

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 38-201**

23 June 2000



Manpower and Organization

**MANPOWER AUTHORIZATION,
ALLOCATIONS, AND CHANGE REQUESTS**

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: HQ AFRC/XPMRC (Linda Haydis)

Certified by: HQ AFRC/XP
(Brig Gen David Tanzi)

Supersedes AFRCI 38-201, 14 February 1997

Pages: 22
Distribution: F

This instruction implements AFPD 38-2, Manpower. It prescribes the procedures used to allocate and redistribute authorizations to United States Air Force Reserve (USAFR) units. It also describes the procedure used for requesting changes to existing unit manpower documents (UMD).

SUMMARY OF REVISIONS

This revision has substantial changes and must be completely reviewed. A (I) indicates revisions from the previous edition.

Chapter 1

MANPOWER AUTHORIZATIONS AND ALLOCATIONS

1.1. Responsibilities. The Division Chief of Manpower and Organization is responsible for the validation, distribution, and effective utilization of the manpower resources allocated to Air Force Reserve Command (AFRC). The allocation of these resources to AFRC units is the culmination of the Department of Defense's planning, programming, and budgeting system (PPBS) as prescribed in AFPD 38-2, Manpower.

1.2. Manpower Resource Allocation. The Directorate of Programs and Evaluation, HQ USAF/PE, issues a manpower allocation to all major commands based on the manpower resources reflected in each fiscal year of the Future Years Defense Plan (FYDP). HQ AFRC/XPM allocates the resources by program element code to unit/location.

1.2.1. Active duty military, civilian (air reserve technician (ART) and nonART), and reserve authorizations reflect approved FYDP funding. The funding is based on program objective memorandum (POM) submissions, approved Air Force budget submissions, and congressional appropriations. HQ AFRC/XPM maintains the Manpower Data System (MDS) and validates manpower requirements based on command priorities. Validated requirements in excess of funding levels are placed on the UMDs as unfunded requirements. These unfunded requirements are filled with overhires when dollars are available. Unit commanders establish the priority system for filling unfunded requirements with overhires.

1.2.2. HQ AFRC allocates all of the manpower resources made available to the command through the PPBS process when available resources equal or exceed manpower requirements. An exception is made when it becomes evident that authorizations will be withdrawn from the command or it is necessary to redirect resources to accomplish higher priority missions. In such circumstances, the Division Chief of Manpower and Organization, in coordination with the AFRC Vice Commander and staff, may implement a hiring restriction. Although this restriction may be effected through military or civilian personnel channels, it may take the form of adjustments to the UMD-Active, Reserve, and Individual Reserve Augmentee (IMA). Restricted positions may be identified either by Air Force specialty or Air Force remarks codes. These codes are used to instruct local personnel officers to audit, delete, or convert vacant positions. The servicing personnel officer reports the status of restricted positions to HQ AFRC/XPMR quarterly. Status is either vacant or encumbered. Vacant positions will not be filled; occupants of encumbered positions are advised that their positions will be withdrawn at a future date.

Chapter 2

MANPOWER RESOURCES AND DOCUMENTS

2.1. Unit Manpower Document (UMD). Manpower authorizations are allocated to units on three basic parts of the UMD: Active, Reserve, and IMA.

2.1.1. The Active UMD contains active duty military, civilian, and reservists ordered to active duty under Air Guard Reserve (AGR) authorization. Active authorizations provide the peacetime support required for the management of the Air Force Reserve.

2.1.1.1. There are two basic types of civilian authorizations.

2.1.1.1.1. ART authorizations provide peacetime management and support and satisfy a wartime requirement in the reserve unit. ARTs are assigned to a specific reserve unit. On the UMD, these authorizations are differentiated from nonART civilian authorizations by a "Y" in the ART column, a duty code, an ART grade, and position description number in the command remarks (CRK) column.

2.1.1.1.2. NonART authorizations provide peacetime support to units.

2.1.1.2. AGR authorizations are established to account for reservists selected to serve on extended active duty for a specified time, usually over 360 days.

