DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5310
Ser N122E2/1U0021
15FEB2001

MEMORANDUM FOR DISTRIBUTION

Subj: REVISED TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS)DECISION MATRIX AND ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR ACTIVITY MANPOWER DOCUMENT (AMD) CHANGE REQUESTS

Ref: (a) OPNAVINST 1000.16J

Encl: (1) February 2001 TFMMS Decision Matrix
(2) FY-02 Enlisted Billet Quality Guidance Matrix
(3) FY-02 TAR Enlisted Billet Quality Guidance Matrix

1. Per reference (a), enclosure (1) provides a detailed breakdown of policies and procedures, and is provided to assist manpower claimants in the submission of AMD change requests, by clarifying specific issues.

2. To ensure expeditious processing of manpower change requests, matrix guidelines must be strictly followed. Emphasis should be directed to include the manpower claimants consulting with points of contact as prescribed in the block, "Claimant Responsibility", and noting such liaison or information in the TFMMS packet Letter of Justification (LOJ), prior to submission of requests. Enclosures (2) and (3) are vital when adding, deleting or otherwise requesting changes to enlisted billet authorizations. Manpower claimants must consult the appropriate FY-02 Enlisted Billet Quality Guidance Matrices when determining the appropriate rating for the job while complying with current Sea-Shore Rotation policy.

3. The Navy Manpower Analysis Center (NAVMAC) has an ADDU relationship as N121. The matrix has been updated to reflect that NAVMAC exercises approval of changes to TFMMS on behalf of N12 as N121. This editorial revision clarifies NAVMAC's role in the implementation of enclosure (1).

4. The N12 action officer is Ms. Roxanne Stanley at NAVMAC (Code 20). Questions concerning the prescribed policy can be directed to Ms. Stanley at (901) 874-6395/DSN 882 or E-mail: roxanne.stanley@navmac.navy.mil.

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5. Mr. George Vogel, the Technical Director for NAVMAC, is available to address issues above the action officer level. He can be reached at (901) 874-6267/DSN 882 or E-mail: George.Vogel@navmac.navy.mil.

John D Moss for

JOHN C. HARVEY, JR.
Director, Total Force Programming, Manpower and Information Resource Management Division

Distribution:
AAUSN (SPD),CNO (N1, N00D, N00F, N09BF, N091, N096, N122, N123, N13, N131, N132, N46, N462, N4J4, N6T, N759E, NN769, N779D), CINCPACFLT (N1, N12), CINCLANTFLT (N1, N12), CINCUSNAVEUR (N12, N14), COMNAVSEASYSCOM (09M, 09M1C), CNPC (PERS-00, PERS-2, PERS-022M, N-4), CNRC, CNET (N1, N12), BUMED (N1, N15), CMC (MPC 59), COMNAVRESFOR (N14, N11), COMNAVSUPSYSCOM (OP3), COMNAVSPAWARSYSCOM (09M), COMNAVAIRSYSCOM (AIR 7, AIR-732A, AIR-3, AIR-2), CNATRA, COMNAVFACENGCOM (12A2), COMNAVCOMTELCOM (N1, N11), COMNAVSECGRU (N83), ONI (15), COMNAVSPECWARCOM (N12), COMSC (N1), DIR, SSP (Code SPO10), USTRANSCOM (TCJ1-PB), COMNAVMETOCOM (N43, N4321, N432), NRPC (30), EPMAC, NAVMAC (02, 20, 30, 40)

TOTAL FORCE MANPOWER MANAGEMENT SYSTEMS (TFMMS)
DECISION MATRIX FOR ACTIVITY MANPOWER DOCUMENT (AMD)
CHANGE REQUEST(S)

This Decision Matrix provides clarification and modification to existing policy delineated in the current OPNAVINST 1000.16 series concerning the submission of manpower change request(s). Manpower requirements should reflect the minimum quantity and quality of manpower required to complete the task. All changes should be Mission/Function/Task (MFT) and/or workload based. Ensure that all possible outcomes are considered, responsibilities adhered to and appropriate justifications provided in the TFMMS packet prior to submitting the request.

Activities requesting changes will ensure compliance with the requirements and policy of this matrix in its entirety and will provide all information as required under the "Claimant Responsibility" column for due consideration. Manpower claimants and N121 (Navy Manpower Analysis Center (NAVMAC)) will disapprove requests that are incomplete, do not adhere to these policies and do not provide the proper justification and supporting references for the actions requested.

For Joint Activities with AODC = J1, J2, J3, and J5, please refer to CNO (N12) Responsibility. Once approved through the Navy Planner (N3/N5), JS forwards Joint Tables of Distribution (JTD) and Joint Table of Mobilization Distribution (JTMD) to N123M for implementation into TFMMS.

Unless otherwise noted, this matrix applies to Full Time Support (FTS) and Selected Reserve (SELRES) manpower requirements.

