



Department of Defense

INSTRUCTION

NUMBER 1304.30
March 14, 2006

USD(P&R)

SUBJECT: Enlisted Personnel Management Plan (EPMP) Procedures

- References:
- (a) DoD Instruction 1300.14, "Enlisted Personnel Planning and Reporting," January 29, 1985 (hereby canceled)
 - (b) DoD Directive 1304.20, "Enlisted Personnel Management System (EPMS)," July 28, 2005
 - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," February 11, 2006
 - (d) DoD Directive 1304.21, "Policy on Enlisted Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members," January 31, 2005
 - (e) Section 517 of title 10, United States Code, "Authorized Daily Average: Members in Pay grades E-8 and E-9"
 - (f) Sections 201 and 203 of title 37, United States Code, "Pay Grades: Assignment to General Rules"

1. PURPOSE

This Instruction cancels reference (a) and implements procedures in accordance with References (b), (c), and (d) for the administration of the Enlisted Personnel Management System (EMPS).

2. APPLICABILITY

This Instruction applies to the Military Departments (including the U.S. Coast Guard when it is not operating as a Military Service of the Department of the Navy by agreement with the Secretary of Homeland Security). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 1.

4. POLICY

This Instruction implements policy established in Reference (b).

5. RESPONSIBILITIES

5.1. According to Reference (b), the Under Secretary of Defense (Personnel and Readiness (USD(P&R))) shall:

5.1.1. Review and evaluate the Military Services Enlisted Personnel Management Plan (EPMP) and approve deviations in EPMP constraints.

5.1.2. Use Military Service Personnel Force Structures to:

5.1.2.1. Evaluate program and budget submissions.

5.1.2.2. Monitor leading indicators for recruiting and retention for identifying potential risks to personnel and readiness objectives.

5.1.2.3. Analyze Personnel Force structures by close review of average experience mix for mid- and senior-level enlisted grades.

5.1.2.4. Analyze major deviations from the EPMP (time-in-service (TIS), time-in-grade, and average years-of-service (YOS), etc.).

5.1.3. Update and revalidate quality benchmarks.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Monitor leading indicators for recruiting and retention.

5.2.2. Submit EPMP and Personnel Force Structures to the USD(P&R) annually by February 1st.

5.2.3. The Military Services shall report their goals for recruit quality as part of their EPMP to the Office of the USD(P&R).

6. PROCEDURES

6.1. The EPMP Requirements

6.1.1. The EPMP includes the supporting plans that contribute to achievement of the annual Force Programs. Under the Plan, each Military Service manages its personnel, in accordance with applicable policies, through the operation of the EPMS.

6.1.2. The Plan shall be developed in consideration of the following:

6.1.2.1. Budgeted or programmed authorized strengths by grade, specialty, and fiscal year.

6.1.2.2. The current inventory by grade, specialty, and YOS.

6.1.2.3. Legislative and policy guidance affecting grade content, promotions, assignments, and separations.

6.1.2.4. Grade and specialty substitution and reclassification.

6.1.2.5. Annual accessions, reenlistments, and losses.

6.1.3. Resources (including compensation, incentive pays, and benefits essential to programmed enlistment and retention).

6.1.4. A major consideration in the Plan shall be the nature of personnel flow (force renewal) required to meet current and future authorized strengths.

6.1.5. The Plan must identify the following:

6.1.5.1. Assumptions that are essential to achievement of the Force Programs (principally those assumptions with resource implications, authorizations, individual, bonuses, etc.).

6.1.5.2. Transition methodologies that require Office of the Secretary of Defense (OSD) support or special consideration.

6.1.5.3. Changes to Military Service policies affecting a particular demographic (e.g., gender).

6.1.5.4. The annual Force Programs for the current, budget, and 4 approved Program Objectives Memorandum (POM) years that are to be achieved. The Military Services shall retain Force Programs for the current through the first POM year at the specialty level of detail and shall forward to OSD two-digit occupational field and total service summaries.

6.1.5.5. The approved Plan constitutes a statement of intent. Its implementation shall result in the achievement of the annual Force Programs and shall be adequately resourced in programs and budgets.

6.1.5.6. Desired promotion timing objectives for grades E-5 through E-7 in accordance with Reference (b).

6.1.5.5.1. The Force Programs shall be reviewed and updated at least annually.

6.1.5.5.2. Those portions of the Plan that change in response to the Force Programs shall be revised accordingly.

6.1.5.5.3. Changes in any Force Programs (current through the POM years) that require management action or have resource implications shall be approved by the Office of the USD(P&R) prior to execution.

