DoD Inventory of Commercial and Inherently Governmental Activities

Guide to Inventory Submission 2010

January 2010

DoD Components shall use this guide to compile their FY2010 Inventory of Inherently Govenmental Commercial Activities (IGCA Inventory). DoD Components shall report each military and civilian authorization by activity in the 2010 IGCA Inventory in one of the following manpower criteria groups: (1) inherently governmental (IG); (2) commercial exempt from private sector performance (CE); and, (3) commercial subject to review for divestiture or private sector performance (CA). When inventory data from all Components are combined, the DoD IGCA Inventory serves as the data set for responding to various reporting requirements including, but not limited to, annual reporting requirements (commonly referred to as the Commercial Activities Report) to comply with the Federal Activities Inventory Reform (FAIR) Act and Section 2462(b) of title 10 of the United States Code.

The Department's annual FAIR Inventory and FAIR IG Inventory (subsets of the IGCA Inventory) include civilian authorizations but exclude, among other categories, foreign national authorizations, non-appropriated funded authorizations, and authorizations in depot maintenance activities. The FAIR Inventory identifies civilian authorizations coded as performing commercial activities (including those that are commercial exempt), while the FAIR IG Inventory identifies civilian authorizations as performing inherently governmental activities. The FAIR Inventory responds to the FAIR Act reporting requirement, while the FAIR IG Inventory is an OMB directed requirement. Both are reported in a single DoD report to Congress annually.

A DoD Component's FY2010 IGCA Inventory submission shall reflect all of their authorizations (military and civilian) as of October 30th, 2009. The total number of authorizations in the IGCA Inventory shall match the FY2010 column of the FY2010 President's Budget. Authorizations approved in a supplemental budget request shall also be identified.

Components shall: (1) include in their IGCA Inventory all appropriated funded military authorizations (Active and Reserve Components, in unit and in the Individuals Account[1]) and DoD civilian authorizations (U.S. and foreign national); and, (2) exclude authorizations paid through non-appropriated funds, services obtained through contracts with the private sector and through inter-service and intra-governmental support agreements. With reference to Intelligence positions, the inventory submissions shall include TIARA funded authorizations (masked) and exclude NFIP, GDIP, and JMIP funded authorizations.

DoD Components shall identify authorizations in-sourced under section 343 of the National Defense Authorization Act of FY2006 or section 324 of the NDAA for FY2008; subject to future public-private competition. For the FY2010 Inventory, DoD Components must populate this field with the year the authorization was in-sourced.

For the first time, DoD Components shall identify authorizations considered part of the Defense Acquisition Workforce (DAW) for the FY2010 Inventory. This field has been added to the template.

For the FY2010 Inventory, DoD Components are no longer required to populate the Defense Health Program (DHP) Manpower field. This field has been removed from the template.

DoD Components shall complete their 2010 IGCA Inventory in accordance with this guidance and shall submit their inventory using the Microsoft Excel electronic spreadsheet template. Before submitting their IGCA Inventory to OSD, DoD Components shall review the quality of their data using the quality control checks provided at Enclosure 5.

Additionally, DoD Components shall transmit their IGCA Inventory to OSD via a formal signed memorandum and attach a copy of any Component-specific inventory guidance to their memo. This memorandum shall include an **IGCA Inventory Narrative Description** using the template provided. **No modifications of the provided template shall be accepted**.

[1] Note that the only data elements required for Individuals Account manpower are the number of labor authorizations and the labor classification. For more information, see the section on data fields in the inventory template.

IGCA Inventory Narrative Description Template

(1) A summary comparison of data submitted in a Component's 2009 and 2010 IGCA Inventories, to include changes in the total number of authorizations in each manpower criteria group.

Criteria Group	2009	2010	Difference
Commercial Reviewable (CA)			
Commercial Exempt (CE)			
Inherently Governmental (IG)			
TOTAL			

(2) An explanation of any significant differences (>2%) between the grand totals and sub-totals (for the force structure and Individuals Account) in a Component's IGCA 2010 Inventory submission and the FY 2010 President's Budget.

(3) A description of the Component's process for coding authorizations in its IGCA Inventory (e.g., centralized vs. decentralized approach), and the organizational level (e.g., headquarters, major command, installation) where coding is performed. This description shall include a summarized description of the data source used by the Component for compiling their IGCA Inventory (e.g., manpower data system, manning documents, and/or existing database).

(4) Summary data on military-to-civilian conversions.

(5) Summary data on in-sourcing.

(6) DoD Components shall identify numerically and provide rational for all major changes (>10% or more than 1,000 authorizations) to the manpower criteria codes;.

Criteria Codes	**2009**	**2010**	**Difference**	**Rationale**
A – Combat & Crisis Situations				NOTE: If additional space is needed, please attach change rationale directly below this table.
B – Combat Support				
D – Manpower Dual-Tasked for Wartime Assignment				
E - Civilian Authority, Direction & Control				
F – Military Unique Knowledge & Skills				
G – Esprit de Corps				
H – Continuity of Infrastructure Operations				
I – Military Augmentation of Infrastructure during War				
J – Civilian & Military Rotation				
K – Civilian & Military Rotation				

Criteria Codes	2009	2010	Difference	Rationale
L – Exempt by Law, Executive Order, Treaty or International Agreement				
M – Exempted by Management Decision				
P – Pending Restructuring of Commercial Activity				
R – Subject to Review for Competitive Sourcing				
W – Non-Packageable Commercial Activity				
X – Alternatives to A-76				
TOTAL				

OSD shall conduct a review of each Component's IGCA Inventory upon submission. The Military Departments shall brief ODUSD(I&E) and ODUSD(P&R) within three weeks after submission of their IGCA Inventories. This briefing shall address the IGCA Inventory Narrative Description requirements. Defense Agencies and DoD Field Activities shall brief ODUSD(I&E) and ODUSD(P&R) only upon request. When OSD conducts its review of the 2010 IGCA Inventory, Components shall have the required written documentation available to explain and support any inventory coding decisions.

The Component's memo forwarding the IGCA Inventory and IGCA Inventory Narrative Description is due to the Deputy Under Secretary of Defense (I&E) by May 3, 2010 for the Military Departments, Joint Staff, Combatant Commands and Defense Logistics Agency, all other DoD Components shall submit their inventories by April 5, 2010. Submit the IGCA Inventory, and IGCA Inventory Narrative Description to Ms. Laura Montoya at laura.montoya@osd.mil, (703) 602-4469.

The Action Officers for this FY 2010 IGCA Inventory Submission are Ms. Laura I. Montoya, ODUSD(I&E), laura.montoya@osd.mil, and Ms. Pam Bartlett, ODUSD(PI), pam.bartlett@osd.mil.

Data Fields in the Inventory Template

DoD Component–Enter the alphanumeric code for the DoD Component, from the list in Enclosure 1 that is responsible for these authorizations. A Military Department's authorizations assigned to another Military Department or DoD Component shall be the responsibility of the receiving Component and shall not be included in the Military Departments' submission.

State, Territory, or Foreign Country–Enter the alphanumeric code for state, U.S. territory/possession or foreign country for the activity as listed in Enclosure 2. These codes have been developed using Federal Information Processing Standard (FIPS) codes reported by the Department of State. For authorizations in the Individuals Account, this field shall be left blank. DoD Components shall use the numeric code for locations in the United States, not the two-letter alpha abbreviations used by the United States Postal Service.

Location– Enter the city or town where the activity is performed from the "All Cities" list available on the SHARE A-76! website (http://sharea76.fedworx.org/sharea76/ Home.aspx). Cities in the United States shall be listed as they are on the "All Cities" list. If a foreign city is not listed on the "All Cities" list, DoD Components shall populate the record with the appropriate foreign city or "unknown". "Unknown" shall only be used for location-sensitive positions. DoD Components shall not enter the country name in the Location Field. For authorizations in the Individuals Account, this field should be left blank.

UIC Code–Enter the distinct Unit Identification Code (UIC) for the activity as reported to the Defense Manpower Data Center (DMDC). For those

Components not utilizing UIC in their reporting methods, enter an "N/A" in this field.

Unit/Organization Name–Enter the UIC name for those activities that have a UIC or an organization name for those activities that do not have a UIC. The entries in this field should be commonly recognizable names. For authorizations in activities coded as a commercial activities (CA or CE) the entries in this field should reflect the unit level to the extent practical.

Labor Authorizations–Enter the total number of civilian full-time equivalents (FTE)[2] and the total military end strength authorized for the activity for FY2010. Civilian authorizations shall include all civilian U.S. citizens and Foreign Nationals[3] on DoD's direct payroll, as well as Foreign Nationals hired indirectly through contractual arrangements with overseas host nations. Do not include civilians paid through Non-Appropriated Funds (NAF). Military authorizations include all Active Component and Selected Reserve (SELRES)[4], and National Guard.

Labor Classification–For civilian authorizations: enter "I" if the activity is performed by an Indirect Hire Foreign National[5], "D" if the activity is performed by a Direct Hire Foreign National[6], and "C" for all other civilians. For military authorizations: enter "R" for Reserve, "G" for National Guard, and "A" for Active Duty military. For authorizations in the Individuals Account: enter "T" for transient manpower, "N" for

---

[2] A full-time equivalent (FTE) work-year is the *planned* use of 2,088 straight-time paid hours in a fiscal year (to include authorized leave and paid time off for training). For example, in the case of full-time employees with permanent appointments "one FTE" is normally comparable to "one employee." Two part-time employees, each working 1,044 straight-time paid hours in a fiscal year, equal "one FTE." Only straight-time, not over-time, is included in the calculations. See DoD Instruction 4100.33 for more details on how to calculate FTEs.

[3] Foreign National employees are non-US citizens employed by the US Armed Forces or by a host government to meet the needs of the US Armed Forces.

[4] The SELRES consists of Active Guard and Reserve personnel, trained individuals (Individual Mobilization Augmentees, (IMAs)), and members of the SELRES units. Members of the SELRES performing initial active duty for training should be counted as members of the SELRES units.

[5] Indirect Hire Foreign National employees are employed by host governments to meet the local civilian labor needs of the US Armed Forces in a particular country. Under this arrangement, the host country specifically grants to the US Armed Forces operational control of the day-to-day management of such personnel.

[6] Direct Hire Foreign National employees are local foreign national employees who are employed directly by the US Armed Forces and the US Armed Forces are responsible for their administration. In certain cases, third-state nationals may also be employed as direct hire employees of the United States with pay and allowances as determined by the US Forces.

trainees, “P” for patients, “J” for prisoners, “H” for holdees, “K” for cadets, and “S” for students.

Function Code–Enter the function code from *FUNCTION CODES* at Enclosure 3 that best describes the type of activity performed. For authorizations in the Individuals Account, this field shall be left blank.

Criteria Code–Enter the code from DoD Instruction 1100.22, Guidance for Determining Workforce Mix, that best describes the category of the work performed. Authorizations are coded based on the work being performed, not the position or classification title. *CRITERIA CODE CROSSWALK DOD TO OMB FAIR ACT INVENTORY at* Enclosure 4 presents the projected crosswalk between DoD criteria codes and OMB reason codes. For manpower in the Individuals Account, this field shall be left blank.

Year the Activity First Appeared in the FAIR Act Inventory–This data is collected solely for the purpose of responding to FAIR Act requirements. As a result, entries in this field should only be made for records that contain commercial (CA and CE) civilian authorizations. More specifically, for all manpower that is: (1) coded civilian (not including direct and indirect hire foreign nationals); AND (2) designated as commercial or commercial exempt (criteria codes B, D, G, H, J, K, L, M, P, R, W, and X), DoD Components shall enter all four digits of the fiscal year the authorization first appeared in their FAIR Inventory. At a minimum, the following situations constitute a new activity being added to the Inventory this year and should be coded as “2010”: new mission requirements, activities converted to in-house, and activities changed from Inherently Governmental to Commercial. All other authorizations (i.e., inherently governmental civilian authorizations, military authorizations, Individuals Account authorizations, and Foreign National authorizations) shall have an “N/A” entered in this field.

Assigned FROM–This field applies ONLY to military manpower assigned to any of the Components other than the Army, Navy, Air Force, or Marine Corps that are listed in DOD Component Codes at Enclosure 1. To complete this field, a DoD Component shall enter the code (A, F, M, or N as defined in Enclosure 1) for the Military Department that owns the authorization. If the source of the authorization is unknown at the time the data are compiled, enter “UN” in this field. For example, an Army military authorization assigned to DLA would list an “A” for that particular authorization in the DLA Inventory. If a military authorization is assigned to an organization not listed in Enclosure 1 (e.g., White House, joint activities such as Surface Deployment & Distribution Command), the

authorization shall be coded by the appropriate Military Department as part of its Inventory and "N/A" designated in the "Assigned From" field. All Defense Agencies and DoD Field Activities with military authorizations shall have entries in this field to indicate the parent Military Department of the authorizations. Prior to submission of their IGCA Inventory, Defense Agencies and DoD Field Activities with military authorizations shall coordinate their IGCA Inventory coding of these military authorizations with the parent Military Department. Defense Agencies and DoD Field Activities shall not report "N/A" in this field for military authorizations.

Cases where this field **does not** apply include:

Civilians assigned to Defense Components from one of the Military Departments;

Other detailees between Military Departments;

Civilians or military detailees provided to other Federal agencies;

All civilian authorizations and authorizations where this field does not apply (as outlined above) shall be coded as "N/A."

Responsible Official–Enter the name, position title, email address, and phone number of the DoD official from whom additional information about the activity may be obtained.

Military Technician Manpower–For military technicians as defined by sections 10216 and 10217 of title 10, United States Code, enter "U" for Dual status and "T" for Non-Dual status military technicians. For all other manpower, enter "N/A."[7]

Service–For military authorizations only, the COCOMs should enter the alpha code from the list in DOD Component Codes at Enclosure 1 for their

[7] Section 10216 of title 10 of the United States Code defines a military technician (dual status) as a Federal civilian employee who: 1) is required, as a condition of employment, to maintain membership in the Selected Reserve; and 2) is assigned to a civilian position as a technician in the administration and training of the Selected Reserve, or in the maintenance and repair of supplies or equipment issued to the Selected Reserve or the armed forces. Section 10217 of title 10 defines a military technician (non-dual status) as a civilian employee of DoD serving in a military technician position who: 1) was hired as a technician before November 18, 1997, and a) was not a member of the Selected Reserve as of that date, or b) is no longer a member of the Selected Reserve; or 2) is employed in the National Guard or in a position designated by the Secretary of a military department to be filled only by a non-dual-status technician, and when hired was not required to maintain membership in the Selected Reserve.

Military Department. Allowable codes include A, F, M, or N and correspond to the Military Department that owns the military authorization. All other Components shall populate this field with “N/A.”

Manpower Performing Work that has Been In-sourced–Civilian and/or military authorizations performing work in-sourced under Section 343 of the FY 2006 NDAA or Section 324 of the FY2008 NDAA should be coded with the four digits of the fiscal year the authorization was in-sourced. All other authorizations shall be coded “N/A” in this field.

Defense Acquisition Workforce (DAW) – Military and/or DoD civilian manpower authorizations that are identified as part of the DAW shall be coded "X" and all other authorizations shall be coded "N/A" in this field. As provided by DoDI 5000.55, the DAW "includes permanent civilian employees and military members who occupy acquisition positions, who are members of an Acquisition Corps, or who are in acquisition development programs." Please note: DoD Components submit quarterly reports on DAW personnel to the Defense Acquisition University (DAU) as required by DoDI 5000.55. The IG/CA Inventory reports manpower data. FY 2009 DAW numbers reported in the IG/CA Inventory should be fairly consistent with (and likely greater than) the personnel data reported to the DAU for FY 2009.

For all questions in regard to the DAW section please contact Ms. Carolyn Willis at carolyn.willis@dau.mil. (703) 805-5916

Enclosure 1

DoD Component Codes

Code	DoD Components
1	Department of Defense Inspector General (DoDIG)
10	Department of Defense Human Resources Activity (DHRA)
2	Defense Finance and Accounting Service (DFAS)
3	Defense Commissary Agency (DeCA)
4	Counter Intelligence Field Activity (CIFA)
6	Department of Defense Education Activity (DoDEA)
9	Office of Economic Adjustment (OEA)
97	National Reconnaissance Office (NRO)
98	Defense Security Cooperation Agency (DSCA)
99	Defense Threat Reduction Agency (DTRA)
A	Department of the Army (excludes Civil Works Program)
A1	Test Resource Management Center (TRMC)
A2	Defense Medical Program Activity (DMPA)
CW	Department of the Army-Civil Works Program
B	National Geospatial Intelligence Agency (NGA)
B1	Business Transformation Agency (BTA)
C	Tri Care Management Activity (TMA)
D	Washington Headquarters Services (WHS)
E	Missile Defense Agency (MDA)
F	Department of the Air Force
G	National Security Agency (NSA)
H	Pentagon Force Protection Agency (PFPA)
I	Defense Legal Services Agency (DLSA)
J	Joint Staff (JS) (to include NATO)
K	Defense Information Systems Agency (DISA)
L	Defense Intelligence Agency (DIA)
M	U.S. Marine Corps
N	Navy (includes DON Headquarters Staff)
O	Defense Media Activity (DMA)
P	Defense Advanced Research Projects Agency (DARPA)
Q	Uniformed Services University of the Health Sciences (USUHS)
R	Defense Contract Audit Agency (DCAA)
S	Defense Logistics Agency (DLA)
S1	Defense Contract Management Agency (DCMA)
T	Defense Acquisition University (DAU)
U	National Defense University (NDU)
V	Defense Security Service (DSS)
W	Defense Technology Security Administration (DTSA)
X	Office of the Secretary of Defense (OSD)
Y	Defense Technical Information Center (DTIC)
Z	Defense Prisoner of War/Missing Personnel Office (DPMO)

Code	DoD Components
11	CENTCOM - Central Command
12	SOCOM - Special Operations Command
13	EUCOM - European Command
14	JFCOM - Joint Forces Command
15	NORTHCOM - Northern Command (to include NORAD)
16	PACOM - Pacific Command
17	SOUTHCOM - Southern Command
18	STRATCOM - Strategic Command
19	TRANSCOM - Transportation Command
20	AFCOM – African Command

Enclosure 2

State and Country Codes

Code	State and Country Description
01	Alabama
02	Alaska
04	Arizona
05	Arkansas
06	California
08	Colorado
09	Connecticut
10	Delaware
11	District of Columbia
12	Florida
13	Georgia
15	Hawaii
16	Idaho
17	Illinois
18	Indiana
19	Iowa
20	Kansas
21	Kentucky
22	Louisiana
23	Maine
24	Maryland
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
44	Rhode Island

Code	State and Country Description
45	South Carolina
46	South Dakota
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming
AQ	American Samoa
FQ	Baker Island
GQ	Guam
HQ	Howland Island
DQ	Jarvis Island
JQ	Johnston Atoll
KQ	Kingdom Reef
MQ	Midway Islands
BQ	Navassa Island
CQ	Northern Marianna Islands
LQ	Palmyra Atoll
RQ	Puerto Rico
VQ	U.S. Virgin Islands
WQ	Wake Island
AC	Antigua & Barbuda
AF	Afghanistan
AG	Algeria
AJ	Azerbaijan
AL	Albania
AM	Armenia
AN	Andorra
AO	Angola
AR	Argentina
AS	Australia
AU	Austria
BA	Bahrain
BB	Barbados
BC	Botswana
BE	Belgium
BF	The Bahamas
BG	Bangladesh
BH	Belize
BK	Bosnia and Herzegovina
BL	Bolivia

Code	State and Country Description
BM	Burma
BN	Benin
BO	Belarus
BP	Solomon Islands
BR	Brazil
BT	Bhutan
BU	Bulgaria
BX	Brunei
BY	Burundi
CA	Canada
CB	Cambodia (Kampuchea)
CD	Chad
CE	Sri Lanka
CF	Republic of the Congo
CG	Democratic Republic of the Congo
CH	China
CI	Chile
CM	Cameroon
CN	Comoros
CO	Colombia
CS	Costa Rica
CT	Central African Republic
CU	Cuba
CV	Cape Verde
CY	Cyprus
DA	Denmark
IO	British Indian Ocean Territory (Diego Garcia)
DJ	Djibouti
DO	Dominica
DR	Dominican Republic
EC	Ecuador
EG	Egypt
EI	Ireland
EK	Equatorial Guinea
EN	Estonia
ER	Eritrea
ES	El Salvador
ET	Ethiopia
EZ	Czech Republic
FI	Finland
FJ	Fiji
FM	Federated States of Micronesia
FR	France
GA	The Gambia
GB	Gabon

Code	State and Country Description
GG	Georgia
GH	Ghana
GI	Gibraltar
GJ	Grenada
GL	Greenland
GM	Germany
GR	Greece
GT	Guatemala
GV	Guinea
GY	Guyana
HA	Haiti
HK	Hong Kong Special Administrative Region
HO	Honduras
HR	Croatia
HU	Hungary
IC	Iceland
ID	Indonesia
IN	India
IR	Iran
IS	Israel
IT	Italy
IV	Ivory Coast
IZ	Iraq
JA	Japan
JM	Jamaica
JO	Jordan
KE	Kenya
KG	Kyrgyzstan
KN	Korea (North)
KR	Kiribati
KS	Korea (South)
KU	Kuwait
KZ	Kazakhstan
LA	Laos
LE	Lebanon
LG	Latvia
LH	Lithuania
LI	Liberia
LO	Slovakia
LS	Liechtenstein
LT	Lesotho
LU	Luxembourg
LY	Libya
MA	Madagascar
MK	Macedonia

Code	State and Country Description
MD	Moldova
MG	Mongolia
MI	Malawi
MJ	Montenegro
ML	Mali
MN	Monaco
MO	Morocco
MP	Mauritius
MR	Mauritania
MT	Malta
MU	Oman
MV	Maldives
MX	Mexico
MY	Malaysia
MZ	Mozambique
NT	Netherlands Antilles
NC	New Caledonia
NE	Niue
NF	Norfolk Island
NG	Niger
NH	Vanuatu
NI	Nigeria
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NS	Suriname
NU	Nicaragua
NZ	New Zealand
PA	Paraguay
PE	Peru
PK	Pakistan
PL	Poland
PM	Panama
PO	Portugal
PP	Papua New Guinea
PS	Palau
PU	Guinea-Bissau
QA	Qatar
RB	Serbia
RM	Marshall Islands
RO	Romania
RP	Philippines
RS	Russia
RW	Rwanda

Code	State and Country Description
SA	Saudi Arabia
SC	Saint Kitts & Nevis
SE	Seychelles
SF	South Africa
SG	Senegal
SI	Slovenia
SL	Sierra Leone
SM	San Marino
SN	Singapore
SO	Somalia
SP	Spain
ST	St. Lucia
SU	Sudan
SW	Sweden
SY	Syria
SZ	Switzerland
TD	Trinidad & Tobago
TH	Thailand
TI	Tajikistan
TN	Tonga
TO	Togo
TP	Sao Tome & Principe
TS	Tunisia
TT	East Timor
TU	Turkey
TV	Tuvalu
TW	Taiwan
TX	Turkmenistan
TZ	Tanzania
UG	Uganda
AE	United Arab Emirates
UK	United Kingdom
UN	Unknown
UP	Ukraine
UV	Burkina Faso
UY	Uruguay
UZ	Uzbekistan
VC	St. Vincent & The Grenadines
VE	Venezuela
VI	British Virgin Islands
VM	Vietnam
VT	Vatican City
WA	Namibia
WS	Samoa
WZ	Swaziland

Code	State and Country Description
YM	Yeman
ZA	Zambia
ZI	Zimbabwe

Enclosure 3

Function Codes

1 General. This list of DoD Functions codes identifies the type of work performed by all activities in the Defense infrastructure and operating forces. This list accounts for all Departmental activities performed in direct support of military and civil works missions, in fulfillment of defense-related U.S. international commitments, and in permanent service outside the Department at the White House, Congress, and federal and state agencies.

2. Functional Taxonomy.

2.1. DoD Functions are gathered into two principal categories: "Infrastructure" and "Forces and Direct Support." (Functions in both categories are performed by DoD military, civilians, and private sector contractors.) The "Infrastructure" category includes 13 functional groups and the "Forces and Direct Support" category includes four functional groups, three of which pertain to the operating forces. In addition, there are sub-functions and multiple functions under the 17 functional groups.

