

MANPOWER 101

**2022
EDITION**

THE UMD

FOR

DUMMIES

**HOW TO READ
YOUR UNIT
MANPOWER
DOCUMENT**

**WHAT THE HECK
IS A PEC?**



Unit Manpower Document (UMD)

User's Guide

UNCLASSIFIED

This guide was developed to aid the user in understanding *some* of the codes found on the Unit Manpower Document. It is intended for the commander, who may be seeking to make changes to their UMD. Flight leadership, Orderly Room personnel, and UDM/SORTS monitors may also find it very useful. **The purpose of the UMD is to provide, in a consolidated document, all pertinent manpower management information for your Funded and Unfunded manpower requirements.** These are positions the function earns via AFMS, CMS, LCOM or other manpower determinant. The UMD does NOT contain any data associated with personnel. The Unit Personnel Management Roster (UPMR), available from your CSS or the Base Personnel Systems Manager identifies the personnel (and their attributes) assigned against position numbers within your unit. Commanders, functional managers, supervisors and unit manpower representatives use the UMD in determining authorized manpower and when requesting position change actions via the MCR. UMD is available upon request, in Adobe or Excel format, or the system can be programmed to send you a copy at periodic intervals you specify, via email. Another, less common, UMD action is the Organizational Change Request (OCR) governed by AFI 38-101 (Manpower and Organization). Your manpower office can provide guidance concerning this option.

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A standard UMD will look like the image below (also available in Excel format). Following that, is an abbreviated list of data codes that could appear on a UMD (there are over 100). The green highlighted codes appear on a typical .pdf version UMD, but it can be customized to meet your specific needs.

PART 1 - UMD DATA

OSC: CCQ - ORDERLY ROOM														OSC SUMMARY							
														CAT	22/1	22/2	22/3	22/4	23/4	24/4	25/4
ENL														1	1	1	1	1	1	1	1
CIV														1	1	1	1	1	1	1	1
TOTAL														2	2	2	2	2	2	2	2

FAC: 10S100 - SQUADRON COMMAND AND SUPPORT STAFF

C	P	L	S	R	M	2	2	2	2	2	2	2	2	2	2	2	2															
I	P	D	A	P	M	S	T	/	/	/	/	/	/	/	/	/	/															
D	POS	NBR	S	AFSC	RAFSC	AFSC/DUTY/OCC	TITLE	RGRD	GRD	R	R	OCC	DTY	SEI1	P	1	CRK1	CRK2	CRK3	LRK1	LRK2	CPD	PEC	I	1	2	3	4	4	4		
GS	00005791GS	0	3F551	3F551	ADMINISTRATION			SSGT	SSGT	Y	6													11213C	G	X	1	1	1	1	1	1
GS	00005818GS	0	3F051	3F051	MISCELLANEOUS CLERK AND ASST	GS-06	GS-06	N	7	0303													9GJ91	11213C	G	X	1	1	1	1	1	1

FAC SUMMARY							
CAT	22/1	22/2	22/3	22/4	23/4	24/4	25/4
ENL	1	1	1	1	1	1	1
CIV	1	1	1	1	1	1	1
TOTAL	2	2	2	2	2	2	2

OSC: DOQ - SQ AVIATION RESOURCE MGT														OSC SUMMARY							
														CAT	22/1	22/2	22/3	22/4	23/4	24/4	25/4
ENL														1	1	1	1	1	1	1	1
CIV														1	1	1	1	1	1	1	1
TOTAL														2	2	2	2	2	2	2	2

FAC: 32D200 - HOST AVIATION RESOURCE MGT (HARM)

