
22	SSC (SS_Code) (OPNAV N120)	The strategic sourcing code is a one digit field that identifies positions involved in the Navy's cost-cutting plans; such as elimination, consolidation, and privatization of commercial activities. Reference source/POC: See section 22 of this guide
23	ICBM (formerly IMAP) (CNIC BSO 52)	The ICBM is a four-digit field that ties programmed manpower and budget by function. The ICBM code identifies military and civilian manpower cost for performing a function. Reference source/POC: See section 13 of this guide
24	JDAL (Joint) (OPNAV N123)	The Joint Duty Assignment List lists billets that are considered Joint Duty as authorized by the Secretary of Defense for all services. Reference source/POC: OPNAV N123

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org Position Number (25)	Rate (26)	NEC (27)	Py (28)	Occ (29)	Py (30)	

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn End (32)	RFC (33)	P (34)	R (35)	M (36)	Language (37)	Desig (38)	NOBC		SubSp		Rate (42)	NEC		EMC (45)	Py (46)	Occ (47)	Py (48)	FD (49)	MP (50)
										Pri (39)	Sec (40)	Pri (41)	Sec (41)		Pri (43)	Sec (44)						

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P (62)	H (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
25	Org Position Number (Joint) (OPNAV N123)	The org position number is the Joint Duty Assignment reference identifier. This number is used by Pers-45 to ensure personnel are assigned to valid Joint Duty Credit positions. Reference source/POC: OPNAV N123
26	BLI (OPNAV N120)	The budget line item for NWCF and DWCF is a six-digit field for Civilian positions providing similar functionality as the AGSAG provides for Navy (OM&N) appropriations. Reference source/POC: See Section 3 of this guide
27	CTY (OPNAV N120)	The civilian community code is a two-digit field identifying the civilian community the position is assigned. Reference source/POC: See Section 11 of this guide
28	ORG_CODE (NAVMAC Code 20)	An optional Code, the Organizational Code (ORG_CODE) is a ten-digit alpha/numeric fields used by numerous Budget Submitting Office's (BSO's) to depict various organizational structures of an activity Not defined Reference source/POC: NAVMAC Code 20
29	BSC (NAVMAC Code 20)	The Billet Sequence Code is an ascending sequence of numbers determined by the BSO and/or activity to organizationally structure positions, headers, and notes within an AMD. Reference source/POC: NAVMAC Code 20

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org Position Number (25)	Rate	NEC	Py	Occ	Py	BLI (26)

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig Grade (37)	NOBC		SubSp		Rate Abbr (42)	NEC		EMC (45)	Py Pl (46)	Occ Srs (47)	Py Gr (48)	FD (49)	MP (50)
										Pri (38)	Sec (39)	Pri (40)	Sec (41)		Pri (43)	Sec (44)						

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P (62)	H (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
30	Org Hrchy (ORG_HRCHY) (NAVMAC Code 20)	The Organizational Hierarchy Code is a ten (10) character alphanumeric value containing five (5) levels of two (2) values reflecting the Activity's organizational breakdown and to identify the 'authorized' force structure relationships below the UIC level. ORG_HRCHY is required for all AMD organizational headers and positions. Reference source/POC: NAVMAC Code 20/OPNAV (N120)
31 32	Mob Bgn Mob End (NAVMAC Code 20)	The mobilization begin/end field reflects the period within mobilization needing a manpower position. Valid entries are 01, 02, 03, 06 and 12, where 01 is the beginning of mobilization and 12 is the end of mobilization. Reference source/POC: NAVMAC Code 20
NA	RFC (NAVMAC Code 20)	The requirement functionality code is no longer used. A default value of "UNK" is used as a placeholder in this field. Reference source/POC: NAVMAC Code 20

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN	Billet Title	Effective		CARN	CAFC	CATR	SSC	IMAP	Officer		Enlisted			Civilian																					
		Bgn	End						JDAL	Org	Position	Number	Abbr	Pri	Sec	EMC	Pl	Srs	Gr	FD	MP														
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)

BSC	Org Hrchy	Mob	RFC	P	R	M	Language	Desig	NOBC	SubSp	Rate	NEC	Py	Occ	Py						
(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)

Job Code	Billet ID	RSpn	AGSAG	MRC	MT	AC	FAC	AQD	P	H			
(51)	(52)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(61)	(62)	(63)	(64)