2.2. Each function includes an alphanumeric code, title, and definition describing the type of work performed. Functional definitions are intended to be comprehensive and mutually exclusive. Also, each functional group includes at least one miscellaneous "other" function that has an alphanumeric code ending in "99" (e.g., "H999 – Other Health Services"). These miscellaneous functions are used to code work that is not identified by other functions on the list. Miscellaneous functions should be used only as a last resort when no other function applies.

3. Identifying Management Functions.

3.1. Management functions are performed at all levels of the Department. Management functions performed at the headquarters activities involve work that is significantly different than management functions performed at operational service centers and offices. Separate codes, titles, and definitions were developed for each. For instance, there is a "Management Headquarters – Health Services" function and a "Hospital/Clinic Management" function. The former is concerned with setting policy and overseeing health service programs, and the latter is concerned with establishing procedures and overseeing medical services provided within fixed treatment facilities. In addition, there are services and operations that have management elements (e.g., supervision, oversight, and control). When services are performed by private sector contractors, the administration and oversight of the contract (to include quality assurance and technical review of the services provided) are considered to be an inherent part of the management function.

3.2. Definitions for all "Management Headquarters" functions are derived from DoD Directive 5100.73, with one important exception. DoD Functions for "Management Headquarters" do not include "all direct support (e.g., professional, technical, administrative or logistical support) that is provided directly to a Major DoD Headquarters Activity and is essential to its operation" as required by DoDD 5100.73. Direct support is included as part of a "Management Headquarters" function *only* when the support is an inherent part of, and inextricably tied to, management activity. If the support is performed separately, it is coded with the support function code that most closely describes the type of support provided. For example,

a civilian personnel office that directly and exclusively supports a headquarters activity is not coded as part of the management headquarters function is supports. Manpower performing civilian personnel operations are coded using the same code, "B720 Civilian Personnel Operations," regardless of whether their work supports a headquarters, installation, or base activity. Coding is based on the *type of work performed* (e.g., civilian personnel operations) and not based on where the work is performed (e.g., headquarters, base, or installation). For this reason, manpower coded with DoD management headquarters program element (PE) codes will not always be coded with DoD management headquarters function codes.

4. Coding Rules.

4.1. Manpower authorizations shall be grouped by function and coded to indicate the type of work performed. In some cases, this may not correspond to job titles, civilian job series, or military occupational specialties. For instance, although accountants are typically found in accounting functions and engineers in an engineering function, in some cases a budget analyst may be working in an accounting function or a geologist in an engineering function. Therefore, the type of work (i.e., function) and not type of position (i.e., job series or occupational specialty) is coded. (See additional examples in paragraphs 4.3.1 and 4.3.2 below.)

4.2. Manpower officials shall avoid coding activities at too low a level—i.e., creating sub-functions for "activities" that cannot operate independently.

4.2.1. When the type of work performed is in direct support of a management function and the work cannot be separated from the management function, the manpower is coded with the management function code and not the support function code. For example, development and issuance of personnel policies may have a public affairs aspect to the function. To the extent the public affairs tasks are performed by personnel who are also developing personnel policies, the manpower is coded as a management headquarters personnel function vice public affairs operation. In such a case, the public affairs work is considered to be an inherent part of the management function. If the public affairs tasks were coded using the public affairs function code, it would inappropriately imply that the work could be performed as a separate activity.

4.2.2. If the type of work in one functional group directly supports and *cannot be separated* from operations in a second functional group, the manpower is coded with the function code that best describes the work performed. However, if the work is separately identifiable and severable, it is coded with the appropriate support function code. For example, drafting correspondence and proof reading for content are administrative tasks that, in certain circumstances, require comprehensive knowledge of the daily operations and responsibilities of the office. If such a case, the tasks cannot be separated from the functions they support. To code them as administrative support services would inappropriately imply that the work could be performed as a separate activity. Typically, non-severable support includes tasks that require close continual supervision (as distinguished from general oversight), comprehensive knowledge of the daily operations of the office supported, or in some sense involves the operation supported. In all cases, non-severable support is coded with the function code it supports since it is an inherent part of that function. It is not coded based on the civilian job series or occupation.

4.3. If a DoD Component identifies a function that is not on the list, the manpower is coded using the "99-Other" function code within the function group that most closely

identifies the type of work being performed. If the manpower numbers are significant (i.e., over 800), the Component should submit a request for a new function code, title, and definition, or for modification to a current functional definition to address work omitted from the list. Requests to change or add codes, titles, or definitions or revise the taxonomy (i.e., functional categories, groups, or functions) shall be submitted to the Office of the Deputy Under Secretary of Defense (Program Integration) Requirements Directorate, ODUSD(PI)-RQ, for approval.

5. Augmentation of the list of DoD Function Codes. DoD Components may augment the list of DoD Function Codes for their internal use by adding sub-functions to the list provided so long as the sub-functions represent a sub-element (and not a new type) of work. Components may not create new functional categories or groups or new function codes without prior approval from the ODUSD(PI)-RQ. This coding arrangement will enable DoD Components to identify sub-functions for their internal use and, when reporting to OSD, aggregate the manpower data without compromising the DoD coding structure.

6. Data Analysis. DoD Functions describe the type of work performed. Management and organizational arrangements, geographic dispersion, span-of-control, and command relationships differ greatly among the DoD Components. Also, the degree to which DoD Components rely on inter- and intra-governmental support and private sector services and support varies. When making DoD-wide comparisons of functions, functional groups, functional categories, or organizational levels (e.g., management headquarters functions), these differences must be addressed to ensure DoD-wide comparability.

Function Code Definition Table of Contents

CATEGORY I - INFRASTRUCTURE				
PAGE				
4-21	**GROUP 1-FORCE MANAGEMENT AND GENERAL SUPPORT**			
		MANAGEMENT AND OPERATION OF THE DOD		
			Y105	Management Headquarters - Defense Direction and Policy Integration
			Y115	Management Headquarters - Joint Staff Direction of the Armed Forces
			Y199	Other Force Management and General Support Activities
		OPERATION PLANNING AND CONTROL		
			Y210	Management Headquarters - Operation Planning and Control
			Y215	Operation Planning and Control
			Y217	Combat Development Evaluations and Experimentation
			Y220	National Mobilization and Emergency Preparedness Mgmt.
		MANPOWER MANAGEMENT		
			Y240	Management Headquarters - Manpower Management
			Y245	Manpower Management Operations
		SUPPORT EXTERNAL TO DOD		
			Y310	Management Headquarters-Foreign Military Sales and Security Assistance
			Y315	Foreign Military Sales and Security Assistance Program Management
			Y320	Support Provided Outside the DoD
		LEGAL SERVICES		
			Y405	Management Headquarters-Legal Services

			Y415	Legal Services and Support
		PUBLIC AFFAIRS		
			Y501	Management Headquarters-Public Affairs
			Y515	Public Affairs Program Activities and Operations
		PROTOCOL OPERATIONS		
			Y525	Protocol Operations
			Y527	Other Protocol Activities
		VISUAL INFORMATION		
			Y560	Management Headquarters-Visual Information
			Y570	Visual Information Program Activities and Operations
		LEGISLATIVE AFFAIRS		
			Y610	Management Headquarters-Legislative Affairs
			Y620	Legislative Affairs
		HISTORICAL AFFAIRS		
			Y710	Management Headquarters-Historical Affairs
			Y720	Historical or Heraldry Services
			Y730	Museum Operations
		ADMINISTRATIVE SUPPORT		
			Y810	Management Headquarters - Administrative Support & Federal Compliance
			Y815	Federal Compliance of Administrative Programs
			Y820	Administrative Management and Correspondence Services
			Y830	Documentation Services
			Y840	Directives and Records Management Services

			Y850	Microfilming and Library Services
			Y860	Printing and Reproduction Services
			Y880	Document Automation and Production Services
			Y899	Other Administrative Support Activities
		AUDITS AND INVESTIGATIONS		
			Audits	
			I110	Management Headquarters-Audit
			I120	Audit Operations
			Investigations	
			I510	Personnel Security (Clearances and Background Investigations)
			I520	Criminal and Administrative Investigative Services
			I530	Industrial Security
			I999	Other Audit and Investigative Activities
		FINANCIAL MANAGEMENT		
			C110	Management Headquarters - Financial Management
			C120	Management Headquarters - Advocacy
			C400	Budget Support
			C700	Finance/Accounting Services
			C999	Other Financial Management Activities
4-33	**GROUP 2-COMMUNICATIONS, COMPUTING AND OTHER INFO. SERVICES**			
			W100	Management Headquarters - Communications, Computing & Information
		COMMUNICATIONS SERVICES		

			W210	Telephone Systems
			W220	Telecommunication Centers
			W299	Other Communications Systems
		COMPUTING SERVICES		
			W310	Computing Services and/or Data Base Management
			W399	Other Computing Services
		INFORMATION OPERATION SERVICES		
			W410	Information Assurance
			W430	Mapping and Charting
			W440	Meterological & Geophysical Services
			W499	Other Information Operation Services
4-36	**GROUP 3-SCIENCE AND TECHNOLOGY (S&T) AND RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT AND SUPPORT**			
			R110	Management Headquarters - Research and Development
			R120	Science and Technology
			R140	Management and Support to Research and Development
			R999	Other S&T and R&D Management and Support Activities
4-38	**GROUP 4-SYSTEMS ACQUISITION, TEST AND EVALUATION, ENGINEERING AND CONTRACTING**			
		SYSTEMS ACQUISITION		
			F110	Management Headquarters - Systems Acquisition
			F120	Systems Acquisition - Program Management
			F140	Technology Transfer & International Cooperative Program Management
			F150	Systems Acquisition – Demonstration and Development

			F160	Systems Acquisition - Other Program Support
			F199	Other Systems Acquisition Activities
		TEST AND EVALUATION		
			A610	Management Headquarters - Test and Evaluation
			A620	Developmental and Operational Test and Evaluation
			A630	Management and Support to Test and Evaluation
			A699	Other Test and Evaluation Activities
		PROCUREMENT AND CONTRACTING		
			F310	Management Headquarters - Procurement and Contracting
			F320	Contract Administration and Operations
			F399	Other Procurement and Contracting Activities
		ENGINEERING		
			F510	Engineering Support at Maintenance Depots
			F520	All Other Engineering Support
4-42	**GROUP 5-LOGISTICS**			
			P110	Management Headquarters - Logistics
			P119	Other Logistics Activities
		MAINTENANCE		
			P120	Management Headquarters - Maintenance
			Organizational and Intermediate Repair and Maintenance of Military Equipment	
			J410	Organizational & Intermediate Repair & Maintenance Management
			J501	Aircraft
			J502	Aircraft Engines

			J503	Missiles
			J504	Vessels
			J505	Combat Vehicles
			J506	Non-Combat Vehicles and Equipment
			J507	Electronic and Communications Equipment
			J511	Special Equipment
			J518	Support Equipment
			J519	Industrial Plant Equipment
			J520	Test, Measurement & Diagnostic Equipment (TMDE)
			J550	Software Support for Embedded and Mission Systems
			J555	Tactical Automatic Data Processing Equipment (ADPE)
			J570	Armament and Ordnance
			J575	Munitions
			J600	Metal and Other Containers, Textiles, Tents and Tarpaulins
			J700	Portable Troop Support Equipment
			J750	Portable Field Medical and Dental Equipment
			J999	Organizational and Intermediate Repair & Maintenance of Other Equipment
			Depot Maintenance and Repair of Military Equipment	
			K410	Depot Management
			K531	Aircraft
			K532	Aircraft Engines
			K533	Missiles
			K534	Vessels

			K535	Combat Vehicles
			K536	Non-Combat Vehicles and Equipment
			K537	Electronic and Communications Equipment
			K539	Special Equipment
			K541	Industrial Plant Equipment
			K546	Test Measurement & Diagnostic Equipment (TMDE)
			K549	Support Equipment
			K550	Software Support for Embedded and Mission Systems
			K555	Tactical Automatic Data Processing Equipment (ADPE)
			K570	Armament and Ordnance
			K575	Munitions
			K600	Metal and Other Containers, Textiles, Tents, and Tarpaulins
			K700	Portable Troop Support Equipment
			K750	Portable Field Medical & Dental Equipment
			K999	Depot Repair and Maintenance of Other Equipment
		SUPPLY OPERATIONS		
			T101	Management Headquarters - Supply
			T110	Retail Supply Operations
			T120	Wholesale/Depot Supply Operations
			T130	Storage and Warehousing
			T140	Supply Cataloging
			T150	Warehousing and Distribution of Publications
			T160	Bulk Liquid Storage
			T165	Distribution of Petroleum Oil and Lubricant Products

			T167	Distribution of Liquid, Gaseous and Chemical Products
			T175	Troop Subsistence
			T177	Food Supply
			T180	Military Clothing
			T190	Preparation, Demilitarization and Disposal of Excess and Surplus Inventory
			T199	Other Supply Activities
		TRANSPORTATION		
			T701	Management Headquarters - Transportation
			T710	Traffic/Transportation Management Services
			T800	Ocean Terminal Operations
			Administrative Transportation Services	
			T810	Air Transportation Services
			T811	Water Transportation Services
			T812	Rail Transportation Services
			T824	Motor Vehicle Transportation Services
			T826	Air Traffic Control
			T899	Other Transportation Services
4-55	**GROUP 6-PRODUCTS MANUFACTURED OR FABRICATED**			
			X931	Ordnance
			X932	Products Made from Fabric or Similar Materials
			X933	Container Products and Related Items
			X938	Communications and Electronic Products
			X939	Construction Products

			X944	Machined Parts
			X999	Other Products Manufactured and Fabricated
4-56	**GROUP 7-INSTALLATION/FACILITY MANAGEMENT, FORCE PROTECTION, AND UTILITY PLANT OPERATION AND MAINTENANCE**			
		INSTALLATION/FACILITY MANAGEMENT		
			S100	Management Headquarters - Installations
			S200	Installation, Base or Facility Management
			S210	Building Management
			S310	Housing Management
			Building and Housing Management Services	
			S410	Custodial Services
			S420	Collection and Disposal of Trash and Other Refuse
			S430	Collection and Disposal of Hazardous Material (HAZMAT)
			S435	Pest Management
			S440	Fire Prevention and Protection
			S450	Laundry and Dry Cleaning Operations
			S499	Other Building and Housing Management Services
		SECURITY AT INSTALLATIONS/FACILITIES (LAW ENFORCEMENT, PHYSICAL SECURITY, ANTITERRORISM AND CHEMICAL/BIOLOGICAL/RADIOLOGICAL/NUCLEAR/HIGH EXPLOSIVES (CBRNE) OPERATIONS)		
			S500	Management of Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and Chemical/Biological/ Radiological/Nuclear/High Explosives (CBRNE) Operations
			S510	Security Operations at Installations/Facilities (Law

				Enforcement, Physical Security, Antiterrorism, and CBRNE)
			S520	Support Services to Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE Operations)
			S540	Information Security
			S560	Protective Services Operations
			Prison and Other Confinement Facility Operations	
			S719	Confinement Facility Operations
			S720	Prison Operations
			S722	Detention of Enemy Prisoners of War (EPW), Retained Personnel (RP), Civilian Internees (CI) and other Detainees (OD)
			S724	Other Security Operations
		UTILITY PLANT OPERATION AND MAINTENANCE		
			S725	Electrical Plant and Distribution Systems Operation and Maintenance
			S726	Heating Plant and Distribution Systems Operation and Maintenance
			S727	Water Plant and Distribution Systems Operation and Maintenance
			S728	Sewage and Waste Plant and Distribution Systems Operation and Maintenance
			S729	A/C & Cold Storage Plant and Distribution Systems Op. and Maintenance
			S730	Incinerator Plant and Sanitary Fill Operations
			S799	Other Utility Plant and Distribution Systems Operation and Maintenance
4-62	**GROUP 8-ENVIRONMENTAL SECURITY AND NATURAL RESOURCE SERVICES**			

			E110	Management Headquarters - Environmental Security
			E120	Environmental and Natural Resources Services
			E220	Safety
			E225	Occupational Health Services
			E230	Explosives Safety
			E250	Response to Hazardous Material Mishaps
			E999	Other Environmental Security Activities
4-64	**GROUP 9-REAL PROPERTY PROJECT MANAGEMENT, MAINTENANCE AND CONSTRUCTION**			
		REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT		
			Z101	Corps of Engineers Program and Project Management
			Z110	Management of Major Construction of Real Property
			Z120	Real Estate/Real Property Acquisition
			Title, Outgranting, and Disposal of Real Estate/Real Property	
			Z135	Title, Outgranting and Disposal of Real Estate/Real Property-National Projects
			Z138	Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects
			Architect-Engineering Services	
			Z145	Architect-Engineering-National Projects
			Z148	Architect-Engineering-Local Projects
			Z199	Other Real Prop. Program & Project Management Activities
		REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION		
			Z991	Minor Construction, Maintenance & Repair of Family Housing and Structures

			Z992	Minor Constr. M&R of Buildings & Structures Other Than Family Housing
			Z993	Maint. and Repair of Grounds and Surfaced Areas
			Z997	Maint. and Repair of Railroad Facilities
			Z998	Maint. and Repair of Waterways & Waterfront Facilities
			Z999	Maint., Repair, & Minor Construction of Other Real Property
4-68	**GROUP 10-CIVIL WORKS**			
			Q120	Management Headquarters-Civil Works
			Q220	Water Regulatory Oversight and Management
			Q240	Natural Resources Oversight and Management
			Q260	Civil Works Planning Production and Management
			Q420	Bank Stabilization
			Q440	Maintenance of Open Waterways for Navigation
			Q460	Maintenance of Jetties and Breakwaters
			Q520	Operation and Maintenance of Locks and Bridges
			Q540	Operation and Maintenance of Dams
			Q560	Operation and Maintenance of Hydropower Facilities
			Q580	Operation and Maintenance of the Washington Aqueduct
			Q620	Operation and Maintenance of Recreation Areas
			Q999	Other Civil Works Activities
4-71	**GROUP 11-PERSONNEL AND SOCIAL SERVICES**			
		CIVILIAN PERSONNEL SERVICES		
			B710	Management Headquarters - Civilian Personnel
			B720	Civilian Personnel Operations

		MILITARY PERSONNEL SERVICES		
			B810	Management Headquarters - Military Personnel
			B820	Military Recruiting and Examining Operations
			B830	Military Personnel Operations
		PERSONNEL SOCIAL ACTION PROGRAMS		
			B910	Management Headquarters - Personnel Social Action Programs
			B920	Personnel Social Action Program Operations
			B999	Other Personnel Activities
		SOCIAL SERVICES		
			Commissary and Military Exchange Operations	
			G006	Commissary Management
			G008	Commissary Operations
			G013	Military Exchange Operations
			Community and Family Services	
			G050	Management Headquarters - Community and Family Services
			G055	Morale, Welfare, and Recreation (MWR) Services
			G060	Family Center Services
			G065	Child Care and Youth Programs
			Other Social Services	
			G080	Homeowners' Assistance Program
			G090	Employee Relocation Assistance Program
			G105	Recreational Library Operations
			G210	Postal Services

			G220	Military Bands
			G900	Chaplain Activities and Support Services
			G902	Casualty and Mortuary Affairs
			G910	Temporary Lodging Services
			G999	Other Social Services
4-79	**GROUP 12-EDUCATION AND TRAINING**			
		MILITARY EDUCATION AND TRAINING		
			U001	Management Headquarters-Military Education and Training
			U050	Military Institutional Education and Training Management
			U060	International Security Program
			U100	Recruit Training
			U150	Multiple Category Training
			U200	Officer-Acquisition (Pre-Commissioning) Training
			U300	Specialized Skill Training
			U400	Flight Training
			Professional Development Education	
			U510	Professional Military Education
			U520	Graduate Education (Fully Funded, Full Time)
			U530	Other Full-Time Education Programs
			U540	Off-Duty and Voluntary Education Programs
			U550	Training Development and Support for Military Education & Training
			U599	Other Military Education and Training Activities
		CIVILIAN EDUCATION AND TRAINING		

			U605	Management Headquarters-Civilian Education and Training
			U620	Management of Civilian Institutional Training, Education & Development
			U630	Acquisition Training, Education, and Development
			U640	Civil Works Training, Education, and Development
			U650	Intelligence Training, Education, and Development
			U660	Medical Training, Education, and Development
			U699	Other Civilian Training, Education, and Development
		DEPENDENT EDUCATION		
			U710	Management Headquarters-Dependent Education
			U720	Dependent Education Field Management
			U760	Dependent Education - Teacher Instruction
			U770	Dependent Education - Substitute Instruction
			U780	Dependent Education - Aides for Instruction
			U799	Other Dependent Education Activities
4-85	**GROUP 13-HEALTH SERVICES**			
			H010	Management Headquarters-Health Services
			H050	Hospital/Clinic Management
			H100	Medical Care
			H102	Surgical Care
			H106	Pathology Services
			H107	Radiology Services
			H108	Pharmacy Services
			H113	Dental Care

			H116	Veterinary Services
			H119	Preventive Medicine
			H125	Rehabilitation Services
			H127	Alcohol and Drug Rehabilitation
			H203	Ambulatory Care Services
			H250	Medical and Dental Devices Development
			H350	Hospital Food Services and Nutritional Care
			H450	Medical Records and Medical Transcription
			H650	Hospital Supplies and Equipment
			H710	Medical Transportation Services
			H999	Other Health Services
CATEGORY II - FORCES AND DIRECT SUPPORT				
4-87	**GROUP 14-COMMAND AND INTELLIGENCE**			
		OPERATIONAL COMMAND AND CONTROL		
			M120	Combatant Headquarters-Combatant Commander Command Authority
			M145	Combatant Headquarters-Military Department Command Authority
			M150	Support to the Combatant Commanders – Information Sharing Systems
			M160	Combatant Headquarters - Information Operations
			M199	Other Operational Command and Control Activities
		INTELLIGENCE		
			M301	Management Headquarters - Intelligence
			M302	Intelligence Policy and Coordination

			M310	Counterintelligence
			M311	Human Intelligence (HUMINT)
			M312	Imagery Intelligence (IMINT)-DoD
			M313	Signals Intelligence (SIGINT)
			M316	Geospatial Intelligence
			M318	Geospatial Intelligence Acquisition and Processing
			M320	Open Source Intelligence (OSINT) Collection/Processing
			M322	Language Exploitation
			M324	Multidisciplinary Collection and Processing
			M326	Intelligence Communications and Filtering
			M328	All Source Analysis
			M330	Intelligence Production Integration and Analytic Tools
			M334	Intelligence Requirements Management and Tasking
			M399	Other Intelligence Activities
4-92	**GROUP 15-EXPEDITIONARY FORCE DEFENSE—OPERATING FORCES**			
			M415	Combat
			M480	Combat Support
			M510	Combat Service Support
4-93	**GROUP 16-HOMELAND DEFENSE—OPERATING FORCES**			
			M610	Homeland Defense Operations
4-94	**GROUP 17-SPACE DEFENSE—OPERATING FORCES**			
			M810	Military Space Operations
4-95	**GROUP 18-CYBERSPACE OPERATIONS—OPERATING FORCES**			

			M910	Computer network attack (CNA) & Computer Network Exploitation (CNE)
			M930	Information Assurance/Computer Network Defense (IA-CND)

CATEGORY I—INFRASTRUCTURE

GROUP 1—FORCE MANAGEMENT AND GENERAL SUPPORT

MANAGEMENT AND OPERATION OF THE DOD

Y105 Management Headquarters—Defense Direction and Policy Integration. This function is generally performed at the highest levels of the OSD and Military Departments to include offices of the Secretaries and Deputy Secretaries, and those Under and Assistant Secretaries, or special assistants, and select program policy offices involved in defense direction and policy integration. Operations include planning, policy formulation, policy direction of ongoing military activities, and security affairs (e.g., international security affairs, threat reduction and counter-proliferation policy, international negotiations and regional affairs, U.S. bilateral security relations with foreign countries on political-military policy, and Prisoner Of War /Missing Personnel Affairs). This function includes those elements that provide policy integration and direction for multiple functions listed below (e.g., the Under Secretary of Defense for Acquisition, Technology and Logistics). It also includes those elements that perform activities not specifically addressed by other management headquarters functions and that provide defense direction and policy integration (e.g., Assistant Secretary of Defense for Reserve Affairs). This function excludes operational planning and control coded Y210 and those U.S. international policy activities coded M610.