C	P	L	S	R	M	2	2	2	2	2	2	2	2	2	2	2	2															
I	P	D	A	P	M	S	T	/	/	/	/	/	/	/	/	/	/															
D	POS	NBR	S	AFSC	RAFSC	AFSC/DUTY/OCC	TITLE	RGRD	GRD	R	R	OCC	DTY	SEI1	P	1	CRK1	CRK2	CRK3	LRK1	LRK2	CPD	PEC	I	1	1	2	3	4	4	4	
GS	00031546GS	0	1C052	1C052	AVIATION RESOURCE MG	SSGT	SSGT	N	6															11235C	G	X	1	1	1	1	1	1
GS	00046544GS	0	1C032	1C032	AVIATION RESOURCE MG	A1C	A1C	N	6															11235C	G	R	0	0	0	0	0	0
GS	00003290GS	0	1C072	1C072	MISC ADMIN AND PROGRAM	GS-11	GS-11	Y	7	0301						PA							8361	11235C	G	X	1	1	1	1	1	1

FAC SUMMARY							
CAT	22/1	22/2	22/3	22/4	23/4	24/4	25/4
ENL	1	1	1	1	1	1	1
CIV	1	1	1	1	1	1	1
TOTAL	2	2	2	2	2	2	2

- CID:** The Command Identification code indicates the Major Command UMD positions are assigned to.
- PAS & Unit Name:** The Personnel Accounting Symbol (PAS) is a unique four digit alphanumeric code used to identify an organization. The Unit designation identifies the number type and kind of the organization. Examples shown below.

PAS	UNIT NAME
FDBH	2nd Bomb Wing
F80F	342nd Healthcare Ops Squadron
FK32	7th Aircraft Maint Squadron

3. **ILC & Base:** The Installation Location Code (ILC) identifies a particular location. The Base is the literal title of a recognized place or installation:

<u>ILC</u>	<u>Base</u>
AWUB	Barksdale
NZAS	Malstrom
YWHG	Whiteman
FNWZ	Dyess

4. **CSC:** A two-character code used to identify the Country or State where manpower resources are employed:

12 - Florida
46 - South Dakota
31 - Nebraska

5. **SUB:** Defined by each command the subcommand is a logical grouping of a Command's units.

<u>SUB</u>	<u>SUBCOMMAND</u>
G	8th Air Force (8 AF)
E	20th Air Force (20 AF)
A	HQ AFGSC

6. **PAL 2-4:** The Personnel Accounting Level (PAL) is a two-digit code assigned to a specific unit or a group of units permitting their aggregation with the hierarchy desired by the major command of assignment. MAJCOM establishes and maintains codes.

7. **MPF:** The Military Personnel Flight (MPF) number is a code that represents a specific military personnel office or flight that services the unit. Found on all positions but is inherited from the unit (PAS code) on the position.

<u>MPF</u>	<u>MILITARY PERSONNEL FLIGHT</u>
BB	Barksdale AFB
FW	FE Warren AFB
EJ	Ellsworth AFB

8. **CPO:** The Civilian Personnel Office Number (CPO) is a code that represents a specific civilian personnel office or flight that services unit. Found on all positions but is inherited from the unit (PAS code) on the position.

9. **MOF:** The Servicing Manpower Office (MOF) is the manpower office that services the unit, *usually* same as the MPF code for the installation where the Manpower Office is located. The Wing level MOF may or may not service tenant units belonging to another MAJCOM.

<u>MOF</u>	<u>SERVICING MANPOWER & ORGANIZATION OFFICE</u>
BP	HQ AFGSC
WT	Whiteman AFB

10. **PPN & PARENT UNIT LONG NAME:** The Parent PAS Number (PPN) code identifies the Personnel Accounting Symbol (PAS) for the command level immediately above the current unit or PAS. The Parent Unit Long Name indicates the next higher Unit in the Air Force Organizational Structure.

11. **OSC & OSC TITLE:** The Office Symbol Code (OSC) is a 2 to 7 character code that identifies the work center or office where the position is authorized and identifies the internal organization of a unit.

12. **FAC & FAC TITLE:** A Functional Account Code (FAC) is a 4 digit alpha/numeric manpower code providing uniform identification of categorized functions and their established sub-functions, a 5th and 6th digit can be used in specific circumstances. They exist as a structured architecture to describe AF functions as determined by AF Management Engineering (ME) efforts. Functions that do not have an approved AF manpower determinant will be assigned a more generalized FAC or will use a FAC for a similar function with a separate Manpower Standard Implementation (MSI) code.

