



DEPARTMENT OF DEFENSE

**WARTIME
MANPOWER
MOBILIZATION
PLANNING
GUIDANCE**

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**OFFICE OF THE
ASSISTANT SECRETARY OF DEFENSE
(FORCE MANAGEMENT AND PERSONNEL)**



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AND PERSONNEL

THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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FOREWORD

This Handbook is reissued under the authority of DoD Instruction 1100.19, "Wartime Manpower Mobilization Planning Policies and Procedures," February 20, 1986.

DoD 1100.19-H, "Wartime Manpower Program Guidance," August 10, 1982, is hereby canceled.

This Handbook provides computation guidance and sample instructions for preparing projected wartime military and civilian manpower demand and supply data. Specific data preparation instructions will be provided at the time of each data call.

This Handbook applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), and the Defense Agencies with the exception of the National Security Agency and/or the Central Security Service (NSA/CSS) (hereafter referred to collectively as "DoD Components"), and the Coast Guard, when operating as a Service in the Navy. The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Exemptions from implementation of this Handbook must be requested and justified in writing to the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) for consideration.

This Handbook is effective immediately and is mandatory for use by all DoD Components. The Heads of DoD Components may issue supplementary instructions when necessary to provide for unique requirements of their DoD Component.

Send recommended changes to the Handbook through channels to:

Deputy Assistant Secretary of Defense
(Mobilization Planning and Requirements)
Office of the Secretary of Defense
Washington, DC 20301-4000

DoD Components may obtain copies of this Handbook through their own publications channels. Other Federal Agencies and the public may obtain copies from the National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161.

A handwritten signature in black ink, appearing to read "C. E. Edgar III".

MG C. E. EDGAR III, USA
Deputy Assistant Secretary of Defense
(Mobilization Planning & Requirements)

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REFERENCES

- (a) DoD 3020.36-P, "Master Mobilization Plan," May 1988
- (b) [DoD 5025.1-M](#), "Directives System Procedures," April 1981
- (c) [DoD Instruction 1100.19](#), "Wartime Manpower Mobilization Planning Policies and Procedures," February 20, 1986
- (d) The Joint Chiefs of Staff, "Joint Strategic Capabilities Plan (JSCP)," published periodically
- (e) DoD Directive 1100.18, "Wartime Manpower Mobilization Planning," January 31, 1986
- (f) JCS Pub 1-02, "Department of Defense Dictionary of Military and Associated Terms," June 1, 1987
- (g) Office of the Comptroller, Department of Defense, "The Five-Year Defense Program (FYDP)," published periodically
- (h) DoD 7045.7-H, "FYDP Program Structure," August 1988
- (i) The Under Secretary of Defense (Policy), "Defense Planning Guidance (DPG)," published annually
- (j) [DoD Directive 1325.2](#), "Desertion and Unauthorized Absence," August 20, 1979
- (k) [DoD Instruction 1444.2](#), "Consolidation of Automated Civilian Personnel Records," September 16, 1987
- (l) General Services Administration, "Worldwide Geographic Location Codes," September 1987
- (m) JCS PUB 6, "Joint Reporting Structure," published periodically
- (n) Office of Personnel Management, "Federal Personnel Manual (FPM)," published periodically
- (o) [DoD Directive 1200.7](#), "Screening the Ready Reserve," April 6, 1984
- (p) [DoD Directive 1404.10](#), "Retention of Emergency-Essential (E-E) DoD Civilian Employees Overseas," May 31, 1985
- (q) [DoD Directive 1400.31](#), "Mobilization Management of the DoD Civilian Work Force," September 9, 1986
- (r) [DoD Instruction 1400.32](#), "Mobilization Preparedness Planning for the DoD U.S. Citizen Civilian Work Force," January 15, 1987
- (s) [DoD Directive 1100.4](#), "Guidance for Manpower Programs," August 20, 1954
- (t) Title 10, United States Code, Sections 688 and 673

- (u) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1961
- (v) Department of Labor, "Dictionary of Occupational Titles (DoT)," published periodically

C1. CHAPTER 1

GENERAL

C1.1. PURPOSE

This Handbook provides computation guidance and sample instructions for the preparation and submission of military and civilian manpower data for the Wartime Manpower Mobilization Planning System (WARMAPS). The Military Services and Defense Agencies shall compute and submit wartime mobilization manpower demand and supply data to the ASD(FM&P). Scenario-specific data preparation instructions are provided for each mobilization planning or WARMAPS submission cycle. This Handbook outlines the responsibilities of those involved in the computation of manpower mobilization data and explains the conceptual framework and terminology that are used in the WARMAPS military and civilian subsystems.

C1.2. RESPONSIBILITIES

C1.2.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall:

C1.2.1.1. Develop, publish, and periodically update DoD 3020.36-P (reference (a)), consistent with DoD 5025.1-M (reference (b)).

C1.2.1.2. Discharge those responsibilities assigned in DoD Instruction 1100.19 (reference (c)).

C1.2.2. The Director of the Joint Staff shall:

C1.2.2.1. Develop, publish, and periodically update the JSCP (reference (d)).

C1.2.2.2. Provide guidance for the preparation of Military Service and Defense Agency mobilization plans.

C1.2.2.3. Review mobilization plans and assess mobilization capabilities in terms of the availability of manpower.

C1.2.2.4. Provide wartime military manpower data to the appropriate Military Service in the Joint Mobilization Augmentation Section of the Joint Manpower Program as specified in DoD Instruction 1100.19 (reference (c)).

C1.2.2.5. Submit wartime civilian manpower data to the WARMAPS, as required by reference (c) and as specified in Chapter 3 and Appendix 2, herein, or in superseding data preparation instructions.

C1.2.3. The Secretaries of the Military Departments and the Heads of the Military Services shall:

C1.2.3.1. Prepare detailed mobilization plans for the Military Service under guidance provided by the OSD in DoD 3020.36-P (reference (a)) and by the JCS in Annex N of reference (d).

C1.2.3.2. Establish requirements, specify demands, evaluate and screen supplies, identify shortfalls, and develop programs to ensure the availability of mobilization manpower.

C1.2.3.3. Submit wartime military manpower data to the WARMAPS, as required by reference (c) and as specified in Chapter 2 and Appendix 1, herein, or superseding data preparation instructions.

C1.2.3.4. Submit wartime civilian manpower data to the WARMAPS, as required by reference (c) and as specified in Chapter 3 and Appendix 2, herein, or superseding data preparation instructions.

C1.2.4. The Directors of Defense Agencies and the Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD) shall:

C1.2.4.1. Prepare detailed mobilization plans for the Defense Agencies, OSD staff elements, and DoD Field Activities in accordance with guidance provided by OSD in DoD 3020.36-P, and by the JCS in Annex N, JSCP (references (a) and (d)).

C1.2.4.2. Establish requirements, specify demands, evaluate and screen supplies, identify shortfalls, and develop programs to ensure the availability of mobilization manpower.

C1.2.4.3. Provide wartime military manpower data to the appropriate Military Service in the Joint Mobilization Augmentation Section of the Joint Manpower Program, as specified in reference (c).

C1.2.4.4. Submit wartime civilian manpower data to the WARMAPS, as required by reference (c) and as specified in Chapter 3 and Appendix 2, herein, or superseding data preparation instructions.

C1.3. GUIDANCE

C1.3.1. DoD Directive 1100.18 and DoD Instruction 1100.19 (references (e) and (c)) establish the policies for manpower mobilization planning during peacetime and manpower utilization during wartime. The Heads of DoD Components are responsible for developing, maintaining, and disseminating appropriate mobilization plans and procedures, standby emergency implementation documents, and organizational staffing arrangements required to mobilize and manage essential missions during mobilization.

C1.3.2. WARMAPS is not only the official source of wartime manpower requirements data within the Department of Defense, but a useful and reliable analytic tool for total force planning. WARMAPS provides data for testimony and reports to Congress (Secretary of Defense Annual Report, Defense Manpower Requirements Report, JCS Posture Statement, etc.). Within the OSD, WARMAPS data are used in many ways (e.g., to prepare or respond to issue papers) and in many forums (e.g., the Mobilization Steering Group and the Reserve Forces Policy Board).

C2. CHAPTER 2

WARTIME MILITARY MANPOWER GUIDANCE

C2.1. PURPOSE

This chapter provides instructions and considerations for the computation of military manpower mobilization demand and supply data and for the preparation and submission of appropriate data to WARMAPS.

C2.2. DEFINITIONS

C2.2.1. Programmed Manpower

C2.2.1.1. Unit. Any military element whose structure is prescribed by competent authority, such as a table of organization and equipment (JCS Pub. 1-02) (reference (f)).

C2.2.1.2. Force Structure. Numbers, sizes and composition of the units that comprise U.S. Defense Forces; e.g., divisions, ships, air wings (reference (f)).

C2.2.1.3. Force Structure Allowance. The sum of the AUTHORIZED military strengths of all units in the force structure (exclusive of individuals).

C2.2.1.4. Force Structure Strength. The sum of the ACTUAL military strengths of all units in the force structure (exclusive of individuals).

C2.2.1.5. Force Structure Deviation. Unit military personnel inventories in excess or short of the force structure strength requirement, as described in the FYDP and in DoD 7045.7-H (references (g) and (h)).

C2.2.2. Manpower Categories

C2.2.2.1. Officer. A commissioned or warrant officer of the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard.

C2.2.2.1.1. Officer - Active. A commissioned or warrant officer member of the Active establishment, as defined by the FYDP resource identification codes (RICS) 0001 through 0004 (reference (h)).

C2.2.2.1.2. Officer - Selected Reserve. A commissioned or warrant officer member of the National Guard or Reserve, as defined by the FYDP RICs 0006, 0008, 0010, 0011, 0013, 0014, 0015, 0017, 0018, 0020, 0022, 0024, 0028, 0029, 0030, 0031, 0032, 0033, and 0034 (reference (h)).

C2.2.2.2. Enlisted. An enlisted or noncommissioned member of the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard.

C2.2.2.2.1. Enlisted - Active. An enlisted or noncommissioned member of the Active establishment, as defined by the FYDP RICs 0101 through 0104 (reference (h)).

C2.2.2.2.2. Enlisted - Selected Reserve. An enlisted or noncommissioned member of the National Guard and Reserve, as defined by the FYDP RICs 0106, 0107, 0108, 0110, 0111, 0112, 0113, 0114, 0115, 0116, 0117, 0118, 0120, 0121, 0122, 0124, 0125, 0127, 0128, 0129, 0130, 0139, 0143, 0147, and 0148 DoD 7045.7-H (reference (h)).

C2.2.2.2.3. Individuals. Officer and enlisted members of the Military Services who are included in the defense planning and programming category, "individuals." They include trainees (officer RICs 0045, 0046, 0047, and 0048, and enlisted RICs 0135, 0136, 0137, 0138, 0140, 0141, and 0142), transients (PE887320), holdees (PE 887210) (FYDP, reference (h)), and students (officer RICs, 0041, 0042, 0043, and 0044, and enlisted RICs 0131, 0132, 0133, and 0134) (reference (h)).

C2.2.3. Occupational Categories. A grouping of manpower data by military occupation or skill.

C2.2.4. Theater. The geographic area of assignment in peacetime or during a scenario-specific mobilization or contingency. The various theaters are:

C2.2.4.1. Europe. All military forces assigned to Western and Southern Europe.

C2.2.4.2. Atlantic and/or Mediterranean. Navy and Marine forces afloat in the Atlantic and/or Mediterranean theater, Marine forces ashore in Iceland, and Navy and Marine forces assigned to the Azores.

C2.2.4.3. East Asia-Pacific. All military forces assigned to the East Asia-Pacific region including the Philippines, Taiwan, Japan, Korea, American Samoa, Guam, Johnson Atoll, Midway Island, Wake Island, and the Trust Territories.

C2.2.4.4. Indian Ocean. Navy and Marine forces afloat in the Indian Ocean theater, including the Indian Ocean, Arabian Sea, Gulf of Oman, Persian Gulf, Red Sea, and Gulf of Aden.

C2.2.4.5. Northeast Asia. All military forces assigned to a contingency operation on the Korean Peninsula, including Korea, Japan, and Okinawa.

C2.2.4.6. Southwest Asia. All military forces assigned to a contingency operation in the Middle East and Iran, Afghanistan, and Pakistan.

C2.2.4.7. Contingency. All military forces assigned to a contingency operation other than in Europe, Northeast Asia, or Southwest Asia. Inclusive territory will be specified and defined in the scenario-specific guidance provided by the DPG (reference (i)) or by the DASD(MP&R).

C2.2.4.8. United States. All military forces assigned to the continental United States (CONUS), Alaska, Hawaii, Puerto Rico, the Virgin Islands, and the adjacent territorial waters. Consists of both deploying and non-deploying forces.

C2.2.4.9. Rest of World (ROW). All military forces not assigned to a specific theater or the United States.

C2.3. GUIDANCE

C2.3.1. The military subsystem of WARMAPS establishes, as prescribed by reference (c), a consistent automated methodology for DoD Components to project their mobilization manpower demand and supply and to compare the projected wartime demand with the planned available supplies of military manpower. It is essential that the submitted data are an accurate reflection of the comprehensive and current military manpower mobilization planning of each DoD Component. The military subsystem is depicted in a functional schematic at Figure C2.F1.

C2.3.2. Any special assumptions, parameters, and planning requirements will be furnished in the scenario-specific guidance provided by the DASD(MP&R) for each mobilization planning and WARMAPS update cycle.

C2.3.3. For a full mobilization scenario, time periods normally start with pre-S-Day and will be divided into 10-day intervals from M-Day to M+60 days, and 30-day intervals from M+61 days to the end of the scenario. Time periods required for each specific scenario will be included in the guidance provided by the DASD(MP&R).

Such time periods may provide for the 200K call-up (S-day) and a partial mobilization in addition to the full mobilization. (See Appendix 1.) Although Military Service plans should consider requirements through M+360 days, data beyond M+180 days will not normally be required for WARMAPS submissions to OSD.

C2.3.4. Pre-S-Day data should agree with the FYDP (reference (g)) strength for the appropriate fiscal year.

C2.3.5. Military manpower data are to be divided into officer and enlisted personnel.