Y115 Management Headquarters—Joint Staff Direction of the Armed Forces. This function includes assisting the President, National Security Council, and Secretary of Defense with decisions concerning the strategic direction of the Armed Forces (including the direction of operations conducted by the Commanders of the Unified and Specified Combatant Commands). It also includes exercising exclusive direction of the Joint Staff and acting as spokesman for the Commanders of the Combatant Commands, especially on the operational requirements of their commands, and overseeing the activities of the Combatant Commands. This also includes preparing strategic and contingency plans; assessments of critical deficiencies and strengths of the Armed Forces; advice on requirements, programs, and budgets; doctrine for the joint employment of the Armed Forces; policies for joint training, and advice on other matters addressed in Section 153 of Title 10, U.S.C. Combatant headquarters functions are coded M120 and M145.

Y199 Other Force Management and General Support Activities. This function includes force management and general support activities not addressed by other function codes.

OPERATION PLANNING AND CONTROL

Y210 Management Headquarters—Operation Planning and Control. This function includes oversight, direction and control of subordinate organizations responsible for the evaluation of military forces (e.g., readiness), war plans, military strategies, development planning, emergency preparedness, and mobilization planning. This includes developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance;

conducting or reviewing mid- and long-range planning, programming, and budgeting; and, allocating resources. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of military resources; and, assessments of those infrastructure operations that directly relate to operational planning and control to include strategic and business planning. This function is typically performed by the OSD, the Joint Staff, the Combatant Headquarters, Military Department management headquarters, and other DoD management headquarters identified in DoDD 5100.73.

Y215 <u>Operation Planning and Control.</u> This function includes operations performed outside the management headquarters that directly support operational planning and control. This includes the development and integration of doctrine; force development planning and organizational concepts; materiel requirements definition and validation; development of strategy plans/policies (e.g., combat maneuver development), war plans, and operations/contingency plans; and support for other combat development programs and projects. This function is typically performed by such organizations as the Command and General Staff College, Service school's combat development activities, Combined Arms Combat Development Activities, the Air Force Doctrine Center, TRADOC Operations Research Activity, Combined Arms Operation Research Activity (CAORA), and TRADOC Research Element Monterey (TREM). This function excludes training development operations coded U550 and readiness planning coded Y220.

Y217 <u>Combat Development Evaluations and Experimentation.</u> This function includes the experimentation, testing, and reviews necessary to develop or validate new doctrine, materiel systems, and organizations for the military Services. This includes recurring support activities dedicated to the combat development test and experimentation mission and associated with approved tests, experiments, and evaluations. This also includes conducting and managing a range of activities required for maintaining or upgrading operational systems after the initial acquisition process and completion of operational test and evaluation (OT&E) including: Force Development Evaluation (FDE), Tactics Development and Evaluation (TD&E), and Weapons System Evaluation Programs (WSEP). This function excludes test and evaluation operations that support the defense systems acquisition process coded A620.

Y220 <u>National Mobilization and Emergency Preparedness Management.</u> This function includes the formulation and execution of plans, programs, and procedures for domestic and national security emergency preparedness. This includes coordination and publication of emergency preparedness plans and oversight of engineering and operational readiness for actual emergency situations and exercises. This also includes management of mobilization readiness programs to include training exercises; development of operational plans for all contingencies; performance assessments; and, formulation of remedial action programs. This function is performed at military installations, bases, facilities, and other organizations such as the Army Corps of Engineers' district and division offices.

MANPOWER MANAGEMENT

Y240 <u>Management Headquarters—Manpower Management.</u> This function includes oversight, direction, and control of subordinate manpower offices and centers through developing and issuing manpower management policies; providing policy guidance; reviewing

and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y245 Manpower Management Operations. This function includes manpower operations typically performed by manpower offices, centers, and field operating agencies at all levels within the Department. Manpower operations typically include assessing processes, procedures, and workload distribution; designing organizational structures; business process reengineering; validating workload and determining manpower requirements; and, tracking, reporting, and documenting manpower numbers. It includes determining manpower for existing or new mission requirements, new defense acquisition systems (e.g., major weapon systems and automated information systems), functional or mission realignments and transfers; downsizing and reinvention initiatives; and, process improvements. This function includes manpower support when determining manpower for: combat development; manpower mobilization planning; the defense planning, programming, and budget process; the manpower resource allocation process; the commercial activities program; and, other outsourcing and privatization initiatives. It also includes centralized control of information and data relating to missions, workload, and performance that support reengineering of functional processes and procedures and restructuring organizations.

SUPPORT EXTERNAL TO DOD

Y310 Management Headquarters—Foreign Military Sales and Security Assistance. This function includes the oversight, direction, and control of Security Assistance programs that provide defense articles, military training, and other defense related services, by grant, credit, cash, sale, lease, or loan. This includes Foreign Military Sales, Peacekeeping Operations, Presidential Draw-downs, Co-production Programs, Transfer of U.S. Technology, and the International Military Education and Training Program. This function is typically performed by the OSD, the Joint Staff, Military Department Headquarters down to and including the headquarters of all major commands. This includes developing and issuing security assistance policies and providing policy guidance (e.g., release of U.S. military technology and technical data); reviewing and evaluating program performance; and, conducting mid- and long-range planning programming and budgeting for security assistance programs.

Y315 Foreign Military Sales and Security Assistance Program Management. This function includes managing foreign military sales and security assistance programs to include managing formal contracts and agreements between the U.S. and authorized recipient governments or international organizations. This also includes managing foreign country funds (including the administration of funds placed in U.S. trust fund accounts), and managing and accountability for quality assurance, acquisition, and program management with regard to articles and services provided to the customer. (See the list of Security Assistance Organizations in Enclosure N to CJCSM 1600.01.)[8]

[8] CJCSM 1600.01, "Joint Manpower Program Procedures," April 30, 1998.

Y320 Support Provided Outside the DoD. This function includes support and services provided to the White House, Congress, Department of State, other federal agencies, international organizations, and foreign nations.

- Support to the White House, Congress, State Department, and Other Federal or State Agencies. This includes services provided to the White House (e.g., the White House Support Group), Executive Offices of the President, Congress, the Department of State (e.g., U.S. embassies), the Commerce Department, Interior Department, Justice Department, Transportation Department, Environmental Protection Agency, National Science Foundation, and other federal agencies.
- Support to International Organizations. This includes support to international organizations, such as NATO. (See Enclosure L to the CJCSM 1600.01 for an explanation of U.S. manpower for NATO military commands and agencies. These headquarters are not part of the Department's internal management or command structure and, therefore, are not categorized as Management Headquarters type functions. See DoDD 5100.73.)
- Support to Other Nations. This includes support provided to foreign nations (as outlined in foreign military sales agreements) that is not addressed by one of the other function codes or that is unknown. The DoD is totally reimbursed for this support by the foreign country either directly or indirectly through administrative or accessorial surcharges.

LEGAL SERVICES

Y405 Management Headquarters—Legal Services. This function includes oversight, management, and control of legal programs and/or subordinate legal offices. Legal services include, but are not limited to, providing legal advice to or on behalf of senior Departmental officials; developing, issuing, and defending legal policies and providing policy guidance; reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, conducting or reviewing mid- and long-range planning, programming, and budgeting. DoD Directive 5100.73 defines the commands authorized to use this function.

Y415 Legal Services and Support. This function includes the management of, and operations typically performed by, legal offices at all levels within the DoD. Legal operations typically include, but are not limited to, legal advice to commanders, directors, managers, supervisors, and members of their organizations as well as to individual military members, civilian employees, eligible family members, and retirees. This includes representation of DoD Components and organizations to other foreign, state, and local governments; other U.S. government agencies; and private organizations and persons. This includes participation in administrative and judicial litigation (to include military justice); adjudication of military justice trial and appellate court cases; and, adjudication of claims and security clearance investigations. It also includes court reporting and legal and litigation studies. Any legal related function not falling within the Y405 definition is to be identified as Y415.

- Criminal Justice includes overseeing the investigation of and response to criminal conduct and misconduct on and off base. It includes the implementation, execution, processing, management, oversight, administration, and record-keeping of the military criminal justice system in accordance with the Uniform Code of Military Justice (UCMJ), Manual for Courts-Martial, and applicable regulations. It includes operations directly involved in the apprehension, prosecution, defense, adjudication, sentencing and confinement of those military members suspected of or charged with criminal offenses under the UCMJ. Criminal Justice responsibilities include research, legal advice, services and support to individual military members suspected and/or charged with an offense, and to commanders responsible for maintaining good order and discipline within the Armed Forces, administrative efficiency in judicial processes, and the high morale of military forces. Actions in support of these responsibilities include advising and monitoring the urinalysis drug testing program, the operation and management of a non-judicial punishment system for minor offenses under the UCMJ, participation in administrative actions and pretrial proceedings, military justice judicial litigation as presiding judges, prosecutors or defense counsel in criminal trials by court-martial, duties as appellate advocates and jurists in appellate court proceedings, and legal services as advisors on criminal law and discipline to military commanders and court-martial convening authorities.

PUBLIC AFFAIRS. *Public affairs activities and operations ensure the free flow of information regarding the policies, programs, and priorities of the DoD and its leadership, including the Secretary and Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the heads of DoD Components, and other Departmental leaders, to American citizens and the general public, the news media, the military and civilian audiences internal to the DoD, other government agencies, and non-government organizations and associations. This communications function is conducted through various public affairs programs, notably public information, media relations, community relations, command/internal information, and various outreach efforts that enhance the understanding of DoD issues by external and internal audiences.*

Y501 <u>Management Headquarters—Public Affairs.</u> This function includes oversight, direction, and control of the respective Public Information, Command/Internal Information, and Community Relations Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting. This function includes providing advice and counsel to respective senior leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function also includes serving as the official spokesperson at the respective organizational level on public issues and interests. Public Affairs deals with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function is performed by major DoD headquarters activities identified in DoDD 5100.73. This function does not include oversight of liaison support for protocol matters concerning official visits, ceremonies, and events that are coded Y525. It also excludes

oversight of legislative liaison work performed as part of the legislative affairs activity coded Y610.

Y515 <u>Public Affairs Program Activities and Operations.</u> This function includes providing program management and operational guidance of public affairs activities and operations to include producing and providing public affairs policies, products, and services. Functional objectives are achieved by the review of policies; development and issuance of policies and operating guidance; planning, programming, and budgeting; and evaluating operational performance and management of public affairs operating activities and their associated policies, products and services. This function may include providing advice and counsel to respective leadership and staff and subordinate public affairs activities and operations in formulating decisions, policies, and positions regarding public affairs issues and issue management. This function may also include serving as the official spokesperson at the respective organizational level on public issues and interests. This function includes editorial operations; speech writing; newspaper, bulletin, and magazine publication; community relations programs; speakers bureaus; press releases and stories; broadcasting; Worldwide Web and other Internet operations, products, and services; media relations and operations; public communication and correspondence; and command and internal information and communications. Public Affairs deals with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function excludes liaison support for protocol matters concerning official visitations, ceremonies, and events that are coded Y525. It also excludes legislative liaison activities coded Y620 and advertising support for military and civilian recruiting coded B820 and B720, respectively. The Public Affairs function may be performed by offices at all levels within the DoD. Excluded are those public affairs activities and operations performed exclusively by and within the operating forces as an integral part of military operations which are coded using the appropriate M codes.

PROTOCOL OPERATIONS

Y525 <u>Protocol Operations.</u> This function includes program management and operational guidance of protocol operations to include providing liaison, coordination, and official representation services. This function includes providing advice and counsel to respective leadership and staff, and subordinate protocol offices regarding protocol matters and issues. This function also includes conducting and coordinating required support, and developing and determining the correct policy, guidance, plans, processes, and procedures to be used to ensure the appropriate orders of precedence and etiquette are followed when hosting or conducting various types of visitations, ceremonies, and events. It also may include providing official liaison between organizations both internal and external to the Department. This function does not include Public Affairs operations (coded Y515) that deal with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function also does not include legislative liaison activities coded Y620. The protocol function may be performed by offices at all levels within the DoD.

Y527 <u>Other Protocol Activities.</u> This function includes protocol activities not addressed by other function codes such as escorting distinguished visitors at major command headquarters and

ceremonial duties to include honor guard and firing squad duties at funerals and other ceremonies.

VISUAL INFORMATION. *This includes the production, distribution, and life cycle management of products and services that effectively communicate information through visual and/or aural means. This includes still photography, motion picture photography, video or audio recording, graphic arts, visual presentation services, and the associated support processes.*

Y560 Management Headquarters—Visual Information. This function includes the oversight, direction, and control of the Visual Information and Combat Camera Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for Visual Information and Combat Camera Programs; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y570 Visual Information Program Activities and Operations. This function includes program management and operational guidance of visual information operations to include producing and providing visual information products and services (either through in-house capabilities or acquired through contract support) other than those that are an integral part of Combat Camera operations. Functional objectives are achieved by the development, issuance, and review of operating guidance; planning, programming, and budgeting; and evaluating operational performance and management of Visual Information support and Combat Camera operations. This also includes the design, generation, storage, production, distribution, disposition, and life cycle management of still photographs, digital still images, motion pictures, analog and digital video recordings, visual information productions, certain graphic arts (such as paintings, line drawings, and montages) and related captions, overlays, and intellectual control data other than those in direct support of Combat Camera operations. This function may be performed at all levels within the DoD. Combat Camera operations are coded using the appropriate M codes.

LEGISLATIVE AFFAIRS

Y610 Management Headquarters—Legislative Affairs. This function includes the oversight and management of the DoD legislative program; arrangement for witnesses and testimony at Congressional hearings; coordination of responses to Congressional inquiries; DoD support of Congressional travel; arrangements for security clearances for members of Congressional staffs; and internal coordination of Departmental transcripts. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y620 Legislative Affairs. This function includes oversight and monitoring of the Department liaison activities with the United States Congress and communication of the Administration's and the Secretary of Defense's position on the DoD legislative agenda to senior leadership of the DoD.

HISTORICAL AFFAIRS. *This includes management of historical writings, research, studies, analyses, and heraldry programs, as well as the provision of historical or heraldry services.*

Y710 <u>Management Headquarters—Historical Affairs.</u> This function includes the oversight, direction, and control of historical and museum program operations and subordinate offices and museums through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y720 <u>Historical or Heraldry Services.</u> This function includes operations that preserve, critically interpret, disseminate, and teach military history and heraldry; provide historical advice; and stimulate historical mindedness. This includes providing historical information and "lessons learned" to support problem solving and decision making through well-researched historical studies, analyses, and institutional memory. This includes establishing command historical programs to include monographs; histories; documentary collections; oral history interviews; and doctrinal and special studies on topics and events of historical significance to the command and/or military service. This also includes preparing historical manuscripts for publication; preparing the command's annual history; establishing and maintaining historical research collections; and, responding to historical inquiries from the Commander/Administrator, other Services, other units, organizations (e.g., veteran organizations), and the general public.

Y730 <u>Museum Operations.</u> This function includes daily operation of military museums (e.g., greeting and providing services to the public and other patrons of the museum) and management of historical collections (e.g., military artifacts and works of art). Artifacts and art placed within the custody and care of the museum are identified, designated, preserved, conserved, registered, and cataloged.

ADMINISTRATIVE SUPPORT

Y810 <u>Management Headquarters—Administrative Support & Federal Compliance.</u> This function includes the oversight, direction, and control of administrative support programs, statutory programs (e.g., the Freedom of Information Program, Defense Privacy Program, and Federal Voting Assistance Program) and subordinate offices, centers, and libraries. This includes establishing policies, procedures, and practices to ensure compliance with Federal guidelines (e.g., compliance with Paperwork Reduction Act and the Administrative Procedures Act); providing guidance on program implementation; analyzing, evaluating, and reviewing performance; and where mandated, submission of statutory reports. This includes oversight of federal compliance of administrative programs, administrative management and correspondence services; documentation services; directives and records management services; microfilming and library services; printing and reproduction services; and, document automation and production services. This function is performed by major DoD headquarters activities identified in DoDD 5100.73.

Y815 <u>Federal Compliance of Administrative Programs.</u> This function includes providing program management and operational guidance for the Freedom of Information Program,

Defense Privacy Program, Federal Voting Assistance Program, Paperwork Reduction Act, Administrative Procedures Act, and other similar programs to ensure compliance with federal statutory and regulatory guidelines. This may include providing advice and assistance to senior leaders and staff at all levels of the Department. This also may include serving as the official spokesperson at the designated organizational level on program issues and matters.

Y820 Administrative Management and Correspondence Services. This function includes services typically performed by internal mail and messenger centers, administrative support offices and centers, as well as administrative support that is severable from the function it supports. It includes general clerical, secretarial, and administrative support duties; coordination, processing, and distribution of paper communications and general service messages; translation services; management and processing of forms; maintenance and control of administrative services contracts; travel charge card administration and management; and, other management record-keeping duties.

Y830 Documentation Services. This function includes services typically performed by word processing centers to include the creation, maintenance, and disposition of documents; documents storage; and, retrieval systems and services. This excludes warehousing of publications coded T150.

Y840 Directives and Records Management Services. This function includes services typically provided by forms and records management centers and offices to include manuscript preparation and writer-editor services; retirement/warehousing of records; filing and retrieval of documents; design, coordination, indexing, distribution, and periodic review of forms, directives, regulations, orders, and other official publications; and, authentication and distribution of administrative orders. This function excludes warehousing and distribution of publications coded T150.

Y850 Microfilming and Library Services. This function includes services typically provided by microfilming centers; technical information centers; and reference and technical libraries at hospitals, shipyards, schools and other DoD facilities. This includes the production of a variety of microfilm products including 105MM Computer Output Microfilm (COM) masters and duplicates from data center data-streams, 105MM source document microfilm, and 35MM master and duplicate microfilm aperture cards. It excludes recreational library services coded G105.

Y860 Printing and Reproduction Services. This function includes support services typically performed by central printing and reproduction facilities to include printing, binding, duplication, and copying services. This excludes user-operated office copying and warehousing and distribution of publications coded T150.

Y880 Document Automation and Production Services. This function includes centralized conventional desktop publishing services (to include on-line binding and finishing services); centralized services for the conversion of digital files to publishing formats; and document/data conversion of legacy paper documents (to include oversized large formats), microfilm, and existing digital data to formats. It includes creation of interactive multi-media publications (to include merging of voice, video, and interactive digital files) and the conversion of existing digital files to formats which facilitate on-line access, retrieval, and viewing. This function also includes the management and maintenance of numerous digital document libraries and databases

which house a variety of documents and data, including directives, regulations, administrative publications, specifications, standards, and contracting data for on-line access, retrieval, and viewing. It also includes the production of ISO 9660 compliant CD-Recordables (CD-Rs) with associated labeling and packaging and the production of quick turnaround and short run-length black and white, spot/accent color, and full color output (to include oversized, large format output, signage and banners) from a variety of hardcopy and digital files.

Y899 Other Administrative Support Activities. This function includes administrative support activities not addressed by other function codes.

AUDITS AND INVESTIGATIONS

Audits. This includes internal and contract audits.

I110 Management Headquarters—Audit. This function includes the management of audit programs and/or the oversight, direction, and control of subordinate audit organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audits planning, programming, and budgeting; and/or allocating and distributing resources. This function is performed by the Office of the IG, DoD; Military Department headquarters down to and including the headquarters of all major commands and their equivalent; headquarters of operational military forces down to and including the headquarters of Combatant Commands; headquarters elements of Defense Agencies and Field Activities; and other management headquarters identified in DoDD 5100.73.

I120 Audit Operations. This function includes the supervision and performance of individual audits and evaluations.

Investigations

I510 Personnel Security (Clearances and Background Investigations). This function includes the conduct and analyses of personnel security investigations and the continuing evaluation and administration of personnel, to assure (to the extent possible) that all personnel who are assigned sensitive duties or have access to sensitive or classified information/material are, and remain, loyal, reliable, trustworthy. The level of investigation conducted and the cycle of re-investigation is commensurate with the level of sensitivity of the assigned duties of classified information assessed. Personnel security includes investigations into the suitability and personnel security clearance eligibility of military, DoD civilians, industrial contractor personnel, and other agency personnel as authorized. This includes initial investigations, reinvestigations, and adjudications. It also includes sensitive cases (e.g., White House and Senior Pentagon Officials), issue cases, and the oversight of overseas leads. It requires agency-to-agency contacts on National Agency Checks, FBI fingerprint/name checks, and other similar inquiries. These investigations may include checks into law enforcement files, financial records, and other pertinent records. They may also entail interviews of the subject, the subject's friends, co-workers, employers, neighbors, and other individuals, as appropriate.

I520 Criminal and Administrative Investigative Services. This function includes conducting felony investigations. Conducting investigations includes the conduct, supervision and

management of all steps required to investigate criminal activities, e.g., interviews/interrogations, information gathering, polygraph, crime scene examination, forensic analysis, etc. The laboratories conducting forensic examinations are also included. Also included are investigative support, e.g., investigative assistants and analysis. This function is limited to organizations such as the Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations and the Defense Criminal Investigative Service (DCIS). This function excludes law enforcement operations performed at installations and bases coded S500-S520 and Counterintelligence coded M310.

I530 <u>Industrial Security.</u> Industrial security regulates work that takes place in the private sector or in Government-owned/contractor operated facilities. It applies principles of personnel, physical and information security. This function includes the administration, oversight, clearance processing, security survey, and annual assurance of the security of contractor facilities involved in the National Industrial Security Program. This includes operations undertaken to ensure that appropriate security safeguards are in place and followed throughout the life cycle of classified procurement programs (i.e., from inception through final delivery). It includes assessing the level of protection afforded classified information by employees of private sector contractors, universities, and research firms. This encompasses educating private sector employees who will be safeguarding classified information; approving security containers for storing classified information; accrediting automated information systems that process classified information; and, providing advice and assistance to the security office and contractor employees. This also includes assisting the contractor in investigating security violations and ensuring that the transfer of classified information between nations is accomplished following the appropriate safeguards.

I999 <u>Other Audit and Investigative Activities.</u> This function includes audit and investigative activities not covered by other function codes.

FINANCIAL MANAGEMENT. *Financial management consists of the development and dissemination of financial information; development and reporting of cost information; integration of accounting and budgeting information; and the systemic measurement of performance. Financial management consists of two major segments: the Planning, Programming, and Budgeting System (PPBS) and finance and accounting operations to include DFAS provided services and Component's accounting and other systems that provide financial information and analysis to management.*

C110 <u>Management Headquarters—Financial Management.</u> This function includes the oversight, direction, and control of subordinate financial management organizations. This function is typically performed by the OSD; the Joint Staff; Defense Finance and Accounting Service (DFAS) headquarters (including DFAS Centers' and Operating Locations activities that report directly to the headquarters); the management headquarters of other Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters activities identified in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

C120 Management Headquarters – Advocacy. This function includes conducting advocacy missions as specified in the Unified Command Plan (UCP) to include, advocating on behalf of the other Combatant Commanders. Associated advocacy functions include: identifying capability gaps across all Combatant Commands (COCOMs), participating in requirement definition analytic efforts and processes, exploring / analyzing future concepts, prioritizing potential DOTMLPF solutions, conducting cost / benefit analysis, recommending future investment strategies and developing required COCOM Planning, Programming, Budgeting and Execution products. Tasks require routine interface with Joint Staff, Services, Agencies, Capability Portfolio Managers, and Command Components and other COCOMs. This function is typically performed by the OSD, the Joint Staff, the Combatant Headquarters, Military Department management headquarters, and other DoD management headquarters identified in DoDI 5100.73.

C400 Budget Support. This function includes budget formulation, justification, and analysis activities involved in the Budget Estimates Submission (BES), Program Budget Decisions (PBD), and Defense Budget. It also includes budget execution, distribution of funds, certification of funds, monitoring of budget execution, and reporting on the status of funds.