2.1.2. The Reserve UMD contains the reserve authorizations.

2.1.2.1. Unit reserve authorizations are military positions which have been established by the gaining command to accomplish the wartime mission or by HQ AFRC to satisfy peacetime management requirements. Units with the same mission or primary aircraft authorizations will normally have similar UMDs.

2.1.2.2. If a reserve authorization is also an ART, the ART column is coded with a "Y" on the Active UMD and the corresponding Reserve UMD authorization. All other reserve authorizations are referred to as nonART reserve positions and are coded "N" in the ART column.

2.1.3. The IMA UMD contains IMA authorizations. IMAs are selected military reserve positions assigned to active units. They are approved in skills having wartime shortfalls and support the unit mission during the period immediately following a declaration of war or national emergency.

2.2. Deputy/Assistant Position. Deputy or full-time assistant positions occur when two positions jointly manage, direct, and supervise the administrative and technical aspects of operations in the same organization. While only the chief position has final accountability, the two positions share management responsibility and authority for accomplishment of the mission and functions of the organization. A deputy or full-time assistant should not be confused with positions which would normally be found in the direct supervisory line. Division chiefs, branch chiefs, and other supervisors may perform assistant duties concurrently with primary assigned duties and may be designated to act in the absence of the chief. Duties associated with this type of less than full-time assistant responsibilities will normally be described in the position description.

2.3. Hiring Authority. The UMD and AFRC Form 261, Unfunded Requirement and Overhire Authorization Advisory (see Attachment 2), are the only authoritative statements of hiring authority in AFRC.

2.4. Unfunded Requirements. Unfunded requirements are validated UMD requirements which have not been funded by Congress or HQ USAF. Unfunded requirements are shown on the UMD with a code "N" in the funded column (with the exception of Type D overhires).

2.5. Overhires. Overhires are increases above current full-time funded UMD authorizations. Funded UMD positions may not provide sufficient flexibility to meet shifting, peak, seasonal, or cyclical work load demands. This may be particularly true in units which have a significant number of unfunded requirements. Overhire authorizations are designed to fill this void. There are four types of overhires and one type of temporary additive. HQ AFRC/XPM approves Types A, B, C, and F overhires. The NAF/XPM normally approves the Type D and provides an information copy to HQ AFRC/XPM. All overhire requests are approved on an AFRC Form 261 which is prepared by the approving authority. The overhire is identified on the UMD by the overhire code A, B, C, or F in the first or seventh column of the CRK code field. Hiring is subject to the availability of unit funds.

2.5.1. Establish the Type A overhire when an increased requirement of a continuous nature has been validated and resources are not available to fund the authorization. The justification may originate in several ways: (1) The unit may submit an AFRC Form 106, Manpower Change Request; (2) HQ AFRC/XPM may apply the manpower standard; or (3) AFRC/CV may direct the action.

2.5.2. Establish the Type B overhire to satisfy a special or unique need recognized by HQ AFRC. The primary purpose of this type overhire is to provide an interim solution to a personnel or management problem. The Type B overhire is effective for 3 or more months depending on the requirement.

2.5.3. Establish the Type C overhire to satisfy a well-defined work load of noncontinuous, temporary, or transient nature. This overhire authority never exceeds 4 quarters.

2.5.4. Establish the Type D temporary additive to hire a second employee against an established UMD authorization. The existing incumbent may have vacated the job for an extended period for training, temporary duty, leave without pay, sick leave, or pending disability retirement. Type D additives are usually short-term and are not normally identified on the UMD.

2.5.5. Establish the Type F overhire to permit early hire against funded authorizations, such as unit resources allocated for conversions and out-year program objective memorandum (POM) approved/funded UMD authorizations. Often these are bookkeeping transactions used to accommodate personnel actions during unit conversions.

2.6. Part-Time. There are occasions when work load may be more than current authorizations can support, but not enough to justify an additional full-time position. Part-time positions should not be confused with or used in lieu of overhire or temporary hire authorizations. When funds are not otherwise available, part-time authorizations may be established as Type A overhires to handle permanent work load and should not exceed 20 hours per week. Submit requests for part-time positions on AFRC Form 106. Identify part-time authorizations on the UMD by "PTIME" in the CRK column preceded by an Authorization Change Notice (ACN) number. For each part-time position, the amount (AMT) column of the UMD will reflect a whole number. However, each part-time position represents one-half of a full-time position; therefore, two part-time positions equal one full-time position.