Item	Desired Outcome	Claimant Responsibility	CNO N12 Responsibility
	All Officers		**(N121, N122, N123)**
0-1	Growth using unqualitized end strength. (Item O-7 provides additional policy for paygrades 0-4 and above.)	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. When adding authorizations at paygrades O-4 and above obtain Defense Officer Personnel Management Act (DOPMA) concurrence from CNO N122E and ensure the applicable Officer Community Managers (OCM) have been advised and concurrence is provided prior to submission to N121. In the case of Full Time Support (FTS) and Selected Reserve (SELRES) Reserve Officer Personnel Management Act (ROPMA), concurrence must also be obtained from CNO N122E/N122F, RESFOR, and applicable OCM. (See Notes 1 and 2)	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet and Officer Community Management (OCM) comment regarding execution and phasing. When adding authorizations at paygrades O-4 and above, verify claimants have obtained DOPMA/ROPMA concurrence from CNO (N122E/N122F), RESFOR, and applicable OCM. N122E/N122F review DOPMA/ ROPMA grades prior to approval/disapproval of request based on validated requirements and justification to grow officer authorization. N123M/N122F approve, disapprove, and modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5. Coordinate with Joint Staff (JS) and other services on validation of new requirements. Coordinate DOPMA/ROPMA concurrence with N122E and OCM prior to approval.

Item	Desired Outcome	Claimant Responsibility	CNO (N12) Responsibility (N121, N122, N123)
O-2	Growth to RL/Staff/LDO/CWO using Unrestricted Line (URL) as compensation or changes to existing URL designator coded authorizations to RL/Staff/LDO/CWO designators.	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain gaining and losing OCM comments and reference in Letter of Justification (LOJ) and provide e-mail as applicable. (See Notes 1 and 2)	Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet and gaining/losing OCM comments. If OCM comments are not provided, packet will be returned for further input. N12 will be advised on areas that are un-resolvable between Claimaint/OCM. N12 will provide final approval for these issues. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5.
O-3	Changes to existing authorizations with RL/Staff/LDO/CWO designators that is within the same designator.	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. (See Notes 1 and 2)	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet and OCM comments. N12 will be advised on areas that are un- resolvable between Claimant/OCM. N12 will provide final approval for these issues. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5.
O-4	Changes to existing 1100 (FSO) designator authorizations.	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. OCM concurrence must be included in TFMMS packet. Requests that do not include the proper 1100(FSO) OCM concurrence will not be approved. (See Notes 1 and 2)	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet and gaining/losing OCM comments. If OCM comments are not provided, packet will be returned for further input. N12 will be advised on areas that are un- resolvable between Claimant/OCM. N12 will provide final approval for these issues. N123M/N122F approve, disapprove, and modify active duty/reserve billet changes for Joint activities with AODC=J1, J2, J3, and J5.
O-5	Any compensation within RL/Staff/LDO/CWO that is not of the same designator (e.g., Legal to Supply).	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain gaining and losing OCM comments and reference in LOJ, and or provide applicable e-mail. (See Notes 1 and 2)	N121 – Approve/Disapprove/Modify based on requirement and justification provided in TFMMS packet, and final OCM approval. If OCM comments are not provided, packet will be returned for further input. N12 will be advised on areas that are un- resolvable between Claimant/OCM. N12 will provide final approval for these issues. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5.
O-6	Adding, changing or deleting 1130, 6150, 7150 designator (UDT/SEAL) authorizations.	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain OCM comments and reference in LOJ, and or provide applicable e-mail. (See Notes 1 and 2)	N121- Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet and OCM comments. If OCM comments are not provided, packet will be returned for further input. N12 will be advised on areas that are un- resolvable between Claimant/OCM. N12 will provide final approval for these issues. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5.

Item	Desired Outcome	Claimant Responsibility	CNO (N12) Responsibility (N121, N122, N123)
O-7	Adding or changing an authorization paygrade to O-4 and above where equal pay grade compensation is not provided. (See Note 2)	Approve/Disapprove/Modify based on Justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain DOPMA concurrence from CNO (N122E) and in the case of FTS and SELRES, ROPMA concurrence must also be obtained from CNO (N122E1) and OCM comment prior to N121 receipt of TFMMS packet and reference in LOJ, and or provide applicable e-mail. (See Note 1)	N121 - Approved/Disapprove/Modify based on justification provided in TFMMS packet, CNO (N122E) concurrence and OCM comment. If OCM comments are not provided, packet will be returned for further input. N12 will be advised on areas that are un- resolvable between Claimant/OCM. N12 will provide final approval for these issues. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5.
O-8	AMD change requests for subspecialty code(s).	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Submit Subspecialty Validation Request Form(s) to reach N131E1/BUMED (153) (as applicable) prior to N121 receipt of TFMMS packet and reference in LOJ. (See Note 1)	N121 - Approve/Disapprove/Modify based on N131E1/BUMED (153) (as applicable) approval. If Subspecialty Validation Request Forms have not been received by N131E/BUMED, appropriate action should be taken for return of TFMMS packet to Claimant.
O-9	AMD change request that affect Flag Officer	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain appropriate CNO/N00F (for Active Duty) and RESFOR (for SELRES) concurrence prior to N121 receipt of TFMMS packet and reference in LOJ, and or provide applicable e-mail. (See Note 1)	N121 - Approve/Disapprove/Modify based on CNO/N00F (for Active Duty) and RESFOR (for SELRES) comment (as appropriate). If OCM comments are not provided, packet will be returned for further input. Ensure concurrence from CNO N00F(for Active Duty) and RESFOR (for SELRES). N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5.