C700 Finance/Accounting Services. This function includes those accounting processes that record, classify, accumulate, analyze, summarize, and report information on the financial condition and operating position of an activity. Accounting is comprised of the functional operations involved in authorizing, recording, classifying, analyzing, and reporting financial information related to financing sources, gains, expenses, losses, transfers, assets, liabilities, equity, and internal controls. It encompasses the procedures and processes from the point a transaction is authorized through processing the data, payment and issuance of financial and management information statements and reports. Also included are payroll operations, (e.g., those transactions associated with payments to DoD personnel, including active duty military members, reservists and National Guard members, civilian personnel, retired military and annuitants). It also includes “out-of-service debt” actions to recover outstanding debt from individuals and contractors. This also includes commercial payment operations (e.g., transactions associated with invoice payments to contractors, vendors, and transportation providers). Transportation payments include payment of government bills of lading, meal tickets, government transportation requests (GTRs), and travel voucher payments to individuals.

C999 Other Financial Management Activities. This function includes financial management activities not addressed by other function codes.

GROUP 2—COMMUNICATIONS, COMPUTING, AND OTHER INFORMATION SERVICES

W100 Management Headquarters—Communications, Computing and Information. This function includes managing communications, computing, and information programs and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range information management/information technology (IM/IT)

planning, programming, and budgeting; and/or allocating and distributing resources. This includes IM/IT strategic and capital planning; performance assessments; business process reengineering; IT risk analysis; knowledge management; and policy, planning, and implementation of computing infrastructures, information architecture/infrastructures, and information operations/warfare. This function is performed by the OSD, the Joint Staff, the management headquarters of Defense Agencies and Field Activities, Combatant Headquarters, Military Department management headquarters, and other management headquarters identified in DoDD 5100.73.

COMMUNICATIONS SERVICES. *This includes functions that provide non-deployable (i.e., administrative) transport services (communications) such as long haul, wide and local area voice, data, digital and video communications. This includes the design, development, installation, and maintenance of voice, data, and video communications capabilities, services, and systems. This excludes communication services for military operations coded with the applicable M code and maintenance of deployable military communication equipment coded J507, K537, or with the applicable M code.*

W210 Telephone Systems. This function includes common-user and administrative telephone systems at DoD installations and activities. It includes communication services for telephone consoles; range communications; emergency action consoles; the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data; and similar communication networks that require use of a telephone system.

W220 Telecommunication Centers. This function includes communication services for non-deployable telecommunication centers to include non-deployable radios, automatic message distribution systems, technical control facilities, and other electronic systems integral to the communications center.

W299 Other Communications Systems. This function includes communication services for communications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic communications equipment; radio/wireless communications systems; satellite/ terrestrial systems; distribution plants that provide higher speed, transport services (to include long haul, wide and local area network communications services and capabilities); and, other communication capabilities.

COMPUTING SERVICES*. This includes non-tactical information processing (computing) services for mission area application.*

W310 Computing Services and/or Data Base Management. This function includes the following:

- End-User Support. This includes moves/adds/changes (MACs); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware maintenance and repair; and, backup and recovery operations.
- Software and Application Development. This includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality;

writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and, evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.

- Network Systems. This includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network servers; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and, installing, testing, maintaining, and upgrading network operating systems software.
- Systems Administration. This includes installation of new or modified hardware/software; managing accounts, network rights, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory.
- Systems Analysis. This includes conducting needs analyses to define opportunities for new or improved applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and, ensuring the integration and implementation of applications, databases, networks, and related systems.
- Database Management. This includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and, data mining/data warehousing.
- Web Site Development and Maintenance. This includes web site design, structure, and maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries.

W399 Other Computing Services. This includes all other non-tactical information processing (computing) services that have not been addressed by other function codes. This includes time-sharing services and other information technology and data processing services and operations.

INFORMATION OPERATION SERVICES

W410 Information Assurance. This function includes planning, analysis, development, implementation, upkeep, and enhancement of systems, programs, policies, procedures and tools to ensure the integrity, reliability, accessibility, and confidentiality of information systems and assets. This also includes functions that protect and defend information and information systems

by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. It also includes operations that provide for the restoration of information systems by incorporating protection, detection, and reaction capability. This includes system/network protection; intrusion detection and monitoring; readiness assessments; firewall administration; security policy enforcement; risk and vulnerability assessments; security evaluations and audits; and, contingency plans and disaster recovery procedures.

W430 Mapping and Charting. This function includes operations performed by non-intelligence components involved in the planning, policy, oversight, budget, and operational activities that determine the position, course, and distance traveled by vehicles, ships, aircraft, and spacecraft. This includes operations associated with the NAVSTAR Global Positioning System (GPS) and other systems intended to improve navigation/positioning capabilities. It also includes operations that determine the size and shape of the earth, the positions of points on its surface, and for describing variations of the earth's gravity field, as well as designing, compiling, printing, and disseminating cartographic and geodetic products.

W440 Meteorological and Geophysical Services. This function includes operations performed by non-intelligence components involved in the planning, policy, budget, and operational activities associated with terrestrial weather, space environment, climate, oceanography, physics of the earth, and other meteorological activities. This function includes weather operations for the Army, Navy, Air Force, and Marines, the Defense Meteorological Satellite Program, and other related operations. This excludes operations that directly support the operating forces (coded M150).

W499 Other Information Operation Services. This function includes information operation services not addressed by other function codes.

GROUP 3—SCIENCE AND TECHNOLOGY (S&T) AND RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT AND SUPPORT. This set of functions includes the science and technology portion of research and development as well as the management and support of research and development. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.

R110 Management Headquarters—Research and Development. This function includes the oversight, direction, and control of research and development programs and subordinate organizations, centers, and laboratories involved in research and development. This function is performed by the OSD, Military Department management headquarters, and other management headquarters activities identified in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources for science and technology.

R120 Science and Technology. This function includes the science and technology portion of research and development to include all basic and applied research, and advanced technology development. [This is part of RDT&E.] It does not include program management of systems acquisition coded F120 or systems acquisition demonstration and development coded F150.

This function includes engineering support that is an inherent part of the science and technology process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of science and technology. Maintenance of military materiel at research and development facilities is coded with the applicable J and K codes.

- Basic Research. This includes all efforts of scientific study and experimentation directed toward increasing knowledge and understanding in those fields of the physical, engineering, environmental, and life sciences related to long-term national security needs. It provides farsighted, high payoff research, including critical enabling technologies that provide the basis for technological progress. It forms a part of the base for (a) subsequent exploratory and advanced developments in Defense-related technologies, and (b) new and improved military functional capabilities in areas such as communications, detection, tracking, surveillance, propulsion, mobility, guidance and control, navigation, energy conversion, materials and structures, and personnel support.
- Applied Research. Applied Research translates promising basic research into solutions for broadly defined military needs, short of major development programs, with a view toward developing and evaluating technical feasibility. This type of effort may vary from fairly fundamental applied research to sophisticated breadboard hardware, study, programming, and planning efforts that establish the initial feasibility and practicality of proposed solutions to technological challenges. It includes studies, investigations, and technology development efforts. The dominant characteristic of this category of effort is that it be pointed toward identified military needs with a view toward developing and evaluating the feasibility and practicability of proposed solutions and determining their parameters. These efforts may vary from test-bed components to sophisticated breadboard subsystems that establish the initial feasibility and practicality of proposed solutions or technologies.
- Advanced Technology Development. This includes all efforts that have moved into the development and integration of hardware and other technology products for field experiments and tests. The results of this type of effort are proof of technological feasibility and assessment of operability and producibility that could lead to the development of hardware for service use. It also includes advanced technology demonstrations that help expedite technology transition from the laboratory to operational use. These efforts demonstrate the performance payoff, increased logistics capabilities, or cost reduction potential of militarily relevant technology. Projects in this category have a direct relevance to identified military needs.

R140 Management and Support to R&D. This function includes all efforts not reported elsewhere that are directed toward management and support of R&D operations. This includes management of R&D laboratories and facilities, project management of R&D programs, management of international cooperative R&D efforts, management of technical integration efforts at laboratories and R&D facilities, operation of test aircraft and ships, studies and analyses in support of R&D programs, and other R&D support. This function excludes program management of acquisition efforts coded F120. It also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management support coded S210, and engineering coded F520, veterinary medical support for animals used for biomedical

research and development coded H116, and equipment maintenance coded with the applicable J and K codes). [This is part of RDT&E.]

R999 <u>Other S&T and R&D Management and Support Activities.</u> This function includes science and technology and research and development management and support activities not covered by other function codes. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.

GROUP 4—SYSTEMS ACQUISITION, TEST AND EVALUATION, ENGINEERING, AND CONTRACTING

SYSTEMS ACQUISITION. *The defense systems acquisition process provides for the development, demonstration, and production or procurement of Defense systems (e.g., weapon systems, equipment, materiel, and automated information systems) needed by defense managers and military warfighters to meet mission requirements. (See guidance in DoD Directive 5000.1.[9])*

F110 <u>Management Headquarters—Systems Acquisition.</u> This function includes the oversight, direction, and control of acquisition programs and subordinate Defense acquisition organizations and centers by developing and issuing policies; providing policy guidance (e.g., guidance on technology transfer, international cooperative programs, and industrial capabilities assessments); reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, mid- and long-range planning, programming, and budgeting. This function is performed by the OSD; the Joint Staff; the management headquarters of Defense Agencies and Field Activities; Military Department management headquarters; and other management headquarters activities identified in DoDD 5100.73. This includes work performed by Milestone Decision Authorities, Program Executive Officers, and other executives concerned with the review and approval of acquisition programs. It also includes acquisition reform and other operations essential to the systems acquisition process. This function excludes management headquarters oversight of Foreign Military Sales and Security Assistance coded Y310 and management headquarters oversight of procurement and contracting coded F310.

F120 <u>Systems Acquisition—Program Management.</u> This function includes efforts undertaken by Program Managers of defense acquisition programs to oversee and direct the development, demonstration, and production or procurement of defense systems. This includes program management of acquisition programs for weapon systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel. This excludes program management operations coded separately (e.g., contracting operations coded F320, technology transfer and international cooperative program management coded F140, foreign military sales and security assistance program management coded Y315, and item management coded T120). Also, elements of research and development are coded R110-R999 and F150, test and evaluation operations are coded A610-A699, and program support outside the Program Office is coded F160.

---

[9] DoD Directive 5000.1, "Defense Acquisition," March 15, 1996.

F140 Technology Transfer and International Cooperative Program Management. This function includes the review and evaluation of U.S. and Allied strategic trade cases, munitions cases, technical data exchange agreements, information exchange projects, reciprocal memorandums of understanding, and other similar agreements. This includes the development and maintenance of commodities lists, munitions list reviews, and support for International Standardization Agreements. It also includes support to technical advisory committees and steering and working groups concerned with export control and technology transfer, other appropriate technology transfer related activities, and international cooperative research and development projects and agreements.

F150 Systems Acquisition—Demonstration and Development. This includes all research and development work not specifically covered by R120 (i.e., not identified as basic research, applied research, and advanced technology development). [This is part of RDT&E.] This includes, but is not limited to, the following:

- Demonstration and Validation. This includes efforts necessary to evaluate integrated technologies in as realistic an operating environment as possible to assess the performance or cost reduction potential of advanced technology. These efforts are system specific.
- Engineering and Manufacturing Development. This includes projects in engineering and manufacturing development but which have not received approval for full-rate production. This includes major line item engineering and manufacturing development projects.

F160 Systems Acquisition—Other Program Support. This function includes support provided to Program Managers by Integrated Product Teams (IPTs), Working-Level Integrated Product Teams (WIPTs), or other functional experts or teams as part of the Integrated Product Process Development (IPPD) of the defense acquisition system. This includes product assurance, financial and economic analysis, industrial capabilities assessments, technical integration efforts and technical information activities performed outside the Program Office (e.g., Joint Computer-Aided Acquisition and Logistics support (JCALS)), Human Systems Integration reviews, cost estimates, and other actions and reviews performed by functional experts as part of the systems acquisition process. This excludes research and development coded R110-R999 and F150, test and evaluation operations coded A620, systems requirements definition and validation coded Y215, foreign military sale operations coded Y315, and engineering support coded F520.

F199 Other Systems Acquisition Activities. This function includes systems acquisition activities not covered by other function codes.

TEST AND EVALUATION

A610 Management Headquarters—Test and Evaluation. This function includes the oversight, direction, and control of test and evaluation programs and subordinate Defense acquisition organizations and centers. The management headquarters test and evaluation function is typically performed by the OSD, Military Department management headquarters, and other management headquarters activities identified in DoDD 5100.73. This includes developing

and issuing policies; providing policy guidance; and, reviewing, analyzing, and evaluating program performance.

A620 Developmental and Operational Test and Evaluation. This function includes conducting and managing all developmental test and evaluations (DT&E), live fire test and evaluations (LFT&E), Production Qualification Test and Evaluations (PQT&E), Foreign Comparative Testing (FCT), or other types of test and evaluation necessary to support the systems acquisition process. This also includes conducting and managing a range of operationally oriented T&E activities conducted throughout a system's lifecycle. Included are: Initial Operational Test and Evaluation (IOT&E), Qualification Operational Test and Evaluation (QOT&E), and Follow-on Test and Evaluation (FOT&E). This also includes engineering support that is an inherent part of the test and evaluation process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of test and evaluation. [This is part of RDT&E.]

A630 Management and Support to Test and Evaluation. This function includes all efforts not reported elsewhere directed toward management and support of test and evaluation operations. This includes management of test and evaluation laboratories and facilities and other test and evaluation support to include target development; general test instrumentation; and, operation of test ranges. This excludes maintenance of test aircraft, ships, and other equipment coded with the applicable J and K codes and maintenance of test ranges coded Z993. This function also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management coded S210, and engineering coded F520). [This is part of RDT&E.]

A699 Other Test and Evaluation Activities. This function includes test and evaluation activities not covered by other function codes. This includes acceptance testing and evaluation of supplies and materials (e.g., oil and fuel) to ensure products meet minimum requirements of applicable specifications, standards, and similar technical criteria.

PROCUREMENT AND CONTRACTING

F310 Management Headquarters—Procurement and Contracting. This function includes the oversight and direction of procurement and contracting organizations through developing policies; providing policy guidance; and, reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts. The management headquarters procurement and contracting function is performed by the OSD, the Joint Staff, the management headquarters of Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters identified in DoDD 5100.73.

F320 Contract Administration and Operations. This function includes:

- Procurement of automated information systems, weapon systems, support systems (to include training devices and simulators), supplies, services, and construction. This includes the determination of competitive or non-competitive procurement strategies; the issuance of

solicitations and analysis of responses to them; oversight of source selections, negotiations, and the award and termination of contracts; preparation of contract modifications; processing of protests; retained administrative responsibilities; and, operational policy implementation.

- Post award administration of contracts. This includes post award orientation conferences; oversight of contractor performance to assure compliance with contract and subcontract requirements, terms, and conditions; issuance of contract amendments (to include terminal notices for default, and settlement, and convenience termination); processing claims against the government; issuance of task orders; tracking progress payments; contract close-outs; and, monitoring property administration.

F399 Other Procurement and Contracting Activities. This function includes procurement and contracting activities not covered by other function codes.

ENGINEERING. *This includes engineering support for the acquisition and sustainment of weapon systems, automated information systems, other military materiel, and all types of support equipment (to include training devices and simulators). This includes all types of engineering support to include, but not limited to, industrial, mechanical, aeronautical, electrical, electronic, automotive, nuclear, and marine.*

F510 Engineering Support at Maintenance Depots. This function includes all systems engineering support that is performed at maintenance depots.

F520 All Other Engineering Support. This includes all other systems engineering support. This function is typically performed at Systems and Materiel commands, laboratories, research and development facilities, shipyards, contractor facilities (e.g., DCMA), and test and evaluation facilities. This excludes engineering support that is an inherent part of science and technology coded R120, systems acquisition research and development support coded F150, or test and evaluation coded A620, but includes recurring severable engineering operations that are performed in direct support of science and technology, systems acquisition research and development support, or test and evaluation.

GROUP 5—LOGISTICS

P110 Management Headquarters—Logistics. This function includes the oversight, direction, and control of subordinate logistics offices and agencies through developing and issuing logistics policies and providing policy guidance; reviewing, analyzing, and evaluating performance (e.g., logistics systems reinvention and modernization); and, conducting mid- and long-range planning. The management headquarters logistics function is performed by the OSD, the Joint Staff, Defense Logistics Agency (DLA) headquarters; other Defense Agency and Field Activity headquarters; Combatant Headquarters; Military Department headquarters down to and including

the headquarters of all major commands and other management headquarters as defined in DoDD 5100.73. This function excludes Management Headquarters—Maintenance (coded P120), —Supply (coded T101) and —Transportation (coded T701).

P119 <u>Other Logistics Activities</u>. This function includes non-management headquarters activities involved in two or more of the following: maintenance, supply, or transportation.

MAINTENANCE

P120 <u>Management Headquarters—Maintenance.</u> This function includes the oversight, direction, and control of subordinate maintenance offices, agencies, and depots. The management headquarters maintenance function is typically performed by the OSD, the Joint Staff, Defense Logistics Agency (DLA) headquarters; other Defense Agency and Field Activity headquarters; Combatant Headquarters; Military Department headquarters down to and including the headquarters of all major commands and other management headquarters as defined in DoDD 5100.73. This includes developing and issuing maintenance policies and providing policy guidance; reviewing, analyzing, and evaluating performance; and, conducting mid- and long-range planning.

Organizational and Intermediate Repair and Maintenance of Military Equipment. *This includes non-deployable repair and maintenance of military materiel authorized and performed by designated maintenance activities in support of using activities to include both direct and general repair and maintenance. Normally, this type of repair and maintenance is limited to replacement and overhaul of unserviceable parts, assemblies, or subassemblies. It includes: (1) organizational and intermediate level repair and maintenance performed by fixed activities that do not deploy to combat areas and that provide direct support to infrastructure activities (e.g., military materiel at training, transportation, research and development, and test and evaluation facilities); (2) intermediate repair and maintenance performed by fixed activities that do not deploy to combat areas and that directly support combat operations from bases in the United States (e.g., homeland defense operations); and, (3) any testing conducted to check the repair procedures. It includes performance of depot-coded maintenance tasks at the organizational and intermediate level. Organizational repair and maintenance performed by non-deployable activities in direct support of military operations in the United States (e.g., homeland defense operations) is coded using the applicable M code. Organizational and intermediate repair and maintenance performed by deployable activities in direct support of military operations (e.g., expeditionary force operations) is also coded using the applicable M code. Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases, and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; non-deployable communications systems coded W210-W299; and office ADP equipment and software coded W310-W399.*

Activities engaged in non-deployable organizational and intermediate repair and maintenance of military materiel are grouped according to the materiel predominantly handled.

J410 Organizational and Intermediate Repair and Maintenance Management. This function includes overseeing, directing, and controlling organizational or intermediate level repair and maintenance of military material from non-deployable units, offices, and centers. This includes reviewing and evaluating performance of subordinate activities engaged in repair and maintenance operations listed below.

J501 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes maintenance and/or repair of drones and unmanned aerial vehicles of all types.

J502 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

J503 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment, including the mechanical, electronic, and communications equipment that is an integral part of missile systems.

J504 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, communications and any other equipment that is an integral part of the vessel.

J505 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It also includes the maintenance and/or repair of armament, fire control, electronic, and communications equipment that is an integral part of a combat vehicle.

J506 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support, and administrative vehicles, including electronic and communications equipment that is an integral part of the non-combat vehicle. It includes upholstery maintenance and repair; glass replacement and window repair; body repair and painting; general repairs/minor maintenance; battery maintenance and repair; tire maintenance and repair; frame and wheel alignment; and, other motor vehicle maintenance. It also includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment.

J507 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronic and communications equipment. This includes maintenance of combat television and still cameras, audio and video recording equipment, and other electronic equipment. It excludes maintenance of electronic and communications equipment that is an integral part of another weapon/support system; maintenance of non-deployable communications equipment coded W210-W299; and maintenance of tactical and non-tactical ADPE coded J555 and W310-W399, respectively.

J511 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel handling equipment.

J518 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding Test Measurement and Diagnostic Equipment and Automated Test Equipment) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under J511 or any of the other specific functional categories.

J519 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of $3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in manufacturing, maintenance, supply processing, assembly, or research and development operations.

J520 Test, Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of TMDE, including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded J550.

J550 Software Support for Embedded and Mission Systems. This function includes organizational, intermediate, direct and general software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets.

J555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. It excludes maintenance of non-tactical ADPE not an integral part of a communications system coded W310-W399.

J570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; mines; nuclear munitions; chemical, biological, and radiological items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system.

J575 Munitions. This function includes maintenance of munitions, including storage, issue, and loading. It excludes support reported under any of the other specific functional categories.

J600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. This includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline containers; other metal containers; and cargo nets and pallet systems.

J700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in J750.

J750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

J999 Organizational and Intermediate Maintenance and Repair of Other Equipment. This function includes organizational and intermediate repair or maintenance of military materiel not addressed by other function codes.

Depot Maintenance and Repair of Military Equipment. *This includes non-deployable depot maintenance and repair performed on military materiel including major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing (that is inherent to the depot maintenance), and reclamation, as required. Depot maintenance serves to support lower categories of maintenance. This includes operation of equipment (e.g., cranes) that is inherent to the depot maintenance process. It provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower level maintenance activities. (See DoD Directive 4151. 18[10] for further amplification of the category definitions reflected below.) Depot maintenance and repair of materiel performed by deployable units that directly support military operations (e.g., expeditionary force operations) is coded using the applicable M codes. Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support equipment) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other military facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; non-deployable communications systems coded W210-W299; and office ADP Equipment and software coded W310-W399. Also, engineering support at depots is coded F510. Depot maintenance functions are identified by the type of materiel maintained or repaired.*

K410 Depot Management. This function includes overseeing, directing, and controlling depot level repair and maintenance of military material within fixed (non-deployable) depots. Depot management includes reviewing and evaluating performance of subordinate activities engaged in depot repair and maintenance operations listed below.

K531 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes drones and unmanned aerial vehicles of all types.

---

[10] DoD Directive 4151.18, "Maintenance of Military Materiel," August 12, 1992.

K532 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

K533 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment. It also includes mechanical, electronic, and communications equipment that is an integral part of missile systems.

K534 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, and communications equipment, and any other equipment that is an integral part of a vessel.

K535 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It also includes armament, fire control, electronics, and communications equipment that is an integral part of a combat vehicle.

K536 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support and administrative vehicles and all electronic and communications equipment that are an integral part of the vehicle. It includes upholstery maintenance and repair; glass replacement and window repair; body repair and painting; general repairs/minor maintenance; battery maintenance and repair; tire maintenance and repair; frame and wheel alignment; accessory overhaul; major component overhaul; and other motor vehicle maintenance. It also includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment.

K537 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronics and communications equipment. It excludes electronic and communications equipment that is an integral part of another weapon/support system. It also excludes maintenance of non-deployable communications systems coded W210-W299 and maintenance of tactical and non-tactical ADPE coded K555 and W310-W399, respectively.

K539 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel-handling equipment.

K541 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of $3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

K546 Test Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of test, measurement, and diagnostic equipment (TMDE), including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded K550.

K549 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding TMDE and ATE) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under any of the other specific functional categories.

K550 Software Support for Embedded and Mission Systems. This function includes the depot-level software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets.

K555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. This function excludes maintenance of non-tactical ADPE coded W310-W399.

K570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; nuclear munitions, CBR items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system and it does not include work performed at arsenals.

K575 Munitions. This function includes depot-level support of munitions, including maintenance, storage, issue and loading. It excludes support reported under any of the other specific functional categories and does not include work performed at ammunition plants.

K600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. It includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline, containers; other metal containers; and cargo nets and pallet systems.

K700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in K750.

K750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

K999 Depot Repair and Maintenance of Other Equipment. This function includes depot repair, maintenance, modification, or overhaul of military materiel not addressed by other function codes.

SUPPLY OPERATIONS

T101 Management Headquarters—Supply. This function includes managing supply programs and/or overseeing, directing, and controlling subordinate supply organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating

program performance; conducting mid- and long-range planning. The management headquarters supply function is typically performed by the OSD; the Joint Staff; the management headquarters of Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters as defined in DoDD 5100.73.

