BY ORDER OF THE COMMANDER
45TH SPACE WING

45TH SPACE WING INSTRUCTION
38-201

19 JANUARY 2016

Manpower and Organization

MANAGEMENT OF MANPOWER REQUIREMENTS AND AUTHORIZATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at **www.e-Publishing.af.mil**

RELEASABILITY: There are no releasability restrictions on this publication

---

OPR: 45 FSS/FSMM
(Mr. Danny O'Niell)

Certified by: 45 FSS/CC
(Maj Paul M. Somers)

Pages: 4

Supersedes: 45 SWI38-201, 1 June 1998

This instruction implements AFI 38-201, *Management of Manpower Requirements and Authorizations.* It establishes a procedure for all requests for service contracts by 45th Space Wing organizations to be reviewed by the 45th Force Support Squadron Manpower and Organization Office (45 FSS/FSMM) and prescribes the use of 45 SW Form 5, Manpower Authorization Change Request (MACR). If the 45 FSS/FSMM maintains a Unit Manpower Document (UMD), the use of 45 SW Form 5 to make changes to the UMD is required. This publication applies to all military personnel and Department of Defense (DoD) civilians of the 45th Space Wing. This publication does not apply to non-45th Space Wing organizations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised in order to meet Air Force directed digital processing requirements and format and must be completely reviewed. Major changes include updates to office symbols and publication references.

1. Roles and Responsibilities

1.1. **The 45th Space Wing Staff Agency Chiefs, Group and Squadron Commanders** will review all requests for service contracts prior to submission to the 45 FSS/FSMM.

1.2. **The 45th Force Support Manpower and Organization Office (FSSM).** In accordance with AFI 38-201, paragraph 2.4.8 through 2.4.8.4.1, the 45 FSS/FSMM will do the following:

1.2.1. Review and coordinate on all service-type contract requests, modifications, or terminations to ensure/ validate the proposed contract work is not performed or funded by the existing in-service workforce. Particularly, the 45 FSS/FSMM will review to ensure no duplication of manpower or resource expenditure will occur if the request is approved as it is against Air Force policy to pay 'twice' for workload to be performed; i.e., manpower which has been allocated on the unit's UMD to perform workload, contractors will not be acquired to perform the same work. 45 FSS/FSMM will complete their review within 5 workdays of receipt of the purchase request.

1.3. **Contracting Office.** In accordance with AFI 38-201, paragraph 2.4.8.3.1, the Contracting Office will process the request for services, including modifications and contract extensions/ terminations, once 45 FSS/FSMM has reviewed and validated the request.

1.4. **Supervisors and/or commanders (Requiring Activity).** In accordance with AFI 38-201, paragraphs 2.4.8.2.1 and 2.4.8.2.2, the Requiring Activity will submit Contract Purchase Request Packages, to include funding documentation (i.e., AF Form 9, to include modifications and terminations), the independent government estimate, and the performance work statement to the 45 FSS/FSMM for validation. The requiring activity will also provide sufficient technical information (e.g., AFSC, skill-level, FAC, OSC, total contract cost and start/stop dates contract requirements, contract labor cost, contractor full-time staffing, or man-hour estimates, as may be available) to assist the installation/ servicing MO in reviewing the contract request.

2. UMD. AFI 38-201, *Management of Manpower Requirements and Authorizations*, 30 January 2014, provides the guidelines for use of the UMD.

2.1. All UMD changes will be coordinated with the 45 FSS/FSMM office to ensure validity, accuracy and that no negative impacts will occur

2.2. 45 SW Form 5. The use of 45 SW Form 5 is required for changes to the UMD (Figure 1). As a minimum, the user will complete the following parts of 45 SW Form 5:

2.2.1. **FROM** (this is the individual's FAS who is preparing the form), **POC** (name, grade, duty phone of the individual preparing the form or most knowledgeable person in regard to this manpower action), and **DATE**.

2.2.2. The **SOURCE** row: The following information is needed to identify the exact position being changed. Annotate two rows for each change.

2.2.2.1. **CURRENT UMD** row: Reference the current quarter UMD and annotate the following information on the 45 SW Form 5 -- **OSC, FAC, POSITION #, AFSC, GRADE, PEC**, [SAR?, DUTY?] and **MNT**.

2.2.2.2. **PROPOSED CHANGE** row: Enter the new data code beneath the corresponding column identifying the UMD data code to be changed. If the code to be changed is not listed in the "CURRENT UMD" row, the code will be entered in one of the blank columns provided in this row and the new code will be placed below.

2.2.3. **JUSTIFICATION**: Provide a detailed reason as to why this change is necessary. Most UMD changes are coordinated with the HQ AFSPC "OPR." To expedite the MACR, it is best to contact the HQ AFSPC OPR prior to submitting this request to 45 FSS/FSMM. In the justification section, enter the name and DSN of the point of contact. This will aid HQ AFSPC/A1M in processing the change.

2.3. **COORDINATION** : To process the request, approval from the following is required:

2.3.1. *STAFF* -- Staff Agency Chief.

2.3.2. *GROUP* -- Group Commander and Resource Advisor.

2.3.3. *SQUADRON* -- Squadron Commander and Resource Advisor.

2.3.3.1. Prefer flight and section chief coordination in addition to Squadron Commander.

2.3.3.2. See Figure 1 for an example.

2.3.4. When the MACR has been submitted to HQ AFSPC/A1M, a copy of 45 SW Form 5 will be returned to the submitter with the FOR MANPOWER OFFICE USE ONLY section completed. This will aid in tracking the progress of the request.

WAYNE R. MONTEITH, Brig Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Management of Manpower Requirements and Authorizations*, 30 January 2014

Prescribed Forms

45 SW Form 5, M*anpower Authorization Change Request*, 1 July 1995

Abbreviations and Acronyms

AFMAN - Air Force Manual

AFMS - Air Force Manpower Standard

AFRIMS — Air Force Records Information Management System

CME - Contract Manpower Equivalent

FAC - Functional Account Code

FSMM — Force Support Squadron Manpower and Organization Office

IAW — In accordance with

MACR — Manpower Authorization Change Request

OPR — Office of Primary Responsibility

RDS — Records Disposition Schedule

UMD — Unit Manpower Document