2.7. Manpower Documents. The UMD is a computer-generated product of the Manpower Data System (MDS). Units receive UMDs from their servicing military personnel office (MPF) via the MDS. As a minimum, units should establish a requirement to receive an updated UMD quarterly.

2.8. Manpower Standards. One of the primary means of determining Part A manpower requirements is through the application of AFRC manpower standards. The schedule for annual application is provided at attachment 4. When required, HQ AFRC/XPMPR will request work load data from the functional manager to facilitate the application of the standard. See attachment 5.

Chapter 3

MANPOWER CHANGE REQUESTS (MCR)

3.1. General Information. Submit an MCR when a change is required on Parts A, B, or C of the unit manpower document (UMD).

3.1.1. Even though MCRs are normally submitted by units, numbered air forces (NAF) and HQ AFRC staff elements may submit MCRs on the units' behalf. Submit MCRs pertaining to the NAF or a reserve unit to HQ AFRC/XPMR in two copies (three if submitted through NAF). Call your NAF manpower representative if you need clarification on procedures.

3.1.2. Submit MCRs for the HQ AFRC staff and direct reporting units on AFRC Form 106 or in memorandum format to HQ AFRC/XPMX. The staff division chief/special staff chief can submit the change. Change requests involving two or more divisions are submitted by the director.

3.1.3. Locally "assumed" missions or "desired" capabilities are not reasons to request a UMD change.

3.2. Zero Balance MCRs:

3.2.1. Each request for an increase in UMD authorizations should be accompanied by a proposal for an equivalent offsetting decrease. Zero balance changes should result in no cost to the command. Failure to identify compensatory authorizations may delay processing or result in disapproval. NOTE: Exceptions are limited to externally imposed requirements such as changes to Air Force/AFRC directives, weapon systems, and programmed flying hours.

3.2.2. Wing commanders have the authority to approve an AFRC Form 106 if it meets the criteria outlined in the decision/logic table matrix (attachment 6) and does not result in an increase in the total number of UMD authorizations, grades, or other costs to the command.

3.3. MCRs in Cost Compared Areas:

3.3.1. Functional areas operating under a most efficient organization (MEO) based on an Office of Management and Budget (OMB) Circular A-76 cost comparison are not prohibited from changes. To ensure all levels of review for MCRs in functions involved in, or the result of, an A-76 Cost Comparison, the following statement must be included on the AFRC Form 106: "I certify that the manpower change outlined in this request will not cause this unit to exceed the government cost estimate as outlined in OMB Circular A-76."

3.3.2. AFRC Form 106 is not required for changes in base operating support functions subject to performance work statement (PWS) revisions. HQ AFRC/XPMT evaluates published PWS revisions to determine manpower impact and notify the functional office of primary responsibility (OPR) of the results. UMDs are adjusted as required.

3.4. Preparation of AFRC Form 106. Refer to the appropriate data element (see attachment 3) of the most current copy of the UMD when completing AFRC Form 106. (See attachment 1 for sample.) Common acronyms used to review an UMD or prepare a MCR are provided in attachment 8.

3.4.1. OVERHIRE REQUEST TYPE. Mark the type overhire requested (A, B, C, D, or F).

3.4.2. CONTROL NUMBER (UNIT-NR-CY). This block is reserved for use by the wing, NAF, and AFRC direct reporting units. The manpower representative in these units enters a unit control number on the form (see table 3.1). The first group of digits is the numerical designation of the unit. The next two digits are a consecutive number beginning with "01." The final two digits indicate the calendar year (CY). (The manpower representative may find it practical to establish a log to keep track of the control number.) Example control numbers:

Table 3.1. Control Numbers.