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
33	PR (NAVMAC Code 20)	The Peacetime Requirement Indicator Code identifies whether the position is required in peacetime, peacetime and mobilization, or mobilization only. Reference source/POC: See Section 20 of this guide/NAVMAC Code 20
34	RI (NAVMAC Code 20)	The requirement indicator is a one-digit field that indicates the approved methodology used to establish the manpower position. Reference source/POC: See Section 20 of this guide/NAVMAC Code 20
35	ME (NAVMAC Code 20)	The code is no longer used to identify the military essentiality of a position and the field is restricted to NAVMAC and OPNAV (N120) use only. The values are currently used to identify the Military positions that have been downgraded as part of the OPNAV (N120) top six pay grade realignment (roll down) action Reference source/POC: See section 17 of this guide/NAVMAC Code 20
36	Language (NAVMAC Code 10)	The language code is an eight-digit code used to identify foreign language and proficiency (listening, reading, speaking, and writing). Reference source/POC: DoDI 5160.70 series/NAVMAC Code 10

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org Position Number (25)	Rate (26)	NEC (27)	Py (28)	Occ (29)	Py (30)	

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig Grade (37)	NOBC		SubSp		Rate Abbr (42)	NEC		EMC (45)	Py Pl (46)	Occ Srs (47)	Py Gr (48)	FD (49)	MP (50)
										Pri (38)	Sec (39)	Pri (40)	Sec (41)		Pri (43)	Sec (44)						

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P S (62)	H S (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

37	Desig Grade (NAVMAC Code 10)	The Officer Designator and Officer Pay Grade identifies specialty qualifications and grade level necessary for a position. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
38 39	NOBC Pri NOBC Sec (NAVMAC Code 10)	The officer primary and/or secondary Navy Officer billet classification (NOBC) code is a four-digit code identifying experience or a combination of education and experience. Provides a general description of duties performed. The first digit identifies the field, the second digit identifies the group within the field and the third and fourth digits indicate the specific classification within the group. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
40 41	SubSpec Pri SubSpec Sec (NAVMAC Code 10)	The Officer Primary and/or Secondary Sub Specialty Codes identifies postgraduate level of education (or equivalent training or experience) required for an Officer position. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN	Billet Title	Effective		CARN	CAFC	CATR	SSC	IMAP	Officer		Enlisted			Civilian		
		Bgn	End						JDAL	Org	Position	Number	Rate	NEC	Py	Occ
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)			

BSC	Org Hrchy	Mob	RFC	P	R	M	Language	Desig	NOBC	SubSp	Rate	NEC	EMC	Py	Occ	Py					
																	Bgn	End	R	I	E
(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)

Job Code	Billet ID	RSpn	AGSAG	MRC	MT	AC	FAC		AQD		P	H	
							Pri	Sec	Pri	Sec			S
(51)	(52)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(61)	(62)	(63)	(64)

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
42	Rate Abbr (NAVMAC Code 10)	The enlisted Rate Abbreviation identifies the skills by Rating and Pay grade required for an enlisted position Reference source/POC: NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications, Vol II
43 44	NEC Pri NEC Sec (NAVMAC Code 10)	The enlisted primary and/or secondary NEC, identifies a specialized knowledge or skill required beyond those of the enlisted rating structure. Reference source/POC: NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications, Vol II
45	EMC (Pers 4)	The enlisted management code refers to a combination of either a rating, NEC and/or FAC which in certain combinations determines a specific set of skills based on an algorithm. EMC's, based on the combinations, can divide specific ratings into more than one distribution community. Reference source/POC: Pers 4

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN	Billet Title	Effective		CARN	CAFC	CATR	SSC	IMAP	Officer		Enlisted			Civilian		
		Bgn	End						JDAL	Org	Position	Number	Rate	NEC	Py	Occ
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)			

BSC	Org Hrchy	Mob	RFC	P	R	M	Language	Desig	NOBC		SubSp		Rate	NEC		Py	Occ	Py			
									Grade	Pri	Sec	Pri		Sec	Abbr				Pri	Sec	EMC
(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)

Job Code	Billet ID	RSpn	AGSAG	MRC	MT	AC	FAC		AQD		P	H	
							Pri	Sec	Pri	Sec			S
(51)	(52)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(61)	(62)	(63)	(64)