Item	Desired Outcome	Claimant Responsibility	CNO (N12) Responsibility
	Enlisted		**(N121, N122, N123)**
E-1	AMD actions that add, change or delete authorizations for: -Command Master Chief (CMC); -Command Career Counselor (CCC); -Exchange of Rating Between Sea and Shore Intensive Ratings. (See Item E-2 and Note 2)	Approve/Disapprove/Modify based on justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain concurrence from NPC-OOD (Asst to MCPON) and ECM prior to N121 receipt of TFMMS packet and reference in LOJ. Obtain ECM concurrence for TAR and SELRES. NPC OOD concurrence not required. Ensure guidance provided in enclosures (2) and (3) are used in the rating selection process. (See Note 1)	N121 - Approve/Disapprove/Modify based on justification provided in TFMMS packet and PERS-OOD (Asst to MCPON) or applicable BUPERS POC comment, or as per Enlisted Billet Quality Guidance Matrix (See enclosure (2)). If sufficient reference to ECM, N13, N12, Pers 00D is NOT provided, return packet for further review N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5. Obtain concurrence from PERS-OOD (Asst. to MCPON) and ECM.
E-2	Adding or changing an authorization pay grade to E8 or E9 where equal pay grade compensation is not provided. (See Note 2)	Growth in E8/E9 billets without compensation will not be approved, with the exception of FTS and SELRES billets. Due to relatively small number of senior enlisted TAR billets, ECM approval is required before making changes to E8 and E9 authorizations. Approve/disapprove/modify based on justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. (See Note 1 and 5)	N121 - Disapprove uncompensated requests. Approve/Disapprove/Modify TAR/SELRES requests based on justification provided in TFMMS packet, Enlisted Community Management (ECM) and N122E comments. N122E validate request based on justification provided. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5. All requests must have ECM concurrence.
E-3	Adding, changing or deleting NEC 532X (SEAL)/NEC 535X (SWCC) authorizations. (See Note 2)	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain ECM comments and reference in LOJ.	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet and ECM comment. If ECM has not been contacted, packet will be returned for further input. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5 and obtain ECM concurrence.
***E-4**	Adding, changing or deleting FAC "G", "K", "H", "1", or "N", MEC "S", and the current authorization rate/rating. The change must comply with the Enlisted Quality Guidance Matrix in enclosure (2). (Applicable to both Fleet and Shore billets).	Approve/Disapprove/Modify based on validated requirement and justification provided. Obtain concurrence and/or recommended modifications from CNO (N122E) prior to N121 receipt of TFMMS packet and reference in LOJ.	N121 - Approve/Disapprove/Modify based on validated requirements and justification provided in TFMMS packet and N122E/N132 ECM (MPN/RPN) comment. N122E Review, Approve/Disapprove request based on validated requirement and justification provided. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5. Obtain concurrence and/or recommended modifications from N122E.
E-5	Adding, changing or deleting FAC "V", FAC "Z", and the current authorization rate/rating.	Approve/Disapprove/Modify based on validated requirement and justification provided. Obtain concurrence and/or recommended modifications from CNO (N122E) prior to N121 receipt of TFMMS packet and reference in LOJ.	N121 - Approve/Disapprove/Modify based on validated requirements and justification provided in TFMMS packet and CNO (N122E/N132[Submarine ECM]) comment. Request must have N122E/ECM approval or request will be returned for further review. N122E Review, Approve/Disapprove request based on validated requirement and justification provided. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC=J1, J2, J3, and J5. Obtain concurrence and/or recommended modifications from N122E.

Item	Desired Outcome	Claimant Responsibility	CNO (N12) Responsibility
	Officer/Enlisted		**(N121, N122, N123)**
A-1	AMD change requests that affect the minimum duration of the billet authorization (minimum tour length).	Approve/Disapprove/Modify based on justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Ensure that end strength is available for a minimum three year tour. This is not applicable where activity prescribed tour is less than three years, when authorized/directed by Resource Sponsor, or to extend funding on already existing authorizations. Explain exceptions to three year rule in LOJ.	N121 - Implement based upon justification provided. Without sufficient justification, request will be disapproved or returned for modification. N123M/N122F Approve, Disapprove, and Modify active duty/reserve billet changes for Joint activities with AODC = J1, J2, J3, and J5.
***A-2**	Resource Sponsor reprograms new end strength to a UIC prior to TFMMS packet submission. TFMMS generated, no longer applicable and therefore DELETED.		
A-3	AMD change requests that affect Medical Requirement/Authorization outside BUMED Claimant. (See Note 2)	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, obtain BUMED (153) concurrence prior to TFMMS packet submission to N121 and reference in LOJ. (See Note 1)	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet and chop from BUMED(153).
A-4	AMD change requests which contain Personnel Exchange Program (PEP billet(s)). (See Note 2)	Approve/Disapprove/Modify based on validated requirement and justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain chop from CNO (N122D) prior to TFMMS packet submission and reference chop in LOJ. Any and all changes which affect PEP billets or PEP compensation (FAC X billets) should be initiated by or receive concurrence from N130F. (See Note 1)	N121 – Approve/Disapprove/Modify based on results of CNO (N122D) chop. Without appropriate justification and chops, request will be returned for further review. N123M validate PEP billet change request.