	Unit	Consecutive Number	CY
94 AW	94	01	00
94 SGTP	94	02	00
94 MS	94	03	00

3.4.3. DATE OF REQUEST. Use date dispatched rather than date typed.

3.4.4. TO. Send zero balance requests to HQ AFRC/XPMR with information copy to NAF/XPM. Nonzero balance requests list all intermediate headquarters levels and HQ AFRC/XPMR for "IN TURN" review. AFRC staff agencies and direct reporting units list only HQ AFRC/XPMX.

3.4.5. FROM. Show the name and location of unit initiating the request.

3.4.6. REQUESTER NAME/OFFICE SYMBOL/PHONE. Self-explanatory.

3.4.7. WING MANPOWER REPRESENTATIVE. Enter the name and title of the wing manpower representative.

3.4.8. PROPOSED CHANGES. Identify the specific change required. The first entry should match the UMD, the second line entry should show the proposed changes only.

3.4.8.1. LINE (Column A). Number each line sequentially starting with the number 1.

3.4.8.2. ACTIVE OR RESERVE (Columns B and C). Mark either Active or Reserve .

3.4.8.3. UNIT (NR-KD-TYP) (Column D). Enter unit where change will occur. When changing an ART on an Active record, a concurrent change is required on the corresponding Reserve record.

3.4.8.4. ORGANIZATION STRUCTURE CODE (OSC) (Column E). Enter the OSC.

3.4.8.5. FUNCTIONAL ACCOUNT CODE (FAC) (Column F). Enter the FAC.

3.4.8.6. GMAJCOM (Column G). Enter the two-digit assigned major command identity (GMAJCOM) code. (A listing of command codes is at attachment 7.)

3.4.8.7. POSITION NUMBER (POS) (Column H). Enter position number of each authorization that is being changed. For new authorizations, position numbers are computer generated and requests should indicate "new" in the column.

3.4.8.8. AFSC (Column I). Enter the Air Force specialty code (include prefix and suffix).

3.4.8.9. GRD (Column J). Enter authorized grade on each line. NOTE: The civilian grade, occupational series, duty code, and ART position description number for ART positions are controlled by HQ AFRC/DPCC.

3.4.8.10. EFF (Column K). Enter the date change is expected to be effective; 01 Oct 00.

3.4.8.11. TRU (Column L). Enter the date change is effective through; 01 Oct 01, or Indefinite if the change is effective through an indefinite period.

3.4.8.12. PEC (Column M). Enter program element code.

3.4.8.13. API (Column N). Enter aircrew position identifier.

3.4.8.14. ART (Column O). Indicate "Y" for yes or "N" for no.

3.4.8.15. REMARKS (Column P). Enter remarks.

3.4.9. JUSTIFICATION. In general, all justification for MCRs falls into one or more of the following categories: new or added work load, increased or decreased work loads within existing responsibilities, decreased responsibilities and associated work loads, and correction requests. The appropriate reasons will head the justification in capital letters. Reasons other than these are judged on their own merit, but should include at least as much detail in their preparation as is required below:

3.4.9.1. NEW RESPONSIBILITIES. Cite the authority (publication or message) for the new responsibilities. Describe the associated new work in terms of new products or services produced, how they are produced (including equipment used if appropriate), and how they differ from existing products or services. Include a detailed explanation of how the amount of manpower being requested was computed. Always relate the justification to quantitative work load data, trends, overtime expended, number of days over and above normal training days used, quantifiable backlog--past versus present, and work load projections, rather than describing the perceived requirements in general terms. Use the work load factor defined in the manpower standard if applicable. Identify manpower authorizations in other related workcenters which may be used as trade-offs to satisfy the new work load requirement, and describe the impact on these workcenters in terms of reduced or discontinued services and products.

3.4.9.2. INCREASED OR DECREASED WORK LOAD. Cite the reasons for increase or decrease; that is, what long-term trends, managerial policies, equipment characteristics, etc., caused increases or decreases in expended or projected manpower requirements. Relate the reasons for the increases or decreases to documented facts, for example, overtime expenditures, backlogged man-hours, changes in population serviced, number of position vacancies over the last 6 months, number of positions filled by new employees within the last 6 months, quality of the products or service, recognized studies projecting future work load, responsibilities which cannot be accomplished through acceptable management procedures, etc., and show the computations. In the case of increases, list the specific management actions which have been taken before the request to absorb the work load. Identify streamlined procedures and operating policies, rescheduled work, revised priorities, improved controls over work, etc. Always relate the justification to the work load factors defined in the manpower standard if applicable. Identify tradeoff authorizations and impacts in "new responsibility."