T110 Retail Supply Operations. This function includes supply operations typically performed at an installation, base, or facility to include providing supplies and equipment to all assigned or attached units. This includes all basic supply functions to include the requisition, receipt, storage, issuance, and accountability of materiel. This includes but is not limited to:

- Supply Operations. Operation of consolidated supply functions to include operation of self-service supply centers, Clothing Initial Issue Points (CIIP), and petroleum, oils and lubricants (POL) resale points.
- Central Issue Facilities (CIF). Operation of Central Issue Facilities for the purpose of providing military personnel required Organizational Clothing and Individual Equipment supplies. This includes necessary alterations performed at the CIF.
- Retail Supply Operations. This includes installation retail supply services to include local warehouse operations, delivery, customer support, inventory management, and unique industrial activity support.
- Materiel Services. Support for the procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, disposition, property accounting and reporting, and other related functions.
- Other Retail Supply Services. Support to product lines (ammunition and end items). This includes supply support for the DoD small arms Serialization Program; Chemical Agent Standard Analytical reference materials; radioactive waste, research and development activities; and, other unique activities which do not contribute to established product lines.

T120 Wholesale/Depot Supply Operations. This function includes management or operation of centralized logistics materiel management functions that provide worldwide materiel, supplies, and services for assigned end items or commodities. This includes all basic materiel management operations including provisioning, acquisition, and repair requirements determination; asset management; development of retail allowances; and customer support. This encompasses the planning and management of logistics support to include operations performed by item managers of defense components and sub-systems who oversee stock and develop purchase requests for items and material after development and deployment. This activity accepts and validates customer requirements; considers existing workload, available capability, and capacity to plan near and long term activities to optimize workloads, product quality, and production rates; controls, acquires, allocates and manages resources; and, develops production requirements to maintain materiel and facilities. Sustaining engineering is coded F510.

T130 Storage and Warehousing. This function includes receiving wholesale materiel into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping materiel. This excludes retail supply operations coded T110 and storage and warehousing of publications coded T150. It includes materiel receiving and any additional services that may be required. This includes generating confirmation of materiel receipt; preparing materiel for shipment; and managing and caring for materiel in storage. While in

storage, the materiel may be moved among various warehouses or moved to maintenance facilities to be upgraded. This includes packing and preparation of materiel for shipment if necessary before being sent to receiving activities. It may also include shipping, depending on where the materiel is being sent. As the actual movement of materiel is accomplished, distribution status information is provided for workload planning.

- Receipt of supplies and related documentation and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt.
- Packing and Crating of Household Goods. This includes packing and crating operations incident to the movement or storage of household goods.
- Shipping. This includes the delivery of stocks withdrawn from storage to shipping. This includes onloading and offloading of stocks from transportation carriers; blocking, bracing, dunnage, checking, tallying, and materiel handling in the central shipping area; and related documentation and information operations.
- Care, Rewarehousing, and Support of Materiel. This includes all actions that must be taken to protect stocks in storage. This includes physical handling, temperature control, assembly placement and preventive maintenance of storage aids, and realigning stock configuration. This also includes providing for the movement of stocks from one storage location to another and related checking, tallying, and handling, and other general storage support operations.
- Preservation and Packaging. This includes operations to preserve, re-preserve, and pack materiel to be placed in storage or to be shipped.
- Unit and Set Assembly and Disassembly. This includes operations to gather or bring together items of various nomenclature (parts, components, and basic issue items) and group, assemble, or restore them to or with an item of another nomenclature (such as parent end item or assemblage) to permit shipment under a single document. This also includes blocking, bracing, and packing preparations within the inner shipping container; physical handling and loading; and reverse operation of assembling such units.
- Special Processing of Non Stock Fund-Owned Materiel. This includes special processing actions described below that must be performed on Inventory Control Point (ICP)-controlled, nonstock fund-owned materiel using regular or special maintenance tools or equipment. This includes disassembly or reassembly of reserviceable ICP-controlled materiel being readied for movement, in-house storage, or out-of-house locations (such as a port to a commercial or DoD-operated maintenance or storage facility or a property disposal or demilitarization activity). These operations include blocking, bracing, cushioning, and packing.
- Packing and Crating. This includes placing supplies in their final, exterior containers ready for shipment. This includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. It also includes all physical handling, unloading, and loading of materiel within the packing and shipping area; checking and tallying material in and out; all operations incident to packing, repacking, or recrating for shipment (including on-line fabrication of tailored boxes, crates, bit inserts, blocking, bracing and cushioning

shrouding, overpacking, containerization, and the packing of materiel in transportation containers).

- Other Storage and Warehousing. This includes all other storage and warehousing actions except cataloging.

T140 Supply Cataloging. This function includes preparing supply catalogs and furnishing cataloging data on all items of supply for distribution to all echelons worldwide. This includes catalog files preparation and revision of all item identifications for all logistics functions; compilation of federal catalog sections and allied publication; and, development of federal item identification guides and procurement identification descriptions. It also includes providing for the printing and publication of federal supply catalogs and related allied publications.

T150 Warehousing and Distribution of Publications. This function includes services provided by publication distribution centers (i.e., paper-based) to include central storage and issue of stock numbered and non-stock numbered publications, blank forms, regulations, directives and other official publications. This includes receipt of products in bulk, sorting by individual customer, and mailing.

T160 Bulk Liquid Storage. This function includes operation and maintenance of bulk petroleum storage facilities and other liquid storage facilities to include the maintenance and repair of liquid fuel dispensing systems. This includes operation of off-vessel discharging and loading facilities, fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within or between storage facilities or extended to using agencies and handling of drums within bulk fuel activities. This function excludes fuel supply services reported under code T165.

T165 Distribution of Petroleum Oil and Lubricant Products. This function includes the distribution of petroleum/oil/lubricant products to include fueling. It includes operation of trucks and hydrants.

T167 Distribution of Liquid, Gaseous and Chemical Products. This function includes the distribution of liquid oxygen and liquid nitrogen.

T175 Troop Subsistence. This function includes the acquisition, management, and delivery of food and related items in support of military dining facilities and troop feeding programs worldwide. It includes management of combat/deployment rations. It also includes the development of menus and troop subsistence allowances.

T177 Food Supply. This function includes the operation and administration of food preparation and serving facilities at military facilities. It includes operation of central bakeries, pastry kitchens and central meat processing facilities that produce a product. This includes maintenance of equipment (to include dining facility equipment) but excludes maintenance of fixed equipment coded Z992. It also excludes hospital food service operations coded H350.

T180 Military Clothing. This function includes the order, receipt, storage, issue, and alteration of military clothing and the repair of military shoes. It excludes repair of organizational clothing reported under codes J600 and K600 and Military Exchange operations coded G013.

T190 Preparation, Demilitarization and Disposal of Excess and Surplus Inventory. This function includes the determination of excess inventory, preparation of documentation for transfer to a Defense Reutilization and Marketing Office, and subsequent receipt, classification, storage, and disposal through reutilization, transfer, donation, and sales of excess and surplus property. This includes demilitarization, precious metals recovery, and abandonment or destruction as required. This also includes operation of scrap yards and disposition of scrap metal through sales. This function excludes demilitarization operations that are an inherent part of the intermediate and depot maintenance activities covered by the J and K codes.

T199 Other Supply Activities. This function includes supply activities not addressed by one of the other supply function codes.

TRANSPORTATION

T701 Management Headquarters—Transportation. This function includes overseeing, directing, and controlling transportation programs and subordinate organizations. This function is typically performed by the OSD; U.S. Transportation Command and its Component Command Headquarters; management headquarters for Defense Agencies and Field Activities; Military Department management headquarters; and other management headquarters as defined in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

T710 Traffic/Transportation Management Services. This function includes the procurement of freight, household goods, and passenger services from commercial "for hire" transportation providers and from organic providers for all modes of transportation. This includes the review, approval, and signing of documents related to the obligation of funds; selection of mode or carrier; evaluation of carrier performance; adjudication of personal property claims; and, carrier suspension. This excludes administrative transportation services at installations, bases and other military facilities for air transportation (coded T810), water transportation (coded T811), rail transportation (coded T812), and motor vehicle transportation (coded T824).

T800 Ocean Terminal Operations. This function includes the operation of terminals that transfer cargo between overland and sealift transportation and the handling of government cargo through commercial and military ocean terminals.

- Pier Operations. This includes stevedore and shipwright carpentry operations supporting the loading, stowage, and discharge of cargo and containers on and off ships, and supervision of operations at commercial piers and military ocean terminals.
- Breakbulk Cargo Operations. This includes the stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of non-containerized cargo.
- Cargo Handling. This includes operation of barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area. This also includes cargo load planning, documentation, and routing.

- Port Cargo Operations. This includes loading and unloading railcars and trucks; packing, repacking, crating, warehousing, and storage of cargo moving through the terminal; and, stuffing and unstuffing containers.
- Vehicle Preparation. This includes the preparation of government and privately owned vehicles for ocean shipment; inspection and stowage of vehicles in containers; transportation of vehicles to the pier; and the process and issue of import vehicles to the owners.
- Lumber Operations. This includes the segregation of reclaimable lumber from dunnage removed from ships, railcars, and trucks; removal of nails; evening of lengths; inspection; and, return of the lumber to inventory for reuse. It also includes the receipt, storage, and issue of new lumber.
- Materiel Handling Equipment (MHE) Support. This includes delivering MHE to user agencies and performing onsite fueling. Maintenance of material handling equipment is coded J511 and K539.
- Crane Maintenance. This includes maintenance of barge derricks, gantries, and fixed cranes that support vessels and terminal cargo operations.
- Other Ocean Terminal Operations. This includes ocean terminal operations other than those identified above.

Administrative Transportation Services

T810 Air Transportation Services. This function includes management and operation of aircraft that are assigned to commands, bases, installations, and DoD facilities for administrative movement of personnel and supplies. Aircraft maintenance is coded J501 and K531. This excludes medical transportation services coded H710.

T811 Water Transportation Services. This function includes management and operation of watercraft that are assigned to commands, bases, installations, and other DoD facilities for administrative movement of personnel and supplies. This includes tug operations but excludes recreational watercraft operations coded G055. Watercraft maintenance is coded J504 and K534.

T812 Rail Transportation Services. This function includes management and operation of rail equipment assigned to commands, bases, installations, and other DoD facilities for administrative movement of personnel, supplies, equipment, and other products. Maintenance of railway equipment is coded J506 and K536. Maintenance and repair of railroad facilities is coded Z997.

T824 Motor Vehicle Transportation Services. This function includes management and operation of motor vehicles and equipment assigned to commands, installations, bases and other DoD facilities for administrative movement of personnel, supplies, equipment, and other products. This includes all local, intra-post, and inter-post scheduled and unscheduled movement of personnel provided by taxi, bus (to include dependent school bus), and automobile transportation operations. This also includes all heavy and light truck, and tow truck operations involved with the movement of equipment, supplies, and other products not covered by another function code. It also includes motor pool operations and driver/operator licensing and testing.

This does not include operation of cranes, construction equipment, or heavy and light trucks in support of Ocean Terminal Operations (coded T800); civil works projects (coded Q420-Q999); fueling services (coded T165); or the repair, maintenance, and construction of real property (coded Z991-Z999). This also excludes medical transportation services coded H710. Maintenance of motor vehicles is code J506 and K536.

T826 Air Traffic Control. This function includes air traffic control operations at installations, bases and other DoD facilities. Air traffic control for military operations is coded using the applicable M code. Maintenance of deployable air traffic control equipment (e.g., equipment in mobile or portable shelters) is coded J507 and K537. Maintenance of fixed air traffic control equipment at installations, bases, and other facilities is coded Z992.

T899 Other Transportation Services. This function includes transportation services not addressed by one of the other function codes.

GROUP 6—PRODUCTS MANUFACTURED OR FABRICATED. This group of functions includes manufacturing, assembly, and fabrication of equipment, materials, products and items. This excludes manufacturing and fabrication operations that are inherent to depot maintenance and repair functions.

X931 Ordnance. This function includes the assembly and manufacture of ammunition and related products.

X932 Products Made from Fabric or Similar Materials. This function includes the assembly and manufacture of clothing, accessories, and canvas products as well as rope cordage and twine products.

X933 Container Products and Related Items. This function includes the design and fabrication or manufacture of wooden boxes, crates, and other containers. This includes the fabrication of fiberboard boxes and assembly of paperboard boxes with metal straps. It excludes on-line fabrication of boxes and crates that is part of the storage and warehousing function coded T130.

X938 Communications and Electronic Products. This function includes the assembly of communications and electronic products. This excludes the installation of new or modified computing hardware and software (coded W310-399) and communications systems (coded W210-W299).

X939 Construction Products. This function includes the operation and maintenance of quarries and pits, including crushing, mixing, and concrete and asphalt batching plants.

X944 Machined Parts. This function includes the assembly and manufacture of machined parts.

X999 Other Products Manufactured and Fabricated. This function includes the manufacture or fabrication of all systems, equipment, products, or items not addressed by other function codes.

GROUP 7—INSTALLATION/FACILITY MANAGEMENT, FORCE PROTECTION, AND UTILITY PLANT OPERATION AND MAINTENANCE

INSTALLATION/FACILITY MANAGEMENT

S100 Management Headquarters—Installations. This function includes oversight, direction, and control of subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and conducting mid- and long-range planning. This function is typically performed by the OSD, the Joint Staff; the management headquarters of Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters as defined in DoDD 5100.73.

S200 Installation, Base, or Facility Management. This function includes oversight, administration, and control of subordinate activities at an installation, base, or other DoD facility to include oversight of services provided to tenants. This function involves the management of support activities from more than one functional group (to include management of multifunction contracts). It also includes emergency planning not addressed by Y220. This function is typically performed by installation, base, and facility commanders and directors and that part of their support staff that perform management functions not addressed by other function codes.

S210 Building Management. This function includes planning, programming, and funding for minor construction, maintenance, and repair of government buildings and associated grounds and surfaced areas; the administration of rental property; and the administration (to include contract administration) of building services. This excludes actual repair and maintenance of buildings, grounds and surfaced areas coded Z991-Z999. It includes contract management of building management services addressed below. It also includes building space management, and moving and handling of office furniture and equipment except operations covered by function codes W210-W399. This also excludes local storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110.

S310 Housing Management. This function includes planning programming, and funding for minor construction, maintenance, and repair of government housing and associated grounds and surfaced areas; the administration (to include leasing) and operation of DoD housing facilities; and the administration (to include contract administration) of housing services. This excludes the actual repair and maintenance of buildings, grounds and surfaced areas coded Z991-Z999. Housing management includes the administration and operation of bachelor quarters, family housing, and Unaccompanied Personnel Housing (UPH) to include UPH leased by the Government from private owners, Federal Housing Administration (FHA) or Veteran Affairs (VA) and designated as public quarters.[11] It excludes operation of reception stations and processing centers coded B820 and operations of disciplinary barracks and confinement facilities coded S719. It includes the moving and handling of unaccompanied personnel housing

[11] Categories of UPH include: unaccompanied officer personnel quarters, unaccompanied enlisted personnel quarters (troop barracks and BEQ), unaccompanied civilian personnel dormitories, unaccompanied visitor personnel quarters, and those unaccompanied personnel guest houses financed by Operation and Maintenance funds.

furnishings and equipment except operations covered by function codes W210-W399. This also excludes storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110. It includes contract management of housing management services addressed below.

Building and Housing Management Services*. This includes services provided to building and/or housing tenants.*

S410 <u>Custodial Services.</u> This function includes janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.

S420 <u>Collection and Disposal of Trash and Other Refuse.</u> This function includes trash and other refuse collection, recycling, and disposal services. This excludes the operation of incinerators, sanitary fills, or regulated dumps coded S730.

S430 <u>Collection and Disposal of Hazardous Material (HAZMAT).</u> This function includes the safe handling, collection, and disposal of hazardous materials and waste.

S435 <u>Pest Management.</u> This function includes prevention and control of disease vectors and pests that may adversely affect the DoD mission or military operation; the health and well being of people; or structures, material, or property. This includes response to, capture, and disposition of uncontrolled, dangerous and disabled animals or remains.

S440 <u>Fire Prevention and Protection.</u> This function includes fire suppression, fire prevention, fire protection, and emergency responses (to include crash/search and rescue operations). This also includes fire station administration and operations.

S450 <u>Laundry and Dry Cleaning Operations.</u> This function includes the operation and maintenance of laundry and dry cleaning facilities.

S499 <u>Other Building and Housing Management Services.</u> This function includes building and housing management services not covered by one of the other function codes. This includes the repair and maintenance of furniture and equipment (except for repair and maintenance of communications and computing equipment coded W210-W399 and equipment that is considered real property coded Z991 and Z992). It also excludes pest management operations coded S435, and local supply services coded T110.

SECURITY AT INSTALLATIONS/FACILITIES (LAW ENFORCEMENT, PHYSICAL SECURITY, ANTITERRORISM AND CHEMICAL/BIOLOGICAL/ RADIOLOGICAL/NUCLEAR/ HIGH EXPLOSIVES (CBRNE) OPERATIONS). *This group of DoD functions excludes: Explosives Safety, code E230; Response to Hazardous Material Mishaps, code E250; Personnel Security, code I510; Industrial Security, code I530; Security of Classified Material, code S540; Confinement Facility Operations, code S719; Prison Operations, code S720; and Information Security, code W410.*

S500 <u>Management of Security Operations at Installations/ Facilities (Law Enforcement, Physical Security, Antiterrorism, and Chemical/Biological/ Radiological/Nuclear/High Explosives (CBRNE) Operations).</u> This includes oversight, direction, administration, planning,

coordination, and control of security operations at installations/facilities to include (but not limited to) the development and integration of law enforcement, physical security, antiterrorism, and CBRNE operations. This also includes evaluation of security programs and entails the development of system security standards and conducting initial, annual, and random evaluations within the organization to evaluate effectiveness.

- Law Enforcement Oversight and Planning. This includes oversight and planning as it relates to law enforcement activities and functions.
- Antiterrorism Oversight and Planning. This includes the oversight and planning of antiterrorism programs that protect Service members, civilian employees, family members, facilities, equipment, and infrastructure through the planned integration of combating terrorism, physical security, information operations, personal security, and law enforcement operations with the synchronization of operations, intelligence, training and doctrine, policy, and resources.
- CBRNE Oversight and Planning. This includes the oversight and planning for detecting, responding to and managing the consequence of a CBRNE incident.
- Security Oversight and Planning. This includes the oversight and planning for providing physical security inspections, surveys, and technical assistance services; conducting Mission Essential Vulnerability Assessments, inspections, and counterintelligence support activities; and, conducting risk analysis for facilities and assets. It also includes preparation of physical security inspection and survey reports; administering the foreign disclosure program; support to personnel security programs; and providing intelligence support for security program planning.

S510 Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE). This function addresses security threats to government owned and leased facilities through a balanced strategy of prevention, preparedness, detection assessment, response, crisis management, and consequence management to protect personnel, facilities, and the infrastructure. This function includes operations that provide for the overall physical security of government owned, used or leased facilities and property and in-transit protection of military property from loss or damage.

- Coordinating Security Operations. This includes the protection of Service members, civilian employees, family members, facilities, equipment, and infrastructure, in all locations and situations, accomplished through the planned and integrated application of combating terrorism, security, law enforcement, and CBRNE programs.
- Physical Security Operations. This includes physical measures designed to safeguard personnel; prevent unauthorized access to facilities/installations/ buildings/controlled spaces, equipment, materiel, and documents; and to safeguard them against espionage, sabotage, damage and theft (DoD Joint Pub 1-02). This includes regulation of people, material, and vehicles entering or exiting a designated area; mobile and static security activities for the protection of installation or government assets; and special protection of high value property, resources and weapons to include nuclear and conventional arms, ammunition, and explosives (CAAE). Physical security also provides the criteria for the levels and types of armed security forces required for response and containment.

- Law Enforcement Operations. This includes enforcing Federal and State law, issuance of federal citations, detaining suspects, preservation of crime scenes; conducting preliminary/misdemeanor investigations, motor vehicle traffic management, investigation of motor vehicle accidents, apprehension and restraint of offenders, and controlling demonstrations. This also includes protecting, defending, and deterring against criminal activities. 10 U.S.C. 2674 arrest authority of Pentagon Force Protection Agency law enforcement officers also falls under this category.
- CBRNE Protection/Response Operations. This includes providing CBRNE protection for DoD assigned employees through surveillance and operational capabilities such as CBRNE sampling, detection, identification, verification, mitigation, decontamination, advising and training on CBRNE matters, and operation/maintenance of highly technical equipment.
- Threat Detection. This includes mobile and static security activities designed to detect potential terrorist activities.
- Military Working Dog (MWD)/K-9 Operations. This includes detection and deterring of possible criminal activities through canine discovery of narcotics/explosive devices that may be targeted for DoD employees or government owned or leased facilities occupied by employees. This also includes dogs used for patrol capabilities and administration of the MWD/Canine Program.

S520 Support Services to Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE) Operations. This function includes all administrative operations, to include:

- Passes and Registration. This includes processing, preparation, and issuance and/or control of identification credentials (to include building passes and identification cards). This also includes registration of privately owned vehicles and firearms and the administration, filing, processing, and retrieval of information about privately owned items that must be registered on military installations, bases, and facilities.
- Visitor Information Services. This includes providing information to installation, base or facility residents and/or visitors about street, agency, unit, and activity locations.
- Licensing and Certification of Security Guards. This includes security police on-the-job, specialized, and ground training that takes place at security guard facilities.
- Storage and Inventory of Armament and Equipment. This includes the receipt, secure storage, inventory, inspection, and turn-in of assigned weapons and equipment.
- Vehicle Impoundment. This includes identification and determination of vehicles on military installations for impoundment.
- MWD/Canine Support. Maintenance of dog kennels and kennel areas.
- Training. This includes local pre-service, in-service, and sustainment training of security forces conducted at the installation/facility.

S540 Information Security. Information security includes identifying materials, processes, and information that require protection and recommending the level of security classification and

other protections required. It also includes the protection of information and information systems equipment against unauthorized access whether in storage, processing, or transit. It also includes administering security education/motivation programs, overseeing and monitoring security violations/incidents, and conducting security oversight activities.

- Classification Management. This function includes administration of programs that identify, classify, and mark information that meets the classification standards of E.O. 12958, as amended, "Classified National Security Information."

- Safeguarding Classified Material. This function includes administration of programs that provide for the secure receipt, storage and distribution of classified material.

- Declassification/Destruction of Classified Information. This function includes administering programs that ensure the appropriate and timely declassification/ destruction of classified information to include the declassification of permanent historical valuable information that is 25 years old or older.

S560 Protective Services Operations. This function includes the protection and escort of designated high-risk personnel. The appropriate headquarters must approve this function designation.

Prison and Other Confinement Facility Operations

S719 Confinement Facility Operations. This function includes the administration and operation of DoD level 1 facilities that provide for the confinement of casual, pre-trial, and short-term prisoners; and, the temporary confinement of intermediate and long-term prisoners eligible for transfer.

S720 Prison Operations. This function includes the administration and operation of DoD level 2 and 3 facilities that provide for the intermediate and long-term confinement of prisoners. This includes all correction activities for the rehabilitation of personnel confined in prisons and other facilities providing intermediate and long-term confinement.

S722 Detention of Enemy Prisoners of War (EPW), Retained Personnel (RP), Civilian Internees (CI) and other Detainees (OD). This includes the administration and operation of facilities that provide for the detention of EPW, RP, CI, and other detainees. This includes all activities supporting the function.

S724 Other Security Operations. This function includes security services performed at Installations/Facilities not covered by other function codes.