46	Py Pl (OPM)	The civilian pay plan is used to identify a system or schedule authority; such as statutes, Executive Orders, and regulations of the Office of Personnel Management (OPM), or other agencies, establishing and governing rate of pay for civilian employees. Reference source/POC: OPM
47	Occ Srs (OPM)	The Civilian Occupational Series code is a specific set of values assigned by OPM for Civilian positions identifying a specialized line of work and qualification (e.g., 00343, 00318, etc.) Reference source/POC: OPM
48	Py Gr (OPM)	The civilian pay grade is the graduated scale for Federal civilian positions that are established and designed within specific pay plan by law or regulation Reference source/POC: OPM
49	FD (OPNAV N120)	The civilian fund code (FD) is a one-character alphabetic field on the Requirement line only used to identify the appropriate type funding source for a Civilian position. Applies to all Civilian positions funded or unfunded. Reference source/POC: See Section 4 of this guide/OPNAV N120
50	MP (OPNAV N120)	The civilian manpower type is a two digit field identifying the appropriate type occupational classification system responsible for staffing a position Reference source/POC: See section 5 of this guide/OPNAV N120

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN	Billet Title	Effective		CARN	CAFC	CATR	SSC	IMAP	Officer		Enlisted			Civilian		
		Bgn	End						JDAL	Org	Position	Number	BLI	CTY	ORG	
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)			(26)	(27)	(28)	

BSC	Org Hrchy	Mob	RFC	P	R	M	Language	Desig	NOBC		SubSp		Rate	NEC		Py	Occ	Py			
									Grade	Pri	Sec	Pri		Sec	Abbr				Pri	Sec	EMC
(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)

Job Code	Billet ID	RSpn	AGSAG	MRC	MT	AC	FAC		AQD		P	H	
							Pri	Sec	Pri	Sec			S
(51)	(52)	(53)	(54)	(55)	(56)	(57)	(58)	(59)	(60)	(61)	(62)	(63)	(64)

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
51	Job Code (NAVMAC Code 10)	The job code identifies a specific set of measurable work tasks associated with a level of knowledge, skills, and abilities (KSA's) required in performing that work. A job code is a unique numeric identifier, assigned to each manpower position, serving as the system identifier for a specific job Reference source/POC: www.npc.navy.mil/AboutUs/NAVMAC/ClassificationPrograms/NAVMAC_Code_10
52	Billet ID (BIID) (OPNAV N120)	The Billet Identification number is used to connect the Intelligent Workbook to the Navy's total force manpower management system (i.e. TFMMS). An 8-digit data element that identifies individual phases of a BIN for purposes of tracking in the Intelligent Workbook (IW). Used during the Program Objective Memorandum (POM) process to identify billets created in the IW not assigned a BIN because they have not been approved in TFMMS. Reference source/POC OPNAV N120
53	RSPN (OPNAV N120)	The resource sponsor/enterprise code identifies a difference from the activity's predominate resource sponsor, responsible for resourcing (funding). Reference source/POC: See section 21 of this guide/OPNAV N120

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org (25)	Position	Number	BLI (26)	CTY (27)	ORG (28)	

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig Grade (37)	NOBC		SubSp		Rate Abbr (42)	NEC		EMC (45)	Py Pl (46)	Occ Srs (47)	Py Gr (48)	FD (49)	MP (50)
										Pri (38)	Sec (39)	Pri (40)	Sec (41)		Pri (43)	Sec (44)						

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P (62)	H (63)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)		

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
54	AG/SAG (OPNAV N120)	The AG/SAG denotes an AG/SAG which may be different than the activities predominate AG/SAG. Reference source/POC: TFMMS Table Query AGMP/OPNAV N120
55	MRC (OPNAV N120)	The manpower resource code identifies the type of resourcing (MPN, RPN, or OM&N) for the position once end strength funding is available and is authorized. Reference source/POC: See section 15 of this guide and/or TFMMS Table Query MRCD/OPNAV N120
56	MT (OPNAV N120)	The manpower type defines the category of manpower used to authorize the position (Officer, Enlisted, or Civilian). Reference source/POC: See section 16 of this guide and/or TFMMS Table Query MATY/OPNAV N120
57	AC (NAVMAC Code 20)	The Accounting Category Code is a single position code used to identify positions that have a special or unique characteristic (e.g. ADDU relationship). Reference source/POC: See section 1 of this directory/NAVMAC Code 20
58 59	FAC Pri FAC Sec (NAVMAC Code 20)	The enlisted primary and/or secondary functionality area code identifies the need for a special/specific category of skills for a manpower positions and/or for personnel detailing tracking. Reference source/POC: See section 12 of this guide/NAVMAC Code 20