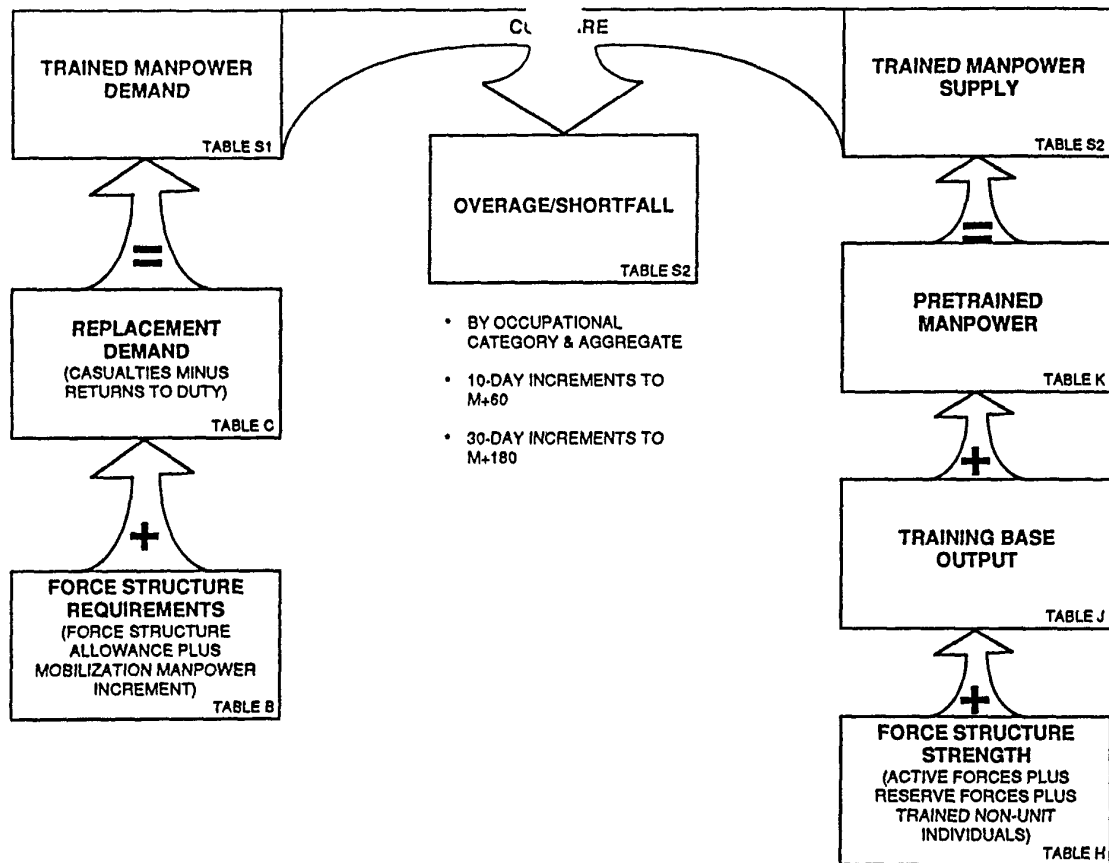
C2.3.6. Officer and enlisted manpower data are to be divided into occupational groupings specified in the scenario-specific guidance or as agreed to by the DASD(MP&R) and the Military Service concerned.

C2.3.7. Selected Reserve manpower data are to be divided into National Guard and Reserve by the Army and Air Force.

C2.4. COMPUTATIONS AND DATA FORMULATION

The following description outlines the minimum events in the process of computing the military manpower demand for a comprehensive military manpower mobilization plan. The important consideration is that each event be embodied in the computation process, not the order in which each event is considered. Steps 1 through 6 are stated only in terms of military manpower demand. In total, steps 1 through 6 describe the total military manpower demand by theater, manpower category, and occupational grouping. Steps 7 through 10 are stated only in terms of military manpower supply. In total, steps 7 through 10 describe the total military manpower supply available to the Military Services by manpower category and occupational grouping. Step 11 describes the military manpower shortages or overages that need to be the subject of a mobilization manpower management program.

Figure C2.F1. WARMAPS Military Subsystem



C2.4.1. Step 1: Determine the Time-phased Manpower Demand For the Buildup of Theater Forces:

C2.4.1.1. Use the various current time-phased force deployment data (TPFDD) files associated with the theater operations plans (OPLANS) and the planning assumptions for the specified contingency scenario from the DPG (reference (i)) as a basis for determining the time-phased manpower demands for each theater project the TPFDD demands forward through the program years including various Military Service initiatives.

C2.4.1.1.1. The pre-S-Day demand is the peacetime authorized force structure allowance.

C2.4.1.1.2. The M-Day theater demand is the peacetime authorized force structure raised to wartime strength allowance.

C2.4.1.1.3. The post-M-Day theater demand reflects the time-phased arrival of additional wartime force structure elements according to the OPLAN.

C2.4.1.2. Adjust the time-phased theater force manpower demand, as appropriate, to reflect the following:

C2.4.1.2.1. The inactivation on M-Day, or shortly thereafter, of theater units that have no wartime mission.

C2.4.1.2.2. The reduction on M-Day, or shortly thereafter, of units that have a reduced post-mobilization or wartime mission.

C2.4.1.2.3. The discontinuation or deferral on M-Day, or shortly thereafter, of all activities not essential to the war effort.

C2.4.1.2.4. The reduction, as incurred, of force structure elements due to the non-replaceable loss of equipment for which war reserve or replacement stocks are neither authorized nor available, such as ships and aircraft.

C2.4.1.2.5. The increase on M-Day, or shortly thereafter, of military manpower that replaces civilian personnel evacuated from the theater.

C2.4.2. Step 2: Determine the Time-phased Manpower Demand For the Buildup of Deploying Forces (U.S. Deploying):

C2.4.2.1. Use step 1 to determine the date that deploying force units are required in a theater of operation.

C2.4.2.2. Determine the manpower demand to raise all deploying force units from peacetime strength to war-required strength in a time-phased, incremental manner, consistent with the required deployment date.

C2.4.2.2.1. The pre-S-Day demand is the peacetime authorized force structure allowance.

C2.4.2.2.2. The M-Day demand is the incremental change in force structure allowance (for both Active and mobilized Selected Reserve units) to bring early deploying force units (units that are to deploy before M+30 days) to war-required strength consistent with the required deployment date.

C2.4.2.2.3. The post-M-Day demand includes the time-phased incremental changes in force structure allowance to bring late deploying force units (after 30 days) to war-required strength consistent with the required deployment date.

C2.4.2.2.4. The post-M-Day demand also includes the time-phased incremental changes in force structure allowance as each deploying force unit is brought to war-required strength and deployed, consistent with the required deployment date.

C2.4.3. Step 3: Determine the Time-phased Manpower Demand For the CONUS Mobilization and Sustaining Base (U.S. Non-deploying):

C2.4.3.1. Use the DPG (reference (i)) or the scenario-specific guidance provided by the DASD(MP&R) and the output from step 2, section C3.5., Chapter 3, herein, to determine the military manpower demand to raise CONUS sustaining base forces from peacetime strength to war-required strength in a time-phased, incremental manner, units and the required support of both deploying and deployed forces.

C2.4.3.2. Adjust the time-phased U.S. non-deploying manpower demand, as appropriate, to reflect the following:

C2.4.3.2.1. The inactivation on M-Day, or shortly thereafter, of CONUS units that have no wartime mission.

C2.4.3.2.2. The reduction on M-Day, or shortly thereafter, of units that have a reduced post-mobilization or wartime workload.

C2.4.3.2.3. The discontinuation or deferral on M-Day, or shortly thereafter, of all activities not essential to the war effort.

C2.4.3.2.4. The reduction on M-Day, or shortly thereafter, of military manpower that is replaced by civilian manpower or contractors.

C2.4.3.2.5. The inactivation of units whose sole mission is to facilitate the mobilization and deployment of force units when that mission is completed.

C2.4.3.2.6. The increase in manpower for units that have a mobilization or fill schedule, but have no manpower programmed or authorized during peacetime.

C2.4.4. Step 4: Determine the Time-phased Demand For Trained (Non-unit) Individuals:

C2.4.4.1. Determine the number of individuals (transients, holdees, and students (THS)) at the beginning of the scenario.

C2.4.4.2. Determine the number of individuals THS that will enter the individuals category during each time period.

C2.4.4.3. Determine the number of individuals THS that will leave the individuals' category during each time period to return to units. Use the delay enroute assumption provided in DoD Instruction 1100.19 (reference (c)).

C2.4.4.4. Add the number of THS that enter (+) or leave (-) the trained (non-unit) individuals' category during each time period to yield the manpower contained in the individuals' category during each time period. Trainees are accounted for separately in the training dynamics computations.

C2.4.5. Step 5: Determine the Time-phased Demand For Replacements For Casualties and Other Losses (Replacement Dynamics Computation):

C2.4.5.1. Using the strength of the total force in each theater of operation, calculate the time-phased losses due to the following:

C2.4.5.1.1. Killed, captured, and missing in action (KCMIA). Applies only to a theater "force at risk."

C2.4.5.1.2. Wounded in action (WIA) patients that are admitted to hospitals. Applies only to a theater "force at risk."

C2.4.5.1.3. Disease and nonbattle injury (DNBI) patients that are admitted to hospitals. Applies to all theaters and all forces.

C2.4.5.1.4. Deserters. Defined by DoD Instruction 1325.2 (reference (j)). Applies to all theaters and all forces.

C2.4.5.2. Calculate the time-phased returns to duty in each theater from the following sources:

C2.4.5.2.1. Patients (WIA admissions and DNBI admissions).

C2.4.5.2.2. Deserters and MIAS.

C2.4.5.3. Subtract the time-phased returns to duty from the time-phased losses to yield the time-phased replacement demand for each theater force.

C2.4.6. Step 6. Determine the Time-phased Demand For Military Manpower by Theater, Manpower Category, and Occupational Groupings:

C2.4.6.1. Take the time-phased military manpower demand for each theater (step 1).

C2.4.6.2. Add the time-phased military manpower demand for U.S. deploying forces (step 2).

C2.4.6.3. Add the time-phased military manpower demand for U.S. non-deploying forces (step 3).

C2.4.6.4. Add the time-phased military manpower demand for individuals (step 4). Add the time-phased military manpower demand for replacements (battle and non-battle casualties and other losses) (step 5).

C2.4.6.5. The product of step 6 (the sum of steps 1 through 5) is the time-phased U.S. Military manpower demand by theater, manpower category, and occupational grouping across the prescribed wartime scenario.

C2.4.7. Step 7: Determine the Time-phased Supply Of the Active Force Structure Military Manpower:

C2.4.7.1. Determine the Active force structure allowance on pre-S-Day. In the absence of other guidance, use the FYDP (reference (g)) force structure for the appropriate FY.

C2.4.7.2. Determine the Active force structure deviation on pre-S-Day. In the absence of other guidance, compare the operating strength with the force structure allowance.

C2.4.7.3. Apply the Active force structure deviation to the Active force structure allowance to derive at the pre-S-Day and M-Day operating strength of the Active force structure. After M-Day, all time-phased supplies of Active manpower are produced in other computations.

C2.4.8. Step 8: Determine the Time-phased Supply of the Selected Reserve Force Structure Military Manpower:

C2.4.8.1. Determine the Selected Reserve force structure allowance on pre-S-Day. In the absence of other guidance, use the FYDP (reference (g)) force structure for the appropriate FY.

C2.4.8.2. Determine the Selected Reserve force structure deviation on pre-S-Day. In the absence of other guidance, compare the operating strength with the force structure allowance.

C2.4.8.3. Apply the Selected Reserve force structure deviation to the Selected Reserve force structure allowance to derive at the pre-S-Day operating strength of the Selected Reserve force structure.

C2.4.8.4. Determine the number of Selected Reserve individuals in training (initial or other active duty training).

C2.4.8.5. Subtract the number of Selected Reserve trainees from the force structure allowance to determine the available Selected Reserve military manpower on pre-S-Day.

C2.4.8.6. Determine the anticipated no-show rate for Selected Reserve members at mobilization. In the absence of other guidance, use a 5 percent no-show or 95 percent show rate.

C2.4.8.7. Apply the no-show rate to the available pre-S-Day Selected Reserve military manpower to determine the M-Day military manpower to be produced by the Selected Reserve force structure. After M-Day, all time-phased supplies of military manpower are produced in other computations.

C2.4.9. Step 9: Determine the Time-phased Supply (Production) of Trained Individuals (Training Dynamics Computation):

C2.4.9.1. Determine the number of trainees on hand at pre-S-Day.

C2.4.9.2. Determine the number of current Service (CS) trainees (Active, and Selected Reserve) who will report for refresher training or retraining during each time period after M-Day.

C2.4.9.3. Determine the number of prior service (PS) trainees (Ready Reserve, retirees, and volunteers) who will report for refresher training or retraining during each time period after M-Day.

C2.4.9.4. Determine the number of non-prior service (NPS) trainees (volunteer enlistees and draft inductees) who will report for initial military training during each time period after M-Day.

C2.4.9.5. Add the trainee accessions to the trainees on hand to yield the trainee population during each time period after M-Day.

C2.4.9.6. Determine the number of trainee attritions for each time period after M-Day.

C2.4.9.7. Determine the training output from initial training (volunteer enlistees and draft inductees), refresher training (Active, retired, Ready Reserve, and PS volunteers), and retraining (all categories) for each time period.

C2.4.9.8. Subtract the trainee attrition and the training output from the trainee population to determine the number of trainees on hand at the end of each time period (or trainees on hand at the beginning of the next time period).

C2.4.10. Step 10: Determine the Time-phased Supply of Pretrained Individuals:

C2.4.10.1. Take the time-phased military manpower demand by theater, manpower category, and occupation (step 6).

C2.4.10.2. Subtract the time-phased military manpower supply from the Active force structure (step 7).

C2.4.10.3. Subtract the time-phased military manpower supply from the Selected Reserve force structure (step 8).

C2.4.10.4. Subtract the time-phased military manpower supply (training output) from the training base (step 9).

C2.4.10.5. Determine the number of each category of pre-trained individuals: inactive National Guard (ING), Individual Ready Reserve (IRR), retired personnel, Standby Reserve (SBR), as well as prior service volunteers. Use all available assets according to priority, plan, or other requirement.

C2.4.10.6. Subtract the time-phased accessions from all categories of pre-trained individuals to determine the time-phased overages or shortages of military manpower by manpower category and occupational grouping.

C2.4.11. Step 11: Program To Meet Time-phased Military Manpower Demand.

Develop programs to meet the time-phased military manpower demands with a minimum of time-phased overages or shortages. These programs may involve recruiting, training, force structure changes, OPLAN-changes, and-other considerations.