3.4.9.3. DECREASED RESPONSIBILITIES. Cite the authority for the decreased responsibilities and describe the associated work in terms of products or services no longer required. Include a detailed explanation of how the amount of manpower being returned to AFRC was computed. Always relate the justification to the work load factor defined in the manpower standard if applicable.

3.4.9.4. CORRECTION REQUEST. In the event that erroneous data is on the UMD, cite the data element in error, its controlling reference document or agency, and any coordination accomplished

to verify the error. Attachment 3 is provided to aid the requester in determining the appropriate OPR for various data elements.

3.4.10. SIGNATURE OF COMMANDER. Enter typed name and grade of the signing official. If the wing commander signs the request, it is not necessary for the wing commander to sign the coordination block on the reverse side of the form.

3.4.10.1. MCRs originating at wing level or below must be signed by either the wing commander or senior ART if the wing commander is nonART.

3.4.10.2. MCRs originating at geographically separated units must be signed by either the unit commander or senior ART if the unit commander is nonART.

3.4.10.3. MCRs originating at geographically separated flying squadrons, for example, air rescue squadrons, must be signed by the squadron commander or the senior ART if the squadron commander is nonART.

3.4.10.4. MCRs for separate units reporting to NAFs or AFRC, for example, regional support groups, must be signed by the separate unit commander.

3.4.11. DATE. Enter date commander signs request.

3.4.12. CN/PROJECT ID, SIGNATURE OF HQ AFRC MANPOWER TECHNICIAN, AND UMD UPDATED. These blocks will be completed by HQ AFRC at time of approval. These forms will not be returned to the NAF or units unless the request is disapproved. If the request is approved, the project identifier for the approval project will contain the MCR control number. The four digit control number on the project is the indicator that the MCR has been approved.

3.5. Processing AFRC Form 106. The reverse side of AFRC Form 106 (see Attachment 1) is designed to serve as record of staffing and serves as the initial step in processing a request. Processing actions are applicable for all AFRC units assigned to NAFs.

3.5.1. COORDINATION, RECOMMENDATION, APPROVAL/DISAPPROVAL RATIONALE:

3.5.1.1. Coordination Official. In the coordination/recommendation block, provide the office symbol and name of coordination official. The coordination official signs the form, dates it, and identifies a recommendation by checking the appropriate block. NOTE: If additional comments are required for submission to the wing commander, include these as an attachment to AFRC Form 106 and print the attachment number in the appropriate recommendation block. State the reasons for the recommendation and indicate the alternative actions that have been considered. Describe the adverse impact that failure to provide the requested action would have on unit mission effectiveness.

3.5.1.2. Originating Unit. At the initiating location, minimum coordination should include the requester as indicated on the front side of the form, the requester's supervisor (if not the wing commander), and the designated manpower representative.

3.5.1.3. Wing Functional Manager. Reviews the request, the problem, and alternative solutions offered to ensure that the best solution does, in fact, require a manpower change. Do not use MCRs to resolve problems that can be resolved by personnel or management actions at the functional manager level.

3.5.1.4. Wing Manpower Representative:

3.5.1.4.1. Maintains and monitors ACNs and UMDs for units serviced. This includes posting ACNs to current UMDs and briefing commanders and staff on impact of significant changes.

3.5.1.4.2. Evaluates proposed manpower changes and reports impact as appropriate.

3.5.1.4.3. Advises unit commander and functional staff on manpower authorization change notices and other significant manpower matters.

3.5.1.5. Wing Commander. May recommend approval of the MCR and forward it to the NAF/XPM manpower office. The wing commander also has the authority and responsibility to disapprove MCRs. MCRs returned to the unit disapproved should have the "Approval/Disapproval Rationale" section of the AFRC Form 106 completed and signed by the wing commander.