Item	Desired Outcome	Claimant Responsibility	CNO (N12) Responsibility (N121, N122, N123)
A-5	AMD change requests that move Navy Working Capital Funds (NWCF)/Defense Working Capital Funds (DWCF) billets, FYDP end strength, or Transportation Working Capitol Fund (TWCF) See Note 4. Applies to MPN only.	Approve/Disapprove/Modify based on justification provided when destination is a NWCF/DWCF UIC with same AGSAG/PE. When destination UIC has a different NWCF/DWCF AGSAG/PE or is Non-NWCF/DWCF, hold packet and submit a request to ASN(FM&C) (FMB-4) and CNO (N122E) requesting an end strength move. Submit packet to N121 when FYDP has been posted in destination UIC. The LOJ shall provide details of the FYDP move.	N121 - Approve/Disapprove based on justification provided and verification of commonality of destination UIC, AGSAG/PE or that end strength has been moved by CNO (N122E). If information does not comply, packet will be returned for further coordination with N122E. N122E Approve/Disapprove requests and move FYDP end strength as appropriate.
A-6	AMD change requests which reflect growth in total officer and/or enlisted SELRES authorizations in TFMMS.	Approve/Disapprove/Modify based on validated requirement and justification provided. SELRES growth is now a "zero sum gain" proposition. End strength compensation for new growth MUST be provided just as in MPN. Obtain CNO (N122F)/RESFOR comments. If justification sufficient and concurred with and if SELRES end strength is in place, submit TFMMS packet to N121 and reference in LOJ. (See Notes 1 and 2)	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided by claimant. Ensure N122F/RESFOR comments are provided or action will be taken to return packet to Claimant.
A-7	Add and/or change to an authorization effecting distribution in the current year as follows: 1. Additions of new authorizations 2. Changing UIC's on existing authorizations 3. Rank/Rate/Paygrade/Designator conversions, or replacements 4. Changing MRC's (i.e., MPN to RPN, CIV to MIL). 5. Changes should not be made to encumbered authorizations that would result in unplanned PCS moves or personnel remaining in existing UIC's after authorizations are removed unless coordinated with NPC-4 and EPMAC. CNRF- N11 in the case of SELRES, as applicable. NRPC-30 in the case of TAR enlisted) as noted in LOJ. (See Note 3)	Approve/Disapprove/Modify based on justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Ensure authorization effective Begin Date (BGN DT) on changes effecting distribution, is nine months from date packet is submitted, and justification as reflected in the Letter of Justification (LOJ). Ensure a change to an authorization is not utilized to gain "two bodies for one authorization". (See Note 3)	N121 - Approve/Modify BGN DT where applicable following guidelines for claimant submission or implement based on CNO (N12) prior approval of a specific BGN DT. Ensure ECM/OCM chop has been provided in LOJ. N123M/N122F Approve, Disapprove, and Modify billet changes for activities with AODC= J1, J2, J3, and J5.

Item	Desired Outcome	Claimant Responsibility	CNO (N12) Responsibility (N121, N122, N123)
*A-8	TFMMS package balancing for QUAN/QUAL/Level of Aggregation (LOA) of a Unit Identification Code (UIC). TFMMS generated, no longer applicable and therefore DELETED.		
A-9	AMD change requests which contain Additional Duty (ADDU) billets.	Approve/Disapprove/Modify based on validated requirement and justification provided. Ensure both the primary billet (i.e., the "ADDU TO" billet) and the "ADDU FM" billet are in the same packet and addressed in LOJ. If relationship crosses claimancies, route packet to other claimant or reference contact when appropriate prior to submission to N121 and reference in LOJ. (See Note 1)	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet. N123M coordinates with Joint activities and claimants to ensure ADDU relationships are properly reflected in TFMMS for Joint activities with AODC=J1, J2, J3 and J5.
A-10	AMD change requests which support or are the result of Commercial Activities (CA) decisions or requests which may impact such initiatives. To include affected MPN/RPN and CIVs/FTEs (OMNV). Note: These billets include RI "U", RI "C", and AC "E" when applicable. See CNO WASHDC//N12 021348Z JUL 98, SUBJ: SUBMISSION OF TFMMS CHANGE REQUESTS AFFECTING MILITARY BILLETS	Approve/Disapprove/Modify based on validated requirement and justification provided. Obtain concurrence and/or recommended modification from N122D and N46, respectively, prior to N121 receipt of packets and reference in LOJ.	N121 - Approve/Disapprove/Modify based on validated requirement and justification provided in TFMMS packet, ECM/OCM and N120/N122E comments. Changes should be chopped through the assigned N121 action officer prior to update. TFMMS packets should only include transactions related to CA decisions or requests. No others. LOJs must specifically address as a CA action. N12 - Approve/Disapprove contentious requests.

