



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

NAVMACINST 5310.18C
Code 30/40
04 Jun 13

NAVMAC INSTRUCTION 5310.18C

Subj: FLEET MANPOWER DOCUMENT/SHIP MANPOWER DOCUMENT/SQUADRON
MANPOWER DOCUMENT/AIMD/SEAOPDET MANPOWER REQUIREMENTS
WORKSHEET (FMD/SMD/SQMD/MRW) REVIEW AND DEVELOPMENT
PROCEDURES

Ref: (a) OPNAVINST 1000.16K
(b) OPNAVINST C3501.2 (Series)

Encl: (1) Afloat SMD/FMD Review and Development Timeline
(2) Aviation SQMD/FMD Review and Development Timeline
(3) MRW Review and Development Timeline

1. Purpose. To establish procedures for the development, review, approval and issuance of manpower requirement documents for: surface ships/submarines (SMD), shore based expeditionary units/afloat staffs (FMD), AIMDs/SEAOPDETs (MRW) and aviation squadrons (SQMD).

2. Cancellation. NAVMACINST 5310.18B. This instruction has been completely rewritten and should be reviewed in its entirety.

3. Background. Per reference (a), the Navy Manpower Analysis Center (NAVMAC) develops draft and final FMD/SMD/SQMD/MRW documents. This instruction describes the manpower review process for operational units, staffs, ships, submarines and aircraft squadrons. Once reviewed, they are forwarded to the Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO (N12)) for final approval. When approved the FMD/SMD/SQMD/MRW form the basis for all manpower requirements and authorizations for each activity.

4. Action. Enclosures (1), (2), and (3) display the FMD/SMD/SQMD/MRW review and development timelines. Adherence to these timelines is crucial to provide timely updates to manpower requirements and authorizations. Any delay in final FMD/SMD/SQMD/MRW issuance may result in less than optimum manpower management and create a potentially negative impact on operational readiness.

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a. Fleet Manpower Requirements Document (FMRD) Production Plan Development. Reference (a) directs Navy Manpower Analysis Center (NAVMAC) to produce an annual FMRD production plan.

(1) FMRD Timeline. NAVMAC will request stakeholder input annually during the month of January, to address the next two fiscal years. NAVMAC will consolidate all input and route the draft production plan no later than 30 April for stakeholder review and comment. The final draft will be forwarded to OPNAV N12 for review. The final FMRD production plan for both aviation and afloat activities will be published annually by 30 June.

(2) Mid-Year Review. Annually in March, NAVMAC will conduct a mid-year review of the current fiscal year's plan to identify emerging issues and make necessary adjustments.

(3) Individual activities requesting an accelerated manpower study delivery date shall coordinate their request through their Type Commander/BSO with the appropriate office code at NAVMAC. The request should include specific reasons for the requested acceleration (e.g. mission growth, additional tasking) and should include supporting documentation. NAVMAC will work with the appropriate Budget Submitting Office (BSO)/Type Commander (TYCOM) to reprioritize the FMRD plan.

(4) Afloat SMD. Initial manpower reviews and documentation for ship class SMD following acquisition will be coordinated with the appropriate TYCOMs/BSOs and normally developed one year after commissioning or after the first major deployment is completed, whichever is later. This will provide the time needed to identify the most efficient organization to support the watch/workload data collection effort. Differences between individual ships within a class will be annotated with a note within the specific class SMD. Significant deviations from the class baseline may be justification for a new ship class. Additionally, an individual ship SMD may be required due to significant deviations from the class baseline (i.e. CIVMAR Manning, Single Hulls).

(5) Afloat FMD. Initial manpower reviews and newly established shore based expeditionary units will be coordinated with the appropriate TYCOM/BSO and after the command's ROC/POE has been signed by the OPNAV N9X warfare sponsor.

(6) Aviation SQMD/FMD. Manpower documents for aviation activities following acquisition will be developed after sufficient maintenance data is available to support a comprehensive maintenance man hour per flight hour model.

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Subsequent manpower reviews are primarily based on Required Operational Capability/Projected Operating Environment (ROC/POE) changes, number of aircraft assigned, flight hour utilization rate, a change in the maintenance man-hour per flight hour model, major changes in mission and force structure, and fleet issues. For Fleet Replacement Squadrons (FRS), student throughput and curriculum are also drivers for manpower changes.

(7) MRW. Afloat AIMD/SEAOPDET MRWs are produced prior to each carrier's major deployment. The MRW displays the total manpower requirements for a carrier's Aircraft Intermediate Maintenance Department (AIMD), including appropriate SEAOPDET manpower requirements. These requirements are based on the ship's test bench/ground support equipment (GSE) gear configuration and the aircraft attached to a specific CVW. SEAOPDET requirements are attached to the appropriate shore station AIMD to support aircraft workload during the turnaround cycle. Each SEAOPDET will have its own manpower document. AIMD/SEAOPDET MRWs are developed based on the Tasking Letter provided by the TYCOM. AIMD MRWs for LHA/D class ships will be done in conjunction with the ship class document.