ACTIVITY MANPOWER DOCUMENT
BSC Range 00000 to 99999

Activity Code	Activity Name	UIC	BSO	SMC	Home Port	Geographic Location	SUI	S/S	MCA	Dsk	Predom Rspn	AGSAG	Packet Number	Date
(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

BIN (15)	Billet Title (16)	Effective		CARN (19)	CAFC (20)	CATR (21)	SSC (22)	IMAP (23)	Officer		Enlisted			Civilian		
		Bgn (17)	End (18)						JDAL (24)	Org (25)	Position	Number	Rate	NEC	Py	Occ

BSC (29)	Org Hrchy (30)	Mob (31)	Bgn (32)	RFC (33)	P (34)	R (35)	M (36)	Language (36)	Desig (37)	Grade (37)	NOBC		SubSp		Rate (42)	Abbr (42)	NEC (43)	Pri (44)	Sec (44)	EMC (45)	Py (46)	Occ (47)	Py (48)	FD (49)	MP (50)
											Pri (38)	Sec (39)	Pri (40)	Sec (41)											

Job Code (51)	Billet ID (52)	RSpn (53)	AGSAG (54)	MRC (55)	MT (56)	AC (57)	FAC		AQD		P (62)	H (63)	SSQ (64)
							Pri (58)	Sec (59)	Pri (60)	Sec (61)			

#	FIELD TITLE Program Manager	FIELD DESCRIPTION Reference source (as applicable)
60 61	AQD Pri AQD Sec (NAVMAC Code 10)	The officer primary and/or secondary additional qualification designator identifies a need for other classification categories. Reference source/POC: NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
62	PS (NAVMAC Code 20)	The civilian position status identifies the status of the civilian positions (full time or part time). Reference source/POC: See section 19 of this guide/NAVMAC Code 20
63	HS (NAVMAC Code 20)	The Hiring Status identifies the type of hire for the Civilian Position Reference source/POC: See section 19 of this guide/NAVMAC Code 20
64	SSQ (OPNAV N120)	The civilian specific skills and qualifications (SSQ) is a three digit alphanumeric field used to identify specific skills and qualifications required by the civilian position. Currently used to track acquisition qualifications. This field is similar to the Officer AQD. Reference source/POC: See section 6 of this guide/OPNAV N120

SECTION 29

Streamlined - Activity Manpower Document (S - AMD)

The **S-AMD** is a Manpower Document that can be used by manpower managers as a quick, ready reference for managing manpower at a day-to-day level. The S-AMD was designed to provide a streamlined display of the activities manpower management positional data fields. Unlike the current Activity Manpower Document (AMD) the S-AMD reflects a single line of position data that is streamlined and formatted to identify the information in more user friendly groupings

The S-AMD will be an additional AMD option and will available to users via:

- Total Force Manpower Management System (TFMMS) via BUPERS on line (BOL) - Available now (via Command Admin and Manpower Offices)
- Total Workforce Management System (TWMS) - Available Now
- TFMMS Manpower Management Application (TMMCA) - July 2012

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

Streamlined Activity Manpower Document (S-AMD)

DATE: xx/xx/xxxx

ACTIVITY CODE	ACTIVITY NAME	UIC	BSO	SMC	HOME PORT	GEO LOCATION	S/S	MCA	AODC	PREDOM	ISIC	
										RSPN AGSAG	PUIC UIC	
POSITION INFORMATION		FUNDING					SKILL		INFORMATION			
BIN	EFF DT	JOB	ASSOC	DESIG	SSQ							
BSC	BGN END	CODE	PNOBC SNOBC	BILLET TITLE	BIN	MEC	MRC	OCC SRS PG	RATING	PNEC SNEC	PSUB SSUB PAQD SAQD PFAC SFAC	

- LAYOUT EXAMPLE -

0128175 00010 ORGHRCHY: 0100000000 EXECUTIVE DEPARTMENT (CODE 01)

0128176 00011 002267 9422 CO SHR ACT N AD 1200G O-6 3130P

1225796 00210 002563 TECHNICAL DIRECTOR DH 00343 GS-15

0570511 01110 001810 ADMINISTRATIVE SUPPORT N YN1 E-6 G