UTILITY PLANT OPERATION AND MAINTENANCE. *This set of functions is concerned with the operation and maintenance of water pumping plants, purification plants, and distribution systems, sewage pumping plants, treatment plants and sewage collection systems;*

industrial waste disposal systems; electric distribution systems, transformers and generating systems; cold storage and air conditioning plants; miscellaneous refrigeration; and, central and installed air compressors. This includes maintenance and repair of above ground and underground storage facilities, provisions for the physical "tie-in" or "connection" to the source system when it replaces a failed or failing existing system. This also includes maintenance and repair of standby generating plant equipment, all heating equipment not already identified, ventilating fans, evaporative cooling systems, and similar support equipment and systems. It does not include the maintenance and repair of installed utility equipment that is used only for the building in which it resides. It includes active and inactive facilities. The operation and maintenance of bulk liquid storage facilities is coded T160. The operation and maintenance of quarries, pits, and asphalt plants is coded X939.

S725 Electrical Plant and Distribution Systems Operation and Maintenance. This function includes the provision of electric energy and/or the operation and maintenance of main electric generating plants and distribution systems at active and inactive installations. It excludes operation of auxiliary generators, portable generators, frequency changers, electric motor-driven generator sets and rectifiers, unless installed as generating plant accessory equipment.

S726 Heating Plant and Distribution Systems Operation and Maintenance. This function includes the provision of steam and hot water and/or the operation and maintenance of boiler plants, high pressure and heating plants and systems of all types and capacities and distribution systems at active and inactive installations. It also includes the handling, storage and consumption of coal.

S727 Water Plant and Distribution Systems Operation and Maintenance. This function includes the provision of water and/or operation and maintenance of water treatment plants and distribution systems. This includes pumping at treatment and source pumping plants; impounding reservoirs; and all wells, cisterns, springs, chlorinators, and chemical feeders located in the pumping plants that are used to produce and distribute filtered water at active and inactive installations.

S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance. This function includes the provision for sewage disposal and/or operation and maintenance of sanitary and industrial wastewater pumping and treatment plants and distribution systems at active and inactive installations. This also includes the provision for portable latrines.

S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance. This function includes the operation and maintenance of air conditioning plants, cold storage plants, heat pumps, and ice manufacturing plants of all tonnage capacities and distribution systems at active and inactive installations.

S730 Incinerator Plant and Sanitary Fill Operations. This function includes the operation and maintenance of incinerators, sanitary fills, regulated dumps, and the performance of all related major refuse collection and disposal services.

S799 Other Utility Plant and Distribution Systems Operation and Maintenance. This function includes utility plant and distribution systems operation and maintenance (to include

purchase from a private firm or public municipality for the physical "tie-in" or "connection" to the source system) that are not addressed by other function codes.

GROUP 8—ENVIRONMENTAL SECURITY AND NATURAL RESOURCE SERVICES. This functional group is concerned with environmental management and natural resource services; safety and occupational health; explosives safety; fire and emergency services; response to hazardous material mishaps; and pest management on military installations, bases, and facilities. It excludes civil work projects and programs coded with the applicable Q function codes.

E110 Management Headquarters—Environmental Security. This function includes overseeing, directing, and controlling programs and subordinate organizations concerned with one or more of the following areas: environmental management; safety and occupational health; explosives safety; hazardous materiel; and, pest management. This function is performed by the OSD; the Joint Staff; management headquarters of the Defense Agencies and Field Activities; Combatant Headquarters; Military Department management headquarters; and other management headquarters activities as defined in DoDD 5100.73. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

E120 Environmental and Natural Resource Services. This function includes operations that ensure compliance with statutory and regulatory environmental requirements at military installations, bases, and facilities to include, but not limited to, pollution prevention, Clean Air Act Compliance, Clean Water Act Compliance, Safe Drinking Water Act Compliance, Resource Conservation and Recovery Act Compliance. It also includes hazardous materials and waste management; environmental restoration—cleanup management (to include cleanup at active and closing bases); management of the conservation of natural, historical, archeological and cultural resources; application of up-to-date environmental technology; environmental assessment and planning; and, other similar operations. This also includes natural resource projects that take place at military installations, bases, and facilities that are environmental compliance/conservation related. This includes efforts that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or ground water table, erosion control, and mineral deposit management at installations. It excludes maintenance of natural resources that are not environmental compliance/conservation related that are coded Z993. Also, this does not include the management of civil works projects covered by the Q function codes.

E220 Safety. This function includes safety efforts designed to prevent accidental loss of human and material resources and protect the environment from the potentially damaging effects of DoD mishaps. This includes efforts to protect personnel from safety and health risks; hazard investigations; and, worksite inspections, assessments, reviews and illness and injury trend analyses. This excludes occupational health services coded E225.

E225 Occupational Health Services. This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in military operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation

support. This excludes collection and disposal of hazardous material coded S430 and health services provided by health clinics coded H203.

E230 Explosives Safety. This function includes efforts to protect personnel, property, and military equipment from unnecessary exposure to the hazards associated with DoD ammunition and explosives and to protect the environment from the potentially damaging effects of DoD ammunition and explosives.

E250 Response to Hazardous Material Mishaps. This function includes crisis or emergency response and clean-up operations for hazardous material spills and mishaps. This excludes the routine collection and disposal of hazardous material coded S430.

E999 Other Environmental Security Activities. This function includes environmental security activities not covered by other function codes.

GROUP 9—REAL PROPERTY PROJECT MANAGEMENT, MAINTENANCE AND CONSTRUCTION

REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT

Z101 Corps of Engineers Program and Project Management. This function includes managerial and executive level activities associated with delivering individual Civil Works, Military Programs, and support for other projects (project management) or an aggregate of projects (program management) to U.S. Corps of Engineers (USACE) customers. This includes managing the development and justifying, defending, and executing a project or an aggregate of projects. Work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are accomplished at the division office level.

Z110 Management of Major Construction of Real Property. This function includes the supervision, inspection, and administration of contract construction work; technical assistance in contract negotiations; preparation of contract modifications; and, surveillance of construction projects. This includes the collection of engineering and design technical data; conduct of construction reviews before contract award; quality assurance of ongoing construction; documentation and commissioning for transfer of completed work to the appropriate agency; and, the technical and policy review of such work. This function includes, but is not limited to, performance by USACE. Within USACE, project work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and, quality assurance reviews are performed at the division office.

Z120 Real Estate/Real Property Acquisition. This function includes acquiring real property or interest in real property by purchase, lease, condemnation, exchange, gift, or transfer/permit. This includes the approval, disapproval, and/or control of real estate planning reports, acquisition directives, surveys, maps, title evidence, title insurance, appraisals, non-standard estates, condemnation assemblies, relocation applications, offers to sell, final title opinions, environmental reports, cultural-historical reports, and other real estate acquisition documents

such as deeds and leases. This also includes negotiations for, and acceptance or rejection of, offers and counteroffers and determinations on the value to be paid for the acquisition of real property. It also includes the authority for proposed acquisitions, title status, direct purchase or condemnation decisions, relocation assistance payments and claims, settlement in court cases, gross value estimates in project decision documents, and risk assessments. It also includes preparation of various real estate documents which may be done in-house or, if performed by contractors, includes contract management. This function includes, but is not limited to, performance by USACE. Within USACE, decisions and management functions are typically performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global and is not performed at the installation.

Title, Outgranting, and Disposal of Real Estate/Real Property. *These functions include management of the title, outgranting, and disposal of real estate and real property. This entails the approval, disapproval, and/or control of real estate leases, licenses, permits, or easements granting use of real property, Reports of Availability, encroachment trespass resolutions, Reports of Excess, deeds divesting DoD of the title, transfer documents transferring control of real property to another federal agency, timber harvesting, surveys, maps, and appraisals. These functions also include management, programming, budgeting, negotiating, accepting or rejecting availability or excess status of real property and the authority for proposed actions, claims, settlement in court cases, terms of agreements, dispute resolution, and risk assessments.*

Z135 <u>Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects.</u> This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. These decisions and management functions are performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global.

Z138 <u>Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects.</u> This function includes projects at installations, bases, and defense facilities.

Architect-Engineering Services. *The management and oversight of engineering activities typically includes quality assurance and other activities associated with the production of studies, plans, designs, specifications, drawings and value engineering. This includes field exploratory and investigative work, geological reports, the measurement and location of natural and man-made physical features and legal boundaries, and the technical and policy review of this work. This also includes management and oversight of private contractor engineering and design work to include the preparation of project scope and cost estimates to support the programming and budgeting process; preparation of cost estimates for the evaluation of contract bids and proposals; negotiations; and, the technical and policy review of such work. Projects may require professional services such as archeologists, biologists, procurement specialists, economists, accountants and auditors as well as engineers and architects. At the national project level, this may also require partnering and coordinating with industry groups, professional societies, other federal, state, and local agencies in the development of programs, studies, plans, guidance, and projects. The development of architectural and engineering reports, studies, and designs are predominately performed by private contractors providing professional services. The in-house development of architectural and engineering reports, studies and designs is typically limited to that required for maintaining the expertise necessary for establishing policies and procedures; programming and project definition; selection,*

management, and oversight of private contractors; quality assurance; and technical and policy review. These functions exclude engineering services that support the Defense systems acquisition process coded F510.

Z145 <u>Architect-Engineering-National Projects.</u> This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. This includes the management and oversight of engineering activities for the military, civil works, and environmental programs and support for other programs. Within USACE, work is performed and decisions approved at the project level and performance and decisions receive supervisory review at the district level. Quality assurance reviews are performed at the division office level.

Z148 <u>Architect-Engineering-Local Projects.</u> This function includes projects at installations, bases, and defense facilities. This typically includes development of architectural and engineering reports, studies, and designs; criteria and design review; and, processing of airfield and air space clearance waivers and master plans.

Z199 <u>Other Real Property Program and Project Management Activities.</u> This function includes real property program and project management activities not addressed by other function codes.

REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION

Z991 <u>Minor Construction, Maintenance and Repair of Family Housing and Structures.</u> This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for family housing and structures. This function includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair to interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair of air conditioning and refrigeration systems under a 5-ton capacity and repair of other equipment affixed as part of the building and not included in other activities. This function also includes repair to fencing, flagpoles, and other miscellaneous structures associated with family housing and the rehabilitation of family housing for tenant change and emergency service work.

Z992 <u>Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing.</u> This function includes alteration and repair (i.e., minor construction) and associated non-professional design services for buildings and structures other than family housing. It includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair of interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair to air conditioning and refrigeration units under a 5-ton capacity; and repair of other equipment affixed as part of the building and not included in other activities (e.g., air traffic control equipment, medical equipment, and training simulators). It also includes repair to fencing, flagpoles, guard and watchtowers, grease racks, unattached loading ramps, training facilities other than buildings, monuments, grandstands and bleachers, elevated garbage racks, and other miscellaneous structures.

Z993 Maintenance and Repair of Grounds and Surfaced Areas. This function includes maintenance, repair, protection and development of land, water, and the renewable natural resources; fish and wildlife habitats; training areas and ranges; administration of agriculture and grazing leases and management expenses for forest areas, except when environmental compliance/conservation related. Maintenance of natural resources that are environmental compliance/conservation related are coded E120.

- Grounds (Improved). This includes maintenance and repair of improved grounds, including lawns, drill fields, parade grounds, athletic and recreational areas, cemeteries, other ground areas, landscape and windbreak plants, turf grass, ground cover plantings, crushed rock and gravel blankets, and accessory drainage systems. These grounds are normally subject to annual fixed requirements for grounds maintenance measures consisting of seeding, fertilizing, policing, watering, mowing, weed control, pruning, dust control, and other essential grounds operations.
- Grounds (Other than Improved). This includes maintenance and repair of small arms ranges, artillery ranges, antenna fields, drop zones, maneuver areas, testing and artillery ranges, igloo yards, safety and security zones, and firebreaks. It also includes grounds such as wildlife conservation areas, deserts, swamps, ponds, lakes, streams, estuaries for fish and waterfowl habitats, and similar areas. These grounds are normally subjected to maintenance measures such as open drainage and watersheds to preclude erosion and sedimentation; planting vegetation, utilization of structural measures and non vegetative surface treatments to control dust, erosion, and surface water; mowing, prescribed burning and herbicides to control weeds, brush, vegetative fire hazard and poisonous plants; and, cleanup of storm damage. This applies to all active and inactive facilities.
- Surfaced Areas. This includes all rigid, flexible, and miscellaneous graded and stabilized (other than grassed) pavements used for vehicular, aircraft, and pedestrian traffic, and appurtenances. It includes concrete, bituminous, gravel, stabilized, graded, or other hard surfaced (e.g., cobblestone, and paving block) streets, service drives, alleys, sidewalks, open storage areas, parking areas, aircraft runways, aircraft taxiways, aircraft aprons, heliports, hardstands, vehicular and railroad bridges, training bridges, railroad trestles and appurtenances such as shoulders, culverts, storm drainage features, sub-grade drains, footbridges, and covered walks not attached to a building. It also includes traffic control signs and markings, pavement numbering and marking, and tie-down anchors. It includes paving, pothole/crack repair, inspection, sealing, painting, and other related activities and sweeping and snow removal from streets and airfields. This applies to all active and inactive facilities.

Z997 Maintenance and Repair of Railroad Facilities. This function includes maintenance, repair and alterations of narrow and standard gauge two-rail tracks including spurs, sidings, yards, turnouts, frogs, switches, ties, ballasts, and roadbeds, with accessories and appurtenances, drainage facilities, and trestles.

Z998 Maintenance and Repair of Waterways and Waterfront Facilities. This function includes maintenance, repair, and alterations of approaches, turning basin, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments,

and similar waterfronts and waterways. It excludes waterways maintained by the U.S. Army Corps of Engineers civil works rivers and harbors programs and maintenance of natural resources that are environmental compliance/conservation related that are coded E120. It also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.

Z999 Maintenance, Repair and Minor Construction of Other Real Property. This function includes maintenance, repair, alteration, and minor construction of real property not addressed by other function codes.

GROUP 10—CIVIL WORKS

Q120 Management Headquarters—Civil Works. This function includes oversight, direction, and control of the nation's water and related environmental resources, civil work projects and programs, and/or subordinate civil works management offices. The headquarters civil works management function is performed by the U.S. Army Corps of Engineers and the Corps district and division offices. This function includes developing and issuing civil works policies and providing policy guidance; reviewing and evaluating program performance of subordinate organizations; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budget for civil works activities.

Q220 Water Regulatory Oversight and Management. This function includes activities involved in administration and enforcement of navigable waterways regulatory programs; restoration and maintenance of chemical, physical, and biological water integrity; and control of permits pertaining to work, structures, and discharges in or over navigable waters and their tributaries. This includes the administration, enforcement, and permitting activities associated with the Rivers and Harbors Act of 1899, Sections 9, 10 and 13; Clean Water Act, Section 404; and Marine Protection, Research and Sanctuaries Act, Section 103. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are done at the division office level.

Q240 Natural Resources Oversight and Management. This function includes oversight (to include contract management) for the orderly protection, control, utilization, and renewal of natural resources at water resource development projects, including the interpretation of government policy and enforcement of rules and regulations (i.e., CFR Title 36 citation authority). Also included are sampling and/or control of obnoxious vegetation in navigable waters, tributary streams, connecting channels, and allied waters. This includes fish protection and management, fish spawning/rearing/releasing operations, wildlife conservation/management, and forest and soils management. This concerns projects that transcend state boundaries and are not confined to an installation. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q260 Civil Works Planning Production and Management. This function includes all operations performed by either in-house or contractor personnel involved in developing river basin plans and other water resource plans for separable areas within river basins and the technical review of this work. This includes feasibility studies for improving rivers, tributary

streams, harbors, waterways, and related land areas for navigability, flood damage reduction, recreation, fish and wildlife protection, water quality, shore protection, hydroelectric power, and water supply. This also includes environmental and economic studies that are part of the planning process, and all flood plain management activities. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q420 Bank Stabilization. This function includes restoration and repair of stream/river banks on navigable waterways and flood control channels. This includes placement of rip rap, excavation and grading for mats, mat casting, mat loading, mat towing, mat laying, and construction/placement of other structures. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q440 Maintenance of Open Waterways for Navigation. This function includes all activities, including contract management and oversight, associated with maintenance of open waterways operated for the purpose of navigation. Maintenance of open waterways includes dredging, drift and debris removal, clearing and snagging operations, removal of wrecks, repair of river training works, and operation and maintenance of dredges, tow boats, and other floating plants. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q460 Maintenance of Jetties and Breakwaters. This function includes all activities, including contract management and oversight, associated with maintenance of project-related jetties and breakwaters for navigation purposes such as patching of cracks in concrete, repair of eroded sections including replacement of stone, ballast, foundation, and other component materials. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q520 Operation and Maintenance of Locks and Bridges. This function includes all activities, including contract management and oversight, associated with operation and maintenance of navigation lock structures and associated facilities and equipment. This includes opening and closing the gates to permit transit of vessels and giving directions to vessel pilots transiting locks. This includes maintenance and repair (including emergency repairs) of locks and surrounding areas, such as embankments and spillways and operation and maintenance of moveable bridge spans over navigable waterways necessary for the transit of vessels. It also includes enforcement of laws, rules, and regulations on site at locks on critical and non-critical waterway segments. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at locks and bridges are coded Z993.

Q540 Operation and Maintenance of Dams. This function includes dam operations performed by persons currently having authority to make final decisions on the release of water from dams, such as the operation of spillway gates and other outlet works, for flood control or

maintenance of a navigation pool. This function also includes routine maintenance of dams and associated structures such as spillways, embankments, outlet works, levees, pumping stations, and other structures and/or management of contracts providing for routine as well as non-routine maintenance. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at dams are coded Z993.

Q560 Operation and Maintenance of Hydropower Facilities. This function includes all activities, including contract management and oversight, associated with the operation and maintenance of hydropower facilities. This function includes hydroelectric generators, turbines, transformers, switchgear, conductors, insulators, control equipment, supervisory control and data acquisition systems, computers, spare parts, pumps, water supply systems, communication systems, oil systems, sewage systems, heating and air conditioning systems, and related structures (e.g., switchyards and intake facilities). This function also includes making final decisions on the release of water from dams, such as the operation of hydropower turbines, spillway gates and other outlet works, for flood control or maintenance of a navigation pool. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at hydropower facilities are coded Z993.

Q580 Operation and Maintenance of the Washington Aqueduct. This function includes all operations and maintenance performed at the Washington Aqueduct. It includes the treatment and distribution of water to ensure an adequate and potable water supply to the federal establishment in Washington, D.C.; Arlington County, VA; the City of Falls Church, VA; and other parts of Fairfax County. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at the Washington Aqueduct are coded Z993.

Q620 Operation and Maintenance of Recreation Areas. This function includes operation of recreational sites at water resource development projects, to include interpretation of government policy or enforcement of rules and regulations (i.e., CFR Title 36 citation authority). This includes operation of the recreation features of the project, and management of contracts that provide operation and maintenance support. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q999 Other Civil Works Activities. This function includes civil works activities not covered by other function codes.

GROUP 11—PERSONNEL AND SOCIAL SERVICES

CIVILIAN PERSONNEL SERVICES

B710 Management Headquarters—Civilian Personnel. This function includes the oversight, direction and control of civilian personnel programs and/or subordinate civilian personnel offices

(e.g., customer support units and service centers). The management headquarters civilian personnel function is typically performed by the OSD, the management headquarters of Defense Agencies and Field Activities, Military Department management headquarters down to and including the headquarters of all major commands and their equivalent, and other management headquarters activities as defined in DoDD 5100.73. Management headquarters civilian personnel operations typically include development, issuance and defense of civilian personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

B720 Civilian Personnel Operations. This function includes operations typically performed by civilian personnel and/or human resources offices, field operating agencies, or service centers. Civilian personnel operations typically include recruitment (to include advertising); staffing; and employee relations advisory services; qualification determinations; classification of positions; benefits, compensation, and retirement counseling and processing; employee development; processing of personnel actions to include awards; labor relations; and, administration of the performance management process.

MILITARY PERSONNEL SERVICES

B810 Management Headquarters—Military Personnel. This function includes oversight, direction, and control of subordinate military personnel offices (e.g., military personnel field operating agencies and recruitment centers). The headquarters military personnel management function is typically performed by the OSD, the Joint Staff, Military Department headquarters down to and including the headquarters of all major commands, and other management headquarters activities as defined in DoDD 5100.73. Management headquarters military personnel operations typically include developing and issuing military personnel policies (e.g., compensation, retention and accession policy) and providing policy guidance; reviewing and evaluating program performance (e.g., officer and enlisted personnel management and recruiting and examining programs); and conducting mid- and long-range planning.

B820 Military Recruiting and Examining Operations. This function includes operations typically performed by field recruiting centers (e.g., recruiting commands, stations, and offices) and examining activities (e.g., Armed Forces Examination and Entrance Stations, Armed Forces Central Test Scoring Agency, Defense Medical Review Board, U.S. Army Reception Centers, and USAF Personnel Processing Groups/Squadrons). This includes recruiting efforts for all active and reserve military (e.g., officer and enlisted special operations recruiting, high school testing programs, ROTC referral programs) and advertising for the procurement or retention of military personnel. It also includes administering physical, mental, and vocational aptitude examinations and performing evaluations of administrative, medical, mental, and moral suitability for military service.

B830 Military Personnel Operations. This function includes operations typically performed by military personnel offices or field operating agencies. Military personnel operations typically include distribution and assignment of military personnel; professional development; promotions; compensation; entitlements; awards and decorations; retention; and separations. This may also include acting as the functional proponent for the military personnel management system; management of the military occupational classification and structure; execution of the

officer and enlisted evaluation system; management of overseas and sea-to-shore rotation; and, implementation of various personnel management programs in support of legislative requirements. In addition, this includes maintenance and processing of personnel records and requests; separations; personnel support to family members and retired military personnel; and, personnel management support (e.g., developing and maintaining strength data).

PERSONNEL SOCIAL ACTION PROGRAMS

B910 Management Headquarters—Personnel Social Action Programs. This function includes oversight, direction, and control of personnel social action programs (such as Equal Employment Opportunity, Affirmative Employment, and Race Relations programs) and subordinate offices and centers. Management headquarters personnel advocacy operations typically include development and issuance of policies; providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning. This function is typically performed by the OSD (e.g., Deputy Assistant Secretary of Defense for Equal Opportunity and the Defense Advisory Committee on Women in the Services); management headquarters of Defense Agencies and Field Activities; Military Department management headquarters down to and including the headquarters of all major commands and their equivalent; and other management headquarters activities as defined in DoDD 5100.73.

B920 Personnel Social Action Program Operations. This function includes operations performed by civilian Equal Employment Opportunity, military Equal Opportunity, Affirmative Employment, and other personnel social action program offices and centers. This includes program operations necessary for implementation and monitoring of program activities.

B999 Other Personnel Activities. This function includes personnel activities not covered by other function codes.

SOCIAL SERVICES

Commissary and Military Exchange Operations. *This includes functions that provide all ordering, receipt, storage, stockage and retailing for military commissaries and Exchanges. This excludes procurement of goods for issue or resale.*

G006 Commissary Management. This function includes directing, controlling, supporting and overseeing the DoD worldwide commissary system and its organization, processes, and procedures to include personnel, funds, facilities, supplies, and equipment. It includes developing and issuing policies and procedures for operations, merchandising, and marketing, as well as procedures for logistics, distribution, transportation and readiness planning when they are unique to the commissary business. It also includes reviewing and evaluating program performance; allocating and distributing resources; and, conducting mid- and long-range planning and programming.

G008 Commissary Operations. Elements performing this function order, obtain, process and retail groceries and other items directly to authorized patrons. It includes reporting to the region staff or to the region director on day-to-day operations and services provided to customers. Elements are accountable for all assets and ordering of all equipment and supplies while

maintaining high standards of health and safety, and providing quality products and services to DeCA's patrons.

G013 Military Exchange Operations. This function includes ordering, receipt, storage, stockage, and retailing of clothing and other items. This includes stores operated by the Army and Air Force Exchange Services, Navy Exchange Services and Marine Corps Exchange Services.

Community and Family Services

G050 Management Headquarters—Community and Family Services. This function includes oversight and direction of Family Service Programs, Child Care and Youth Programs, Morale, Welfare, and Recreation (MWR) programs, and related non-appropriated fund instrumentalities (NAFIs). As part of the management headquarters, centrally managed MWR functions are provided that either support Service-level NAFIs, or provide consolidated support for field activities. (For example, the Military Services manage central non-appropriated fund (NAF) contract services for field activities, central investment of NAFs, centrally managed insurance and human resource programs for NAFs, and centrally managed information technology functions. Most of the personnel involved in these central functions are paid by NAFs.)