(8) Intermin Changes. Activity Manpower Document (AMD) interim changes will be made using the Billet Change Request (BCR) process per reference (a). The appropriate FMD/SMD/SQMD/MRW will be annotated accordingly to be reviewed for inclusion in the next scheduled manpower review.

c. Required Operational Capability/Projected Operational Environment (ROC/POE). The most critical element of SMD/FMD/SQMD/development is the ROC/POE statement. Per reference (b), the appropriate chain of command shall submit recommended changes to the appropriate Warfare Sponsor to keep the ROC/POE current and accurately state the unit's wartime mission. Copies of changes recommended by the chain of command should be forwarded to NAVMAC.

d. Review process. CO NAVMAC will approve all draft FMD/SMD/SQMD/MRW for Fleet review. The Fleet review process is as follows:

(1) NAVMAC will distribute documents to applicable TYCOMs/BSO and/or individual commands as necessary for Fleet review and reclama.

(2) TYCOM/BSOs will distribute documents to applicable commands for review and consolidate Fleet Review Comments (FRCs) and submit them to their appropriate Budget Submitting Office (BSO) for endorsement.

(3) COMPACFLT will provide endorsement of comments forwarded by the subordinate TYCOMs for activities under their purview. COMPACFLT will forward their endorsement to COMFLTFORCOM.

(4) COMPACFLT is not required to provide endorsement of east coast commands for which they have no manpower interest. However, they may still provide comment(s) as desired.

(5) For BSOs other than 60 and 70, properly endorsed reclusas will be submitted directly to NAVMAC for adjudication.

(6) For BSO 72, route reclama items to COMNAVRESFOR vice COMPACFLT and COMFLTFORCOM.

e. Fleet Reclama Process. NAVMAC's forwarding cover letter will specify the deadline for submission of Fleet reclama items to NAVMAC (typically 60 days from receipt of the letter). Extensions may be granted on a case-by-case basis.

(1) Reviewing unit(s) will initiate the reclama process with a letter stating their concurrence or non-concurrence and provide detailed justification for any recommended changes. Each echelon in the chain of command shall review; and forward their endorsement to include: concurrence, non-concurrence and rationale on for recommended change.

(2) Direct liaison with NAVMAC during each stage of the review process is encouraged to resolve technical questions early in the review process. Upon receipt of all Fleet comments (with USFFC endorsement), NAVMAC will conduct an adjudication board to recommend concurrence/non-concurrence with requested changes.

(3) In the event comments or concurrence by the reviewers are not received per the prescribed timetable, NAVMAC will notify the appropriate BSO(s) of non-receipt of their endorsement letter and request email notification of the BSO's intent to submit endorsement. If BSO(s) do not respond within seven days, NAVMAC may assume concurrence with the draft document, and the document will be forwarded to OPNAV N12 for final signature.

f. SMD/FMD/SQMD Pre-Adjudication Board. The purpose of the Pre-Adjudication Board is to review the Fleet comments and provide additional information and insight on the issues presented by the Fleet units not readily apparent in the original comment. The need for a pre-adjudication board will be solely determined by the respective department head based on the

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nature of the issues raised by the Fleet unit through the appropriate reviewing chain of command.

(1) NAVMAC will notify the Navy Personnel Command (NPC), Pers-4 and the Bureau of Naval Personnel (BUPERS) BUPERS 31/32, 7-14 days prior to the date of the Pre-Adjudication Board to invite those interested personnel and/or Subject Matter Experts (SMEs) having a vested interest in the manpower document being reviewed to participate in the Fleet comment review process.

(2) Comments and concerns addressed at the Pre-Adjudication Board will be incorporated into the recommendations forwarded to the FRC Adjudication Board for consideration and final resolution.

g. Afloat SMD/FMD FRC Adjudication Board. The board will consist of a minimum of three (3) NAVMAC officers serving as voting members. A senior analyst will brief each FRC to discuss the unit's comments, all endorsements, NAVMAC's analysts' comments along with the Quality Control (QC) comments. The appropriate NAVMAC manpower analysts will be available to discuss comments and recommendations. The Adjudication Board will review and vote on each FRC.

(1) Voting members will vote to concur, partially concur, or non-concur with each requested change to the manpower document. If a tie occurs, the Chairperson will cast the final and deciding vote.

