

SHEPPARD AIR FORCE BASE



UNIT MANPOWER DOCUMENT (UMD) USER'S GUIDE

Updated Apr 2018

UNIT MANPOWER DOCUMENT (UMD)

This guide was developed to provide you a better understanding and knowledge of interpreting the UMD. If you have any questions concerning the information in this guide, or would like to receive hands-on training on how to read the UMD, please contact the Manpower Office at 676-4935.

UMD Definition. The UMD is a computer product detailing a unit's organization and manpower composition. Its purpose is to provide commanders and managers a consolidated document detailing the organization structure; the number, skills, grade, security requirements of manpower authorizations; the position number for each authorization and other pertinent data needed for management of manpower resources. Military and civilian personnel offices also use this database to develop computer products for personnel management. This makes the manpower position number common to both systems and facilitates cross-referencing information from these products. The UMD serves as a baseline on all management actions dealing with manpower. Any change to the UMD requires a formal request, signed by the appropriate commander (ref atch 1).

The following paragraphs explain each data code on the UMD and provide applicable information on each. The item number corresponds with the numbers on the sample UMD at attachment 2.

1. **MAC** (Major Command Code): Identifies to which command the UMD applies. Some codes are: 1C - Air Combat Command (ACC), 34 - Air National Guard (ANG), 06 - Air Force Audit Agency (AFAA), 0J - Air Education and Training Command (AETC), 1S – Space Command (SPACECOM), and 0D – United States Air Force in Europe (USAFE).
2. **POS** (Position Number): is a 9-digit number assigned to each manpower authorization. The first 7 digits provide identification and interface capability between manpower and personnel data systems. The last two digits represent the MAC. For military positions, your POS is used to interact with the Unit Personnel Manning Roster (UPMR) as well.
3. **AFSC and Title** (Air Force Specialty Code and Title): identifies the officer or enlisted specialty as found in the Air Force Officer Classification Directory (AFOCD), and Air Force Enlisted Classification Directory (AFECD). The data code field may be overridden by the use of a Duty Title Code that is explained in paragraph 11. The AFSC, as listed in AFOCD and AFECD, identifies duties and tasks required to be performed for each position.
4. **SEI** (Special Experience Identifier): is a three-character code, which indicates the requirement of special experience or qualification that are not otherwise reflected in the system. The individual must possess the prerequisites in AFI 36-2101, AFOCD and AFECD prior to the MPF assigning him/her to the position. SEI codes common to an AFSC are found in AFOCD and AFECD. This code is not applicable to civilian authorizations. They are

used to provide greater flexibility in the management of personnel resources – not to usurp AFSCs.

5. **GRD** (Authorized Grade): is the authorized grade that is funded by Congress. The Air Force seldom receives sufficient appropriations to fund all requirements at the required grade level (#7); thus the authorized grade is sometimes lower than the required grade. Authorized Grade consists of an abbreviation of three alpha characters for military rank and GS-XX for civilians. When there are Contract Manpower Equivalents (CME) additions, CME is entered in this column.

6. **RGR** (Required Grade): shows the required grade for the particular position as earned by manpower standards, guides, etc. This would be the “ideal” breakdown of the shop. Differences between the required grade and the authorized grade are caused by funding constraints and by Career Progression Group (CPG) allocations.

Note: Career Progression Group (CPG), The Air Force allocates grades, by AFSC, to the commands. The actual allocation is the percentage of enlisted grades in each AFSC (first three digits of a particular career field) that can be used as authorized grades on the UMD. For example, the total authorized 832XX AFSCs authorized in the command, 1% may be allocated in the grade of CMS, 2% SMS, 7% MSG, 11% TSG, 22% SSG, 33% A1C. (NOTE: THIS IS AN EXAMPLE ONLY.) CPG allocations are updated on an annual basis and are computed by bumping the total Air Force allowed grade percentages against the required. Since we are limited, the commands have the responsibility to see that the grades are used in the most appropriate positions to adequately discharge the mission.