6.1.5.5.4. The Plan shall serve as a basis for discussion and justification of the Military Service Force Programs and supporting resources and policies.

6.2. EPMP Constraints

6.2.1. The minimum essential controls on the EPMS, the EPMP, and Force Programs are as follows:

6.2.1.1. Each Force Program shall reflect the end of month strength projected for the applicable year of the latest OSD POM with subsequent approved changes.

6.2.1.2. A Force Program shall be submitted for approval for the current year, budget year, and the following 2 program years. Each Force Program shall be developed in consideration of the authorized strength for the current year and through the applicable program years and of the feasibility of transitioning the current force through each successive Force Program.

6.2.1.3. Retention and promotion plans shall be designed and executed to fill grade vacancies. Selection of individuals for promotion shall be based upon individual qualification and potential for acceptance of increased responsibility. Promotions shall not be used as a reward for past performance or as an inducement to remain in the Military Service.

6.2.1.4. The provisions of Section 517 of title 10, United States Code (U.S.C.) and 37 U.S.C. 201 (References (e) and (f)) must be met for grades E8 and E9.

6.2.2. Deviation from the above constraints requires prior approval of the Principal Deputy USD(P&R).

7. INFORMATION REQUIREMENTS

7.1. Leading Indicators for Recruiting and Retention.

7.1.1. The DoD Recruiting and Retention Leading Indicators Process is a systematic means of assessing the ability of the Military Services to continue achieving their strength requirements for enlisted personnel through the appropriate mix of recruiting and retention.

7.1.2. Leading indicators include recruiting and retention forecasts along with survey results and labor market effects such as unemployment rate and relative military compensation.

7.1.3. Leading indicators shall be discussed at least quarterly at the Assistant Secretary/Personnel Chief level. The Office of the USD(P&R) shall facilitate a discussion of leading indicators no later than 3 weeks after the close of each quarter. Each presentation shall be followed by a discussion period in which those who did not make a presentation are encouraged to present material related to leading indicators.

7.1.4. Instituting a regular analysis and briefing cycle for DoD Recruiting and Retention Leading Indicators ensures greater collaboration among personnel analysts throughout the Services and the OSD. The result is provision of thorough, analytically sound, and timely information to senior decision makers, reassuring them when recruiting and retention are proceeding smoothly and allowing them to reallocate resources proactively as the outlook becomes less favorable.

7.2. DoD Recruit Quality Benchmarks

7.2.1. Recruit quality is measured by aptitude and educational achievement, which are important for different reasons.

7.2.1.1. Aptitude. All military applicants take a written enlistment test called the Armed Services Vocational Aptitude Battery. One component of that test is the Armed Forces Qualification Test, or AFQT, which measures Math and Verbal skills. Those who score above average on the AFQT are in Categories I-III A. These higher-aptitude recruits are valued because their training and job performance are superior to those in the lower (below average) groupings (Categories IIIB-IV).

7.2.1.2. Educational Achievement. Recruits with a high school diploma are also valued since years of research and experience show that high school diploma graduates are more likely to complete their initial 3 YOS. About 80 percent of recruits who have received a high school diploma shall complete their first 3 years, yet only about 50 percent of those who have not completed high school shall make it. Those holding an alternative credential, such as a General Educational Development high-school-equivalency certificate, fall between those two extremes. This argues for recruitment of those who are most likely to adapt to military life and stay the course. The high school diploma has been a reliable indicator of "stick-to-itiveness."

7.2.2. DoD Recruit Quality Benchmarks. The Department of Defense developed a mathematical model that links educational attainment, aptitude, and recruiting resources to job performance and used that model to establish recruit quality benchmarks.

7.2.2.1. The benchmarks were set by examining the relationship between costs associated with recruiting, training, attrition, and retention. Thus, the benchmarks reflect the aptitude and education levels necessary to minimize personnel and training costs while maintaining an explicit level of performance.

7.2.2.2. The Department of Defense recruit quality benchmarks of 90 percent high school diploma graduates and 60 percent scoring above average on the enlistment test shall guide accessions programs.

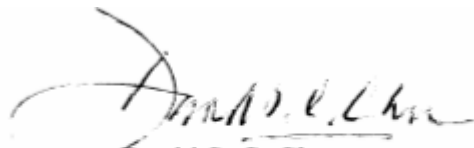
7.2.3. The USD(P&R) shall periodically update and revalidate the recruit quality benchmarks considering current recruiting market and the cost of recruiting high-quality youth.