(2) NAVMAC will liaison with CNO (N12) on any major issues prior to scheduling an adjudication board. The completed FRC package, including the NAVMAC adjudication board recommendations, are forwarded to OPNAV (N12) for review and final disposition. OPNAV (N12) is the final signature authority for all manpower documents.

h. Afloat SMD/FMD FRC Adjudication Board Composition

(1) Voting Board Members

(a) Chairperson - Dept Head/Deputy Dept Head

(b) Minimum of two additional NAVMAC officers

(c) Alternative GS-12 or above NAVMAC Manpower Analyst may substitute for one (1) officer

(2) Non-Voting Members

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(a) Senior Department Technical Advisor/Deputy
except when acting as the Chairman of the Adjudication Board

(b) Production/Quality Assurance Lead Analyst

(c) Functional Area Managers (FAMs)

(3) Other Observers

(a) On-site team members

(b) Other stakeholders as invited

i. Aviation SQMD/FMD/MRW Adjudication Board The board will consist of three senior members of the Aviation Manpower Requirements Determination Department. A senior analyst will brief each FRC to discuss the unit's comments, all endorsements, and NAVMAC's analysts' comments. The appropriate NAVMAC manpower analysts will be available to discuss comments and recommendations. The Adjudication Board will review and vote on each FRC.

(1) Voting members will vote to concur, partially concur, or non-concur with each requested change to the manpower document. If a tie occurs, the Chairperson will cast the final vote.

(2) NAVMAC will liaison with CNO (N12) on any major issues prior to scheduling an adjudication board. The completed FRC package, including the NAVMAC adjudication board recommendations, are forwarded to OPNAV (N12) for review and final disposition. OPNAV (N12) is the final signature authority for all manpower documents.

j. Aviation SQMD/FMD/MRW FRC Adjudication Board Composition

(1) Voting Board Members

(a) Chairperson - Dept Head/Deputy Dept Head

(b) Code 30 Division Officer(s)

(c) Code 30 Division Senior Analyst

(d) Code 30 Quality Assurance

(e) Alternate Code 30 GS-12 or above Manpower Analyst

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k. On-Site Adjudication

(1) Budget Submitting Offices (BSOs) may request a NAVMAC on-site adjudication for issues judged as too complex to be resolved satisfactorily through the normal Fleet Reclama process. Requests for an on-site adjudication must include a statement of the subject issues, and must be submitted to OPNAV N12 via NAVMAC, not later than 60 days after unit's receipt of the draft document.

(2) If the Budget Submitting Office (BSO) recommends and NAVMAC/OPNAV (N12) approves the on-site review, NAVMAC will coordinate scheduling with the TYCOM/BSO(s) and other stakeholders. If a face-to-face adjudication board cannot be held, NAVMAC will conduct an "on-line" virtual adjudication board with all interested parties. Issues addressed in the review will be limited to those previously identified.

(3) NAVMAC will incorporate the recommendations of the adjudication board into the final SMD/FMD/SQMD/MRW and forward to OPNAV (N12) for final disposition and signature approval.


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Distribution:

CNO (OPNAV N122)
COMPACFLT (N1,N12)
COMSUBLANT (N1,N12)
COMNAVSURFPAC (N1,N12)
COMNAVEXPCOMBATCOM (N1,N12)
MSC (N12)
COMNAVRESFOR (N1)
NAVPERSCOM (PERS 40, PERS 41)
OJAG (Code 61)

COMUSFLTFORCOM (N1,N12)
COMNAVAIRPAC (N1,N12)
COMSUBPAC (N1,N12)
COMNAVSURFLANT (N1,N12)
CHINFO (IO-81)
NAVSEA (SEA 10/PMS 392)
COMNAVAIRFORRES (N1)
BUPERS 31, 32

AFLOAT SMD/FMD REVIEW AND DEVELOPMENT SCHEDULE			
ACTION	DAYS TO COMPLETE	TOTAL ELAPSED TIME (Days)	MONTHS
WARFARE SPONSOR PROVIDES APPROVED ROC/POE	0	-210	-7
NAVMAC COMPLETE STANDARDS REVIEW FOR OM, PM, FM, OUS AND DIRECTEDS DATA.	30	-180	-6
NAVMAC STARTS DRAFT SMD/FMD DEVELOPMENT AND CONDUCTS ON-SITE VISITS AS NECESSARY.	180	-180	-6
DRAFT SMD/FMD ISSUED	0	0	0
UNIT FORWARDS RECOMMENDED CHANGES TO SMD/FMD VIA TYCOM VIA THE CHAIN OF COMMAND.	30	+30	+1
TYCOM/FORCE COMMANDER COMPLETES REVIEW. FORWARDS RECOMMENDED CHANGES TO BSO/USFF AS APPROPRIATE.	15	+45	+1.5
BSO/USFFC COMPLETES REVIEW AS APPROPRIATE. FORWARDS RECOMMENDED CHANGES TO NAVMAC.	15	+60	+2
NAVMAC COMPLETES REVIEW AND CONDUCTS FRC BOARD.	30	+90	+3
NAVMAC FORWARDS ADJUDICATION BOARD RECOMMENDATIONS AND FINAL SMD/FMD TO OPNAV (N12) VIA OPNAV N122 FOR DISPOSITION.	30	+120	+4
OPNAV (N12) COMPLETES REVIEW FOR FINAL DISPOSITION AND SIGNS THE SMD/FMD. FORWARDS TO NAVMAC	30	+150	+5
NAVMAC COORDINATIES WITH TYCOM/BSO AS APPROPRIATE FOR APPLICATION OF BILLET FUNDING.	10	+160	+5
FINAL SMD/FMD ENTERED INTO TFMMS.	20	+180 to 270	+6 to +9
TOTAL TIME TO DEVELOP, REVIEW AND IMPLEMENT AFLOAT SMD/FMDs	390	390 to 480	13 to 16