7. **MNT** (Manpower Type Code): Helps delineate just what type of position it is. It is made up of 5 different data points. Each data point conveys a different meaning (i.e. XNXCX)

For a UMD run on the MPES System use the following Codes

Codes

NOMENCLATURE

MNT 1 - Funding

X	Funded
R	Unfunded
N	Non FYDP

MNT 2 – Utilization

X	Institutional Force (INF)
D	Deployable Operational
N	Non Deployable Operational
I	IN-Garrison Support Force
U	Non Yet Determined/Unknown (Default)

MNT 3 – Work Status

X	Full Time
P	Part Time
S	Student
I	Intermittent

	MNT – 4 Contract Equivalent	
X		Appropriated
C		CME
	MNT – 5 Category	
D		Defense Ministry (DMC)
O		Overhire
R		Reimbursable Civilian
T		Temporary Civilian Position
X		N/A

For a UMD run on the MARS Data System use the following Codes

Codes

NOMENCLATURE

	MNT 1 - Funding	
A		Funded
C		CME
P		Unfunded
N		Non FYDP
	MNT 2 – Utilization	
X		Institutional Force (INF)
D		Deployable Operational
N		Non Deployable Operational
I		IN-Garrison Support Force
U		Non Yet Determined/Unknown (Default)

8. **API** (Aircrew Position Identifier): indicates a requirement exists for an officer possessing a current flight rating. This is a required entry for all officer positions. These codes are based on criteria established in AFI 38-101, Manpower Policies and Procedures Determining USAF Manpower.

<u>CODE</u>	<u>DESCRIPTION</u>
0	Not Applicable – No aeronautical rating required
1	Pilot Line Flyer
2	Navigator Line Flyer
3	Rated Staff/Supervisory, Wing Level or Below
4	Rated Staff/Supervisory, Above Wing Level
5	Flt Sur/Flt Med Off
6	Rated Staff/Supervisory ,Requires Active Flying, Wing Level or Below
A	Career Enlisted Aviator CEA Line Flyer
B	CEA Staff/Supervisory Wing/Below Must Fly
C	CEA Staff/Supervisory Wing/Below Not Fly
D	CEA Staff/Supervisory Above Wing Must Fly
E	CEA Staff/Supervisory Above Wing Not Fly
F	CEA OT&E/IOT&E/FMS Must Fly

G CEA Flying Duties in Non-USAF Units
Z Non Career Enlisted Aviator Positions

9. **PEC** (Program Element Code): The PEC is a 6-digit alphanumeric code that represents a Major Force Program (MFP) cost subdivision. This code on the UMD simply identifies what defense program pays the salary bill for the manpower assigned. The first number in the PEC identifies the MPF grouping they fall under. They are further identified with each digit of the PEC.

- | | |
|------------------------------------|---|
| 1- Strategic Forces | 6- Research and Development |
| 2- General Purposes Forces | 7- Central Supply and Maintenance |
| 3- Intelligence and Communications | 8- Training, Medical and other General Purpose Activities |
| 4- Airlift and Sealift | 9- Admin and Associated Activities |
| 5- Guard and Reserve Forces | |

Some commonly used PECs on Sheppard AFB are:

35114B – RAPCON
84731G – General Skill Training Initial Skill (AD Driven)
84731H – General Skill Tech Training School OH
84731Q – General Skill Training – Military Training Leaders
84744A – EURO-NATO Joint Jet Pilot Training Program
84744D – EURO-NATO Airman (partial Reimbursement)
84772A – Training Development
85969A – Combat Support Base operations Support (BOS)
87700C – Medical Center Hospitals Clinics (CONUS)
88534A – Command Support – Command Management
89731A – Training Support to Units
89731B – Training Support to Units - FTD

10. **DTY** (Authorized Duty Title): is a 3-digit code used as an identifying title. It overrides the AFSC title. This code is a management tool to further delineate requirements of the position. Some examples of the codes used here on Sheppard AFB are:

711- Vice Commander
114- Deputy
083- Commander
116- Deputy Commander
164- Executive Officer

11. **CEC** (Civilian Employment Group Category): shows the category in which the civilian would be hired. The codes most commonly used here are:

10 Salaried (GS)
20 Wage (WG)
80 Contract Manpower Equivalent

12. **SAR** (Security Access Requirement): Indicates the security access necessary for normal recurring work to be performed in the work center by the designated authorization.

POLICY FOR IDENTIFYING PERSONNEL SECURITY INVESTIGATION REQUIREMENTS FOR AF POSITIONS

Position coding will be assigned by the type of investigation required for mission purposes:

Type of Investigation	Position Code
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<i>Single Scope Background Investigation (SSBI)</i>	5
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The SSBI is the initial investigation for access to Top Secret (including Top Secret Special Access Programs (SAPs), Sensitive Compartmented Information (SCI) and for Critical Sensitive Positions. Also, Mandatory AFSC or Program Mandate.