The first four digits are controlled by HQ USAF and describe the organization down to the basic function. The last two digits are MAJCOM-controlled and are used to identify command unique work centers.

The first digit of the FAC represents the major functional grouping. The functional groups are divided into nine categories to identify the major type of work performed.

<u>FAC</u>	<u>FAC Title</u>
1XXX	Command and Command Support
2XXX	Maintenance
3XXX	Operations
4XXX	Mission Support
5XXX	Medical
6XXX	Research and Development
7XXX	Activities outside the USAF
8XXX	Formal Training
9XXX	Reserved for Future Use

The first and second digits of a FAC, when combined, represent the basic function of the major grouping (11XX - Info Mgt, 15XX - Comptroller, etc.). The third and fourth digits of a FAC provide a more detailed description of the basic function.

<u>FAC</u>	<u>FAC Title</u>
102A00	Judge Advocate
13D100	Ops/Plans
151A00	Financial Mgt
42A100	Vehicle Ops
43A000	Security Police
542100	Clinical Dentistry

13. **POS#**: The Position Number is a ten-digit alpha-numeric number used to identify each position. The last two digits indicate the Major Command. The position number provides an interface between the manpower and personnel data systems and allows us to track changes to the position detail over time.

14. **PPS**: The Projected Position Sequence (PPS) identifies projected changes programmed against a specific position number. A “0” indicates the original position and “1” indicates the first projected change for the position.

15. **AFSC & TITLE**: The Air Force Specialty Code (AFSC) is a code that combines the Air Force Specialty with the Air Force specialty Prefix and Air Force Specialty suffix into a single code. The code defines the basic duties, responsibilities, skill, and qualifications associated to a manpower authorization. The Prefix code is used along with the basic AFSC to identify significant skills required for the job but not restricted to a single Air Force Specialty. There are two types of AFSCs, Officer and Enlisted. The AFSC codes are controlled by Military Personnel through a Change Summary and Conversion Instruction Guide published 4 times a year effective the first day of May, August, November and February. The Guide shows new codes being added, codes that are being removed, title changes, Special Experience Identifier (SEI changes) and it indicate the conversion action required.

16. **SEI**: The Special Experience Identifier (SEI) is a three-character code and indicates the requirement for special experience or qualification. The individual must possess the prerequisites in AFMAN 36-2100 (Military Utilization and Classification), AFOCD (for Officers), and/or the AFECD (for Enlisted) prior to designating the SEI. SEI codes are optional on civilian authorizations. A few examples shown below.

<u>SEI</u>	<u>DESCRIPTION</u>
326	RED HORSE EXPERIENCE
356	HAZARDOUS MATERIALS TRAINER
424	FOOD FACILITY MANAGER
435	ARMY COMBAT SKILLS TRAINING

17. **RIC**: The Resource Identification Code (RIC) identifies the resource category within a manpower appropriation. Each RIC has only one appropriation. The RIC is a four-position code which also identifies the type of resources assigned to each program element. If your unit has unique manpower authorizations such as IMA billets, you may want to call your manpower office to ensure you receive the appropriate document.

<u>RIC</u>	<u>DESCRIPTION</u>
0004	OFFICER
0104	ENLISTED
0160	CIVILIAN (DOD)
8888	CME (CONTRACT MANPOWER EQUIVELENT)

18. **GRD**: The Grade is the code that identifies the authorized Military or Civilian level of advancement (rank) needed to accomplish the duties of a position. This attribute identifies the level of advancement an individual should have in order to satisfy a requirement. All Active

Duty, Guard, Reserve and IMA manpower records must have a grade. CME is the number of in-service man-years that would be required if the contracted workload was performed in-house at the same workload and performance level required in the contract performance work statement.

19. **RGR:** Required Grade is the military or civilian grade of the manpower requirement validated to accomplish the duties of the position. Disparities between the Grade (GRD) and Required Grade (RGRD) may be due to budgetary constraints, career progression grades or grade ceiling limitations.