Item	Desired Outcome	Claimant Responsibility	CNO (N12) Responsibility (N121, N122, N123)
*A-11	AMD Change Requests that move Student billets, and associated end strength (MRC=ST/MD/TT/TR). See Note 6. *Denotes new items/revisions.	Approve/Disapprove/Modify based on justification provided. If justification is sufficient and concurred with, submit TFMMS packet to N121. Student billets and associated end strength will reside in an activity starting with a activity code – 7000, only.	N121 - Approve/Disapprove TFMMS packet based on activity code equal "7000" series and an MRC equal "ST/MD/TT/TR", only. N122D will approve all changes to Student billet/end strength.
*A-12	AMD Change Request that reprograms billet(s) and associated end strength into or out of a Headquarters status. See Note 7. *Denotes new items/revisions.	Approve/Disapprove/Modify based on justification provided. If justification is sufficient and concurred with, submit TFMMS packet to N121. Billets and associated end strength will be assigned as "management headquarters" IAW DOD Directive 5100.73 dated 13 May 1999 and proposed SECNAVINST 5000..30D and be addressed in the LOJ.	N121 - Approve/Disapprove/Modify based on justification provided in TFMMS packet, and CNO (N122E) concurrence. N122E will review request prior to approval/disapproval based on justification provided, as required.

NOTES:

1. Letter of Justification (LOJ) **MUST** include the following: A detailed (group transactions as applicable) summary of changes being requested, whether the requirement has been validated, justification for the request to include changes to Mission/Function/Task (MFT) and/or workload supporting the change, and specific qualifications required for the job that justifies the requested change. Provide specific points of contact with office codes for all telephone references.

2. Fleet manpower requirements in the case of Fleet [Fleet Manpower Document (FMD), Ship Manpower Document (SMD), Squadron Manpower Document (SQMD)] Activities are developed by N121 and approved by CNO (N12). Authorizations within these activities will not be used for compensation to support shore initiatives. Manpower growth or changes that impact FMD/SMD/SQMD activities must be based on changes to mission/Required Operational Capabilities (ROC)/Projected Operational Environment (POE) tasking(s).

3. The Enlisted Personnel Management Center (EPMAC) receives Billet Authorization (BA) change tapes from N121 on a weekly basis. EPMAC reviews, then loads all BA changes into their Readiness Information System (RIS). If authorizations become effective within nine month window, a Navy Manning Plan (NMP) with effective change date of nine months from current month (P9) is applied automatically to authorizations. NMP will be applied to outyear authorizations to allow assignment of personnel upon effective date of the authorization (assuming there is a body for authorization at that time). EPMAC's action does not change the TFMMS authorization file, or the effective date of BA; it adjusts the NMP of the billet by not allowing NMP to float earlier than P9. This nine month lead time allows the personnel distribution system sufficient time to detail a personnel asset to the command. If the nine month lead time is not sufficient, commands may coordinate through their chain of command, including their Manning Control Authority for possible earlier personnel relief. When possible ensure Claimants use an effective Begin Date nine months from the date the packet is submitted to reiterate to commands that body for authorization will not be immediately available upon request.

Changes to SELRES billets affect the manning and distribution of SELRES inventory. For billet changes/deletes in TFMMS, Reserve Headquarter System (RHS) and Reserve Training Support System (RTSS) "freezes" the billet for 6 months and creates pending changes reports to the field activities. As a result, all SELRES actions **must** have an effective change date no less than six months from the current month they are entered into TFMMS.

Although placement of end strength should occur before Execution and budget years (see Item A-7), claimants have three months **only** at the beginning of each fiscal year (October-December) to place excess end strength behind unqualitized requirements for that fiscal year.

4. FYDP in the Navy Working Capital Funds (NWCF) and Defense Working Capital Funds (DWCF) UICs are controlled by the Office of the Secretary of Defense (OSD). These reimbursable UICs are identified with a claimant code of XXA8 and MARP 8063, 8064 (NWCF), and MARP 8065 (DWCF). NWCF/DWCF FYDP can be moved in TFMMS between NWCF/DWCF UICs with the same AGSAG/PE. Moving end strength to a different AGSAG/PE or from NWCF/DWCF to Non-Working Capital Funds (WCF) cannot be done in TFMMS. These transactions shall only be accomplished through the programming and budgeting process, and approved by CNO (N122E)/MPN Accounting Sec/Ms. Debbie Brascher, DSN: 225-3647 or COM (703) 695-3647. NWCF/DWCF UICs have budgets assigned to them for two years (CFY and FY1). These are locked years and end strength moves SHOULD NOT be requested. If changes are desired, they will only occur in the Program Objectives Memorandum (POM)/Program Review (PR) years (FY2-FY6) or as appropriate, using a Program Budget Decision (PBD) or POM/PR/Summer Budget Issue.

5. Enlisted Billet Quality Guidance Matrix

a. The Enlisted Billet Quality Guidance matrix shows the sea/shore rotation posture of ratings (given the E5 – E9 billet base) and the projected petty officer (E4 – E9) manning status. The matrix, broken down further by rate, serves as a ready reference for billet changes to improve each rating's sea/shore rotation.

- By design, the cryptologic community is shore-based and shore duty intensive. For this reason, CT(X) ratings operate on an OCONUS/CONUS rotation rather than a sea/shore rotation. Since virtually all billets within the community are operational, in-rate assignments, billet adjustments should not be made on the basis of sea/shore rotation. Manpower claimants should contact the CT(X) community manager, OPNAV N132D8, for guidance in changing billet assignments for CT ratings.

- Although the IS rating is shore intensive, a substantial number of IS shore duty billets are joint billets. Manpower claimants should contact the IS rating technical advisor, ISCM(AW) Bennett (OPNAV N132D17A) at (703) 693-1226 before changing any billet assignments for the IS rating.

b. Manpower claimants shall use the TAR Enlisted Billet Quality Guidance Matrix, enclosure (3), when adding, deleting, or changing TAR enlisted manpower authorizations.