3.5.1.6. NAF/XPM:

3.5.1.6.1. Analyzes and evaluates the request and its supporting data. Places emphasis on the overall cost effectiveness of the proposed actions within established resource limitations, for example, manpower ceilings, man-year restrictions, grade ceilings, etc.

3.5.1.6.2. Obtains NAF OPR review and comments. Determines if the request is unique to the requesting unit or whether it should be applicable to all like units.

3.5.1.6.3. Finalizes the NAF position and briefs the NAF commander when appropriate. NAF commanders have the authority and responsibility to disapprove MCRs that do not meet the standards of good management practices or are not in compliance with established manpower and personnel procedures. Enter disapproval rationale in the "Approval/Disapproval Rationale" block, and return the request to the requesting unit.

3.5.2. HQ AFRC Responsibilities:

3.5.2.1. HQ AFRC/XPMR (Reserve Units) and HQ AFRC/XPMX (Active Duty Units):

3.5.2.1.1. Evaluates MCR and determines the impact upon the work centers affected.

3.5.2.1.2. Applies manpower standards, guides, or other directives to measure costs of the proposals against the reported and projected workloads.

3.5.2.1.3. Forwards MCR to the appropriate functional manager, if the MCR is not a zero balance action, with an analysis and recommendation for approval/disapproval.

3.5.2.1.4. HQ AFRC/XPMR forwards MCR that results in an organizational change to HQ AFRC/XPMX for validation or disapproval.

3.5.2.1.5. Processes valid zero balance actions and provides an information copy to the functional manager.

3.5.2.1.6. Analyzes the comments and evaluations submitted by the functional manager to determine appropriate action.

3.5.2.1.7. Updates approved MCR into the manpower data system.

3.5.2.1.8. Staffs MCR that functional manager/XPM cannot approve through AFRC/CV. Prepares staff summary sheet with proposed memorandum to the requested unit's NAF/CC.

3.5.2.2. HQ AFRC Functional Manager:

3.5.2.2.1. Reviews the MCR and recommendations made by HQ AFRC/XPMR/XPMX.

3.5.2.2.2. Provides coordination/comments to HQ AFRC/XPMR/XPMX.

3.6. MCR Resulting in Unfunded Requirements. Approved unfunded requirements and overhire changes are processed on AFRC Form 261, and updated into the manpower data system. The unit will receive a copy of the AFRC Form 261 and a CN (see attachment 2).

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Figure A1.2. Sample AFRC Form 106 (back)

COORDINATION			RECOMMENDATION <i>(Indicate by X)</i>			
BASE	TYPED NAME AND SIGNATURE	DATE	APPROVE	APPROVE/ CHANGE	DISAPPROVE	DEFER
WING						
94 MSS/DPM	JAMES E. SMITH, Lt Col, USAFR					
NUMBERED AF						
NAF/SC	WILLIAM GREEN, MAJ, USAFR					
NAF/XPM	DAVID SMITH					
NAF/CC	CHARLES BARKER, Brig Gen, USAFR					
APPROVAL/DISAPPROVAL RATIONALE						
WING COMMANDER SIGNATURE AND TITLE						
APPROVAL/DISAPPROVAL RATIONALE						
NAF COMMANDER SIGNATURE AND TITLE						
NUMBERED AF XPM COMMENTS						

Attachment 3

UMD DATA ELEMENTS

A3.1. UMD Data Elements. The following table is provided as a guide to AFRC agencies responsible for various data elements of the UMD-Active and Reserve. Explanations of UMD terms can be found at website: wwwmil.afrc.af.mil/hq/xp/xpm/xpmx/systems.htm

Table A3.1. UMD Data Elements.