20. **MNT:** Manpower Type Code. There are 5 characters that make up the Manpower Type code. Each character will be stored separately and defined in a reference table. Their values may be concatenated. The first character of the MNT attribute value is used to identify the funding status of a position in FYDP, the second character of the MNT attribute is used to identify the utilization of the position, this third character of the MNT attribute is used to identify the work status of a position, the fourth character of the MNT attribute is used to identify appropriated vs. non-appropriated manpower positions, and the fifth character of the MNT attribute is used to identify certain types of non-FYDP manpower positions.

21. **API:** The Aircrew Position Identifier (API) is the authorized rated inventory includes pilots, navigators, and air battle managers in the grade of LTCOL and below. To manage these as well as other aircrew positions, API codes are assigned to identify these positions. Enlisted that fly as a part of their duties are also coded. A “0” in this column depicts officer authorizations that do not require rated expertise.

<u>API</u>	<u>DESCRIPTION</u>	<u>API</u>	<u>DESCRIPTION</u>
A	career enl aviator--cea--line flyers	0	non-rated officer positions
B	cea staff/supv wing/below must fly	1	pilot--line flyers
C	cea staff/supv wing/below not fly	2	navigator--line flyers
D	cea staff/supv above wg must fly	3	rated staff/supv wing/below not fly
E	cea staff/supv above wg not fly	4	rated staff/supv above wg not fly
F	cea – ot&e/fms/-- must fly	5	flight surgeon
G	Cea flying duties non usaf units	6	rated staff/supv wing/below must fly
H	No title – umd4 migration	7	rated flyers—non usaf unit
Z	non-career enl aviator positions	8	rated staff/supv above wg must fly
		9	Air Battle Manager

22. **AEL:** The Academic Education Level (AEL) is the code that describes the education level required when an advanced academic degree is required on a position, i.e. Master’s degree.

<u>AEL</u>	<u>DESCRIPTION</u>
H	ENLISTED ASSOCIATE'S DEGREE
J	CIVILIAN ASSOCIATE'S DEGREE
P	MASTERS DEGREE
R	DOCTORATE DEGREE

23. **PEC:** The Program Element Code (PEC) represents a subdivision of programmed cost data (people, equipment, and facilities) related to a weapon system or support function. Some examples are shown below.

<u>PEC</u>	<u>DESCRIPTION</u>
11969A	CBT SPT BASE OPERATIONS SUPPORT
11969N	COMBAT BASE OPERATIONS SUPPORT (NUCLEAR)
11113A	B-52 SQUADRONS
11113M	B-52 ACFT/MUN

24. **DTY**: The authorized Duty Title code is a three-digit code indicating the identifying title for a specific UMD position. The Duty Title will override the Air Force Specialty Title (AFS) on the UMD. This is **not** the same thing as the Duty Title in MILPDS. Some examples are listed below.

<u>DTY</u>	<u>DESCRIPTION</u>
099	SEC/CLERK/STENO
113	COMMANDER
189	FLIGHT CHIEF
271	SUPERINTENDENT
326	SUPERVISOR
338	FLIGHT COMMANDER

25. **OCC**: The Occupational Series code identifies a specific qualification required of the civilian employee occupying the related authorization. This field is normally not visible on a standard UMD. A small sampling of these is shown here.

<u>OCC</u>	<u>DESCRIPTION</u>
00000	TO BE DETERMINED
00018	SAFETY & OCCUPATNL HEALTH MGMT
00080	SECURITY ADMIN
00081	FIRE PROTECTION AND PREVENTION
00083	POLICE

26. **SAR**: The Security Access Requirement identifies the type of background investigation that must be performed on the person that fills the manpower position.

<u>SAR</u>	<u>DESCRIPTION</u>
5	SSBI (SIN SCP BK IN) Top Secret
6	NACL (NT, LOC, CRED) Secret Military
7	ANACI ACC NT AGV IN Secret Civilian
8	NACI (NAT AGY CK IN) No Access Civilian
9	NAC (NAT'L AGY CHK) No Access

27. **PRP**: The Personnel Reliability Program status code identifies position requirements that require a PRP certified or Non PRP certified but with Nuclear Experience qualified, individual. For example: "A" = Certified PRP Critical - Prior nuclear experience not required. "N" = Certified PRP Critical - Must have prior nuclear experience. These codes apply to the position and should not be confused with PRP codes attached to personnel. The UMD requirement is what the Personnel System will attempt to fill with the appropriate member.