- Due to the relatively small number of senior enlisted TAR billets, manpower claimants should contact the TAR community manager (Surface (703) 695-3905, Aviation (703) 614-6646) before changing billet assignments for TARs in paygrades E7-E9.

*6. Student billets and associated end strength programmed with Manpower Resource Codes (MRC(s)) of ST, MD, TT, and TR will be counted as "STUDENTS". Additionally, they will be assigned to an activity that is assigned with a 10 digit activity code beginning with "7000", the claimant code will end in a "2", the title of the activity will begin with "STU" for student, and the Action Officer Desk Code (AODC) will be D6. Billets/end strength for Active Duty (MRC=AD) will not be assigned to Student UICs.

*7. Headquarters assignment is placed on the Active/UIC based on the DOD Directive 5100.73 of 13 May 1999 and proposed SECNAV Instruction 5000.30D. The Navy UIC will be assigned a Program Element (PE) that ends in "98" and Headquarters Activity Indicator Codes (HAIC) will also be assigned. All billets and end strength programmed at a Headquarters UIC will be assigned a Headquarters PE. Reprogramming of billets/end strength out of a Headquarters status will require the PE to be changed to non-headquarters.

POINTS OF CONTACT

For policy issues contained in this matrix/#TFMMS Packet issues, N121 (Code 20)

Ms. Roxanne Stanley or Mr. Romeo Magpuri
DSN: 882-6395/6396 Comm: (901) 874-6395/6396
#TFMMS Packets: ENCS(SW) Dean Whitmore
DSN: 882-6375 Comm: (901) 874-6375

For issues relating to DOPMA/#ROPMA Policy & Enl.Quality Guidance Matrix

LCDR Jeanie Terry, CNO (N122E2)/LCDR G. Henricksen, (N122E1)
DSN 225-3742/3640 Comm: (703) 695-3742 /3640
#LT Benjamin Starkey, USNR CNO (N122F2)
DSN 225-3122/Comm: (703) 695-3122

For issues relating to SMD/FMD, N121 (Code 40)

Mr. Richard Bisbing/AOCS (AW) Thomas Gustin
DSN: 882-6287/6305 Comm: (901) 874-6287/6305

For issues relating to SELRES Community Management, CNRF (N11)

CDR Gail Emow, USNR
DSN 678-6678/Comm: (504) 678-6678

For issues relating to SQMD, N121 (Code 30)

LCDR L. Rankin, USN/AVCM Ralph Gallaugher, USN
DSN: 882-6220 Comm: (901) 874-6222
AZCS (AW) Randall Lees, USN
DSN: 8820-6434 Comm: (901) 874-6434

For issues relating to SubSpec, CNO (N131E), Or #BUMED(153)

Ms. Vickie Poindexter/Ms Kathy Wei
DSN: 224-4933/224-4242/Comm: (703) 614-XXXX)
#Mr. R. Jones, BUMED DSN 762-3613/3612
LCDR Paula Jonak, BUMED DSN 762-3609
LCDR Cheryl Manning, BUMED BUMED DSN 762-3612

For information on CNO (N131 Sec) OCM Admin

DSN: 223-2302/Comm: (703) 693-2302
(FTS) DSN: 882-4512/Comm: (901) 874-4512

For information on CNO (N132 Sec) ECM Admin

DSN: 224-5446/Comm: (703) 614-5446
(FTS) DSN: 224-6646/Comm: (703) 614-6646

For issues relating to MPN CT Community/ECM

DSN: 225-3379/Comm: (703) 695-3379

For other related/specific OCM/ECM issues:
Please access via the BUPERS Web site:
www.persnet.navy.mil ("Community Managers", "Phone Book")

For issues relating to Joint manpower:

Ms. Apryle Saahir, CNO(N123M)
DSN 225-3204/Comm: (703) 695-3204
#Mr. Earl McIntosh CNO(N122F5)
DSN 225-3253/Comm: (703)695-3253

For issues relating NWCF, DWCF, and end strength:

Ms. Debbie Brascher, CNO (N122E3)
DSN 225 3647/Comm: (703) 695-3647

THIS MATRIX WILL BE UPDATED ANNUALLY OR AS REQUIRED

FY 02 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-5

	SEA INTENSIVE BILLETS E5 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E5 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E5 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E5 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E5 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.*	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* MS(SS)
MANNED AT GOAL E5 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS* ELT(NUC)(SW) EM(NUC)(SS) EM(NUC)(SW) ET(NUC)(SS) FC MM(NUC)(SS) MM(NUC)(SW)	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* AME, AW, AZ, EA, EW, FT(SS), LI PC, PH, SK(SW), STG, STS(SS), SW	*ALL ACTIONS PERMITTED IN MODERATION* ABE, ABF, ABH, AE, AK, AM, AS, AT, BM CE, CM, DC, DK, EM(SW), EN, EO, ET(SS)(COMM), ET(SS)(NAV)) ET(SW), GM, GSE, IS, MA, MM(SS)(AUX), MM(SS)(WEP), MM(SW), MR MS(SW), PR, SH, SK(SS), UT, YN(SS)	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AC, AG, BU, CTA, CTI, CTM, CTT, DM, HM/DT LN, MT(SS), MU, PN, RP, TM, YN(SW)
UNDERMANNED E5 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.* ELT(NUC)(SS) EOD ET(NUC)(SW) OS SEAL	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.* AO GSM IC MN	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO* AD MR IT QM SM	*REDUCE SHORE BILLETS* CTO CTR DIVERS HT JO