<i>National Agency Check, Local Agency Checks and Credit (NACLC)</i>	6
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The NACLC is the prescribed investigation for initial and continued access to Secret and Confidential information for DoD military and contractor personnel. It is also the reinvestigation requirement for federal employees at the same access levels. Also, all military or Mandatory Program Mandate.

<i>Access National Agency Check and Inquiries (ANACI)</i>	7
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The ANACI is the investigative requirement for federal employees under Executive Order 10450, "Suitability for Government hire", in non-critical sensitive positions that require access to classified information up to the Secret level. Access to Secret (civilian) or Mandatory Program Mandate.

<i>National Agency Check Plus Inquiries (NACI)</i>	8
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The NACI is the baseline investigative requirement for entry into government service under Executive Order 10450 and for federal employees in positions that do not require access to classified information. All OPM NACIs conducted for DoD includes a credit check. Suitability Requirement (civilian).

<i>National Agency Check (NAC).</i>	9
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The NAC is a records check of designated agencies of the Federal Government that maintain record systems containing information relevant to making personnel security determinations. A NAC is also an integral part of all initial and periodic reinvestigations and is the baseline for trustworthiness determinations. Trustworthiness Positions (Non Appropriated Fund or civilian).

13. **PRP/SCI** (Personnel Reliability Program/Sensitive Compartmented Information): status code identifies authorizations that require a PRP or SCI qualified individual.

<u>CODE</u>	<u>DESCRIPTION</u>
A	Critical Position for Nuclear Weapons PRP
D	Controlled Position for Nuclear Weapons PRP
I	Controlled Position for Nuclear Weapons Duty(Nuclear Experience Required)
N	Critical Position for Nuclear Weapons Duty (Nuclear Experience Required)
Z	Nuclear Experienced Non PRP

13. **MSI (Manpower Standard Implementation):** This code identifies how the manpower authorizations were earned and approved.

MSI CODE	Title	Definition/Clarification	New/Old
N	Outside Air Force	Applies to Defense, Joint, US Combatant Command requirements. Also the requirement is validated through the joint manpower process and programmed against the joint accounts	Old Code
L	Logistics Composite Model (LCOM):	Applies to the LCOM simulated requirements. All non-simulated requirements determined by a manpower standard will be coded as G, H, or J (see appropriate code definition	Old Code
F	Crew Ratio	Applies to requirement based on crew ratio (on aircraft, missile, and space system)	Old Code
M	Competitive Sourcing (MEO determined)	Applies to requirements based, determined, and validated by Most Efficient Organization (MEO) computations	Old Code
A	CME Requirements	Requirement is a Contract Manyear Equivalent (CME) Requirement. MPES requires contract number and computation methodology entry into MPES	
B	Foreign Military Sales (FMS)	Applies to Foreign Military Sales (FMS) Validated Positions	New Code
D	Above Wing HQ Staff and Covered by Manpower Standard	Applies to HQ Air Staff, HQ MAJCOM Staff, and NAF Staff. Code does not apply to FOAs, DRUs, nor wing and below units	New Code
E	Above Wing HQ Staff and Sized by a Service Level	Applies to HQ Air Staff, HQ MAJCOM Staff, and NAF Staff. Code does not apply to FOAs, DRUs, nor wing and below units. This code can only be applicable if code D is not applicable	New Code
G	Manpower Standard	Under manpower standard(e.g., CMS); however, not legacy manpower standards (see definitions below). Applies to FOAs, DRUs, and wing and below units. This code can only be applicable if requirement cannot be coded as LCOM, crew ratio, competitive sourcing, nor FMS. Code does not apply to HQ Air Staff, HQ MAJCOM Staff, nor NAF Staff. Code applies to manpower standards posted by AFMA/MAS, ANG/A1Mand AFRC/A1M	New Code
H	Air Force Approved legacy Manpower Standard	aka Air Force Manpower Standard (AFMS). Applies to FOAs, DRUs, and wing and below units. This code can only be applicable if requirement cannot be coded as LCOM, crew ratio, competitive sourcing, nor FMS. Code does not apply to HQ Air Staff, HQ MAJCOM Staff, nor NAF Staff.	New Code
J	MAJCOM Approved Legacy Manpower Standard	aka MAJCOM Manpower Standard. Applies to FOAs, DRUs, and wing and below units. This code can only be applicable if requirement cannot be coded as LCOM, crew ratio, competitive sourcing, nor FMS. Code does not apply to HQ Air Staff, HQ MAJCOM Staff, nor NAF Staff.	New Code
K	Not Covered by Manpower Standard but is agreed through Memorandum of	Applies to FOAs, DRUs, and wing and below units. Requirement validated by Manpower through MOA/Treaty review process. This includes Joint Basing requirements that are not determined and validated by a manpower standard	New Code