C3. CHAPTER 3

WARTIME CIVILIAN MANPOWER GUIDANCE

C3.1. PURPOSE

This chapter provides instructions and considerations for the computation, preparation, and submission of civilian manpower requirements and supply data in support of WARMAPS.

C3.2. DEFINITIONS

C3.2.1. Civilian Employee. A nonuniformed employee of a DoD Component.

C3.2.2. Civilian Position. A computed, engineered, and classified unit of work that represents the peacetime or mobilization work requirement for one full-time civilian employee. Computation and engineering standards differ for peacetime and mobilization positions and for different kinds of work. (See section C3.5., below.) In WARMAPS, civilian positions are described by organizational affiliation, work place location, skill, and skill level.

C3.2.3. Civilian Manpower. The civilian employees in the peacetime or mobilization work force. In WARMAPS, civilian manpower are described by organizational affiliation, work place location, skill, and skill level.

C3.3. DATA ELEMENT DICTIONARY

C3.3.1. Element Name: Employment Category

Description: The broad management categories (e.g., U.S. Appropriated Fund, U.S. Nonappropriated Fund (NAF), FNDH, FNIH) used to describe the civilian work force.

Type: Alphabetic Character

Length: 1

Value Range: None

List of Specific Values:

"U" for U.S. Appropriated Fund positions and/or employees.

"N" for U.S. NAF positions and/or employees.

"F" for FNDH positions and/or employees.

"T" for FNIH positions and/or employees.

Other Editing Details: None

C3.3.2. Element Name: Major Claimant

Description: The major command or major functional element code established by the DoD Component Headquarters to identify major subordinate units.

Type: Alphabetic and/or Numeric Character

Length: 2

Value Range: None

Other Editing Details: Services and Agencies should submit the same Agency code as submitted to DMDC under DoD Instruction 1444.2 (reference (k)).

C3.3.3. Element Name: Personnel Office Identifier (POI)

Description: The number assigned by the Office of Personnel Management (OPM) to identify the civilian personnel office responsible for providing personnel services.

Type: Numeric Character

Length; 4

Value Range: 1903 through 9743

List of Specific Values: None

Other Editing Details: The nomenclature of the civilian personnel office number was changed from submitting officer number (SON) to POI.

C3.3.4. Element Name: Work Place Location

Description: The geographic location where work is actually required and/or performed.

Type: Alphabetic and/of Numeric Character

Length: 9

Value Range: None

List of Specific Values: None

Other Editing Details: Work place locations will be coded according to geographic location codes (GEOLOC) in the current edition of the GSA publication "Worldwide Geographic Location Codes (reference (1))." If a DoD installation has been assigned a unique GEOLOC, that GEOLOC will be used. Otherwise, enter the GEOLOC for the nearest city or town. In unusual circumstances (e.g., where a position requires work at multiple locations), the responsible servicing civilian personnel office shall be used.

C3.3.5. Element Name: Unit Identification Code (UIC)

Description: UIC, as prescribed by JCS Pub 6 (reference (m)), is used to represent the organizational element at the work place level of detail.

Type: Alphabetic and/or Numeric Character

Length: 6

Value Range: None

List of Specific Values: None

Other Editing Details:

Army: Report a "W" in the first position.

Navy: Report an "N" in the first position.

Air Force: Report an "F" in the first position.

Marine Corps: Report an "M" in the first position.

Coast Guard: Report an "E" in the first position.

Defense Agencies without UIC codes may report the same constructed code as submitted to the DMDC under DoD Instruction 1444.2 (reference (k)).

C3.3.6. Element Name: Civilian Occupation

Description: The OPM occupational series code assigned to General Schedule (GS) and Federal Wage Board (M) positions as described in the FPM (reference (n)).

Type: Numeric Character

Length: 4

Value Range:

GS: 0006 through 2181

FWB: 2501 through 9899

List of Specific Values: None

Other Editing Details: For foreign national occupations coded under an indigenous occupational series code, the closest OPM equivalent must be entered. Data preparation instructions for a foreign national data call shall provide instructions for recording foreign national occupational codes that do not translate to an equivalent OPM occupational series code.

C3.3.7. Element Name: Civilian Pay Plan

Description: The OPM schedule which is used to determine pay.

Type: Alphabetic Character

Length: 2

Value Range: None

Other Editing Details: For foreign national pay plans coded under an indigenous pay plan code, the closest OPH equivalent must be entered. Data preparation instructions for a foreign national data call will provide instructions for recording foreign national pay plan codes that do not translate to an equivalent OPM occupation series code.

C3.3.8. Element Name: Civilian Grade

Description: The specific grade of a position or employee, as listed in the FPM (reference (n)).

Type: Numeric Character

Length: 2

Value Range: 00 through 18

List of Specific Values: None

Other Editing Details: For foreign national occupations coded under an indigenous civilian grade code, the closest OPM equivalent code must be entered. Data preparation instructions for a foreign national data call will provide instructions for recording foreign national grades that do not translate to an equivalent OPM grade.

C3.3.9. Element Name: Peacetime Positions

Description: The number of full-time, permanent civilian positions required to accomplish the peacetime work load.

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data listed should be for pre-M-Day only and reflect authorized or equivalent positions. If this field is not needed, it may be left blank or zero filled.

C3.3.10. Element Name: Positions Created

Description: The number of new or additional planned positions that are required during the scenario to accomplish new or increased work load resulting from mobilization mission.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 days and M+150 days should be entered in M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

C3.3.11. Element Name: Positions Terminated

Description: The number of positions that are no longer required because of postponed or canceled activities during mobilization or the completion of specific mobilization work requirements.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+150 days. If there is no data for a particular time period, the field may be left blank or zero filled.

C3.3.12. Element Name: Key positions

Description: The number of peacetime positions that are designated "key"; and that cannot be vacant during a national emergency or mobilization without seriously impairing the capability of the organization or office to function effectively. Refer to DoD Directive 1200.7 (reference (o)) for further clarification of key positions.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: If there are no key positions the field may be left blank or zero filled. This field applies to United States civilian manpower only.

C3.3.13. Element Name: E-E Positions

Description: The number of E-E civilian positions located overseas (or that would be transferred overseas during a crisis) in which continued performance of the position is considered essential to the support of mission requirements. Refer to DoD Directive 1404.10 (reference (p)) for further clarification of E-E positions.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: For E-E positions in the United States that are transferred overseas during crises, the number of E-E positions must be entered in two records; the U.S. record and a corresponding overseas record. In addition to entering the number of E-E positions in this field for both records, the U.S. record must show E-E position as terminated and the overseas record must show the E-E positions as created. If there are no E-E positions, the field may be left blank or zero filled. This field applies to United States civilian manpower only.

C3.3.14. Element Name: Onhand Strength

Description: The number of full-time permanent employees in the civilian work force.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: If there are no onhand employees, the field may be left blank or zero filled.

C3.3.15. Element Name: Recalled Reservists

Description: The number of civilian employees in the onhand strength who have a Reserve obligation and may be recalled to Military Service.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Do not include members of the Reserve who have been relieved of their recall obligations. Refer to DoD Directives 1200.7 and 1404.10 (references (o) and (p)) for the screening policies of U.S. civilian manpower. If there are no Reservists, the field may be left blank or zero filled.

C3.3.16. Element Name: Recalled Retirees

Description: The number of civilian employees in the onhand strength who are retired from regular or Reserve Service and have a recall obligation to Military Service.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Do not include those retirees of the civilian work force who have been relieved of their recall obligations. Refer to DoD Directives 1200.7 and 1404.10 (references (o) and (p)) for screening policies of U.S. civilian manpower.

C3.3.17. Element Name: Transfer Losses

Description: The number of available civilian employees who do not fill wartime required positions.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that Includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

Transfer losses in each record are derived from incumbents who are transferred from terminated or lapsed positions throughout the scenario or who are excess (M-Day through M+180 days). Transfer losses entered in one time period to reflect subtractions to supply should NOT be entered as transfer losses in subsequent time periods. The following situations do not yield transfer losses:

C3.3.17.1. Terminated or lapsed positions that are vacant.

C3.3.17.2. Terminated or lapsed positions in which the incumbents are recalled Reservists or retirees.

C3.3.17.3. Terminated or lapsed positions in which the incumbents could fill existing vacant wartime positions in the same record. For each transfer loss, there must be EITHER:

C3.3.17.4. A corresponding increase to the transfer gains field in another record indicating the placement of the available employee in another vacant wartime required position; OR,

C3.3.17.5. A corresponding increase to the manpower for reassignment field in the same record indicating the availability of the employee for reassignment.

C3.3.18. Element Name: Transfer Gains

Description The number of available civilian employees who, upon mobilization, are planned to transfer to vacant wartime required positions.

Description: The number of available civilian employees who, upon mobilization, are planned to transfer to vacant wartime required positions.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

Transfer gains should reflect mobilization planning at activity, installation, and higher command levels to detail, reassign and utilize all available civilian employees in appropriate mobilization work requirements.

The following are limitations in taking transfer gains:

C3.3.18.1. Both transfer gains and transfer losses cannot be entered in the same time period in the same WARMAPS records.

C3.3.18.2. Transfer gains entered in one time period to reflect additions to supply should NOT be entered as transfer gains in subsequent time periods.

C3.3.18.3. The number of transfer gains cannot exceed the number of vacant positions required at a particular time period in the same WARMAPS record.

Transfer gains taken between M-Day and M+180 days serve as a dynamic and realistic reflection of mobilization planning to fill vacant mobilization positions from the available manpower. Sources of available manpower are:

C3.3.18.4. Transfer losses.

C3.3.18.5. Manpower for reassignment.

C3.3.18.6. Manpower for utilization.

C3.3.19. Element Name: Manpower for Reassignment

Description: The remaining supply of employees over the scenario who are transfer losses and have not yet been placed in specific wartime required positions.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

A decrease to manpower for reassignment reflects actual mobilization planning for the detail, reassignment and optimal utilization of available supplies of civilian employees. The running total of remaining manpower for reassignment decreases for each employee who is detailed or reassigned to a wartime required position (i.e., taken as a transfer gain).

C3.3.20. Element Name: Manpower for Utilization

Description: The initial and remaining supplies of part-time, intermittent, or temporary employees in the U.S. civilian work force who may be assigned to wartime required positions during mobilization.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes pre-M-Day, M-day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

For pre-M-Day, the data should reflect the peacetime supply of part-time, intermittent, or temporary employees. Data for M-Day and beyond are a running total of the remaining supplies of part-time, intermittent, or temporary employees who have not yet been assigned to wartime required positions. Each decrease in the supply of manpower for utilization is associated with a corresponding transfer gain. This field applies to U.S. civilian manpower only.

C3.3.21. Element Name: Probable Gains

Description: The number of remaining civilian employees from the manpower for reassignment and manpower for utilization fields who, by virtue of their skills, could fill vacant wartime required positions.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

Unlike transfer gains that reflect actual mobilization planning, probable gains reflect a reallocation of the remaining supplies of civilian manpower (employees in the manpower for reassignment and manpower for utilization fields at M+180 days) to vacant wartime required positions. A probable gain is entered at the earliest time period when the manpower is available and the requirement exists. At M-Day, probable gains are taken from the pool of available manpower reflected in the manpower for reassignment and manpower for utilization fields at M+180 days. For M+30 through M+180 days, probable gains are taken from the manpower for conversion field. The probable gains field simulates the maximum utilization of all available skills without affecting transfer gains, transfer losses, manpower for reassignment and manpower for utilization fields. This field applies to United States civilian manpower only.

C3.3.22. Element Name: Manpower for Conversion

Description: The number of remaining civilian employees from the manpower for reassignment and manpower for utilization fields who, by virtue of their skills or unavailability, could not fill a vacant wartime required position.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

Manpower not taken as probable gains at M-Day must be entered in the manpower for conversion field at M-Day. Manpower for conversion is decremented for each probable gain taken at M+30 days and beyond. This field is a running total of unused manpower that can be used to fill a vacant wartime required position (M-Day through M+180 days.). Manpower for conversion reflects a reallocation of the remaining supplies

(employees in the manpower for reassignment and manpower for utilization fields at M+180 days) without affecting transfer gains, transfer losses, manpower for reassignment and manpower for utilization fields. This field applies to United States civilian manpower only.

C3.3.23. Element Name: Committed Host Nation Civilian Support

Description: The unidentified civilian manpower committed by the host nation to support specific wartime civilian functions and/or missions.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-Day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered at M+180 days. If there is no data for a particular time period, the field may be left blank or zero filled.

The committed host-nation support (HNS) is a reflection of a treaty or agreement between the United States and the host nation. Data entered here does not affect other demand and supply fields. The number of committed host nation civilian support entered in a particular time period of a record shall not exceed the number of vacancies in the record for that time period. Committed host-nation civilian support entered in one time period to reflect additions to supply should NOT be entered as committed host-nation civilian support in subsequent time periods. This field applies to foreign national civilian manpower only.

C3.3.24. Element Name: Additional Manpower Supplies

Description: The additional supplies of foreign national civilian manpower, from sources of labor not entered in other fields, needed to fill wartime position vacancies.

Type: Numeric Character

Length: 3

Value Range: 0 through 999

List of Specific Values: None

Other Editing Details: Data are entered over a mobilization scenario that includes M-day, M+30 days, M+60 days, M+90 days, and M+180 days. Data for M+120 and M+150 days should be entered in M+180 days.

If there is no data for a particular time period, the field may be left blank or zero filled.

Examples of additional manpower supplies are: Part-time, intermittent, and temporary foreign national employees; foreign national annuitants available for rehire; and, NAF foreign national employees who are not needed in mobilization-required NAF work. Other additional manpower supplies may be used. Each additional manpower supply is reported only once at the time period when it first becomes available. This data element does not interact with any other demand or supply field. This field applies to foreign national civilian manpower only.