DATA ELEMENTS	ABBREV	PART	OPR
Personnel Accounting Symbol	PAS	Act/Res	XPM
Unit Organization ID	i.e. 0952	Act/Res	XPM
Installation Location Code	ILC	Act/Res	XPM
Installation	INS	Act/Res	XPM
Installation Kind	ILK	Act/Res	XPM
State	ST	Act/Res	XPM
Country Code	CC	Act/Res	XPM
Effective Date	EFF DT	Act/Res	XPM
PAS Record Condition	PRC	Act/Res	XPM
Air Reserve Force Identifier	ARR	Act/Res	XPM
Central Civilian Personnel	CCP	Act/Res	XPM
Subcommand Code	SUB	Act/Res	XPM
Personnel Account Level	PAL	Act/Res	DPC
Consolidated Base Personnel	CBP	Act/Res	DPC
Management Engineering Team	MET	Act/Res	XPM
Major Air Command	MAC	Act/Res	XPM
Position Number	POS	Act/Res	XPM/GMAJCOM
Air Force Specialty Title	AFS TTL	Act/Res	XPM
Air Force Specialty Code	AFSC	Act/Res	XPM
Special Experience Identifier	SEI	Act/Res	XPM
Grade	GRD	Act/Res	XPM/DPC/GMAJCOM
Program Element Code	PEC	Act/Res	USAF
Civilian Employment Code	CEC	Act/Res	XPM
Academic Specialty Field	ASF	Act/Res	DPC/LOC. CLS
Occupational Series	OCC	Act	DPC
Academic Education Level	AEL	Act/Res	Functional Manager
Aircrew Position Indicator	API	Act/Res	XPM/DPC
Duty Code	DTY	Act/Res	DPC

Mission Essential Code	MES	Act/Res	XPM/DPC
Required Language Identifier	RLA	Act/Res	Functional Manager
Personnel Reliability Program	PRP	Act/Res	XPM/DPC
Sensitive Compart. Info	SCI	SCI	XPM/Functional MGR
Security Access Requirement	SAR	Act/Res	XPM/Functional MGR
Air Reserve Technician	ART	Act/Res	XPM
Manpower Standard Implem.	MSI	Act/Res	XPM
DoD Function Code	DFC	Act	XPM
Reason Code	RSC	Act	XPM
Year Last Review	YLR	Act	XPM
Joint Duty Code	JDC	Act/Res	XPM
Functional Category	FCT	Act/Res	XPM
Funded Code	FND	Act/Res	XPM
Defense Bus Op Fund	DBOF	Act/Res	XPM
Air Force Remark	AF RMK	Act/Res	XPM
Command Remark	CRK	Act/Res	XPM
Local Remark	LOC RMK	Act/Res	XPM
Thru Date	THR DTE	Act/Res	XPM
Deployment Ident	DPL ID	Act/Res	XPM
Sourced Code	SOURCE	Act/Res	XPM
Unit Type Code	UTC	Res	XPM/GMAJCOM
Position # Cross Reference	PNC	Act/Res	XPM

Attachment 4

AFRC MANPOWER STANDARDS APPLICATION SCHEDULE

Table A4.1. AFRC Manpower Standards Application Schedule.

FAC	TITLE	APPLY	SECTION
102A	Judge Advocate	JUL	C
104A	Public Affairs	JUL	C
105A	Chaplain	JAN	C
106A	Safety	MAR	C
12A0	Contracting	MAR	C
131A	Consolidated Plans	APR	C
13/3X/35	Tanker Ops	APR	A
13/31/35	Tactical Ftr Ops	APR	A
13/31/35	Rescue Ops	JAN	A
13/3X/35/37	Tactical Airlift Ops	MAR	C
151A	Financial Management	JAN	C
16B1	Military Personnel Flt	JAN	C
16C1	Consolidated Civ Personnel Flt	APR	B
16D1	Social Actions	JUL	C
16G1	Information Management	APR	A
2XXX	KC-135 Maintenance	SEP	A
2XXX	A-10 Maintenance	JUN	A
2XXX	F-16 Maintenance	APR	A
2XXX	C-5 Maintenance	FEB	B
2XXX	C-130 Maintenance	JUL	C
2XXX	C-141 Maint (UE)	JUL	B
2XXX	Rescue Maintenance	JAN	A
2701/30	CLSS	OCT	A
38XX	Communications	JAN	C
41XX	Supply	APR	C
42XX	Transportation	JUN	C
42K1	Aerial Port	SEP	B
42D1	Aircraft Services	AUG	B
43XX	Security Forces	JUN	A
44XX	Civil Engineer	JAN	A
45XX	Services	APR	C

471X	Airfield Management	MAR	C
5XXX	Medical	SEP	C
NOTE: The Requirements Branch, XPMRA/B/C, will apply the standard. The specific section is identified above as A, B, or C.			