	Agreement (MOA) and /or Treaty		
Q	Not Covered by Manpower Standard but is Air Force Directed	Applies to FOAs, DRUs, and wing and below units. Air Force directed and Manpower has validated the requirement. Code does not apply to HQ Air Staff, HQ MAJCOM Staff, nor NAF Staff	New Code
R	Not Covered by Manpower Standard but is MAJCOM Directed	Applies to FOAs, DRUs, and wing and below units. Not Air Force directed but MAJCOM directed and Manpower has validated the requirement. Code does not apply to HQ Air Staff, HQ MAJCOM Staff, nor NAF Staff	New Code
T	UTC Requirement (ANG/Reserves Use Only)	Requirement is bases on UTC Requirement. This code is for ANG/Reserves use only.	
V	Individual Military Augmentee (IMA) (Reserve Use Only)	Requirement is based on IMA Requirement. This code is for Reserve use only.	
X	Medical Product Line Analysis Transition Team (PLATT)-based Technical Estimate	Applies only to Medical functions/positions	New code
Y	Technical Estimate	Position/Requirement is MAJCOM or higher directed estimate. Manpower has estimated and validated the requirement. This includes Air Force approved manpower estimates submitted to the Defense Acquisition Board (DAB). This code should only be used when definitions cannot be used	New Code
Z	Pending Validation	Requirement is pending Manpower validation. This position/requirement is required but unable to identify any documentation for justification and Manpower has not been able to validate the position as MAJCOM or higher requirements. This code should only be used when no other definitions can be used	New Code

15. **CRK1 and CRK2** (Command Manpower Remarks code) and **RMK** (Remarks): identifies unique characteristics of manpower authorizations that are not defined by other data codes. We (the AF and subordinate commands) use codes in this column to help track positions. Often positions will change location or maybe are allocated for a specific reason; these codes are basically notes on why and what happened with that position. These codes can be allocated at AF, MAJCOM or even base level. Some examples of the codes used are:

Vxx	V stands for variance to a manpower standard and the xx represent the number of the variance to the standard
PAB3	Pick a Base for Sheppard AFB (A-76)
ICW	Interactive Courseware
DEVxxx	Course Developer
CIVRED	Civilian Reduction

BTB
ENJJPT

Balance the Books
Euro NATO Joint Jet Pilot Training

16. **NUM** (Number): of different command remark codes for that position.
17. **PAS** (Personnel Accounting Symbol): The last four characters of this eight-character are the only four that appear on the UMD. Each unit has a unique PAS code. The first four characters designate the base and MAJCOM. The last four characters designate the unit.
18. **UNIT**: Identifies the unit designation assigned to the PAS code
19. **ILC** (Installation Location Code) and **INSTALLATION**: identifies the alpha code and location of the unit or installation in geographic coordinates. The code for Sheppard is VNVP.
20. **SCC** (Installation State or Country code): identifies the country or state the installation is located. The code for Sheppard AFB is 48.
21. **SUB** (Subcommand code): identifies which numbered AF to which the installation is assigned. The code for our UMDs is "C" which indicates we are part of 2ND Air Force.
22. **PAL** (Personnel Accounting Level): is the second through fourth indicator to specific units or groups of units. It permits their aggregation into the hierarchy desired by the major command or assignment. This code is used specifically in the personnel arena and is not used by the Manpower Office.
23. **CBP** (Consolidated Base Personnel): number designates where the servicing Military Personnel Flight (MPF) is located. SQ is Sheppard's. The CBP makes up the first two characters of the PAS code.
24. **CCP** (Central Civilian Personnel): number designates the location of the servicing Civilian Personnel Flight (CCP). I.e. 9U is Sheppard's CCP.
25. **MET** (Servicing Manpower and Organization Office (MO) code): designates the location of the servicing MO. Normally, this code is the same as the CBP code.
26. **IDENTITY**: Identifies whether or not a unit contains Interim Mobilization Augmentation (IMA – etc. Guards, Reservist, etc.) or Active (Active Duty) positions.
27. **PPN** (Parent PAS number) **PARENT UNIT** identifies the next higher level of the UMD authorizations.
28. **OSC** (Organization Structure Code): is a 2 to 7 character code that identifies the internal organizational structure of the unit. It is used to match the OSC sequence in the UMD to the actual structural alignment of the unit. The lesser number of characters in the OSC, the higher echelon placement of that function in the unit. OSCs are useful to determine who reports to whom in the organization. OSCs are commonly used as the office symbol but not always!