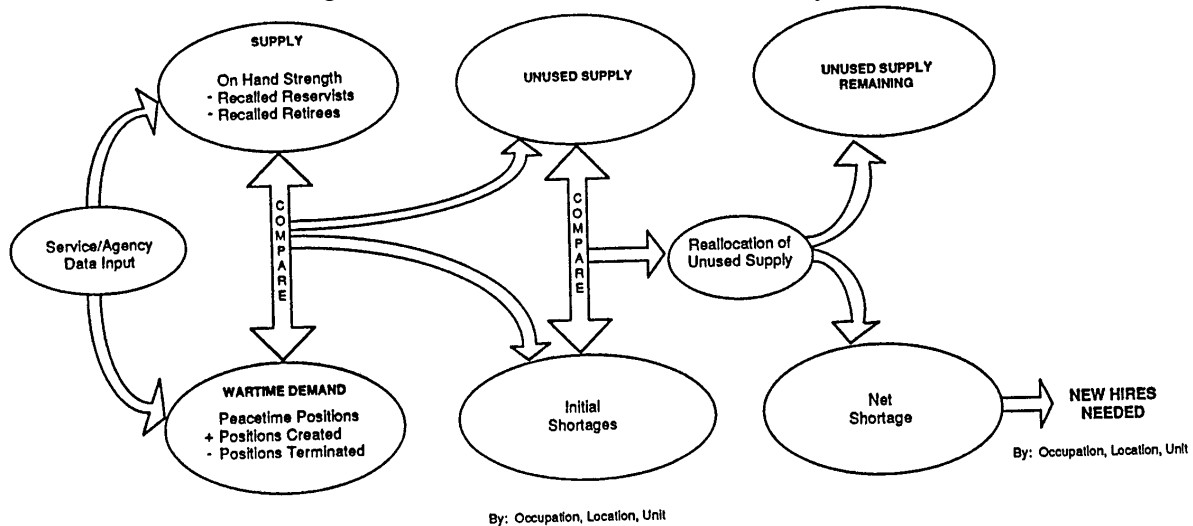
C3.4. GUIDANCE

C3.4.1. The civilian subsystem of WARMAPS establishes, as prescribed by reference (c), a consistent automated methodology for DoD Components to project their mobilization manpower requirements for the civilian work force and to compare the projected wartime demand with the planned available supplies of civilian manpower. It is essential that the submitted data are an accurate reflection of the comprehensive and current civilian mobilization planning of each Service and Agency. The civilian subsystem is depicted in a functional schematic at Figure C3.F1.

C3.4.2. While WARMAPS civilian data are prepared and provided by each DoD Component for its entire civilian work force, the data are submitted in record units. Each record is unique and consists of manpower demand and supply data fields defined by identification data fields that describe organizational affiliation, work place location, skill, and skill level. The specifications of the fields are in the "Data Element Dictionary." (See section C3.3., above.)

Special assumptions, parameters, and submission requirements shall be furnished in the scenario-specific guidance provided by the DASD(MP&R) for each mobilization planning review or WARMAPS update cycle.

Figure C3.F1. WARMAPS Civilian Subsystem



C3.5. COMPUTATIONS AND DATA FORMULATION

The following outlines the minimum (events) in the process of computing wartime manpower demand and supply and in the process of preparing the data for submission. The events are presented in a sequence that illustrates a logical computation of WARMAPS data. The important consideration is that each event be included in the computation process, not the order in which the events is considered.

C3.5.1. Step 1: Determine the Work Load

C3.5.1.1. Project the work load that must be accomplished in peacetime and in each time period during mobilization at each activity or installation using such output-oriented measures as the number of people to be fed at each meal or the number of tons of a particular commodity that must be crated and shipped.

C3.5.1.1.1. Use the planning assumptions for the applicable scenario: the timing and sequence of force deployments and resupply actions emanating from step 2., section C2.4., Chapter 2; the pre-mobilization manning and equipment of units; and the inventory and location of forward placed war reserve stocks.

C3.5.1.1.2. Determine the adjustments to the projected work load needed to reflect those functions that may be limited by the physical capacity of the relevant facilities or strategic lift assets or both.

C3.5.1.1.3. Determine the adjustments to the projected work load needed to reflect the elimination of nonessential activities that may be deferred or discontinued. (See DoD Directive 1100.18 and DoD Instruction 1100.19 (references (e) and (c)) for more details.)

C3.5.1.1.4. Constrain the time duration of the projected work load to be consistent with the inventories of equipment and materiel on hand and the reduction of the activity or installation population due to force deployments.

C3.5.1.2. For CONUS locations, determine which work loads at each activity or installation could be accomplished by continuing peacetime contractual service arrangements.

C3.5.1.3. For overseas locations, determine which work loads are appropriate for and consistent with the projected wartime supplies of HNS. Use the criteria in the DPG (reference (i)) or other appropriate guidelines.

C3.5.1.4. Subtract that portion of the work load, which has been determined capable of being accomplished by manpower other than DoD military and civilian personnel, to determine the in-house work load.

C3.5.1.5. Express the in-house work load in work hours needed per organizational affiliation, work place location, skill, and skill level.

C3.5.1.6. Apply the appropriate workweek criteria (using the guidelines in DoD Instruction 1100.19 (reference (c)) for CONUS), Military Service and Defense Agency-developed nonavailability time factors, consistent with manpower management guidelines in reference (c), and Military Service and Defense Agency developed work factors (e.g., the work hours necessary to select, document, pack, and load a ton of supplies), to the projected work load. Develop the work load related manpower requirements of the mobilization scenario.

C3.5.2. Step 2: Determine the Civilian Manpower Demand

C3.5.2.1. Not all manpower demand can be related to work load. Some relate to hours of operation, such as the 24-hours operation of airfield control towers, or to unmeasurable activities, such as management.

C3.5.2.1.1. Express all nonwork load related manpower requirements in work hours needed per organizational affiliation, work place location, skill, and level.

C3.5.2.1.2. Determine the adjustments to the work load needed to reflect the additional nonwork load related manpower demand for mobilization activities.

C3.5.2.1.3. Add the work load and nonwork load manpower requirements to obtain the total manpower demand.

C3.5.2.2. Partition the demand into military or civilian positions using the criteria contained in DoD Instruction 1100.19 (reference (c)). Incorporate the time-phase conversion of CONUS support jobs from military to civilian incumbency, using the guidelines contained in reference (c). Also, incorporate the time-phased conversion of overseas support jobs from civilian to military incumbency.

C3.5.2.3. Fully describe the peacetime and mobilization civilian manpower requirement by the organizational affiliation, work place location, skill, and skill level.

C3.5.2.4. Distinguish between overseas jobs that would be occupied during mobilization by U.S. civilians (presumably only those where incumbency is critical to the continuity of operations) and those that would be filled by foreign nationals.

C3.5.2.5. Compare the time-phased mobilization manpower requirements with the previous time-period requirements to determine the incremental adjustments (positions created and positions terminated) to the pre-M-Day starting point. For example, all positions required at M-Day and not reported in the peacetime authorizations, are considered created positions at M-Day.

C3.5.3. Step 3: Determine the Fill of Positions

C3.5.3.1. Because of the planned recall of DoD civilian employees to active military duty (both Reservists and retirees) during mobilization and because of new positions, the number of positions that will be needed to fill is likely to exceed the civilian manpower strength. It is essential to identify the positions (by organizational affiliation, work place location, skill, and skill level) that will be vacant upon mobilization due to the recall of civilian incumbents to active military duty. Additionally, the new or existing positions that do not use the civilian manpower supply to fill its requirement should be identified.

C3.5.3.2. All projected job vacancies will not be filled by new employees. Many can be filled by employees evacuated from theater or excess employees not occupying a wartime required position. Therefore:

C3.5.3.2.1. Develop an employee mobilization reutilization plan to reassign civilian employees to more critical jobs.

C3.5.3.2.2. Identify the employees who, according to mobilization plans, will not occupy a wartime required position and are a source of unused manpower supply.

C3.5.3.2.3. Plan for the utilization of all sources of available manpower including, but not limited to the part-time, temporary, or intermittent employees.

C3.5.3.2.4. Subtract the resulting time-phased reallocation and utilization of civilian manpower from the projected time-phased job vacancies to yield the net shortage or surplus of civilian manpower.

C3.5.4. Step 4: Develop Programs To Meet Civilian Manpower Demands. Develop programs to ensure adequate civilian work force support of the military mobilization force structure. Such programs may involve recruiting, training, organizational changes, and other considerations. Refer to DoD Instruction 1100.19, DoD Directive 1400.31, DoD Instruction 1400.32, FPM Chapter 910 and FPM Supplement 910-1, and DoD Directive 1100.4 (references (c), (q), (r), (n), and (s)).

AP1. APPENDIX 1SAMPLE DATA PREPARATION INSTRUCTIONS FOR MILITARY MANPOWERAP1.1. FORCE STRUCTURE-DYNAMICS (DEMAND)

Demand Table AP1.T1. (field 4, position 5, code B) displays the force structure allowance and its components as well as the incremental change in force structure allowance (mobilization manpower increment (MMI)) during a time period. The change in force structure allowance is due primarily to the higher manning levels during wartime but also encompasses changes due to inactivated units, reduced units, civilianization, expansion of units, reduced requirements for lost facilities or equipment not replaced, and manpower required for unmanned units. Detail is furnished on theater, officer and enlisted personnel, and occupational category.

AP1.1.1. Instructions: Data are to be supplied for theaters specified in the scenario-specific guidance. Data input tables should be completed using the code, fields, and positions specified for each manpower category in subparagraphs AP1.1.1.1. through AP1.1.1.9., below. A sample data input table follows the conceptual layout.

AP1.1.1.1. Manpower Authorized In Units (Code 1). This is the peacetime force structure allowance (programmed manpower structure) authorized in the FYDP (reference (g)) for the Active forces (exclusive of individuals) and the peacetime authorized strength (total paid strength) for the Selected Reserves. Data apply to pre-S-Day only (fields 8 through 10, positions 12 through 29).

AP1.1.1.2. Additional Manpower Required (Code 2). This is the incremental change in manpower required to attain wartime strength, consistent with scheduled employment or deployment. The incremental changes necessary to attain wartime strength occur on or after S-Day consistent with the scheduled of the units. Incremental changes which occur after full mobilization will be reflected as changes to the Active force structure. Transfers to a theater will be shown as a positive entry. Transfers from a theater may be shown as a negative entry (see also subparagraph AP1.1.1.9., below) (fields 12 through 28, positions 36 through 137).

AP1.1.1.3. Manpower From Inactivated Units (Code 3). This is the incremental change in manpower in units that have no manpower demand after mobilization (fields 16 through 28, positions 60 through 137).

AP1.1.1.4. Manpower From Reduced Units (Code 4). This is the incremental change in manpower in units with a reduced manpower demand as a result of a reduced post-mobilization work load (fields 16 through 28, positions 60 through 137).

AP1.1.1.5. Reductions Due To Lost Equipment Not Replaced (Code 5). This is the incremental change in manpower in units that are destroyed and normally cannot be reconstituted. For example, if a Navy ship is destroyed, the force structure is reduced, thereby precluding any need to replace the crew. Similarly, if an aircraft is destroyed, the force structure is reduced, thereby precluding any need to replace the air crew or associated maintenance personnel. Conversely, a mechanized infantry battalion which loses all of its personnel carriers may be reconstituted as an infantry battalion. The force structure would not be reduced. The demand for combat personnel would be essentially unchanged. However, the demand for maintenance personnel would decrease (fields 16 through 28, positions 60 through 137).

AP1.1.1.6. Military Replaced By Civilians (Code 6). This is the incremental change in manpower to reflect military positions to be filled by civilians after mobilization (fields 16 through 28, positions 60 through 137).

AP1.1.1.7. Civilians Replaced By Military (Code 7). This is the incremental change in manpower to reflect civilian positions to be filled by military after mobilization (fields 16 through 28, positions 60 through 137).

AP1.1.1.8. Manpower For Unmanned Units (Code 8). This is the incremental change in manpower in units for which equipment stocks and a mobilization or fill schedule exists prior to M-Day, but for which no manpower is authorized during peacetime. Demands will reflect phased incremental increases for each unit to attain required wartime strength consistent with scheduled employment or deployment (fields 16 through 28, positions 60 through 137).

AP1.1.1.9. Transfers Out Of a Theater (Code 9). This is the incremental change in manpower reflecting transfers from a theater (fields 16 through 28, positions 60 through 137).

AP1.1.2. Conceptual Layout:

$$\begin{aligned}
& (\text{Manpower authorized in units})t_0 \\
& + \sum_{i=1}^n (\text{Additional manpower required})t_i \\
& - \sum_{i=1}^n (\text{Manpower from inactivated units})t_i \\
& - \sum_{i=1}^n (\text{Manpower from reduced units})t_i \\
& - \sum_{i=1}^n (\text{Reductions due to lost equipment not replaced})t_i \\
& - \sum_{i=1}^n (\text{Military replaced by civilians})t_i \\
& + \sum_{i=1}^n (\text{Civilians replaced by military})t_i \\
& + \sum_{i=1}^n (\text{Manpower for unmanned units})t_i \\
& - \sum_{i=1}^n (\text{Transfers out of theater})t_i \\
& = \text{Force structure allowance at } t_n \\
& \Rightarrow \text{Mobilization manpower increment at } t_n
\end{aligned}$$

The mobilization manpower increment at t_n is the difference between the force structure allowance at t_n and the force structure allowance at t_{n-1} . The mobilization manpower increment at t_n is also equal to the algebraic sum of all entries for t_n .

AP1.2. REPLACEMENT DYNAMICS (DEMAND)

Demand Table AP1.T2. (field 4, position 5, code C) displays the replacement demand and its components. The replacement demand is generated by casualties and other losses and can be defined as the difference between the losses (KCMIA, WIA admissions, DNBI admissions, and deserters) and the returns to duty (from patients, deserters, and MIAs) adjusted for transient time. Detail is furnished on theater, officer and enlisted personnel, and occupational category.

AP1.2.1. Instructions. All losses and returns to duty are to be shown at the time they occur. Data are to be supplied for theaters specified in the scenario-specific guidance. Data input tables should be completed using the code, fields, and positions specified for each manpower category below. A sample data input table follows the conceptual layout.

AP1.2.1.1. Losses Due to:

AP1.2.1.1.1. KCMIA (Code 1). Combat casualty losses (fields 19 through 28, positions 78 through 137).

AP1.2.1.1.2. WIA Admissions (Code 2). Combat casualty patients (fields 19 through 28, positions 78 through 137).