Attachment 5

SAMPLE MEMORANDUM

MEMORANDUM FOR (functional manager)

FROM: HQ AFRC/XPM

SUBJECT: Application of AFRC Manpower Standard(s) for Functional Account Code (FAC) XXXX

1. Pursuant to AFRCI 38-201, the Manpower Standard for FACXXXX, (title), is scheduled for application in (month) 20(year). Results will be implemented in the _____ quarter of FY _____. Please provide the work load data for the most current 12 months (identify a specific timeframe) to XPMR:

Work Load Factor

Title: _____

Definition: _____

Source of Count: _____

2. To facilitate the process, please provide the work load data no later than (date). The project monitor is (name, office symbol, telephone)."

JERALD R. MARTIN
Chief, Manpower & Organization Division
cc: NAF/XPM

NOTE: AT TIMES, IT MAY BE MORE APPROPRIATE TO IDENTIFY THE WORK LOAD FACTOR DATA ON A SEPARATE SHEET.

Attachment 6

DECISION LOGIC TABLE FOR ZERO BALANCE MCRS

A6.1. NOTE : Begin at step one and evaluate each step until you reach end of table or table indicates request must be submitted to NAF/XPM.

Table A6.1. Decision Logic Table for Zero Balance MCRs.

CONDITION	YES SUBMIT TO NAF/XPM	NO GO TO NEXT STEP
1. Is a promotion/demotion the driving force behind this request?	X	X
2. Will request cause an overall increase in authorizations, skill level, or grade on Part A or B of UMD?	X	X
3. Will request alter an ART military grade?	X	X
4. Will request impact the number of rated officer authorizations?	X	X
5. Will request conflict with GMAJCOM tasking requirements?	X	X
6. Will request add or delete an authorization to a function cost compared under A-76?	X	X
7. Will request realign funded authorizations between program element code?	X	X
8. Will request affect a rated position identifier code? (May have to call NAF/XPM for info on exceptions.)	X	X
9. Will request adversely impact grade parity between ART and nonART authorizations?	X	X
10. Will request alter security access requirements on an authorization?	X	X
11. Does request seek to exchange an AFRC OM coded authorization with a GMAJCOM authorization?	X	X
12. Does request alter organization structure, that is, add/eliminate OSCs?	X	X
13. Submit to HQ AFRC/XPMR with courtesy copy to NAF/XPM	X	X

Attachment 7

ASSIGNING MAJOR AIR COMMAND CODES

05--Air Force Intelligence Agency
0D--United States Air Forces in Europe
0J--Air Education and Training Command
0M--Air Force Reserve
1L--Air Mobility Command
0R--Pacific Air Forces
2Q--Air Weather Service
1C--Air Combat Command
1M--Air Force Materiel Command
1S--Air Force Space Command
OV--Air Force Special Operations Command

Attachment 8**ACRONYMS**

AFRC--Air Force Reserve Command
AFSC--Air Force Specialty Code
AMT--Amount
ART--Air Reserve Technician
CN-- Change Notice
CRK--Command Remarks
FAC--Functional Account Code
EFF--Effective
GMAJCOM--Gaining Major Air Command
GRD--Grade
IMA--Individual Mobilization Augmentee
MCR--Manpower Change Request
MDS--Manpower Data System
NAF--Numbered Air Force
OPR--Office of Primary Responsibility
OSC--Organizational Structure Code
PEC--Program Element Code
POM--Program Objective Memorandum
POS --Position Number
PPBS--Planning, Programming, and Budgeting System
PWS--Performance work Statement
THRU--Through
UMD--Unit Manpower Document
XPM--Manpower and Organization Division
XPMR--Requirements Branch
XPMT--Management Engineering Branch
XPMX--Manpower Plans Branch