PREPARED NOV 2000
OPNAV POC: N122E2

FY 02 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-6

	SEA INTENSIVE BILLETS E6 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E6 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E6 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E6 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E6 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.* TM	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* MR
MANNED AT GOAL E6 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS*	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* AE AO DM ELT(NUC)(SW) EW FC MM(SS)(WEP) MN NC	*ALL ACTIONS PERMITTED IN MODERATION* ABF, ABH, AD, AE, AK, AM, AME, AW, CM, DC DK, EN, EO, GM, GSM, IC, IS, IT, LI, MM(SW) MS(SS), MS(SW), PC, PR, QM, SH, SK(SS), SM, STS(SS), SW, UT	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AC, AG, AS, AT, AZ, BM, BU, CE, CTI CTO, CTT, EA, EM(SW), ET(SS)(COMM), ET(SW), FT, GSE, HM/DT HT, LN, MA, MM(SS)(AUX), MT(SS), MU, OS, PH, PN, RP SK(SW), STG, YN(SS), YN(SW)
UNDERMANNED E6 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.* ABE EM(NUC)(SS) EOD SEAL	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.* ELT(NUC)(SS) EM(NUC)(SW) ET(NUC)(SS) ET(NUC)(SW) MM(NUC)(SS) MM(NUC)(SW)	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO* ET(SS)(NAV)	*REDUCE SHORE BILLETS* CTA CTM CTR DIVERS FT(SS) JO

PREPARED NOV 2000
OPNAV POC: N122E2

FY 02 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-7

	SEA INTENSIVE BILLETS E7 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E7 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E7 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E7 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E7 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.* ET(NUC)(SW)	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* TM
MANNED AT GOAL E7 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS* EOD SEAL	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* ABE AE EM(NUC)(SS) ET(SW) ET(NUC)(SS) MM(SS)(WEP) PH	*ALL ACTIONS PERMITTED IN MODERATION* ABF ABH AM AO AT EM(NUC)(SW) EO ET(SS)(COMM) ET(SS)(NAV) EW GM LI MM(NUC)(SS) MM(NUC)(SW) MS(SS) SK(SS) STS(SS) SW	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AC AD AE AG AK AME AS AT AW AZ BM BU CE CM CTA CTI CTM CTO CTR CTT DC DIVERS DK EA EM(SW) EN EO ET(SW) FC GSE GSM HM/DT HT IC IS IT JO LN MA MM(SS)(AUX) MM(SW) MN MR MS(SW) MT(SS) MU NC OS PC PN PR QM RP SH SK(SW) SM STG UT YN(SS) YN(SW)
UNDERMANNED E7 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.* FT(SS)	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO*	*REDUCE SHORE BILLETS*

PREPARED NOV2000
OPNAV POC: N122E2

FY 02 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-8

	SEA INTENSIVE BILLETS E8 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E8 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E8 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E8 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E8 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* ET(NUC)(SW)	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.* EM(NUC)(SS) ET(NUC)(SS) MM(NUC)(SS)	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* YN(SS)
MANNED AT GOAL E8 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS* ABF ABH AD AE AG AK EM(NUC)(SW) MM(SS)(AUX) SEAL STG	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* AO AZ ET(SS)NAV EW MM(NUC)(SW) MM(SS)(WEP) MN MT(SS) SK(SW) STS(SS) TM	*ALL ACTIONS PERMITTED IN MODERATION* AC AM AT AW BM DK EM(SW) EOD ET(SS)(COMM) FC FT(SS) GS IC IS QM	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AS BU CE CM CTA CTO CTR CTT DC DIVERS EA EN EO ET(SW) GM HM/DT HT IT LN MA MM(SW) MR MS(SS) MS(SW) MU NC PC PH PN PR RP SH SK(SS) UT YN(SW)
UNDERMANNED E8 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.* ABE	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.* OS SM	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO*	*REDUCE SHORE BILLETS* CTM JO

PREPARED NOV 2000
OPNAV POC: N122E2

FY 02 ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-9

	SEA INTENSIVE BILLETS E9 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E9 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E9 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E9 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E9 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	***INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*** ET(NUC)(SW)	***INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*** EM(NUC)(SS) ET(NUC)(SS)	***PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.*** MS(SS) PH	***INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*** AB, AS, AV, AW, CTA, CTO, PR, YN(SS)
MANNED AT GOAL E9 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	***INCREASE SHORE OR REDUCE SEA BILLETS*** EM(NUC)(SW) ET(SS)(NAV) FC FT(SS) MM(NUC)(SW) SEAL SM	***INCREASE SHORE BILLETS OR REDUCE SEA BILLETS*** EM(SW) EOD ET(SS)(COMM) MM(NUC)(SS) MR	***ALL ACTIONS PERMITTED IN MODERATION*** AO, AZ, DC, EN, EQ, ET(SW), HT, IT, MM(SS)(AUX), MM(SS)(WEP), MM(SW), MT(SS), SH, SK(SS), STG, STS(SS), UC	***PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS*** AC, AF, AG, BM, CTI, CTM, CTT, CU, DIVERS, DK, EW, GM, GS, HM/DT, IS, JO, LN, MA, MN, MS(SW), MU, NC, OS, PC, PN, QM, RP, SK(SW), TM, YN(SW)
UNDERMANNED E9 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	***REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.***	***REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.***	***PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO***	***REDUCE SHORE BILLETS*** SM