29. **FAC** (Functional Account Code): six alpha-numeric characters identifying a homogenous grouping of tasks. The first four characters are controlled by HQ USAF and describe the organization down to the basic function. The last two characters are major command controlled and used to identify command specific work centers. The first digit of the FAC represents the major groups of functions. The functional groups are divided into seven categories to identify the major type of work performed:

1XXXX	Command and Command Support	5XXXX	Medical
2XXXX	Mission Equipment Maintenance	6XXXX	Research and Development
3XXXX	Mission Equipment Operations	7XXXX	Activities Outside the USAF
4XXXX	Direct Support		

The first and second digits of a function code, when combined, represent the basic function of the major grouping (11XX - Info Mgt., 15XX - Comptroller, etc.). The third and fourth digits of the function code represent a shredout of the basic function (sub-function) and a shredout of the subfunction, respectively.

30. **OSC Summary and Unit Summary:** This shows the total number of authorizations, by quarter, under each OSC. The totals are broken out by officer, enlisted, civilian and total.

31. **Unit Manpower Document Summary:** This section recaps the manpower requirements of the unit, by quarter, grade, officer, enlisted, civilian, and total.

ATTACHMENT - ACR TEMPLATE

1. Request the following change(s) be accomplished as indicated below:

<u>PAS</u>	<u>ORG</u>	<u>OSC</u>	<u>FAC</u>	<u>POS #</u>	<u>AFSC</u>	<u>REQ</u>	<u>GRD</u>	<u>PEC</u>	<u>SEI</u>	<u>SAR</u>	<u>EFF Date</u>
ABCD	21 SFS	SPO CC	43C1	0123456	3P051 3P031	SSGT	SSGT A1C	28030B	327	5 6	15 Sep13

2. **Justification:** This paragraph should provide a complete statement, in layman's terms, that fully justifies the requested action--what HHQ directive was referenced to identify the existing requirement as wrong and the proposed change as correct. Include all changes in workload, mission, organizational structure, technology, and the driving instruction or authority mandating the change. Bottom-line – what has changed? It is imperative to document a comprehensive audit trail or the ACR will be returned.

3. **Impact (Personnel, Resource, Mission, UTC):** Processing time for personnel actions is current quarter plus two. If there is a request for an action sooner than the current quarter plus two it must be fully justified to be considered and be pre-coordinated with the HQ AETC FAM, as well as HQ AETC/A1K. Provide the names /phone numbers and dates of the coordination,

4. **UTC Impact:** A Unit Type Code (UTC) validation was accomplished and this proposed change(s) will/will not cause a UTC/Unit Manpower Document (UMD) mismatch. We have sufficient numbers of the effected AFSCs to fill all wartime tasking.

5. **Coordination:** Include Name, Unit, DSN, and email of those who **have** coordinated.

- Civilian Personnel: Any ACR that proposes a change to a civilian position must be coordinated through the servicing Civilian Personnel Flight prior to being submitted to the Manpower Office.
- MAJCOM/Base Functional: Name and DSN (Base level OPRs are encouraged to contact their HQ's functional OPR to discuss proposed changes prior to submitting the ACR to their servicing Manpower Office).
- Commander: A SQ commander or equivalent is the ACR approval authority when the authorization impacted is subordinate to and reports to that commander. Group commanders approve ACRs when the proposed action impacts more than one SQ's authorizations. The wing or vice wing commander approves ACR's when the proposed action impacts more than one Group, or impacts the wing staff.
- Base-level FM. To determine if funding is available to enable this action or if a request for funding will accompany this ACR.

6. **Cost of Action:** Using the cost factors in AFI 65-503 and for SAR changes the OMB Cost Factors.

7. Unit POC's Name, Unit, DSN, and email.

**SIGNATURE BLOCK
COMMANDER**