AP1.2.1.1.3. DNBI Admissions (Code 3). Non-battle casualty patients (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.2.1.1.4. Deserters (Code 4). Defined by DoD Directive 1325.2 (reference (j)) (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.2.1.2. Returns To Duty From:

AP1.2.1.2.1. Patients (Code 5). Patients are DNBI admissions and WIA admissions (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.2.1.2.2. Deserters and MIAs (Code 6). Deserters and MIAs are defined above (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.2.1.2.3. Patients Remaining (Code 7). DNBI admissions and WIA admissions who have not died, and who have not been returned to duty, discharged, or

evacuated. Entries for this category will not be used in computing the replacement demand (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.2.1.2.4. Patients Evacuated (Code 8). DNBI admissions and WIA admissions who are evacuated from theater to a CONUS medical facility. Entries for this category will not be used in computing the replacement demand (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.2.1.2.5. Died of Wounds (Code 9). DNBI admissions and WIA admissions who die of disease, injury, or wounds after admission to a medical facility. Entries for this category will not be used in computing the replacement demand (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.2.1.2.6. Medical Discharges (Code 10). DNBI admissions and WIA admissions who have not died or have not been returned to duty but have been discharged from military service because of medical disability. Entries for this category will not be used in computing the replacement demand (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.1.2. Conceptual Layout:

$$\begin{aligned}
 & (\text{KCMIA})_{t_i} \\
 & + (\text{WIA admissions})_{t_i} \\
 & + (\text{DNBI admissions})_{t_i} \\
 & + (\text{Deserters})_{t_i} \\
 & - (\text{Returns to duty from patients})_{t_i} \\
 & - (\text{Returns to duty from deserters and MIAs})_{t_i} \\
 & = \text{Replacement demand at } t_i \\
 & \Rightarrow \text{Replacement demand at } t_i \text{ (adjusted for transient time)} \\
 & (\text{Patients remaining})_{t_i} \text{ (nonadd)}
 \end{aligned}$$

(Patients evacuated) t_i (nonadd)

(Died of wounds) t_i (nonadd)

(Medical discharges) t_i (nonadd)

NOTE: Replacement demand in a theater of operations is adjusted forward by one time period so that a casualty incurred during t_i will be considered a replacement demand during t_{i-1} .

Table AP1.T2. Replacement Dynamics

FIELD	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19																		
	YEAR	COMPONENT	ALIAS	MANPOWER CATEGORY	MANPOWER TYPE	PRE-S-DAY (ACTIVE)	PRE-S-DAY (GUARD)	PRE-S-DAY (RESERVE)	PRE-S-DAY (IMA)	S-DAY (ACTIVE)	S-DAY (GUARD)	S-DAY (RESERVE)	S-DAY (IMA)	M-DAY (ACTIVE)	M-DAY (GUARD)	M-DAY (RESERVE)	M ₁₀		
POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	X	X	X	C	X	0	1	0											X
2					0	1	E												
3					0	2	Q												
4					0	2	E												
5					0	3	Q								X		X		
6					0	3	E												
7					0	4	Q												
8					0	4	E												
9					0	5	Q												
10					0	5	E												
11					0	6	Q												
12					0	6	E												
13					0	7	Q												
14					0	7	E												
15					0	8	Q												
16					0	8	E												
17					0	9	Q												
18					0	9	E												
19					1	0	Q												
20	X	X	X	C	X	1	0	E						X		X			X
21																			
22																			
23																			
24																			
25																			

AP1.3.1.3. Trained (Non-unit) Individuals. On pre-S-Day, trained (non-unit) individuals includes THS. On S-Day and beyond, trained individuals is adjusted to reflect incremental changes for THS.

AP1.3.1.4. Detail is furnished on officer and enlisted personnel and occupational category. Data apply only to theater code Y. Data input tables shall be completed using the code, fields, and positions specified for each manpower category below. A sample data input table follows the conceptual layout.

AP1.3.2. Instructions. Data apply only to theater code Y. Data input shall be completed using the code, fields, and positions specified for each manpower category below. A sample data input table follows the conceptual layout.

AP1.3.2.1. Force Structure Allowance - Active (Code 1). The peacetime force structure allowance (programmed manpower structure) authorized in the FYDP (reference (g)), (exclusive of individuals). Data apply to pre-S-Day only. This entry should equal the pre-S-Day force structure allowance for the Active forces on Table AP1.T1. (field 8, positions 12 through 17).

AP1.3.2.2. Force Structure Deviation - Active (PE 887220) (Code 2). The difference between the peacetime force structure, allowance (programmed manpower structure) and actual force structure strength (operating strength). Data apply to pre-S-Day only. This entry must agree with the FYDP (reference (g)). The entry will be negative when the force structure allowance exceeds the actual manpower program strength and positive when the allowance is less than the actual strength (field 8, positions 12 through 17).

AP1.3.2.3. Manpower to be Trained (Code 3). Members of the force structure who cannot be used in their current skills and must be retrained to fill mobilization positions. They are to be shown also as "Current Service" accessions on Table AP1.T4. (field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.3.2.4. Force Structure Allowance - Selected Reserve (Code 4). The peacetime authorized strength (total paid strength) of Selected Reserve units and individuals. It includes Reserve component categories (RCC) S, T, and U. Army and Air Force entries should distinguish between National Guard and Reserve units and individual mobilization augmentees (IMAs). Navy, Marine Corps, and Coast Guard entries will distinguish between Reserve units and IMAs. Data apply to pre-S-Day only. Entries should equal the pre-S-Day peacetime authorized strength (total paid

strength) of the Selected Reserve on Table AP1.T1. (fields 9 through 11, positions 18 through 35).

AP1.3.2.5. Force Structure Deviation - Selected Reserve (Code 5). The difference between the peacetime authorized strength and the actual strength. Data apply to pre-S-Day only. The entry will be negative when the force structure allowance exceeds the actual manpower program strength and positive when the allowance is less than actual strength (fields 9 through 10, positions 18 through 29).

AP1.3.2.6. Selected Reserve Presidential Call-Up (200K Call-Up) (Code 6). The Selected Reserve manpower that is mobilized under the Presidential authority in 10 USC 673(b) (reference (t)) can go up to 200,000. Data apply to S-Day only. The mobilized manpower may include IMAs and will be a decrement to the Selected Reserve force structure strength and a corresponding increase to the Active force structure strength (fields 13 through 15, positions 42 through 59).

AP1.3.2.7. Ready Reserve Presidential Call-Up (Partial Mobilization Call-Up) (Code 7). The Reserve manpower that is mobilized after a Presidential declaration of a national emergency under partial mobilization (Section 673 of reference (t)). Can go up to 1 million. Data apply to M-Day only. The mobilized manpower may include IMAs and IRRs and will be a decrement to the Selected Reserve force structure strength and a corresponding increase to the Active force structure strength (fields 17 through 18, positions 66 through 77).

AP1.3.2.8. Trainees (Code 8). The enlisted members of the Selected Reserve in training and/or retirement categories (TRC) F, P, Q, T, and X. Data apply to pre-S-Day only. Entries are to equal trainee figures in the FYDP (reference (g)) for pre-S-Day (fields 9 through 10, positions 18 through 29).

AP1.3.2.9. No Shows (Code 9). Those members of the Selected Reserve who do not reach their units on M-Day. Data apply to M-Day only (fields 17 through 18, positions 66 through 77).

AP1.3.2.10. Trained (Non-unit) individuals (Code 10). The individual category (Program 8) of trained military personnel (including cadets and midshipmen) who are not assigned to force structure units. It includes transients (PE 887320), holdees (PE 887210), and students (officer RICs 0041, 0042, 0043, and 0044, and enlisted RICS, 0131, 0132, 0133, 0134, 0140, 0141, and 0142). The pre-S-Day entry must equal the total population of THS in the FYDP (reference (g)). For S-Day and beyond, entries must reflect only incremental changes in the "individuals" population. Incremental changes are shown as negative entries to denote individuals returning to

units and as positive entries to denote accessions to the individuals category (field 8, positions 12 through 17; field 12, positions 36 through 41; field 16, positions 60 through 65; fields 19 through 28, positions 78 through 137).

AP1.3.3. Conceptual Layout:

(Force structure allowance - active) t_0

+ (Force structure deviation - active) t_0

= Force structure strength - active at t_0

+ (200K call-up) t_1

= Force structure strength - active at t_1

+ (IMA) T_0

+ (IMA) T_1

+ (Partial mobilization call-up) t_2

= Force structure strength - active at t_2

(Force structure allowance Selected Reserve) t_0

+ (Force structure deviation - Selected Reserve) t_0

- (Trainees) t_0

= Force structure strength - Selected Reserve at t_0

- (200K call-up) t_1

= Force structure strength - Selected Reserve at t_1

- (Partial mobilization call-up) t_2

- (No-shows)_{t₂}
- = Force structure strength - Selected Reserve at t₂
- (Trained (non-unit) individuals)_{t₁}
- + Trained (non-unit) individuals (cum)_{t₁₋₁}
- Trained (non-unit) individuals (cum) at t₁

Table AP1.T3. Structure Strengths

POSITION	FIELD																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	YEAR	COMPONENT	BRANCH	UNIT	REPORT	MANPOWER CATEGORY	MANPOWER TYPE	PRE-S-DAY (ACTIVE)	PRE-S-DAY (GUARD)	PRE-S-DAY (RESERVE)	PRE-S-DAY (IMA)	S-DAY (ACTIVE)	S-DAY (GUARD)	S-DAY (RESERVE)	S-DAY (IMA)	M-DAY (ACTIVE)	M-DAY (GUARD)	M-DAY (RESERVE)
1	X	X	X	H	Y	0	1	C	X									
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20	X	X	X	H	Y	1	0	E	X									
21																		
22																		
23																		
24																		
25																		

Table AP1.T3. Structure Strengths (Continued)

FIELD	19	20	21	22	23	24	25	26	27	28
	M+10 (continued)	M+20	M+30	M+40	M+50	M+60	M+80	M+120	M+150	M+180
POSITION	01	02	03	04	05	06	07	08	09	10
	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30
	31	32	33	34	35	36	37	38	39	40
	41	42	43	44	45	46	47	48	49	50
	51	52	53	54	55	56	57	58	59	60
	61	62	63	64	65	66	67	68	69	70
	71	72	73	74	75	76	77	78	79	80
	81	82	83	84	85	86	87	88	89	90
	91	92	93	94	95	96	97	98	99	100
	101	102	103	104	105	106	107	108	109	110
	111	112	113	114	115	116	117	118	119	120
	121	122	123	124	125	126	127	128	129	130
	131	132	133	134	135	136	137	138	139	140
	141	142	143	144	145	146	147	148	149	150
	151	152	153	154	155	156	157	158	159	160
	161	162	163	164	165	166	167	168	169	170
	171	172	173	174	175	176	177	178	179	180
	181	182	183	184	185	186	187	188	189	190
	191	192	193	194	195	196	197	198	199	200
	201	202	203	204	205	206	207	208	209	210
	211	212	213	214	215	216	217	218	219	220
	221	222	223	224	225	226	227	228	229	230
	231	232	233	234	235	236	237	238	239	240
	241	242	243	244	245	246	247	248	249	250
	251	252	253	254	255	256	257	258	259	260
	261	262	263	264	265	266	267	268	269	270
	271	272	273	274	275	276	277	278	279	280
	281	282	283	284	285	286	287	288	289	290
	291	292	293	294	295	296	297	298	299	300
	301	302	303	304	305	306	307	308	309	310
	311	312	313	314	315	316	317	318	319	320
	321	322	323	324	325	326	327	328	329	330
	331	332	333	334	335	336	337	338	339	340
	341	342	343	344	345	346	347	348	349	350
	351	352	353	354	355	356	357	358	359	360
	361	362	363	364	365	366	367	368	369	370
	371	372	373	374	375	376	377	378	379	380
	381	382	383	384	385	386	387	388	389	390
	391	392	393	394	395	396	397	398	399	400
	401	402	403	404	405	406	407	408	409	410
	411	412	413	414	415	416	417	418	419	420
	421	422	423	424	425	426	427	428	429	430
	431	432	433	434	435	436	437	438	439	440
	441	442	443	444	445	446	447	448	449	450
	451	452	453	454	455	456	457	458	459	460
	461	462	463	464	465	466	467	468	469	470
	471	472	473	474	475	476	477	478	479	480
	481	482	483	484	485	486	487	488	489	490
	491	492	493	494	495	496	497	498	499	500
	501	502	503	504	505	506	507	508	509	510
	511	512	513	514	515	516	517	518	519	520
	521	522	523	524	525	526	527	528	529	530
	531	532	533	534	535	536	537	538	539	540
	541	542	543	544	545	546	547	548	549	550
	551	552	553	554	555	556	557	558	559	560
	561	562	563	564	565	566	567	568	569	570
	571	572	573	574	575	576	577	578	579	580
	581	582	583	584	585	586	587	588	589	590
	591	592	593	594	595	596	597	598	599	600
	601	602	603	604	605	606	607	608	609	610
	611	612	613	614	615	616	617	618	619	620
	621	622	623	624	625	626	627	628	629	630
	631	632	633	634	635	636	637	638	639	640
	641	642	643	644	645	646	647	648	649	650
	651	652	653	654	655	656	657	658	659	660
	661	662	663	664	665	666	667	668	669	670
	671	672	673	674	675	676	677	678	679	680
	681	682	683	684	685	686	687	688	689	690
	691	692	693	694	695	696	697	698	699	700
	701	702	703	704	705	706	707	708	709	710
	711	712	713	714	715	716	717	718	719	720
	721	722	723	724	725	726	727	728	729	730
	731	732	733	734	735	736	737	738	739	740
	741	742	743	744	745	746	747	748	749	750
	751	752	753	754	755	756	757	758	759	760
	761	762	763	764	765	766	767	768	769	770
	771	772	773	774	775	776	777	778	779	780
	781	782	783	784	785	786	787	788	789	790
	791	792	793	794	795	796	797	798	799	800
	801	802	803	804	805	806	807	808	809	810
	811	812	813	814	815	816	817	818	819	820
	821	822	823	824	825	826	827	828	829	830
	831	832	833	834	835	836	837	838	839	840
	841	842	843	844	845	846	847	848	849	850
	851	852	853	854	855	856	857	858	859	860
	861	862	863	864	865	866	867	868	869	870
	871	872	873	874	875	876	877	878	879	880
	881	882	883	884	885	886	887	888	889	890
	891	892	893	894	895	896	897	898	899	900
	901	902	903	904	905	906	907	908	909	910
	911	912	913	914	915	916	917	918	919	920
	921	922	923	924	925	926	927	928	929	930
	931	932	933	934	935	936	937	938	939	940
	941	942	943	944	945	946	947	948	949	950
	951	952	953	954	955	956	957	958	959	960
	961	962	963	964	965	966	967	968	969	970
	971	972	973	974	975	976	977	978	979	980
	981	982	983	984	985	986	987	988	989	990
	991	992	993	994	995	996	997	998	999	1000

AP1.4. TRAINING DYNAMICS (SUPPLY)

Supply Table AP1.T4. (field 4, position 5, code J) displays the training output during and the number of trainees at the end of each time period. Trainees at end is defined as the sum of trainees at the start of a time period plus accessions during the time period minus any trainee attrition and minus any training output during the time period. Detail is furnished on officer and enlisted personnel. Training output will also include occupational category.