7.2.4. The Military Services shall report their goals for recruit quality as part of their EPMP and formally request waivers for planned recruit quality levels that fall below those reflected in subparagraph 7.2.2.2.

7.3. The reporting requirements contained in this Instruction have been assigned Report Control Symbol DD-P&R(A)1355.

8. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu
Under Secretary of Defense for
Personnel and Readiness

Enclosures - 1
E1. Definitions

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. Active Years of Service (YOS). Total Active Federal Military Service (TAFMS) or service creditable for retirement. Also referred to as Time-in-Service or Years-of-Service.

E1.1.2. Authorization Strength. That military strength authorized by the National Defense Authorization Act for that fiscal year.

E1.1.3. Critical Skill. A shortage skill (objective), plus a mission critical skill (subjective).

E1.1.4. Desired Promotion Time-in-Service (TIS). The TIS during promotion established by the Military Service as its benchmark for aligning grade structure with retention programs.

E1.1.5. End Strength. The total number of active duty personnel within each Military Service by category.

E1.1.6. Enlisted Personnel Management Plan (EPMP). The complete set of resourced and mutually supporting personnel plans that when implemented in accordance with approved personnel policy, through operation of the EPMS, result in achievement of the annual Force Programs.

E1.1.7. Enlisted Personnel Management System (EPMS). The total process by which enlisted personnel are developed professionally to satisfy force structure authorizations (e.g., recruiting, training, assigning, promoting, rotating, transferring, discharging, reenlisting, and retiring military personnel).

E1.1.8. Force Structure Authorizations. Total budgeted or programmed manpower positions identified by grade, skill, and other relevant characteristic (unit, location, and gender constraint, etc.) for a specified fiscal year (also referred to as authorizations).

E1.1.9. Individuals. Transients, trainees, patients, prisoners, and students who are included within the manpower program but are not reflected within the force structure authorizations.

E1.1.10. Leading Indicators for Recruiting and Retention. Indicators that OSD and the Military Services use to identify potential risks to personnel and readiness objectives. These indicators include recruiting and retention forecasts along with survey results and labor market effects such as unemployment rate and relative military compensation.

E1.1.11. Military Specialty. An element of the classification structure (such as military occupation specialty, Air Force Specialty, and Navy enlisted classification, as appropriate to the military service concerned) that identifies an individual position or a group of closely related positions.

E1.1.12. Minimum Promotion TIS. The minimum TIS an enlisted member shall have to be eligible for promotion to the next higher grade without prior approval of the USD(P&R) or designated representative.

E1.1.13. Mission Critical Skill. One that meets at least one of the following criteria:

E.1.1.13.1. Technical skill requiring notably above average training, and/or replacement costs.

E.1.1.13.2. Skills that are in high demand in the civilian sector.

E.1.1.13.3. Skills challenging to recruit.

E.1.1.13.4. Skills crucial to combat readiness.

E.1.1.13.5. A low-density high demand skill.

E1.1.14. Occupational Area. An occupational grouping of a DoD Enlisted Occupational Conversion Table.

E1.1.15. Over-four Component (Personnel). Personnel with more than 4 years of completed active service (TAFMS) (also referred to as career content or career force).

E1.1.16. Personnel Force Structure. An actual or projected configuration of the enlisted force that may be displayed by one or more characteristics, such as TIS, grade, specialty, and gender.

E1.1.17. Professional Development. The process used for enlisted personnel training to satisfy authorized skills, experience, and grade.

E1.1.18. Shortage Skill. A skill that is either assigned less than authorized (Quantitative) and/or the average experience is substantially different from desired experience (Qualitative). These shortages are actual, projected, or have a past trend of historical shortages.

E1.1.19. Top 5/6. The actual or projected numeric or percentage content in the top five enlisted grades (E5 through E9) or in the top six enlisted grades (E4 through E9).

E1.1.20. Under-four Component (Personnel). Personnel with fewer than 4 years of completed active service (TAFMS) (also referred to as non-career content or non-career force).

E1.1.21. Waiver Authority. The percentage of the serving force in a particular grade which may have, without prior USD(P&R) approval, less than the requisite desired promotion TIS at the end of each fiscal year. Waiver authority is constrained to by-grade content for E2 through E4, while it is tied to the level of detail at which each Military Service manages promotions to E5 and above.