<u>PRP</u>	<u>DESCRIPTION</u>
A	AUTH-ASGN: CRIT FOR NUC WEAPON DUTY (NO PREV EXP)
D	AUTH-ASGN: CONTROLLED NUC WEA DY (NO PREV EXP)
N	AUTH/ASIGN:CRIT NUC WPN DTY(NUC EXP RQ)

I AUTH/ASIGN:CONT NUC WPN DTY (NUC EXP RQ)
 Z AUTH/ASIGN:NUC EXP REQ (NO PRP)

28. **XFA**: Identifies positions designated as “Key Nuclear Billets” (KNB), “Nuclear Command, Control and Communication” (NC3), and the emerging requirement for “Nuclear Enterprise Civilian” (NEC). The first character is reserved as “N” and indicates Nuclear Enterprise. The second and third characters further define the attributes of the position with specific emphasis given to highlight whether the position is a KNB, NC3, NC or combination thereof.

For example, a billet designated as both KNB and NEC will be coded as “NF” in the XF1 data field. A billet that is solely identified as NEC will be coded “NC” on the UMD.

<u>XFA</u>	<u>XFA Title</u>
NC3	NUCLEAR COMMAND, CONTROL AND COMMUNICATION
C	CYBERSPACE
N	NUCLEAR
S	SPACE
NG	KEY NUCLEAR BILLET - NUCLEAR COMMAND, CONTROL AND COMMUNICATION -NUCLEAR ENTERPRISE CIVILIAN
NK	KEY NUCLEAR BILLET
N3	NUCLEAR COMMAND, CONTROL AND COMMUNICATION
NC	NUCLEAR ENTERPRISE CIVILIAN
ND	KEY NUCLEAR BILLET - NUCLEAR COMMAND, CONTROL AND COMMUNICATION
NE	NUCLEAR COMMAND, CONTROL, COMMUNICATION - NUCLEAR ENTERPRISE CIVILIAN
NF	KEY NUCLEAR BILLET - NUCLEAR ENTERPRISE CIVILIAN

29. **MSI**: Manpower Standard Implementation: Identifies the Manpower determinant used to quantify the manpower for a work center. Each manpower position will be coded with the determinant used to validate the requirement.

30. **CRK**: CRK1, CRK2, CRK3, CRK4, and CRK1-4 Titles: Command Remarks are four codes controlled by the MAJCOMs. There can be up to four Command remark codes on a manpower record. These codes are used to group records for tracking whatever the commands desires.

<u>CMD RMK</u>	<u>DESCRIPTION</u>
80211	RMD 802 – FY11
ATFP	ANTI-TERRORISM FORCE PROTECTION
CWR	CIVILIAN WORKFORCE REVIEW REDUCTIONS
NC3X	NC3 REALIGNMENT
CTP001	COMBAT TRAINING PROGRAM
PBD722	PBD 722 MIL TO CIV CONVERSIONS
TFIFTU	TFI FIELD TRAINING UNIT (BAFB)

31. **AFRMK**: The Air Force Remarks code identifies authorizations utilized in the accomplishment of a mission but are not adequately defined by other data codes.

<u>AF RMK</u>	<u>DESCRIPTION</u>
F4	EXCEPTION TO STD
PA	PBD 722 CIVILIAN SIDE OF CONVERSION
PF	PBD 712 MIL CIV CONVERSION
SA	STRESS ADD

32. **LRMK**: The Local Remark Code identifies installation unique characteristics of an authorization not adequately defined by other data codes.

33. **RSN**: The Commercial Activity Reason code is a one-digit alpha code that represents the reason for retaining a commercial activity in-house in the manpower data system. Authorizations are coded for the work being performed. This field is normally not visible on a standard UMD.