G055 Morale, Welfare, and Recreation (MWR) Services. This function includes MWR program activities that provide for the fitness, esprit de corps and quality of life of Service members, their families, DoD civilians, and other authorized patrons. MWR activities are grouped into categories by fund source. MWR activities are supported NAFI operations and use both appropriated funds (APFs) and NAFs as fund sources. DoD Instruction 1015.10[12] provides full descriptions of the activities included and the support authorized for these activities.

Category A activities promote physical and mental well-being of Service members and are requirements that support accomplishment of the basic military mission. These activities are supported primarily by APFs. (The DoD minimum standard is 85 percent APFs and 15 percent NAFs). This includes the following activities:

- Armed Forces Professional Entertainment Program Overseas
- Free Admission Motion Pictures
- Physical Fitness and Aquatic Training
- On-Installation Parks and Picnic Areas
- Basic Social Recreation Programs (Single Service Member Programs)
- Shipboard, Company, and/or Unit Level Programs
- Sports and Athletic (Self-Directed and/or Unit Level and/or Intramural) Programs and Activities.

[12] DoD Instruction 1015.10, "Programs for Military Morale, Welfare, and Recreation (MWR)," November 3, 1995.

Category B activities satisfy the basic physiological and psychological needs of Service members and their families, providing, to the extent possible, support systems that make DoD installations temporary hometowns for a mobile military population. These activities are supported by a combination of APFs and NAFs. (DoD minimum standard is 65 percent APFs and 35 percent NAFs.) Included in this category are the following activities:

- Cable and/or Community TV
- Recreation Information, Tickets, and Tour Services
- Recreational Swimming
- Directed Outdoor Recreation Programs (Instruction and Structured Outdoor Activities)
- Outdoor Recreation Equipment Checkout
- Boating Programs (Without Resale Activities or Private Boat Berthing)
- Camping (Primitive and/or Tents)
- Riding Stables (Government-Owned or Leased)
- Performing Arts (Music, Drama and Theater)
- Amateur Radio
- Arts and Crafts Skill Development
- Automotive Crafts Skill Development
- Bowling Centers (with 12 lanes or less)
- Other Programs that provide classes, lessons, seminars, etc. in pursuit of recreational interests
- Sports Programs (Above Intramural Level)

Category C activities are self-supporting through NAF revenue generating capability and provide outlets for pursuit of individual recreational interests. These activities are supported almost entirely from NAFs. Included in this category are the following activities:

- Joint Service Facilities and Armed Forces Recreation Centers
- Membership Food and Beverage Club Programs
- Non-Membership Food and Beverage Club Programs
- Snack Bars Incidental to Operations of Other MWR Programs
- Recreation Lodging Cabins, Cottages, Trailers, Trailers and/or RV Parks with Hook-Ups
- Flying Programs
- Parachute and Sky Diving Programs
- Rod and Gun Programs
- Scuba and Diving Programs

- Horseback Riding Programs
- Video Programs
- Audio and/or Photo Resale Programs
- Resale Programs in Support of Other MWR Programs
- Amusement and Recreation Machines and/or Gaming Machines
- Bowling Centers (Over 12 Lanes)
- Golf Courses
- Boating Activities (With Resale or Private Boat Berthing)
- Equipment Rental
- Unofficial Commercial Travel Services

G060 Family Center Services. This function includes family services provided primarily by the Installation Family Centers, as defined in DoD Instruction 1342.22.[13] Services are broken into three categories: baseline services, services directed by other directives and instructions that can be provided in Family Centers, and additional programs and services unique to the Service or the local environment. Further descriptions of the services provided in these three categories are contained in DoDD 1342.17[14] and DoDI 1342.22. These services are in direct support of command priorities. They include:

Baseline Services (i.e., all DoD Family Centers provide):

- Mobility and/or Deployment Assistance
- Information and Referral
- Relocation Assistance
- Personal Financial Management
- Employment Assistance
- Outreach
- Family Life Education
- Crisis Assistance
- Volunteer Coordination

Other Services. Without relieving other DoD elements of their obligation to perform functions mandated by statute or DoD policy, Family Centers may provide other family support system programs including, but not limited to the following:

[13] DoD Instruction 1342.22, "Family Centers," December 30, 1992.
[14] DoD Directive 1342.17, "Family Policy," December 30, 1988.

- Individual, Marriage and Family Counseling
- Transition Assistance Program (defined in DoD Directive 1332.35[15])
- Family Advocacy Program (defined in DoD Directive 6400.1[16]). Note: Family advocacy intervention services are sometimes managed by the installation health services activity.
- Exceptional Family Member Program (defined in DoD Instruction 1010.13[17] and DoD Instruction 1342.12[18]).

Family Centers may make available additional family programs and services to meet unique Service or local needs if all baseline services are available, properly staffed and funded. The need for the services must be properly documented through assessments and the additional services must be consistent with the mission and purpose of the Family Center.

G065 Child-Care and Youth Programs. This function includes four types of programs that support youth and children. These programs are supported by both APFs and NAFs, and are defined as MWR Category B activities, as described in DoD Instruction 1015.10. They are funded with a minimum of 65 percent APFs and 35 percent NAFs. The four types of programs are as follows:

- Child Development Center Programs. Center-based care provides services for infants, toddlers, preschoolers and kindergarten-aged children. Requirements and standards for these programs are specified in DoD Instruction 6060.2.[19]
- Family Child Care. Family Child-Care is home-based care provided by an individual who has met specific standards and has been certified to provide these services. Requirements and standards for these programs are specified in DoDI 6060.2.
- School Age Care Programs. Care for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoD Instruction 6060.3.[20]
- In addition to center-based and family-based care, the Child Development Program depends on Resource & Referral to assist Service members and their families in obtaining child-care.
- Youth Programs. A full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the "hub" for most activities.

---

[15] DoD Directive 1332.35, "Transition Assistance for Military Personnel," December 9, 1993.

[16] DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992.

[17] DoD Instruction 1010.13, "Provision of Medically Related Services to Children Receiving or Eligible to Receive Special Education in DoD Dependent Schools Outside the United States," August 28, 1986.

[18] DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas," March 12, 1996.

[19] DoD Instruction 6060.2, "Child Development Programs," January 19, 1993.

[20] DoD Instruction 6060.3, "School Age Care Programs," December 19, 1996.

Other Social Services

G080 <u>Homeowners' Assistance Program.</u> This function includes management of the DoD-wide Homeowners' Assistance Program for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and approval or disapproval of the disbursement of federal funds, claims, and appeals of value or eligibility. This function is performed by three USACE districts, USACE divisions, HQ USACE, Department of the Army, or OSD depending on the size or controversial nature of the action.

G090 <u>Employee Relocation Assistance Program.</u> This function includes management of the DoD-wide program for employee relocation assistance for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and, approval or disapproval of the disbursement of federal funds, claims, and appeals. This includes oversight of contractor support for (1) home sales services (to include employee contract, description of services, title search, residential appraisals, market assistance, purchase, equity advance, and settlement); (2) home finding assistance (to include rental assistance, buying assistance, and mortgage counseling); and, (3) related services consisting of various reporting requirements. This function is performed by the USACE districts and divisions and overseen by HQ USACE.

G105 <u>Recreational Library Operations.</u> This function includes all services provided by recreational libraries to include audio and visual information collections, computer-based information systems, and Internet information sources. These information resources support off-duty education, professional military education, and recreational needs of the military community. This includes library service centers that provide support to geographically separated units. These programs are supported as part of the MWR program and are funded as Category A activities.

G210 <u>Postal Services.</u> This function includes post office operations in overseas areas operated as an extension of the United States Postal Service. This function includes postal services to military and other authorized personnel. It also includes providing liaison with civil postal authorities; the monitoring, regulation, and operations necessary to ensure the integrity of military mail transport; and, financial transactions for stamp stock and money order forms.

G220 <u>Military Bands.</u> This function includes operations necessary for the organization, planning, and provisioning of military bands and for performances at military functions and special events.

G900 <u>Chaplain Activities and Support Services.</u> This function includes operations that support religious programs to include command religious programs and support services that supplement the command religious program. It also includes administering religious ministries, ecclesiastical relations, pastoral and non-pastoral counseling, and services provided by organists, choir directors, and directors of religious education.

G902 <u>Casualty and Mortuary Affairs.</u> This function encompasses caring for deceased personnel on an individual basis during war and in peacetime circumstances that cause mass fatalities. There are several services provided as part of this function in the case of both the individual and mass fatality such as:

- Notification, support and counseling of the Next of Kin of military casualties. A full description of casualty responsibilities is found in DoD Instruction 1300.18.[21]
- Preparation of the remains and transportation to the place of interment. Remains of individual fatalities in the U.S. are prepared in commercial mortuaries. Individual fatalities occurring overseas and mass fatalities are prepared in either the overseas mortuaries or the aerial port mortuaries. In mass fatalities, identification is a key element in the preparation process. Transportation from overseas locations is by military or commercial transportation with an uniformed escort. Transportation within the U.S. is on commercial air transportation, escorted by an uniformed member.
- Interment and Military Funeral Honors. Funeral homes provide interment services. The parent Service of the deceased, as mandated by law, provides military Funeral Honors.

G910 Temporary Lodging Services. This function includes operations that provide for temporary lodging to include providing accommodations for official travelers on temporary duty, temporary lodging during permanent change of station, and lodging for unofficial authorized travelers on space available basis. These quarters are categorized as Category A Lodging and supported by a combination of APFs and NAFs generated from fees charged for accommodations. The workforce employed to operate and maintain temporary lodging is paid from APFs and NAFs. Funding policy for temporary lodging is outlined in DoD Instruction 1015.12.[22] This function excludes family housing and permanent unaccompanied housing (to include housing referral) coded S310.

G999 Other Social Services. This function includes social services not addressed by other function codes.

GROUP 12—EDUCATION AND TRAINING. This functional group addresses the management and provision of institutional education and training of DoD civilian and military personnel and their dependents. This includes all dependent education (grades pre-K through 12) and all DoD civilian and military individual training conducted at education and training establishments, as well as transition training for new weapon systems when the training is provided by instructors assigned to the training establishment (e.g., mobile training teams). (Training and education activities may also be provided to contractor and foreign national personnel.) Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, Afloat Training, and post-graduate flying training) is coded using the "M—Forces and Direct Support" codes. Students, cadets, and trainees in the Individuals account (as defined in DoD Instruction 1120.11) are not coded. Functions marked by an asterisk indicate that the definitions (below) conform to individual military training programs reported in the Military Manpower Training Report.

---

[21] DoD Instruction 1300.18, "Military Personnel Casualty Matters, Policies, and Procedures," December 27, 1991.

[22] DoD Instruction 1015.12, "Lodging Program Resource Management," October 30, 1996.

MILITARY EDUCATION AND TRAINING

U001 Management Headquarters—Military Education and Training. This function includes overseeing, directing, and controlling education and training programs and/or subordinate education and training establishments (schools, institutions, academies, colleges, and universities). Education and training management functions are typically performed by the OSD, Service management headquarters, the Joint Staff, and Service training commands (e.g., TRADOC, CNET, AETC, and MCCDC). This includes developing and issuing policies and providing policy guidance; reviewing and evaluating performance; allocating and distributing resources; or conducting mid- and long-range planning. (Generally, this manpower is reported under DoD PE codes 804779 and 805798.)

U050 Military Institutional Education and Training Management. This function includes overseeing, directing, and controlling education and training activities within the institutional education and training facilities, such as schools, centers, academies, colleges, universities, and host/lead Service institutions (e.g. ITRO programs). (Generally, this manpower is reported under DoD PE codes 804775 and 804777.)

U060 International Security Programs. Plan, direct, oversee or support efforts specifically designed to contribute to regional and international security through a combination of unilateral, bi-lateral, and multi-lateral meetings, conferences, courses, and outreach programs. International security programs provide a forum for direct interaction with high- and mid-level civilian policy makers and military leaders of other nations on topics dealing with U.S. security policy and civil-military relations. These programs support U.S. policies of increasing mutual understanding, countering ideological support for terrorism and contributing to regional stability.

U100 Recruit Training.* This category of institutional training provides introductory physical conditioning and military training to indoctrinate and acclimate enlisted entrants in each of the Services to military life; also known as basic training. Recruit Training does not include initial skill training or Multiple Category Training (below). (Generally, this manpower is reported under DoD PE code 804711.)

U150 Multiple Category Training.* One-Station Unit Training (OSUT), a formal Army training program that meets the training objectives of both recruit and initial skill training in certain skill areas for new Active and Reserve enlisted entrants through a single course at a single training institution. (Generally, this manpower is reported under DoD PE code 804761.)

U200 Officer-Acquisition (Pre-Commissioning) Training.* The "Officer-Acquisition Training" category of institutional training, sometimes called "pre-commissioning" training, includes those establishments/institutions that conduct education and training programs designed to commission individuals into the Armed Services.

- Service Academies. (Generally, this manpower is reported under DoD PE code 804721.) This includes training provided at academies (e.g., West Point, Annapolis, and Colorado Springs) and Academy Preparatory Schools.
- Officer Candidate/Training Schools. This includes training provided by Officer Acquisition Training institutions operated by the Army, Navy, Marine Corps, and Air Force that provide a route for qualified enlisted personnel and selected college graduates to become commissioned officers. (Generally, this manpower is reported under DoD PE code 804722.)

- Other Enlisted Commissioning Programs. This includes training provided under the Naval Enlisted Scientific Education Program, Marine Enlisted Commissioning Education Program, Airman Education and Commissioning Program, and Navy Enlisted Commissioning Program. (Generally, this manpower is reported under DoD PE codes 804724 and 804725.)
- Health Professionals Acquisition Programs. (Generally, this manpower is reported under DoD PE code 806723.) This includes instruction provided under the Health Professionals Acquisition Programs.
- Army, Navy, and Air Force Senior ROTC and AFHPSP (Armed Forces Health Professions Scholarship Program). This includes training that occurs off-campus that is part of the ROTC program. (Generally, this manpower is reported under DoD PE codes 804723 for ROTC and 806722 for AFHPSP.)

U300 Specialized Skill Training.* This category of institutional training provides personnel with new or higher level skills in military specialties or functional areas to match specific job requirements. (Generally, this manpower is reported under DoD PE codes 804731-5.) Specialized Skill Training includes the following sub-categories:

- Specialized Skill Training—Enlisted.
- Initial Skill Training. (Sub-category of Specialized Skill training.) This is formal training in a specific skill leading to the award of a military occupational specialty or rating at the lowest level. Completion qualifies the individual for a position in the job structure.
- Skill Progression Training. (Sub-category of Specialized Skill Training.) This is formal training that is available to personnel after Initial Skill Training and usually after obtaining some experience working in their specialty to increase job knowledge and proficiency and to qualify for more advanced job duties.
- Specialized Skill Training—Officer. This includes Initial Skill Training (same description as above) and Skill Progression Training (same description as above).
- Functional Training. (Sub category of Specialized Skill Training.) This is formal training available to officer and enlisted personnel in various military occupational specialties who require specific, additional skills or qualifications without changing their primary specialty or skill level.

U400 Flight Training.* This category of institutional training provides individual flying skills needed by pilots, navigators, and naval flight officers to permit them to function effectively upon assignment to operational aircraft flight programs and/or operational units.

- Undergraduate Pilot Training (UPT). (Generally, this manpower is reported under DoD PE codes 804741-6.) It includes UPT, Jet; UPT, Propeller; and, UPT, Helicopter training.
- Undergraduate Navigator Training/Naval Flight Officer Training (UNT/NFO). (Generally, this manpower is reported under DoD PE code 804742.)

Professional Development Education.* *This category of institutional training includes educational courses conducted at Service institutions to broaden the outlook and knowledge of personnel or to impart knowledge in advanced academic disciplines.*

U510 <u>Professional Military Education (PME).</u>* The conduct of instruction at junior, intermediate, and senior military service schools and colleges and enlisted leadership programs. (Generally, this manpower is reported under DoD PE code 804751).

U520 <u>Graduate Education (Fully Funded, Full-Time).</u>* (Generally, this manpower is reported under DoD PE code 804752).

U530 <u>Other Full-Time Education Programs.</u>* (Generally, this manpower is reported under DoD PE code 804752).

U540 <u>Off-Duty and Voluntary Education Programs.</u> This includes operation of base level education centers, education counseling, and programs for general educational development of military personnel.

U550 <u>Training Development and Support for Military Education and Training.</u> Training development includes development of training technology and instructional systems (e.g., curriculum development to include plans of instruction, student measurement, and methods and media selection) for military institutional education and training. It also includes scripting courseware for interactive multimedia instruction, computer-based training, and distance learning. Training support includes the operation of simulators or other training devices in direct support of military institutional education and training. This function includes contract management for maintenance of training equipment except maintenance of fixed training simulators coded Z992. Also, library services are coded Y850; building management is coded S210; and custodial services are coded S410. (Generally, training development and support manpower is reported under DoD PE codes 0804771, 0804772, 805790, and 805890.)

U599 <u>Other Military Education and Training Activities.</u> This function includes military education and training activities not covered by other function codes. Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, and post-graduate flying training) is coded using the "M—Forces and Direct Support" codes.

CIVILIAN EDUCATION AND TRAINING

U605 <u>Management Headquarters—Civilian Education and Training.</u> This function includes oversight, direction, and control of training, education, and developmental programs and/or subordinate organizations. This training and education is primarily provided to DoD civilian personnel but may also be provided to military, contractor, dependent, or foreign national personnel, or other federal, state, or local government employees. Management functions include planning, programming, budgeting, policy issuance, policy development, and quality assurance. This management function is performed by the OSD and other DoD management headquarters organizations identified in DoDD 5100.73. This function does not include management of institutions under U620 (i.e., programs, schools, centers, academies, colleges, universities, and civilian career management systems).

U620 Management of Civilian Institutional Training, Education, and Development. This function includes oversight, direction, and control of training, education, and developmental operations at institutional training facilities serving primarily DoD civilian audiences, but also including military, contractor, dependent, or foreign national personnel and other federal, state, or local government employees. This function includes planning, programming, budgeting, policy issuance, policy development, and quality assurance at education and training institutions (e.g., schools, centers, academies, colleges, universities, and civilian career management centers providing civilian training and education).

U630 Acquisition Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for defense acquisition training courses.

U640 Civil Works Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for civil works training courses.

U650 Intelligence Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for intelligence training courses.

U660 Medical Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for medical training courses.

U699 Other Civilian Training, Education and Development. This function includes the design, development, delivery of instruction, and instructional support for all other subject areas.

DEPENDENT EDUCATION

U710 Management Headquarters—Dependent Education. This function includes oversight, direction, and management of dependent education. This education is provided to dependents of DoD personnel but may also be provided to eligible dependents of other federal agencies and vendors under DoD contract. Management functions include planning, programming, budgeting, and establishing policy and curriculum.

U720 Dependent Education Field Management. This function includes oversight, direction, and control of classroom education, and developmental activities above the classroom level (e.g., Deputy Directors, District Superintendents, and Principals). This also includes management and direct staff support when the type of work performed is inextricably tied to, and not severable from, the field management function. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

U760 Dependent Education—Teacher Instruction. This includes the direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U770 Dependent Education—Substitute Instruction. This includes the temporary direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U780 Dependent Education—Aides for Instruction. This includes the direct assistance to teachers conducting pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U799 Other Dependent Education Activities. This includes dependent education activities not covered by other function codes. School bus transportation is coded T824; health clinic services are coded H203; library services are coded Y850; building management is coded S210; custodial services are coded S410; and food services are coded T177.

GROUP 13—HEALTH SERVICES. This functional group addresses the management and provision of medical and dental care to active military members, family members, and retirees as well as overseas civilian employees and their family members. This includes all in and outpatient care provided in fixed treatment facilities. Care provided by medical units that are part of combat service support should be coded using the applicable M codes.

H010 Management Headquarters—Health Services. This function includes overseeing, directing, and controlling health service programs and subordinate health service organizations (hospitals, health clinics and dispensaries). This function is performed by the OSD, TRICARE Management Activity, Service headquarters, and Lead Agents (i.e., tri-Service regional management agents). Management headquarters operations include developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

H050 Hospital/Clinic Management. This function includes overseeing, directing, and controlling medical services within fixed treatment facilities (e.g., hospitals, dispensaries, and clinics). It includes reviewing and evaluating performance of operations; allocating and distributing resources; or, conducting mid- and long-range planning, programming and budgeting for the hospital, health clinic, or dispensary.

H100 Medical Care. Medical care includes inpatient care and consultative evaluation in the medical specialties (e.g., pediatrics and psychiatry). It also includes the coordination of health care delivery relative to the examination, diagnosis, treatment, and disposition of medical inpatients (e.g., intensive care units, coronary care units, and neonatal-intensive care units).

H102 Surgical Care. Surgical care includes inpatient care and consultative evaluation in the surgical specialties, including obstetrics, gynecology, ophthalmology and otorhinolaryngology. It also includes the coordination of health care delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.

H106 Pathology Services. This function includes the operation of laboratories providing comprehensive clinical and anatomical pathology services; DoD military blood program and blood bank services; epidemiology consultations; DoD DNA registry; toxicology services; and, area reference laboratory services.

H107 Radiology Services. This function includes diagnostic and therapeutic radiologic services to inpatients and outpatients, including the processing, examining, interpreting, storage, and retrieval of radiographs, fluorographs, and radiotherapy (e.g., nuclear medicine).

H108 Pharmacy Services. This function includes services that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.

H113 Dental Care. Dental care includes in and outpatient oral examinations, patient education, diagnosis, treatment, and care including all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry, and radiodontics.

H116 Veterinary Services. This function includes a complete zoonosis control program; complete medical care for government-owned animals; and veterinary medical support for animals used for biomedical research and development. This also includes support to other federal agencies when requested and authorized for assistance as part of a comprehensive animal preventive medicine program.

H119 Preventive Medicine. This function includes operation of wellness or holistic clinics (preventive medicine), information centers, and research laboratories for disease prevention and control. This includes screening procedures (e.g., HIV), smoking cessation clinic services, immunizations, community and family health services, early intervention program services, health promotion services and health risk assessments.

H125 Rehabilitation Services. This function includes occupational and physical therapy services. It includes the care and treatment for in and outpatients whose ability to function is impaired or threatened by disease or injury. Rehabilitation services concern impairments related to neuro-musculoskeletal, pulmonary, and cardiovascular systems. Services are performed to evaluate the function and impairment of these systems and to select and apply therapeutic procedures to maintain, improve, or restore these body functions.

H127 Alcohol and Drug Rehabilitation. This function includes operation of alcohol treatment facilities (to include urine testing for drug content) and drug/alcohol counseling centers. This also includes support for Alcohol Abuse Prevention and Control Programs (AAPCP), Alcohol/Drug Abuse Programs, and Alcohol Abuse Residential Treatment programs.

H203 Ambulatory Care Services. This function includes all outpatient care in fixed treatment facilities not included elsewhere and same day medical services provided by health clinics (to include medical health clinics at defense facilities and schools). This function excludes occupational health services coded E225.

H250 Medical and Dental Devices Development. This function includes the design and construction of orthopedic appliances such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications. This includes the design and construction of dental devices such as preparing casts and models; repairing dentures; fabricating transition, temporary, or orthodontic appliances and finishing dentures. It also includes the construction of optical devices (e.g., glasses).

H350 Hospital Food Services and Nutritional Care. This function includes hospital food services for inpatients (to include operation and administration of food preparation and serving facilities) for inpatients. It also includes dietetic treatment, counseling of patients, and nutritional education. This function excludes non-clinical food preparation for outpatients coded T177.

H450 Medical Records and Medical Transcription. This function includes medical transcription, filing, and maintaining of medical records.

H650 Hospital Supplies and Equipment. This function includes providing or arranging for supplies, equipment, and certain services necessary to support the mission of the medical facility. Responsibilities include procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, maintenance, disposition, and accounting for designated medical and non-medical supplies and equipment. This includes central sterile supply and clinic handling of hazardous medical materials (HAZMAT) and waste. This function excludes collection and disposal of HAZMAT coded S430, laundry services coded S450, custodial services coded S410, and refuse handling coded S420. It also excludes maintenance of fixed medical and non-medical equipment coded Z992.