AVIATION SQMD/FMD REVIEW AND DEVELOPMENT SCHEDULE			
ACTION	DAYS TO COMPLETE	TOTAL ELAPSED TIME (Days)	MONTHS
NAVMAC RECEIVES APPROVED ROC/POE, OPNAV TASKING, OR TYCOM CUSTOMER REQUEST FOR SQMD/FMD DEVELOPMENT.	0	-75	0
NAVMAC GATHERS SUPPORTING DOCUMENTATION.	20	-75	-2.5
NAVMAC DEVELOPS DRAFT SQMD/FMD.	30	-55	-1.8
NAVMAC CONDUCTS ON-SITE AS REQUIRED.	10	-25	-0.8
NAVMAC COMPLETES DRAFT SQMD/FMD AND FORWARDS TO CO NAVMAC FOR APPROVAL.	15	-15	-0.5
DRAFT SQMD/FMD ISSUED FOR FLEET REVIEW	0	0	0
UNIT FORWARDS RECOMMENDED CHANGES TO SQMD/FMD VIA THEIR CHAIN OF COMMAND.	30	30	1
FORCE COMMANDER COMPLETES REVIEW. FORWARDS RECOMMENDED CHANGES TO USFFC.	15	45	1.5
USFFC COMPLETES REVIEW. FORWARDS RECOMMENDED CHANGES TO NAVMAC.	15	60	2
NAVMAC COMPLETES REVIEW AND CONDUCTS FRC BOARD.	30	90	3
NAVMAC FORWARDS FRC BOARD RECOMMENDATIONS TO OPNAV (N12) FOR DISPOSITION.	15	105	3.5
OPNAV (N12) COMPLETES REVIEW FOR FINAL DISPOSITION AND SIGNS FINAL SQMD/FMD. FORWARDS TO NAVMAC.	30	135	4.5
NAVMAC FORWARDS FINAL SQMD/FMD TO FORCE COMMANDER FOR APPLICATION OF BILLET FUNDING.	10	145	5
NAVMAC ENTERS FINAL APPROVED SQMD/FMD INTO TFMMS.	20	165	5.5
TOTAL TIME TO DEVELOP, REVIEW AND IMPLEMENT AVIATION SQMD/FMDs	240	240	8.0

MRW REVIEW AND DEVELOPMENT SCHEDULE			
ACTION	DAYS TO COMPLETE	TOTAL ELAPSED TIME (Days)	MONTHS
NAVMAC RECEIVES TASKING LETTER (DECK LOAD).	0	0	0
NAVMAC DEVELOPS DRAFT MRW.	30	30	1
NAVMAC COMPLETES DRAFT MRW AND FORWARDS TO CO NAVMAC FOR APPROVAL.	15	45	1.5
NAVMAC ENTERS DRAFT MRW INTO TFMMS AND ISSUES FOR FLEET REVIEW.*	5	50	1.7
UNIT FORWARDS RECOMMENDED CHANGES TO MRW VIA CHAIN OF COMMAND.	30	80	2.7
FORCE COMMANDER COMPLETES REVIEW. FORWARDS RECOMMENDED CHANGES TO USFFC.	15	95	3.1
USFFC COMPLETES REVIEW. FORWARDS RECOMMENDED CHANGES TO NAVMAC.	15	110	3.7
NAVMAC COMPLETES REVIEW AND CONDUCTS FRC BOARD.	30	140	4.7
NAVMAC FORWARDS FRC BOARD RECOMMENDATIONS TO OPNAV (N12) FOR FINAL DISPOSITION.	15	155	5.1
OPNAV (N12) COMPLETES REVIEW FOR FINAL DISPOSITION AND SIGNS THE FINAL MRW. FORWARDS TO NAVMAC.	30	185	6.1
NAVMAC ENTERS FINAL APPROVED MRW INTO TFMMS AND FORWARDS TO TYCOM.	20	205	7

*If changes in requirements are significant, NAVMAC may delay entering the draft MRWs into TFMMS until Fleet review is complete.