<u>RSN</u>	<u>DESCRIPTION</u>
A	THE COMMERCIAL ACTIVITY IS NOT APPROPRIATE FOR PRIVATE SECTOR PERFORMANCE PURSUANT TO A WRITTEN DETERMINATION BY THE CSO.
B	THE COMMERCIAL ACTIVITY IS SUITABLE FOR A STREAMLINED OR STANDARD COMPETITION.
C	THE COMMERCIAL ACTIVITY IS THE SUBJECT OF AN IN-PROGRESS STREAMLINED OR STANDARD COMPETITION.
D	THE COMMERCIAL ACTIVITY IS PERFORMED BY GOVERNMENT PERSONNEL AS THE RESULT OF A STANDARD OR STREAMLINED COMPETITION (OR A COST COMPARISON, STREAMLINED COST COMPARISON, OR DIRECT CONVERSION) WITHIN THE PAST FIVE YEARS.
E	THE COMMERCIAL ACTIVITY IS PENDING AN AGENCY APPROVED RESTRUCTURING DECISION (E.G., CLOSURE, REALIGNMENT).
F	THE COMMERCIAL ACTIVITY IS PERFORMED BY GOVERNMENT PERSONNEL DUE TO A STATUTORY PROHIBITION AGAINST PRIVATE SECTOR PERFORMANCE.

34. **YLR**: The Year of Last Review is a four-digit numeric code representing the fiscal year when a review was last completed on the activity to determine its appropriate mode of operation (in-house or contract). This field is normally not visible on a standard UMD.

35. **YNR**: The Year of Next Review is a four-digit numeric code representing the fiscal year when the next scheduled review will be completed on the activity to determine its appropriate mode of operation (in-house or contract). The YNR should not exceed five years from the YLR. This field is normally not visible on a standard UMD.

36. **FCT**: The Functional Category represents the relationship of an individual or position to the mission of a unit. It is a mandatory attribute on all requirements, authorization, and CME records. This field is normally not visible on a standard UMD.

<u>FCT</u>	<u>DESCRIPTION</u>
A	PERMANENT PARTY
B	HQ USAF SPECIAL
C	PIPELINE (HOLDEES)
D	TERMINAL ASSIGNEES PERSONNEL ONLY
E	ENROUTE STUDENT
F	SPECIAL-OTHERS
G	NON-PRIOR SER AIRMAN TRANS
H	RESERVR CALL-UP
J	CONTRACT MANPOWER EQUIVALENT
K	JOINT MANPOWER PROGRAM
L	PIPELINE
M	USAF PREPATORY SCH PERSONNEL ONLY
N	AIRMAN OTS AND AACP TRAINEES PERS ONLY

P	OFF/AMN-SAF SPECIAL
R	TRANSIENT PERSONNEL ONLY
S	OFF/AMN-AFMPC SPECIAL
T	RESERVE MOB
U	ART (FILE PART A,B)
V	ACT GRD RES AGR
W	REIMBURSABLE(MIL & CIV OUTSIDE DOD)
X	NON-CHARGEABLE (AFRES-ANG ON ACTIVE DY)
Y	RECRUITERS (AFR)
Z	UNKNOWN

37. **EFF and THRU:** The Authorization Effective Date and Authorization Through Date indicates *when* and for *how long* they will remain in effect.

EFF is the date authorization becomes effective.

THRU is the date an authorization is effective through. Normally the date will be the first day of a Fiscal Quarter. Authorizations effective indefinitely will have *31 DEC 4712* as the through date.