H710 Medical Transportation Services. This function includes all ground, helicopter, and fixed wing transportation for personnel who are injured, sick, or otherwise require both emergency and non-emergency medical treatment, including standby duty in support of military activities and ambulance bus services. This excludes maintenance of medical transportation vehicles coded J506 and K536.

H999 Other Health Services. This function includes health services not addressed by other function codes (to include operation of aerospace altitude chambers and decompression chambers).

CATEGORY II—FORCES AND DIRECT SUPPORT

GROUP 14—COMMAND AND INTELLIGENCE. This functional group addresses activities that provide effective direction and control of combatant military operations. This includes dedicated operational headquarters, associated command and control systems, and intelligence collection and exploitation operations.

OPERATIONAL COMMAND AND CONTROL

M120 Combatant Headquarters—Combatant Commander Command Authority. This function includes overseeing, directing, and controlling the planning for employment of global or theatre-level U.S. Military Forces at the U.S. Combatant Command Headquarters level (e.g., HQCENTCOM, HQEUCOM, HQPACOM, and HQSOUTHCOM) as defined by DoDD 5100.73. This includes the non-transferable (Title 10, U.S.C. section 164) command authority exercised only by the Combatant Commanders of Unified and Specified Combatant Commands, and direct staff support when the support is inherent to the command process. This includes planning, directing, and controlling joint and combined military operations; developing and implementing logistics and security assistance plans, programs, policies, and procedures in support of war and peacetime operations; improvements to joint operational capability and interoperability; and, evaluations of military forces, plans, programs, and strategies and force structure requirements. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M145 Combatant Headquarters—Military Department Command Authority. This function includes overseeing, directing, and controlling the planning for, and the employment of global or theatre-level forces at the Military Department Combatant Headquarters level (e.g., HQ USAREUR, HQ USAFE, and HQ NAVEUR) as defined in DoDD 5100.73. This includes

command authority exercised by the commanders of the component command headquarters of the Military Services within the Combatant Commands and the headquarters of the Navy Type Commands and Fleet Marine Forces. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M150 Support to the Combatant Commanders—Information Sharing Systems. This function includes support from information sharing systems (e.g., meteorological, geophysical, oceanographic, intelligence, forces, command) provided to the Combatant Commanders for military operations, exercises or other activities by organizations/ activities not in the operating forces. This function is performed by DISA (e.g., Global Command and Control System) and other activities not in the operating forces.

M160 Combatant Headquarters - Information Operations (OI). Plan and execute IO, both offensive and defensive involving the integrated use of operations security (OPSEC), psychological operations (PSYOP), military deception (MILDEC), electronic warfare (EW), and computer network attack (CNA)/computer network defense (CND).

M199 Other Operational Command and Control Activities. This function includes operational command and control activities not addressed by one of the other function codes and not in the operating forces.

INTELLIGENCE

M301 Management Headquarters—Intelligence. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

M302 Intelligence Policy and Coordination. This function includes the formulation, coordination, and implementation of both intelligence and counterintelligence policy and their associated interagency liaison activities, to ensure that they support national security policy

M310 Counterintelligence. This function includes the collection of information and activities conducted to detect, identify, exploit and neutralize the intelligence capabilities and activities of terrorists, foreign powers, and other entities directed against U.S. national security as defined in DoD Directive 5240.2. It includes counterintelligence (CI) preliminary inquiries and investigations; CI operations; CI collection; CI analysis and production; and CI functional services; as well as other activities that directly support CI functions and missions.

M311 Human Intelligence (HUMINT). This function includes the tasking, collection, processing, exploitation, analysis and dissemination of foreign information by trained human intelligence collectors from people and multimedia to identify elements, intentions, composition, strength, dispositions, tactics, equipment, personnel and capabilities. It uses human sources as a tool and a variety of collection methods, both passively and actively, to gather information to satisfy the Commander's intelligence requirements and cross-cue other intelligence disciplines. This includes interrogation of detainees.

- Interrogation. This function entails the systematic effort to procure information by direct questioning of a person under the control of the questioner (JP 1-02.) The systematic process of using approved interrogation approaches to question a captured or detained person to obtain reliable information to satisfy intelligence requirements consistent with applicable law.

M312 Imagery Intelligence (IMINT)-DoD. Intelligence derived from the exploitation of collection by visual photography, infrared sensors, lasers, electro-optics, and radar sensors, such as synthetic aperture radar, wherein images of objects are reproduced optically or electronically on film, electronic display devices or other media. (JP 1-02) This function includes the tasking, collection, processing, exploitation, analysis and dissemination of intelligence derived from imagery. This includes the analysis imagery to generate geospatial information. It also includes maintenance, modification, and modernization of the imagery collection and exploitation systems.

M313 Signals Intelligence (SIGINT). 1. A category of intelligence comprising either individually or in a combination all communications intelligence, electronic intelligence, and foreign instrumentation signals intelligence, however transmitted. 2. Intelligence derived from communications, electronic, and foreign instrumentation signals. (JP 1-02 and JP 2-0) This includes the tasking, collection, processing, exploitation, analysis and dissemination of intelligence derived from signals and the analysis of signals. It also includes maintenance, modification and modernization of the related systems.

M316 Geospatial Intelligence. This function includes the production and storage of geospatial information, products, and services. Geospatial data are derived from imagery processing and analysis and from non-imagery geospatial information acquisition and processing. The data are used to create databases, maps, charts, and other geospatial products and services. This includes maintenance, modification, and modernization of existing systems that do not add new capabilities. Imagery collection, processing, exploitation, analysis and dissemination are included in this function.

M318 Geospatial Intelligence Acquisition and Processing. This function includes the acquisition translation/transformation and dissemination of imagery and non-imagery information such as geographical names, boundaries, foreign maps, topography, hydrography, bathymetry, urban, geodetic, geomagnetic, nautical, aeronautical, and other related information of use in geospatial products and services.

M320 Open Source Intelligence (OSINT) Collection/Processing. This function includes the collection of open source information from foreign media/broadcasts, publications, and commercial databases. It also includes the transformation of collected open source information into forms or formats which can be analyzed for intelligence significance, and the related information handling and filtering tools for selecting open source data. This includes maintenance, modification, and modernization of existing collection and processing systems that do not add new capabilities. Not included are resources required exclusively for language exploitation and the production, storage, and distribution of mapping, charting, and geodesy products and services.

M322 Language Exploitation. This function includes automated or manual procedures to translate or directly derive intelligence information from foreign language data, regardless of media, for dissemination.

M324 Multidisciplinary Collection and Processing. This function includes the collection, processing, analysis and dissemination of intelligence information by a system or method that uses information from two or more intelligence disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.

M326 Intelligence Communications and Filtering. This function includes the receipt, selection, filtering, and forwarding of data from intelligence collection systems and other systems to the point of processing. It also includes maintenance, modification, and modernization of existing communication and filtering systems required to mine, compile and route data.

M328 All Source Analysis. This function includes the analysis, evaluation, synthesis, and interpretation of information from all sources to include HUMINT, IMINT, SIGINT, MASINT, OSINT and Geospatial data into finished intelligence products.

M330 Intelligence Production Integration and Analytic Tools. This function includes profiling intelligence information and building and shaping finished intelligence products, analytic tools and data-bases that support all-source analysis. Not included are the tools used by other intelligence disciplines.

M334 Intelligence Requirements Management and Tasking This function includes identification, registration, systematic review, prioritization, Intelligence Augmentation (IA), Request for Forces (RFF), and Operational Needs Statement (ONS), of both present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or clandestine capabilities and systems for action; and verification of completion of the assigned action.

M399 Other Intelligence Activities. This function includes intelligence activities not covered by one of the other function codes such as Electronic Intelligence (ELINT), Measurement and Signature Intelligence (MASINT), and Target Intelligence.

- **Electronic Intelligence (ELINT).** Technical and geolocation intelligence derived from foreign non-communications electromagnetic radiations emanating from other than nuclear detonations or radioactive source. (JP 1-02)
- **Measurement and Signature Intelligence (MASINT).** This function includes the tasking, collection, processing, exploitation, analysis and dissemination of technically derived intelligence that measures (detects, locates, tracks, identifies and describes) the specific characteristics of fixed and dynamic targets. MASINT systems use various scientific disciplines and advanced technologies to measure or exploit unique characteristics or signatures. Advanced processing and exploitation techniques also use data collected by other collection disciplines. This also includes maintenance, modification, and modernization of MASINT collection systems.

- **Target Intelligence.** Intelligence that portrays and locates the components of a target or targets complex and indicates its vulnerability and relative importance. (JP 1-02)

GROUP 15—EXPEDITIONARY FORCE DEFENSE—OPERATING FORCES

Expeditionary Force Operations. This includes operating forces designed primarily for operations outside the U.S. or those with a nuclear mission that fall under the combat control of a COCOM. This includes strike, air control, sea control, ground combat, and mobility forces.

M415 Combat. Engaging in armed fighting or the use of force, to include deadly force (e.g., firepower and destructive capabilities), with the intent/mission to defeat enemy forces (including insurgents and terrorists), seize and/or hold terrain, or gain land, air or sea superiority on behalf of the U.S.

- Offensive Combat Operations—combat operations designed primarily to defeat the enemy. Forms of offensive operations are undertaken to seize, retain and exploit the initiative and to achieve air, land or sea superiority. Offensive techniques include pursuit, movement to contact, attack, and exploitation.
- Defensive Combat Operations—combat operations designed to defeat an attacking enemy or to nullify or reduce the effect of an attack. Defensive operations also may achieve one or more of the following: gain time, concentrate forces elsewhere; wear down enemy forces as a prelude to offensive operations; and retain tactical or strategic objectives (e.g., air base defense).

M480 Combat Support. Fire support and operational assistance provided to combat elements. (JP 1-02 and JP 4-0) Functions that provide operational assistance to the combat forces and which are part, or prepared to become part of a theater, command, or task force formed for combat operations. Combat support includes, but is not limited to psychological operations, communications operations, information operations, security operations, civil affairs, and military intelligence. Security forces support combat operations of tactical forces by conducting battlefield circulation control and area security operations to expedite the forward movement of critical combat resources. Security forces ensure the way is open to move reinforcing troops, fuel, food, and ammunition across the battlefield and evacuate enemy prisoners of war from the battle area.

M510 Combat Service Support. The essential capabilities, functions, activities, and tasks necessary to sustain all elements of operating forces in theater at all levels of war. Within the national and theater logistics systems, it includes, but is not limited to, that support rendered by service forces in ensuring the aspects of supply, maintenance, transportation, health services, and other services required by aviation and ground combat troops to permit those units to accomplish their mission in combat. CSS encompasses those activities in all levels of war that produce sustainment to all operating force on the battlefield. (JP 1-02 and JP 4-0) The following are examples.

- Physical Security of Equipment, Supplies, Personnel and Installations in Operational Environments. Physical security includes safeguarding equipment, supplies, personnel, and installations from hostile action; intelligence and criminal activities; terrorist attack, and

other disruptive forces. In hostile, uncontrolled areas, this can involve planning and execution of tactical military operations to protect vital assets and to support combat operations when necessary. Physical security of installations in an uncontrolled hostile environment can be performed in conjunction with DoD Function S510 physical security functions.

- Security of Nuclear Weapons in Areas of Operation. This includes safeguarding weapons and systems while in storage, transit or during deployment (e.g., weapon storage areas, launch facilities, aircraft and convoys).
- Security of Chemical, Biological, Radiological and High Explosives Weapons in Areas of Operation. This includes safeguarding chemical, biological, radiological and high explosive weapons while in storage and transit in areas of operation.
- Security of Conventional Arms, Ammunition and Explosives (CAAE) in Areas of Operation. This includes safeguarding conventional arms, ammunition and explosives while in storage and transit in areas of operation.
- Law Enforcement Activities in Areas of Operation. This function includes the enforcement of laws and regulations designed to maintain public peace and order, to protect both life and property from accidental or willful injury, and to prevent and detect crimes. Activities include the direct conduct of criminal investigations, apprehension of offenders, and custody and control of persons detained or confined in confinement/correctional facilities. It may include, if necessary, the establishment of a military government.
- Military Justice in Areas of Operation. This function includes the administration of military law under chapter 47 of title 10, United States Code (the Uniform Code of Military Justice (UCMJ)); the Manual for Courts-Martial, and implementing regulations. It also includes the administration of United States law and policy relating to the status and treatment of detained persons. Activities include investigation and disposition of offenses committed by persons subject to the UCMJ, imposition of non-judicial punishment and pretrial restraint, determination of combatant status, and trial by courts-martial and military tribunals. It also includes investigation and prosecution of war crimes.
- Detention/Custody of Detainees in Areas of Operation. This function includes the detention/custody, treatment and transfer of enemy prisoners of war (EPW), retained personnel (RP), civilian internees (CI) and other detainees (OD) as determined under applicable regulations, in custody of the U.S. Armed Forces during or in the aftermath of armed conflict and during military operations other than war.
- Humanitarian Support to the Civilian Population. Humanitarian support to the civilian population may become necessary if civilians come under military control, or support to the civilian population is assigned as a mission or otherwise undertaken out of necessity by the military forces.

GROUP 16—HOMELAND DEFENSE—OPERATING FORCES.

M610 Homeland Defense Operations. The protection of United States sovereignty, territory, domestic population and critical infrastructure against external threats and aggression or other

threats as directed by the President. The Department of Defense is responsible for Homeland Defense. Homeland Defense includes missions such as domestic air defense. The Department recognizes that threats planned or inspired by "external" actors may materialize internally. The reference to "external threats" does not limit where or how attacks could be planned and executed. The Department is prepared to conduct Homeland Defense mission whenever the President, exercising his Constitutional authority as Commander in Chief, authorizes military actions. (JP 1-02 and JP 3-26) Achieving these objectives requires a layered defense to Detect, Deter, Prevent and Defeat external threats. This includes (1) National Air and Space Defense, (2) National Land Defense (3) National Maritime Defense and (4) Cyber Defense. (These four Mission sets and the strategy below are taken from the Department of Defense Homeland Security Joint Operating Concept (JOC).)

It is a layered and comprehensive defense, divided into three regions. The three regions are:

Forward Regions –Foreign land areas, sovereign airspace and waters outside the Homeland. This objective can be obtained through preemptive attack, or in conjunction with major combat operations, stability operations and/or strategic deterrence.

Approaches - Conceptual region extending from the limits of the Homeland to the boundaries of the Forward Regions based on intelligence. DoD's objective is to detect, deter, prevent, and defeat transiting threats as far from the Homeland as possible. This objective is achieved through surveillance and reconnaissance, missile defense, air defense, land defense and maritime interception.

Homeland - The Homeland is a physical region that includes the 50 states, US territories and possessions in the Caribbean Sea and Pacific Ocean, and the immediate surrounding sovereign waters and airspace. DoD's objective in this region is to detect, deter, prevent, and defeat aggression and defend against external threats. This objective is achieved though air and space defense, land defense, maritime defense, and cyber defense.

- Law Enforcement Activities. This includes responsibilities under Chapter 15 of title 10, U.S.C., to restore order, enforce federal authority, and protect peoples' rights; responsibilities under section Chapter 18 of title 10, U.S.C., to provide military support for civilian law enforcement agencies; and responsibilities under section 831 of title 18, U.S.C., to provide assistance to the Attorney General for prohibited transactions involving nuclear materials.

GROUP 17—SPACE DEFENSE—OPERATING FORCES

M810 Military Space Operations. Combat, combat support and combat service support operations to ensure freedom of action in space for the United States and its Allies and, when directed, deny an adversary freedom of action in space. The space control mission areas includes: surveillance of space; protection of U.S. and friendly space systems; prevention of an adversaries' ability to use space systems and services for purposes hostile to U.S. national security interests; negation of space systems and services used for purposes hostile to U.S. national security interests; and directly supporting battle management, command, control, communications, and intelligence. (JP 1-02 and JP 3-14)

- Force Application. Combat operations in, through, and from space to influence the course and outcome of conflict. The force application mission area includes: ballistic missile defense and force projection.
- Force Enhancement. Combat support operations to improve the effectiveness of military forces as well as support other intelligence, civil, and commercial users. The force enhancement mission area includes: intelligence, surveillance, and reconnaissance; tactical warning and attack assessment; command, control, and communications; position, velocity, time, and navigation; and environmental monitoring.
- Space Support. Combat service support operations to deploy and sustain military and intelligence systems in space. The space support mission area includes launching and deploying space vehicles, maintaining and sustaining spacecraft on-orbit, and de-orbiting and recovering space vehicles, if required. (JP 1-02 and JP 3-14)

  Space Control. Combat and combat support operations to ensure freedom of action in space for the United States and its allies and, when directed, deny an adversary freedom of action in space. The space control mission area includes: (1) Protection. Measures that ensure US and friendly space systems perform as designed by overcoming an adversary's attempts to negate friendly exploitation of space or minimize adverse effects if negation is attempted; (2) Prevention. Measures to preclude an adversary's hostile use of US or third party space systems and services; (3) Negation. Measures to deceive, disrupt, deny, degrade, or destroy an adversary's space capabilities; and (4) Space Situation Awareness. The knowledge and intelligence that provides the planner, commander, and executor with sufficient awareness of objects, activities, and the environment to enable course of action development. This involves characterizing, as completely as possible, the space capabilities operating within the terrestrial and space environments. Space situation awareness forms the foundation for all space activities, and is the enabler for counterspace operations.

GROUP 18- CYBERSPACE OPERATIONS – OPERATING FORCES

M910 - Computer network attack (CNA) & Computer Network Exploitation (CNE). CNA includes actions taken through the use of computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves. CNE includes enabling operations and intelligence collection capabilities conducted through the use of computer networks to gather data from target or adversary automated information systems or networks.

M930 - Information Assurance/Computer Network Defense (IA-CND). IA includes measures that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and nonrepudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. CND include actions taken to protect, monitor, analyze, detect, and respond to unauthorized activity within the Department of Defense information systems and computer networks.

Enclosure 4

CRITERIA CODE CROSSWALK DOD TO OMB FAIR ACT INVENTORY

DoD Criteria Code	DoD Group Designation	DoD Manpower Mix Criteria	OMB Reason Code
A	IG	Direction and Control of Combat and Crisis Situations	*
B	Exempt	Exemption of CS and CSS Due to Operational Risk	A
D	Exempt	Exemption of Manpower Dual-Tasked for Wartime Assignment	A
E	IG	DoD Civilian Authority, Direction, and Control	*
F	IG	Military-Unique Knowledge and Skills	*
G	Exempt	Exemption for Esprit de Corps	A
H	Exempt	Exemption for Continuity of Infrastructure Operations	A
I	IG	Military Augmentation of the Infrastructure During War	*
J	Exempt	Exemption for Civilian and Military Rotation	A
K	Exempt	Exemption for Civilian and Military Career Progression	A
L	Exempt	Exempted by Law, Executive Order, Treaty, or International Agreement	F
M	Exempt	Exempted by DoD Management Decision	A
P	CA	Pending Restructuring of Commercial Activities	E
R	CA	Subject to Review for Competition Under OMB Circular No. A-76	B
W	CA	Non-Packageable Commercial Activity	B
X	CA	Alternatives to OMB Circular No. A-76	E

* Does not crosswalk to an OMB Reason Code because it is an Inherently Governmental criteria code.

Enclosure 5

Quality Control Checks

Following is the list of preliminary quality control checks that are run on each inventory submission.

1. Valid Spreadsheet/Database Column Headers

Column headers shall be spelled exactly the same way and be in the same order as the following list:

COMPONENT
STATE
LOCATION
UIC_CODE
UNIT_ORG
LABOR_AUTH
LABOR_CLASS
FUNCTION
CRITERIA
YR_FIRST_APPEARED
ASSIGNED_FROM
RESPONSIBLE_OFFICIAL
MIL_TECH
SERVICE
SEC343&324
DAW

2. Valid Component Codes

There shall be only one component code used throughout each Component's submission. Each record shall have a component code entry. Valid component codes are listed in Enclosure 1 (DoD Component Codes) of the Guide to Inventory Submission. Blank fields are not permitted.

3. Valid State Code

Every record shall have a valid state code entry. "N/A" entries are not permitted and blank fields are only permitted for manpower in the Individuals Account. Valid state/country/territory codes are listed in Enclosure 2 (State and Country Codes) of the Guide to Inventory Submission. Please note that for locations in the United States, each State has a numeric code and not the common two-letter alpha abbreviations used by the US Postal Service. For example, Massachusetts should be coded 25, not MA. For locations outside of the US, each foreign country is designated by an alpha code.

4. Valid Location

For U.S. locations (locations with a numeric entry in the State, Territory, or Foreign Country field), all records shall include a valid location entry from the "All Cities" list provided in the inventory template. "N/A" entries are only permitted for manpower in the Individuals Account. Please note that valid foreign cities may not be listed on the "All Cities" list and if not, please populate the record with the appropriate foreign city. Do not use the country name in the

Location field. You must enter a specific city name or the word "unknown". The term "unknown" is acceptable for positions that are location sensitive. For manpower in the Individual accounts, this field should be left blank.

5. Valid UIC

All records shall have either a UIC code or an entry of "N/A." Blank fields are not permitted.

6. Valid Unit Organization

There shall be no null entries in the Unit Org field.

7. Valid Labor Authorizations

All records shall have non-zero values. Zero or null values are not permitted.

8. Valid Labor Classifications

All records shall have an entry of "I", "D", "C", "A", "R", "G", "T", "N", "P", "J", "H", "K", or "S". Other entries or blank fields are not permitted.

9. Check FY2010 President's Budget Submission

The totals and sub-totals (for force structure and Individuals Account) in each Component's IGCA Inventory should match the FY2010 President's Budget. A deviation of 2% or less is allowed. Deviations of greater than 2% shall be explained in the narrative submitted with the Component's inventory.

10. Valid Function Code

All records shall have valid function codes, except for records containing authorizations in the Individuals Account, which may be left blank. Valid function codes are listed in Enclosure 3 of the Guide to Inventory Submission. "N/A" entries are not permitted.

11. Valid Criteria Code

All records shall have a valid criteria code, except for records containing authorizations in the Individuals Account, which may be left blank. Valid criteria codes are contained in DoD Instruction 1100.22, "Guidance for Determining Workforce Mix." "N/A" entries are not permitted.

12. Valid Year First Appeared Values

All records that are coded civilian (C in the labor-class field) AND commercial reviewable or commercial exempt (B, D, G, H, J, K, L, M, P, R, X, or W in the criteria code field) shall have an entry of "1999", "2000", "2001", "2002", "2003", "2004", "2005", "2006", "2007", "2008" , "2009" or "2010"). No other years are permitted. All inherently governmental civilian authorizations and military records shall have an entry of "N/A" in this field. Blank fields are not permitted. The coding in this field shall be qualitatively consistent with the Component's narrative description of their major re-coding efforts this year.

13. Check Assigned From

If the following conditions are all true, the "Assigned From" field shall have a valid Component code equal to A, N, F, M, or UN:

- Labor classification is military (i.e., A, R, or G)
- Component code does not equal A, N, F, or M

For all other records, including COCOM military records and all civilian authorizations, the "Assigned From" field shall have a value of "N/A". Blank fields are not permitted.

14. Valid Responsible Official

All entries in this field shall include a name, title, e-mail and phone number. Blank fields, incomplete entries, or "N/A" entries are not permitted.

15. Valid MILTECH

All records shall be coded "T", "U", or "N/A" in the MILTECH field. Blank fields are not permitted.

16. Valid SERVICE

All records with an entry of "11", "12", "13", "14", "15", "16", "17", "18", "19", or "20" in the COMPONENT field <u>and</u> an entry of "A", "G" or "R" in the LABOR_CLASS field should have an entry of "A", "N", "F" or "M" in this field. All other records shall be coded "N/A."

17. Valid Section 343 and 324

All records shall be coded with the four digit fiscal year the authorization was in-sourced for Section 324 and Section 343 actions; or "N/A" in the SEC343&324 field. Blank fields are not permitted.

18. Valid DAW

All records shall be coded "X" or "N/A" in the DAW field. Blank fields shall not be permitted.