AP1.4.1. Instructions: Data apply only to theater code Y. Data for total officers and total enlisted personnel (without regard to occupational category) are to be entered for all manpower categories except training output (which will include occupational category). The term "trainees" includes both officer accession students in training and enlisted trainees. The Army and Air Force provide separate entries for Active, National Guard, and Reserve; the Navy, Marine Corps, and Coast Guard provide entries for Active and Reserve. Data input tables should be completed using the code, fields, and positions specified for each manpower category, below. A sample data input table follows the conceptual layout.

AP1.4.1.1. Trainees at Start (Code 1). The number of trainees at the beginning of a given time period. Data will be entered for pre-S-Day only. The number of trainees at the beginning of each succeeding time period will be calculated to equal the number of trainees at the end of the previous time period. For example, trainees at start of M+40 will equal trainees at end of M+30. Trainees at start of M+10, will equal the sum of the active, guard, and Reserve trainees at end of pre-S-Day. The number of Active enlisted trainees (RICs 0135, 0136, 0137, 0138) and the number of Active officer accession students (RICs 0045, 0046, 0047, 0048) on pre-S-Day is to equal the number provided in the FYDP reference (g)). Selected Reserve trainees on pre-S-Day will include enlisted personnel in TRC F, T, and X, and IRR personnel in TRC J and K (fields 8 through 10, positions 12 through 29).

AP1.4.1.2. NPS Accessions - Active (Code 2). All accessions without PS or training, including personnel in the delayed entry program. Personnel shall be entered as NPS accessions-active at the time they are ordered to report for training (fields 19 through 28, positions 78 through 137).

AP1.4.1.3. NPS Accessions - Selected Reserve (Code 3). Selected Reserve personnel without PS or training. Reserve personnel in TRC H, P, and Q shall be mobilized as trainees (fields 19 through 28, positions 78 through 137).

AP1.4.1.4. CS Accessions (Code 4). Members of the Active force who require some form of retraining or refresher training (see Code 3 on Table AP1.T3.) (fields 16 through 28, positions 60 through 137).

AP1.4.1.5. PS Accessions - ING (Code 5). Members of the ING who require some form of retraining or refresher training. The ING consists of personnel in TRC I (fields 19 through 28, positions 78 through 137).

AP1.4.1.6. PS Accessions - IRR (Code 6). Members of the IRR who require some form of retraining or refresher training. The IRR consists of personnel in TRC E (fields 19 through 28, positions 78 through 137).

AP1.4.1.7. PS Accessions - RTD (Code 7). Accessions who are retired from either Regular or Reserve service and who require some form of retraining or refresher Training (fields 19 through 28, positions 78 through 137).

AP1.4.1.8. PS Accessions - SBR (Code 8). Members of the SBR who require some form of retraining or refresher training. The SBR consists of personnel in RCC Y (fields 19 through 28, positions 78 through 137).

AP1.4.1.9. PS Accessions - Volunteer Veterans (VOL) (Code 9). Accessions who are veterans with no military obligation, who have volunteered for active duty and who require some form of retraining or refresher training (fields 19 through 28, positions 78 through 137).

AP1.4.1.10. Trainee Attrition (Code 10). Includes all individuals who, for any reason, leave training before completion (fields 19 through 28, positions 78 through 137).

AP1.4.1.11. Training Output - NPS (Code 11). Includes all NPS accessions who complete initial training and leave for their units. Any training output occurring on M-Day is to be included on M+10 (fields 19 through 28, positions 78 through 137).

AP1.4.1.12. Training Output - CS (Code 12). Includes all CS accessions who complete retraining or refresher training and leave for their units. Any training output occurring on M-Day is to be included on M+10 (fields 19 through 28, positions 78 through 137).

AP1.4.1.13. Training Output - ING (Code 13). Includes all ING accessions who complete retraining or refresher training and leave for their units. Training output - ING shall also be reflected in the appropriate category on Table AP1.T5. (fields 19 through 28, positions 78 through 137).

AP1.4.1.14. Training Output - IRR (Code 14). Includes all IRR accessions who complete retraining or refresher training and leave for their units. Training output - IRR shall also be reflected in the appropriate category on Table AP1.T5. (fields 19 through 28, positions 78 through 137).

AP1.4.1.15. Training Output - RTD (Code 15). Includes all retired accessions who complete retraining or refresher training and leave for their units. Training output - RTD shall also be reflected in the appropriate category on Table AP1.T5. (fields 19 through 28, positions 78 through 137).

AP1.4.16. Training Output - SBR (Code 16). Includes all SBR accessions who complete retraining or refresher training and leave for their units. Training output - SBR shall also be reflected in the appropriate category on Table AP1.T5. (fields 19 through 28, positions 78 through 137).

AP1.4.1.17. Training Output - VOL (Code 17). Includes all VOL accessions who complete retraining or refresher training and leave for their units. Training output - VOL shall also be reflected in the appropriate category on Table AP1.T5. (fields 19 through 28, positions 78 through 137).

AP1.4.2. Conceptual Layout:

Conceptual Layout

$$\begin{aligned}
 & \text{(Trainees at start)}t_0 \\
 & + \sum_{i=2}^n \text{NPS accessions)}t_i \\
 & + \sum_{i=2}^n \text{NPS accession - selected Reserve)}t_i \\
 & + \sum_{i=2}^n \text{CS accessions)}t_i \\
 & + \sum_{i=2}^n \text{PS accessions - ING)}t_i \\
 & + \sum_{i=2}^n \text{PS accessions - IRR)}t_i \\
 & + \sum_{i=2}^n \text{PS accessions - RTD)}t_i \\
 & + \sum_{i=2}^n \text{PS accessions - SBR)}t_i \\
 & + \sum_{i=2}^n \text{PS accessions - VOL)}t_i \\
 & - \sum_{i=2}^n \text{(Trainee attrition)} \\
 & - \sum_{i=2}^n \text{(Training output - NPS)}t_i \\
 & - \sum_{i=2}^n \text{(Training output - CS)}t_i \\
 & - \sum_{i=2}^n \text{(Training output - ING)}t_i
 \end{aligned}$$

Table AP1.T4. Training Dynamics (Continued)

Page 2 of 2

FIELD	19	20	21	22	23	24	25	26	27	28
	M+10 (continued)	M+20	M+30	M+40	M+50	M+60	M+90	M+120	M+150	M+180
POSITION	01	02	03	04	05	06	07	08	09	10

The trainees incremental change at t_i is the difference between the trainees at end at t_i and the trainees at start at t_i .

AP1.5. PRE-TRAINED INDIVIDUALS (SUPPLY)

Supply Table AP1.T5. (field 4, position 5, code K) displays the pre-trained individual supply from S-Day and beyond. Detail is furnished on officer and enlisted personnel and occupational category.

AP1.5.1. Instructions: Data apply only to theater code Y. All manpower categories refer to individuals who go directly to their assignment or come out of refresher training on or after S-Day. Pre-S-Day entries for codes 1 through 4 will reflect the actual strength of each manpower category (nonadd memo entries only). Data input tables should be completed using the code, fields, and positions specified for each manpower category, below. A sample data input table follows the conceptual layout.

AP1.5.1.1. ING (Code 1). Consists of personnel who are members of a National Guard unit in an inactive status. This includes personnel in RCC I (field 9,

positions 18 through 23; field 17, positions 66 through 71; fields 19 through 28, positions 78 through 137).

AP1.5.1.2. IRR (Code 2). Consists of personnel who are members of the IRR. This includes personnel in TRC E (field 10, positions 24 through 29; fields 18 through 28, positions 72 through 137).

AP1.5.1.3. RTD (Code 3). Consists of personnel who are nondisability military retirees from Regular or Reserve Service who are under 60 years of age and those military retirees that the military service determines are needed for mobilization (field 10, positions 24 through 29; field 14, positions 48 through 53; fields 18 through 28, positions 72 through 137).

AP1.5.1.4. SBR (Code 4). Consists of personnel who are members of the SBR. This includes personnel in RCC Y (field 10, positions 24 through 29; fields 18 through 28, positions 72 through 137).

AP1.5.1.5. VOL (Code 5). Consists of personnel who are veterans of prior military service with no further military obligation but who have volunteered for active duty (field 18 through 28, positions 72 through 137).

AP1.5.2. Conceptual Layout:

$$\begin{aligned}
 &(\text{ING})t_i \\
 &+ (\text{IRR})T_i \\
 &+ (\text{RTD})T_i \\
 &+ (\text{SBR})T_i \\
 &+ (\text{VOL})T_i \\
 &= \text{Pre-trained individual supply at } t_i
 \end{aligned}$$

Table AP1.T5. Pre-trained Individuals

POSITION	FIELD																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	YEAR	COMPONENT	TABLE	TABLE	MANPOWER CATEGORY	MANPOWER TYPE	PRE-S-DAY (ACTIVE)	PRE-S-DAY (GUARD)	PRE-S-DAY (RESERVE)	PRE-S-DAY (IMA)	S-DAY (ACTIVE)	S-DAY (GUARD)	S-DAY (RESERVE)	S-DAY (IMA)	M-DAY (ACTIVE)	M-DAY (GUARD)	M-DAY (RESERVE)	M+10
1	X	X	X	K	Y	0	1											
2					0	1												
3					0	2												
4					0	2												
5					0	3												
6					0	3												
7					0	4												
8					0	4												
9					0	5												
10	X	X	X	K	Y	0	5											
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		

Table AP1.T5. Pre-trained Individuals (Continued)

POSITION	FIELD																	
	19	20	21	22	23	24	25	26	27	28								
	M+10 (continued)	M+20	M+30	M+40	M+50	M+60	M+80	M+120	M+180	M+180								
1																		
2																		
3																		
4																		
5																		
6																		
7																		
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22																		
23																		
24																		
25																		

AP1.6. DATA RECORD FORMAT AND CODES

Items marked with an asterisk (*) have been registered in the DoD Data Element Program (DoD 5000.12-M, reference (u)).

Items marked with a double asterisk (**) may be omitted.

Description	Character Length	Type	Field	Position	Code
* <u>Year</u>	2	N	1	1 through 2	
* <u>Component</u>	1	A	2	3	
Army					A
Navy					N
Marines					M
Air Force					F
Coast Guard					G
<u>Filler (leave blank)</u>	1		3	4	
Table - Supply and Demand					
<u>Categories</u>	1	A	4	5	
Force Structure Dynamics (Demand)					B
Replacement Dynamics (Demand)					C
Structure Strength (Supply)					H
Training Dynamics (Supply)					J
Pre-trained Individuals (Supply)					K
* <u>Theater</u>	1	A	5	6	
Europe					E
Atlantic and/or Mediterranean					A
Contingency					C
Pacific Ocean ashore					Q
Pacific Ocean afloat					P
Indian Ocean					I
Northeast Asia					K
Southwest Asia					S
U.S. (used only when not separating deploying from nondeploying)					N
U.S. deploying					D
U.S. nondeploying					F
ROW					R

Description	Character Length	Type	Field	Position	Code
No theater distinction					Y
<u>Manpower Category</u>	2	N	6	7-8	
*Table AP1.T1.: Force structure dynamics categories					
Manpower authorized in units					01
Additional manpower required					02
*Manpower from inactivated units					03
*Manpower from reduced units					04
**Reductions due to lost equipment not replaced					05
**Military replaced by civilians					06
**Civilians replaced by military					07
Manpower for unmanned units					08
**Transfers out of theater					09
*Table AP1.T2.: Replacement dynamics categories					
KCMIA					01
WIA admissions					02
DNBI admissions					03
**Deserters					04
Return to duty:					
From Patients					05
**From deserters and MIAs					06
Patients remaining					07
Patients evacuated from theater					08
**Died of wounds					09
**Medical discharges					10
*Table AP1.T3.: Structure strengths categories					
Force structure allowance - active					01
Force structure deviation - active					02
**Manpower to be trained					03
Force structure allowance - Selected Reserve					04
**Force Structure deviation - Selected Reserve					05

Description	Character Length	Type	Field	Position	Code
200K call up					06
Partial mobilization call-up					07
Trainees					08
No-shows					09
Trained (non-unit) individuals					10

*Table AP1.T4.: Training dynamic categories

Trainees at Start					01
NPS accessions					02
NPS accessions - Selected Reserve					03
**CS accessions					04
**PS accessions - ING					05
** PS accessions - IRR					06
** PS accessions - RTD					07
** PS accessions - SBR					08
** PS accessions - (VOL)					09
Trainee attrition					10
Training output - NPS					11
** Training output - CS					12
**Training output - ING					13
**Training output -IRR					14
**Training output -RTD					15
**Training output - SBR					16
**Training output - VOL					17

*Table AP1.T5.: Pre-trained individuals categories

ING					01
IRR					02
RID					03
SBR					04
**VOL					05

<u>Manpower Type</u>	3	A/N	7	9-11	
Officer					
Total					0
Combat					01
Medical					02
Logistics, services, and supply					03

Description	Character Length	Type	Field	Position	Code
Technical, engineering, maintenance, and repair					04
Communication and intelligence					05
Enlisted					
Total					E
Combat					E1
Medical					E2
Logistics, services, and supply					E3
Technical, engineering, maintenance, and repair					E4
Communication and intelligence					E5
Time					
Pre-S-Day - Active	6	N	8	12 through 17	
Pre-S-Day - Guard	6	N	9	18 through 23	
Pre-S-Day - Reserve	6	N	10	24 through 29	
Pre-S-Day - IMA	6	N	11	30 through 35	
S-Day - Active	6	N	12	36 through 41	
S-Day - Guard	6	N	13	42 through 47	
S-Day - Reserve	6	N	14	48 through 53	
S-Day - IMA	6	N	15	54 through 59	
M-Day - Active	6	N	16	60 through 65	
M-Day - Guard	6	N	17	66 through 71	
M-Day - Reserve	6	N	18	72 through 77	
M+ 10	6	N	19	78 through 83	
M+ 20	6	N	20	84 through 89	
M+ 30	6	N	21	90 through 95	
M+ 40	6	N	22	96 through 101	
M+ 50	6	N	23	102 through 107	
M+ 60	6	N	24	108 through 113	
M+ 90	6	N	25	114 through 119	
M+ 120	6	N	26	120 through 125	
M+ 150	6	N	27	126 through 131	
M+ 180	6	N	28	132 through 137	
				Blank Field	138 through 140

NOTE: Coding must be as indicated in the instructions. When specific coding instructions are not provided, reference must be made to DoD 5000.12-M (reference (u)).