38. Manpower Change Request (MCR) Guidance

The format outlined on the following pages should be used when submitting an MCR. AFGSC has given specific direction concerning change requests. Please address these specific requirements in your MCR. This will prevent additional delays in processing. Please use the imbedded MCR template below to prepare your change request. Some areas of particular concern are listed below.

a. Submission of “realignments” must consider the status of manpower in both functions. It is usually inappropriate to realign from a function with unfunded authorizations when there are other functions funded at 100 percent of earned manpower. Identification of a trade-off simply because a function is large may not be appropriate. Mission priority must also be considered. Maintenance spaces should not be identified to fund a lower mission priority support function.

b. A Program Element Code (PEC) is a subdivision of programmed cost data related to a weapon system or support function. Increases or decreases between PEC codes are very difficult to justify. Air Staff and HQ AFGSC control the PECs. If an increase in manpower is requested, you must list positions within the same PEC code for use as a trade-off.

c. Changes that deviate or conflict with existing Air Force manpower standards may not be processed unless changes are absolutely necessary for mission accomplishment. Example: you should not attempt to move positions from a FAC where they are “earned” to a FAC where they are not. This practice is highly discouraged because it makes the positions vulnerable to loss as they appear to be excess. Only emergency changes can be made to functions that are under study for standards development. Changes will not be made to functions where manpower standards implementation is pending.

d. Changes in military authorizations must be UTC validated and the MCR will contain the statement that these changes will not cause a UTC/UMD mismatch. Your UDM should perform a UTC/UMD comparison prior to processing any MCR involving military authorizations. This will prevent your unit from being unable to meet your tasking requirements due to insufficient UMD positions.

e. Changes in civilian authorizations must be reviewed and approved by your Civilian Personnel Office prior to being submitted to the Manpower office. Include a statement that identifies if the authorization is vacant; if the position is not vacant, we may not be able to process the changes due to an adverse impact against the civilian. The CPO will endorse the MCR stating, “No adverse civilian action will be caused by the requested change.”

f. *Changes to SAR codes must be coordinated through your wing IP office prior to submission to the Manpower office. There are additional requirements if you wish to increase a SAR code to anything above “SECRET”.

g. PRP code changes are done at the unit commander’s discretion unless there is regulatory guidance dictating a certain code. All PRP code changes must be coordinated through the base PRP office prior to submission. *Please note the UMD reflects the “requirements of the

position” and should not be confused with the qualifications of the person assigned. Requirements are driven by mission and not personnel, and as such, the UMD should not change because of the attributes of the currently assigned personnel. Commanders will review their PRP requirements annually and, if mission dictates, will request the changes at that time.

h. All base level OPRs are encouraged to contact their HQ MAJCOM functional OPR to discuss proposed UMD changes prior to submission to your local manpower office. The MAJCOM Functional is in the best position to know if any pending/proposed actions would interfere with the requested action. Also, as they are the approving authority, it could speed things along if they have a full understanding of the proposed changes and are expecting the MCR.