PREPARED NOV 2000
OPNAV POC: N122E2

FY 02 TAR ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-5

	SEA INTENSIVE BILLETS E5 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E5 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E5 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E5 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E5 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.* AO MS	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* PR
MANNED AT GOAL E5 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS* AD AE AMH AMS AW	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* AME	*ALL ACTIONS PERMITTED IN MODERATION* IT SK	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AK AS AT AZ EM
UNDERMANNED E5 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO* BM HM DC HT DK IC EM RM EN ET	*REDUCE SHORE BILLETS* AC NC YN

PREPARED JANUARY 2001
BUPERS POC: N122F2

FY 02 TAR ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-6

	SEA INTENSIVE BILLETS E6 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E6 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E6 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E6 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E6 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	***INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER***	***INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER***	***PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.*** HT	***INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*** AZ
MANNED AT GOAL E6 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	***INCREASE SHORE OR REDUCE SEA BILLETS***	***INCREASE SHORE BILLETS OR REDUCE SEA BILLETS*** MR	***ALL ACTIONS PERMITTED IN MODERATION*** AO PR HM SK IT YN PN	***PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS*** AK AS AT AW
UNDERMANNED E6 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	***REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.***	***REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE***	***PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO*** BM ET DC IC DK MS EM NC EN	***REDUCE SHORE BILLETS*** AC

PREPARED JANUARY 2001
BUPERS POC: N122F2

FY 02 TAR ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-7

	SEA INTENSIVE BILLETS E7 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E7 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E7 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E7 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E7 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.* EM HM IT MR MS	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* AZ ET PR
MANNED AT GOAL E7 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS* AE AD AMS	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* AMH	*ALL ACTIONS PERMITTED IN MODERATION* DC DK PN SK YN	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AC AK AME AO AS AT AW
UNDERMANNED E7 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO* BM EN IC NC	*REDUCE SHORE BILLETS*

PREPARED JANUARY 2001
BUPERS POC: N122F2

FY 02 TAR ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-8

	SEA INTENSIVE BILLETS E8 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E8 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E8 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E8 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E8 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.* DC EM IT HM	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* AO PN AM PR AS MR AW SK
MANNED AT GOAL E8 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS* AD AE	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* ET IC	*ALL ACTIONS PERMITTED IN MODERATION* BM NC	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AK AT YN
UNDERMANNED E8 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO* EN MS	*REDUCE SHORE BILLETS* AC AZ HM

PREPARED JANUARY 2001
BUPERS POC: N122F2

FY 02 TAR ENLISTED BILLET QUALITY GUIDANCE MATRIX FOR E-9

	SEA INTENSIVE BILLETS E9 SEA/SHORE BILLETS RATIO GREATER THAN 5:3	DEPRIVED SHORE BILLETS E9 SEA/SHORE BILLETS BETWEEN 5:3 AND 4:3	SHORE BILLETS AT GOAL E9 SEA /SHORE BILLETS BETWEEN 4:3 AND 3:3	SHORE INTENSIVE BILLETS E9 SEA/SHORE BILLETS RATIO LESS THAN 3:3
OVERMANNED E9 PROJECTED INVENTORY 5% ABOVE BILLETS AUTHORIZED	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS INCREASE AT THE SAME RATE OR GREATER*	*INCREASE SHORE BILLETS. INCREASE SEA BILLETS ONLY IF SHORE BILLETS ARE INCREASED AT THE SAME RATE OR GREATER*	*PERMITTED TO INCREASE BILLETS IN APPROXIMATELY EQUAL RATIO.*	*INCREASE SEA BILLETS. REDUCE SHORE BILLETS ONLY IF SEA BILLETS ARE INCREASED AT THE SAME RATE OR GREATER* AF AV AZ EN NC PN
MANNED AT GOAL E9 PROJECTED INVENTORY BETWEEN +5% AND -10% OF BILLETS AUTHORIZED	*INCREASE SHORE OR REDUCE SEA BILLETS*	*INCREASE SHORE BILLETS OR REDUCE SEA BILLETS* BM	*ALL ACTIONS PERMITTED IN MODERATION*	*PERMITTED TO INCREASE SEA OR REDUCE SHORE BILLETS* AC AO AS AW DC DK ET HT PR RM SK
UNDERMANNED E9 PROJECTED INVENTORY 10% BELOW BILLETS AUTHORIZED	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE.*	*REDUCE SEA BILLETS. INCREASE SHORE BILLETS ONLY IF SEA BILLETS ARE REDUCED AT AN EQUAL OR GREATER RATE*	*PERMITTED TO REDUCE BILLETS IN APPROXIMATELY EQUAL RATIO* MS	*REDUCE SHORE BILLETS* EM HM MR YN

PREPARED JANUARY 2001
BUPERS POC: N122F2