AP1.7. AUTOMATION INSTRUCTIONS

AP1.7.1. Data will normally be submitted on magnetic tape. Data submissions on floppy diskette or hand-written input tables may be considered upon specific request.

AP1.7.2. All quantity input data are incremental except when otherwise specified and will be submitted in hundreds, rounded to the nearest hundred except that Coast Guard data will be submitted in whole numbers.

AP1.7.3. After completion of the input tables, the data will normally be transcribed onto magnetic tape with the following specifications:

AP1.7.3.1. Tapes must be IBM compatible, 9-track, EBCDIC, with a tape density of 1600 BPI.

AP1.7.3.2. Tape records must be blocked 42 records to a block, 140 characters per data record.

AP1.7.3.3. No header or trailer LABELs are to be written on the reels.

AP1.7.3.4. An IBM compatible tape mark will be used to signal the end of reel (EOR).

AP1.7.3.5. Tape reels are to be identified by an outside LABEL that lists contents, year, submission date, submitting DoD Component, and the name and telephone number of the person to contact to resolve tape format problems.

AP1.7.3.6. A hard copy of the first 50 records from the tape must accompany the tape submission.

AP1.7.3.7. Codes for fields 1 through 7 must be entered as shown on the sample data input tables in this appendix.

AP1.7.3.8. All quantity fields (fields 8 through 27) are six digits long, must be right justified, and need not be zero filled.

AP1.7.3.9. All quantities are expressed in hundreds, rounded to the nearest hundred. (Quantities of 50 to 99 will be rounded up to the next hundred. Quantities of 1 through 49 will be rounded down.) Coast Guard quantities are whole numbers.

AP1.7.3.10. When negative entries occur, a negative sign must precede the first significant digit.

AP2. APPENDIX 2

SAMPLE DATA PREPARATION INSTRUCTIONS FOR U.S. CIVILIAN MANPOWER

AP2.1. GENERAL

AP2.1.1. The civilian subsystem of the WARMAPS compiles and manages data about the DoD civilian work force required to support the mobilization force structure (demand) and the civilian employees available to perform the required work (supply). As prescribed in DoD Instruction 1100.19 (reference (c)), each Service and Defense Agency is required to develop, maintain, and submit wartime demand and supply data.

AP2.1.2. Civilian WARMAPS data are submitted in record units. Each record consists of either numeric demand or supply data, or both numeric demand and supply data entered over a 180-day mobilization scenario. Each record is unique and consists of:

AP2.1.2.1. Identification Data Fields. These data fields describe civilian manpower positions and/or employees by organizational affiliation, work place location, skill, and skill level.

AP2.1.2.2. Demand Data Fields. These are numeric data fields which contain data about wartime manpower requirements (i.e., the number of peacetime positions needed and the number of wartime positions that need to be created or terminated) over the scenario.

AP2.1.2.3. Supply Data Fields. These are numeric data fields that contain data about the available supply of employees over the scenario.

AP2.1.3. Definitions, special assumptions, specific reporting directions, and coding instructions for each of the data elements are outlined in subsequent sections.

AP2.1.2.4. Wartime civilian manpower requirements and projections of the available supplies of civilian employees in WARMAPS will be based on the mobilization preparedness planning policies, procedures, and scenario assumptions in DoD Directives 1100.18 and 1400.31 and in DoD Instructions 1100.19 and 1400.32 (references (e), (q), (c), and (r)). Wartime projections will be based on the assumption of full mobilization under the DPG scenario (reference (i)). The data must accurately reflect projected wartime-mission work load requirements for all U.S. civilian manpower who are paid from appropriated funds, and the planned maximum utilization of

all available U.S.-appropriated fund employees. Foreign national data will not be reported.

AP2.1.2.5. The mobilization scenario begins with pre-M-Day. The only numeric data entered for pre-M-Day are peacetime positions, key positions, manpower for utilization, and on hand strength. The remaining numeric data are entered over the mobilization scenario that continues with M-Day, M+30 days, M+60 days, M+90 days, and ends with M+180 days. Incremental data for M+120 and M+150 days will be reflected in the M+180 days time period. (Sections AP2.3. and AP2.4., below, provide explanations of numeric data fields.)

AP2.2. IDENTIFICATION DATA FIELDS

AP2.2.1. Instructions. Data for the civilian subsystem identification elements listed in subparagraphs AP2.2.1.1. through AP2.2.1.8., below, will be entered for each record according to the specific instructions provided. Identification data elements are key fields in the management and computation of WARMAPS civilian demand and supply data. It is essential that the accuracy of these fields is verified.

AP2.2.1.1. Employment Category. The broad management categories of the civilian work force (e.g., U.S. appropriated fund, NAF, FNDH, and FNIH) are distinguished by employment category codes in WARMAPS.

Enter employment category code "U" (for U.S.-appropriated fund manpower) in all records submitted for this data call.

AP2.2.1.2. Major Claimant. The major command or major functional element directly subordinate to, and established by, the DoD Component Headquarters. Services and Agencies should report the bureau portion of the Agency code submitted to DMDC under DoD Instruction 1444.2 (reference (k)).

Enter the two-character alphanumeric code designated by the Service or Agency to distinguish major claimants within the DoD Component.

AP2.2.1.3. POI. The number, formerly known as, "Submitting Office Number (SON)," assigned by the OPM to identify the civilian personnel office responsible for providing personnel services.

Enter the four-digit number of the POI responsible for servicing the manpower requirements and/or employees.

AP2.2.1.4. Work Place Location. The geographic location where work is actually required and/or performed. Work place locations will be coded according to the GEOLOCs in the GSA publication, "Worldwide Geographic Location Codes (GEOLOC)" (reference (l)).

Enter the nine-character alphanumeric GEOLOC representing the State, city, and county (or county and city, if outside the United States) of the work place.

NOTE: If a DoD installation has been assigned a unique GEOLOC, that GEOLOC will be used. Otherwise, enter the GEOLOC for the nearest city or town. In unusual circumstances (e.g., where a position requires work at multiple locations or at sea) the GEOLOC of the responsible servicing civilian personnel office shall be used.

AP2.2.1.5. UIC. UIC, as prescribed by JCS Pub. 6 (reference (m)), are used in WARMAPS to represent the organization element at the work place level of detail. Defense Agencies without UIC codes may report the same constructed code as submitted to the DMDC under DoD Instruction 1444.2 (reference (k)).

Enter the six-character alphanumeric UIC code.

NOTE: Army: Report a "W" in the first position.

Navy: Report an "N" in the first position.

Air Force: Report an "F" in the first position.

Marine Corps: Report an "M" in the first position.

Coast Guard: Report an "E" in the first position.

AP2.2.1.6. Civilian Occupation. The OPM occupational series code for GS and FWB positions, as described in the Federal Personnel Manual (FPM) (reference (n)).

Enter the four-digit OPM occupational series for each record.

AP2.2.1.7. Civilian Pay Plan. The OPM schedule that is used to determine pay. Pay plans are described in the FPM (reference (n)).

Enter the conventional two-character code used by OPM to abbreviate pay plans (e.g., GS, GM, ES, WG, WL, and WS).

AP2.2.1.8. Civilian Grade. The specific grade of a position or employee, as listed in the FPM (reference (n)).

Enter the specific two-digit grade for the positions and/or manpower in each record.

AP2.3. DEMAND DATA FIELDS

AP2.3.1. Instructions. WARMAPS projects civilian manpower demand over a 180-day mobilization scenario. The projection is computed from data submitted as incremental adjustments (positions created and positions terminated) to a pre-M-Day starting point (peacetime positions). The total number of peacetime positions for all records should agree with manpower data reported in the latest version of the FYDP (reference (g)).

Enter numeric data for each applicable demand data field to represent the manpower requirements for the described position over the scenario. In individual WARMAPS records, peacetime positions plus positions created (over time) less positions terminated (over time) cannot be less than zero. Numeric fields that are not needed may be left blank or zero filled.

AP2.3.1.1. Peacetime Positions. The number of full-time, permanent, appropriated fund civilian positions required to accomplish the peacetime work load (pre-M-Day only). Data listed should reflect authorized or equivalent positions.

AP2.3.1.2. Positions Created. The number of new or additional planned positions that are required during the scenario to accomplish new or increased work load resulting from mobilization missions (M-Day through M+180 days).

AP2.3.1.3. Positions Terminated. The number of positions that are no longer required because of postponed or canceled activities during mobilization or the completion of specific mobilization work requirements (M-Day through M+180 days).

AP2.3.1.4. Key Positions. The number of peacetime positions that are designated "key"; i.e., positions that cannot be vacant during a national emergency or mobilization without seriously impairing the capability of the organization or office to function effectively (pre-M-Day only).

AP2.3.1.5. E-E Positions. The number of civilian positions overseas (or that would be transferred overseas during a crisis) in which continued performance of the position is considered essential to the support of mission requirements, during a crisis situation (M-Day only). For E-E positions in the United States that are transferred overseas during crises, the number of E-E positions must be entered in two records; the U.S. record and a corresponding overseas record. In addition to entering the number of E-E positions in this field for both records, the U.S. record must show the E-E positions as "terminated" and the overseas record must show the E-E positions as "created."

AP2.4. SUPPLY DATA ELEMENTS

AP2.4.1. Instructions. WARMAPS projects the available supplies of civilian manpower that are available to fill manpower requirements over a 180-day mobilization scenario. The projection is computed from data submitted as incremental adjustments (recalled reservists, recalled retirees, transfer losses, transfer gains, and probable gains) to a pre-M-Day starting point (onhand strength).

The supply data elements permit two separate projections of the ability to fill requirements. WARMAPS first projects, based on mobilization plans, the utilization of the manpower supplies in wartime required positions. Secondly, WARMAPS projects the maximum utilization of all available manpower resources. The number of reallocated manpower supplies, shown as, "probable gains," are derived from vacancy computations listed in section AP2.7., below.

Enter numeric data for each applicable supply data element to represent the available supplies of manpower over the scenario. Unused numeric fields may be left blank or zero filled.

AP2.4.1.1. Onhand Strength. The number of U.S. full-time, permanent, appropriated fund employees in the civilian work force (pre-M-Day only).

AP2.4.1.2. Recalled Reservists. The number of civilian employees in the onhand strength field who are members of the Ready or Standby Reserve and can be recalled to active duty (M-Day only). Do not include members of the Reserve who have been relieved of their recall obligations under the screening policies of DoD Directives 1200.7 and 1404.10 (references (o) and (p)).

AP2.4.1.3. Recalled Retirees. The number of civilian employees in the onhand strength field who are retired from Regular or Reserve service and will be

recalled to military service (M-Day only). Do not include Category III military retirees or those retirees who have been relieved of their recall obligations under the screening policies of references (o) and (p).

AP2.4.1.4. Transfer Losses. The number of available civilian employees who do not fill wartime required positions. Transfer losses in each record are derived from available civilian employees who occupy terminated positions or who are excess (M-Day through M+180 days). Transfer losses entered in one time period to reflect subtractions to supply should NOT be entered as transfer losses in subsequent time periods.

The following situations do not yield transfer losses:

AP2.4.1.4.1. Terminated or lapsed positions which are vacant.

AP2.4.1.4.2. Terminated or lapsed positions in which the incumbents are recalled Reservists or recalled retirees.

AP2.4.1.4.3. Terminated or lapsed positions in which the incumbents could fill existing vacant wartime positions in the same record.

For each transfer loss, there must be EITHER:

AP2.4.1.4.4. A corresponding increase to the transfer gains field in another record indicating the placement of the available employee in a vacant wartime required position; OR

AP2.4.1.4.5. A corresponding increase to the manpower for reassignment field in the same record indicating the availability of the employee for reassignment.

AP2.4.5. Transfer Gains. The number of available civilian employees who, under current mobilization plans, will be transferred to vacant wartime required positions. Transfer gains should reflect mobilization planning at activity, installation, and higher command levels to detail, reassign, and utilize all available civilian employees in appropriate mobilization work requirements.

The following are limitations in taking transfer gains:

AP2.4.5.1. Both transfer gains and transfer losses cannot be entered in the same time period in the same WARMAPS records.

AP2.4.5.2. Transfer gains entered in one time period to reflect additions to supply should NOT be entered as transfer gains in subsequent time periods.

AP2.4.5.3. The number of transfer gains cannot exceed the number of vacant positions required at a particular time period in the same WARMAPS record. Transfer gains taken between M-Day and M+180 days serve as a dynamic and realistic reflection of mobilization planning to fill vacant mobilization positions from the available manpower. Sources of available manpower are:

AP2.4.5.3.1. Transfer losses.

AP2.4.5.3.2. Manpower for reassignment.

AP2.4.5.3.3. Manpower for utilization.

AP2.4.6. Manpower for Reassignment. The remaining supply of employees over the scenario who are transfer losses and have not yet been placed in specific wartime required positions. A decrease to manpower for reassignment reflects actual mobilization planning for the detail, reassignment, and optimal utilization of available supplies of civilian employees. The running total of remaining manpower for reassignment decreases for each employee who is detailed or reassigned to a wartime required position (i.e., taken as a transfer gain). For example, at M-Day, Record A has five incumbents reflected in the manpower for reassignment field. Record B has two vacancies that arise at M+30 days. To eliminate the vacancies in Record B, two transfer gains are taken from the manpower for reassignment field in Record A. Manpower for reassignment field in Record A decreases to three at M+30 days.

AP2.4.7. Manpower for Utilization. The initial and remaining supplies of part-time, intermittent, or temporary employees in the civilian work force who may be assigned to wartime required positions during mobilization. For pre-M-Day, it data should reflect the peacetime supply of part-time, intermittent, or temporary employees. Data for M-Day and beyond are a running total of the remaining supplies of other than full-time, permanent employees who have not yet been assigned to wartime required positions. Each decrease in the supply of manpower for utilization is associated with a corresponding transfer gain. For example, at pre-M-Day there are seven employees in the manpower for utilization field. At M-Day, Record A has five unfilled positions. To eliminate the vacancies of Record A, five transfer gains are taken internally at M-Day from the manpower for utilization field. Manpower for utilization field decreases to two at M-Day.