AF MCR as of 24
Jan 19.pdf

MCR Example

MANPOWER CHANGE REQUEST (MCR) FORM							PAGE 1 OF 1 PAGES			
I. MANPOWER CHANGE REQUEST ESSENTIALS.										
1. DATE: 25 Nov 19	2. UNIT: 2 XYZ/123	3. PAS: ABCD	4. REQUESTER NAME: MSgt Bill Snuffy	5. DSN# 8675309	6. REASON FOR MCR: Organization or Mission change driven adjus ▼					
7. IMPACTS: (State what the adverse impacts would be if not implemented ex. mission and/or personnel) <i>How will the mission be enhanced if the requested action is approved? If the requested action is not approved, what is the mission impact?</i>										
8. AUTHORITY FOR CHANGE ACTION(s): (Driving directive mandating change) <i>State which directives or AFIs are driving this action. This will further strengthen your rationale.</i>										
II. MANPOWER CHANGE REQUEST DETAILS.										
9. CHANGE RATIONALE: (Ensure proposed adjustments identify workload, mission, unit structure, and/or technology changes.) <i>All changes must be fully justified. Be specific in describing the changes you are seeking to accomplish on the UMD. Changes should be mission related and not due to personnel changes - EXCEPTIONS: Squadron CC/DO AFSC's (and select other positions) are not specified in manpower standards and may be changed when personnel assignments dictate. Ensure you answer (Who, What, When, Where, and How).</i>										
NOTE: Consider the following when justifying manpower changes:										
- Do the requested changes conflict with existing Air Force Manpower Standards? If a conflict exists, is the change absolutely necessary for mission accomplishment?										
- If you have a workload increase due to a change in mission or HQ directive, did you cite the directive (AFI, chapter and paragraph) or attach the applicable information?										
- Could contract services be used in lieu of increased authorizations?										
- If an increase in manpower is requested, are the identified trade-off positions within the same PEC code?										
- Is the total ACR action a zero balance action, no overall quantity changes in PECs, grades, and/or military/civilian categories?										
- Will any part of the requested change cause an assignment action? If so, does the requested effective date allow sufficient lead-time for personnel changes? Air Force policy is that changes with a resource impact will be effective "current quarter +2 quarters". Additionally, AFGSC/A1MR has directed that routine changes should allow for a 45 day lead time to be effective on the UMD.										
10. CHANGE ACTION. List Unit Manpower Document position(s) and requested change. Add additional rows as needed.										
10-digit position #	PAS	Unit	OSC	GRD	AFSC	SEI1 ▼	OPTIONAL ▼	OPTIONAL ▼	Effective	Action
00999999GS	ABCD	2 XYZ	CSS	GS-13	-021Z9	BLANK				CURRENT ▼
00999999GS						987				REQUESTED ▼
11. LEADERSHIP REVIEW. Submit requests through their servicing manpower activity for positions under their command/control. Submissions beyond span of control within the peer level of command require parent level of command concurrence. Squadron (or equivalent) is the lowest level permitted to submit changes.										
11. MANPOWER COORDINATION								Attach Documents		
SELECT ATTACH TYPE(s) <input type="checkbox"/> a. MCR Excel Block 10 Template (if used) <input checked="" type="checkbox"/> b. Civilian Position Description <input checked="" type="checkbox"/> c. E-mail <input type="checkbox"/> d. Other										
12. ENDORSEMENT: Civilian Personnel ▼	13. UNIT: 2 FSS/CPO	14. DATE: 19 Nov 19	15. NAME: (Rank, Last, First, Mi)			16. MCR ACTION: Concur ▼		17. SIGNATURE: SIGN NAME		
Civilian Leader ▼	2 XYZ / 1234	21 Nov 19	GS-13, Doe, John, A.			Concur ▼		SIGN NAME		
Sq CC ▼	2 XYZ/CC	25 Nov 19	Col, Forthright, Frank F.			Select... ▼		SIGN NAME		
Select... ▼						Select... ▼		SIGN NAME		
Select... ▼						Select... ▼		SIGN NAME		
18. ADVERSE MANPOWER IMPACTS										
a. ZERO BALANCE: YES ▼	b. PERSONNEL: NO ▼	c. MISSION: NO ▼		d. UTC: N/A ▼						
19. MCR Title: BAFB - 2 XYZ SEI Code Chg	20. ACN #: GSB201901920	21. POS(s): 1	22. REVIEWER NAME: Ms. Ana Lystt		23. DSN #: 123-4567	24. DATE: 28 Nov 19	25. SIGNATURE: SIGN NAME			

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UTC IMPACT: *Here, you should describe UTC impact, if any, verified by your UDM. If none, state none. Ensure Your UDM's information is provided as follows: (Name/Rank, Office Symbol, DP# and date coordinated on)*

Coordination: Has the Civilian Personnel Office (CPO) coordinated on all changes to civilian authorizations? The CPO must endorse the ACR stating, "No adverse civilian action will be caused by the requested change", either on the hard copy or via email. For SAR code changes, coordinate with your IP Office before sending the ACR to the Manpower office. For PRP code changes coordinate with base PRP monitor - they will endorse in the same manner as the CPO. These actions should be accomplished prior to sending the request to the Manpower office. Have you discussed the proposed changes with your MAJCOM functional OPR? If so, have you provided the MAJCOM OPR's name, office symbol and DSN number?

Note: The squadron commander has MCR approval authority only when all requested changes are within a single squadron. The group commander must approve all ACR's in which authorizations impacted cross squadron lines of command within that commander's Group. The wing or vice wing commander/Director of Staff, must approve all ACR's in which authorizations impacted cross group lines of command or are on the wing staff.