AP2.4.8. Probable Gains. The number of remaining civilian employees from the manpower for reassignment and manpower for utilization fields who, by virtue of their skills, could fill vacant wartime required positions. Unlike transfer gains that reflect actual mobilization planning, probable gains reflect a reallocation of the remaining supplies of civilian manpower (employees in the manpower for reassignment and manpower for utilization fields at M+180 days) to vacant wartime required positions. A probable gain is entered at the earliest time period when the manpower is available and the requirement exists. At M-Day, probable gains are taken from the pool of available manpower reflected in the Manpower for reassignment and manpower for utilization fields at M+180 days. For M+30 through M+180 days, probable gains are taken from the manpower for conversion field. Probable gains simulates the maximum utilization of all available skills without effecting transfer gains, transfer losses, manpower for reassignment, and manpower for utilization fields.

AP2.4.9. Manpower for Conversion. The number of remaining civilian employees from the manpower for reassignment and manpower for utilization fields who, by virtue of their skills or unavailability, could not fill a vacant wartime required position. Manpower not taken as probable gains at M-Day must be entered in the manpower for conversion field. Manpower for conversion is decremented for each probable gain taken at M+30 days and beyond. This field is a running total of unused manpower that can be used to fill vacant wartime required positions (M-Day through M+180 days). Manpower for conversion reflects a reallocation of the remaining supplies (employees in the manpower for reassignment and man-power for utilization fields at M+180 days) without effecting transfer gains, transfer losses, manpower for reassignment, and manpower for utilization fields.

AP2.5. DATA RECORD FORMAT AND CODES

AP2.5.1. WARMAPS civilian manpower data are submitted in single units (records), position by position.

AP2.5.2. Field placement, data description, character length, character type, and data positions for each record are outlined in section AP2.8., below.

NOTE: All data elements have been registered in the DoD Data Element Program (DoD 5000.12-M, reference (u)).

AP2.5.3. Time. Each data element has specified time periods for data input. Available time periods are as follows:

AP2.5.3.1. Pre-M-Day.

AP2.5.3.2. M-Day.

AP2.5.3.3. M+30.

AP2.5.3.4. M+60.

AP2.5.3.5. M+90.

AP2.5.3.6. M+180.

AP2.6. AUTOMATION INSTRUCTIONS

AP2.6.1. The Military Components will submit civilian manpower data on magnetic tape. Other DoD Components may arrange in advance with the DASD(MP&R) to determine an acceptable automated data submission format.

AP2.6.2. Data submitted on magnetic tape must have the following specification:

AP2.6.2.1. Tapes must be IBM compatible, 9-track, EBCDIC, unlabeled, with a preferred tape density of 1600 BP1. Specify BPI on the outside label.

AP2.6.2.2. The tape records must be blocked 32 records per block, 171 characters per data record.

AP2.6.2.3. Numeric fields must be right justified and need not be zero filled.

AP2.6.2.4. No header or trailer LABELs are to be written on the reels.

AP2.6.2.5. An IBM compatible tape mark will be used to signal the end of the reel.

AP2.6.3. Tape reels must be identified by an outside LABEL that lists contents, submission date, submitting DoD Component, and the name and telephone number of the person to contact to resolve tape format problems.

AP2.6.4. Test data may be submitted to verify record format and system compatibility prior to the submission due date.

AP2.7. DATA FIELD DESCRIPTIONS

Field(s)	Data Element	Field Length	Character Type	Positions
1	Employment Category	1	A	1
2	Major Claimant Code	2	A/N	2 through 3
3	POI	4	N	4 through 7
4	Work Place Location	9	A/N	8 through 16
5	UIC	6	A/N	17 through 22
6	Civilian Occupation	4	N	23 through 26
	Civilian Pay Plan	2	A	27 through 28
	Civilian Grade	2	N	29 through 30
	Peacetime Positions (Pre-M-Day only)	3	N	31 through 33
10 through 14	Position Created> (5 time periods, beginning M-Day)	3	N	34 through 48
15 through 19	Position Terminated (5 time periods, beginning M-Day)	3	N	49 through 63
20	Key Position (Pre-M-Day only)	3	N	64 through 66
21	E-E Position (M-Day only)	3	N	67 through 69
22	Onhand Strength (Pre-M-Day only)	3	N	70 through 72
23	Recalled Reservists (M-Day-only)	3	N	73 through 75
24	Recalled Retirees (M-Day only)	3	N	76 through 78
25 through 29	Transfer Losses (5 time periods, beginning M-Day)	3	N	79 through 93
30 through 34	Transfer Gains (5 time periods, beginning M-Day)	3	N	94 through 108
35 through 39	Manpower for Reassignment 5 time periods, beginning M-Day)	3	N	109 through 123
40 through 45	Manpower For Utilization 6 time periods, beginning Pre-M-Day)	3	N	124 through 141
46 through 50	Probable Gains (5 time periods, beginning M-Day)	3	N	142 through 156
51 through 55	Manpower for Conversion (5 time periods, beginning M-Day)	3	N	157 through 171

AP2.8. VACANCY COMPUTATIONS

<u>DEMAND CALCULATIONS</u>	FIELD(S)
Peacetime positions	9
+ Positions created	10 through 14
<u>- Positions terminated</u>	15 through 19
=Total demand (M-Day to M+180)	
<u>SUPPLY CALCULATIONS</u>	FIELD(S)
Onhand	22
- Recalled Reservists	23
- Recalled Retirees	24
- Transfer losses or + transfer gains	25 through 29 or 30 through 34
+ <u>Probable Gains</u>	46 through 50
=Total supply (M-Day to M+180)	
<u>MANPOWER OVER AND/OR SHORT (-)</u>	
Supply - Demand =	Surplus and/or Shortage (-)

NOTE: For computational purposes, transfer losses, transfer gains and probable gains represent the sum of that field up to and including the time period being examined. Initially, probable gains do not enter into the supply calculation. Once an initial probable gain is taken to fill a vacancy, probable gains are entered into the supply calculation. The number of probable gains is limited to the number of calculated vacancies.

AP3. APPENDIX 3SAMPLE SUMMARY OUTPUT TABLESAP3.1. MILITARY MANPOWER DEMAND: SUMMARY TABLE AP3.T1.

Summary Table AP3.T1. incorporates data from the demand and supply tables to display the cumulative demand for military manpower from pre-S-Day and beyond. An example of the Table AP3.T1. format follows the conceptual layout.

<u>Conceptual Layout</u>	<u>From Table</u>
Force structure allowance	
Theater	AP1.T1.
Non-theater	AP1.T1.
+ Replacement Demand	
Theater	AP1.T2.
Non-theater	AP1.T2.
= Force structure demand	
+ Trained (non-unit) individuals	AP1.T3.
= Trained manpower demand	
+ Trainees	AP1.T4.
= Total manpower demand	

Table AP3.T1. Military Manpower Demand

	Pre-S-Day	M-Day	M+10	M+20	M+30	M+40	M+50	M+60	M+90	M+120	M+150	M+180
Force Structure Allowance Theater Nontheater												
Replacement Demand Theater Nontheater												
Force Structure Demand												
Trained (Nonunit) Individuals												
Trained Manpower Demand												
Trainees												
Total Manpower Demand												

AP3.2. MILITARY MANPOWER SUPPLY: SUMMARY TABLE AP3.T2

Summary Table AP3.T2. incorporates data from the demand, supply, and summary tables to display the cumulative supply of military manpower from pre-S-Day and beyond. An example of the Table AP3.T2. format follows the conceptual layout.

<u>Conceptual Layout</u>	<u>From Table</u>
Force structure demand	AP3.T1.
Force structure yield	AP3.T2.
Training output	AP1.T4.
Pre-trained individuals	AP1.T5.
THS Returns	AP1.T3.
- Force structure supply	AP3.T2.
= Force structure over and/or short	
Trained manpower demand	AP3.T1.
Force structure supply	AP3.T2.
Trained (non-unit) individuals	AP3.T1.
- Trained manpower supply	AP3.T2.
= Trained manpower over and/or short	
Total manpower demand	AP3.T1.
Trained manpower supply	AP3.T2.
Trainees	AP3.T1.
- Total manpower supply	AP3.T2.
= Total manpower over and/or short	

TABLE AP3.T2. Military Manpower Supply

	PRE-M DAY	M-DAY	M+30	M+60	M+90	M+180
CIVILIAN MANPOWER DEMAND						
PEACETIME POSITIONS	7007					
POSITIONS CREATED						
POSITIONS TERMINATED		33				
TOTAL DEMAND		6974	6974	6974	6974	6974
CIVILIAN MANPOWER SUPPLY						
ONHAND STRENGTH	6465					
RECALLED RESERVISTS		222				
RECALLED RETIREES		37				
TRANSFER LOSSES		31				
TRANSFER GAINS						
TOTAL SUPPLY		6175	6175	6175	6175	6175
MANPOWER OVER AND/OR SHORT (-)		-799	-799	-799	-799	-799
OTHER SUPPLIES						
MANPOWER FOR UTILIZATION (PTIT)						
MANPOWER FOR REASSIGNMENT		31	31	31	31	31
PROBABLE GAINS FROM OTHER SUPPLIES						
PROJECTED NEW HIRES (-) OR OVERAGES		-799	-799	-799	-799	-799
MANPOWER FOR CONVERSION (UNUSED)		31	31	31	31	31

SOURCE: WARMAPS - CIV (FY 1989)

DATE: 09/11/89

AP3.3. CIVILIAN MANPOWER DEMAND AND SUPPLY: SUMMARY TABLE

AP3.T3.

Summary Table AP3.T3. displays civilian manpower demand and supply for pre-M-Day and beyond. An example of the Table AP3.T3. format follows the conceptual layout.

AP3.3.1. Conceptual Layout

AP3.3.1.1. Civilian Manpower Demand

Peacetime positions authorized

+ Positions created

- Positions terminated or lapsed

= Civilian manpower demand

AP3.3.1.2. Civilian Manpower Supply

Onhand strength

- Recalled Reservists
- Recalled retirees
- + Transfer gains
- Transfer losses
- = Civilian manpower supply

AP3.3.1.3. Civilian Manpower Over and/or Short (-)

Civilian manpower supply

- Civilian manpower demand
- = Civilian manpower over and/or short (-)

AP3.3.1.4. Other Supplies of Manpower

- + Probable gains
- = Other supply of manpower

AP3.3.1.5. Projected Civilian Manpower Wartime New Hire Requirements or Overage

Civilian manpower over and/or short (-)

- + Probable gains
- = Projected wartime new hires required (-) or surplus

Table AP3.T3. Wartime Civilian Manpower Demand and Supply

	PRE-M DAY	M-DAY	M+30	M+60	M+90	M+180
CIVILIAN MANPOWER DEMAND						
PEACETIME POSITIONS	7007					
POSITIONS CREATED						
POSITIONS TERMINATED		33				
TOTAL DEMAND		6974	6974	6974	6974	6974
CIVILIAN MANPOWER SUPPLY						
ONHAND STRENGTH	6465					
RECALLED RESERVISTS		222				
RECALLED RETIREES		37				
TRANSFER LOSSES		31				
TRANSFER GAINS						
TOTAL SUPPLY		6175	6175	6175	6175	6175
MANPOWER OVER AND/OR SHORT (-)		-799	-799	-799	-799	-799
OTHER SUPPLIES						
MANPOWER FOR UTILIZATION (PTIT)						
MANPOWER FOR REASSIGNMENT		31	31	31	31	31
PROBABLE GAINS FROM OTHER SUPPLIES						
PROJECTED NEW HIRES (-) OR OVERAGES		-799	-799	-799	-799	-799
MANPOWER FOR CONVERSION (UNUSED)		31	31	31	31	31

SOURCE: WARMAPS - CIV (FY 1989)

DATE: 09/11/89

AP3.4. CIVILIAN MANPOWER DEMAND AND SUPPLY (BY SKILL): SUMMARY TABLE AP3.T4.

Table AP3.T4. displays computed civilian manpower demand and supply at M+180 days by skill categories.

AP3.4.1. Skill Category Options. Demand and supply reports may be compiled by:

AP3.4.1.1. DoD occupational area, group, and subgroup.

AP3.4.1.2. OPM GS and FWS occupation series.

AP3.4.1.3. OPM occupation series, pay plan, and grade.

AP3.4.1.4. OPM occupation series, pay plan, and grade with related "Department of Labor Dictionary of Occupational Titles (DoT)," reference (v), position codes.

AP3.4.2. Conceptual Layout. Civilian Manpower Demand and Supply (by Skill).

Skill Category Demand Supply Over and/or Short (-)

- Skill 1
- + Skill 2
- + Skill 3
- + Skill N
- = Total

(-) Demand + Supply = Over and/or Short (-)

Table AP3.T.4. Wartime Civilian Manpower Demand And Supply (By OPM Occupation Codes)

OPM OCC		DEMAND	SUPPLY	OVER/SHORT (-)
0080	SECURITY ADMINISTRATION	16	13	-3
0086	SECURITY CLERICAL AND ASSISTANCE	1	1	
0201	PERSONNEL MANAGEMENT	51	44	-7
0203	PERSONNEL CLERICAL & ASSISTANCE	35	31	-4
0233	LABOR RELATIONS	1	1	
0235	EMPLOYEE DEVELOPMENT	1	1	
0280	EQUAL EMPLOYMENT OPPORTUNITY	6	3	-3
0303	MISCELLANEOUS CLERK & ASSISTANT	458	420	-38
0305	MAIL & FILE	3	3	
0312	CLERK-STENOGRAPHER & REPORTER	1	1	
0318	SECRETARY	73	52	-21
0322	CLERK-TYPIST	321	293	-28
0334	COMPUTER SPECIALIST	68	61	-7
0335	COMPUTER CLERK & ASSISTANT	5	3	-2
0340	PROGRAM MANAGEMENT	2	1	-1
0341	ADMINISTRATIVE OFFICER	9	9	
0342	SUPPORT SERVICES ADMINISTRATION	13	11	-2
0343	MANAGEMENT ANALYSIS	23	20	-3
0344	MANAGEMENT CLERICAL & ASSISTANCE	5	5	
0345	PROGRAM ANALYSIS	2	2	
0350	EQUIPMENT OPERATOR	2	2	
0355	CALCULATING MACHINE OPERATION	1	1	
0501	FINANCIAL ADMINISTRATION & PROGRAM	14	14	
0503	FINANCIAL CLERICAL & ASSISTANCE	2	1	-1
0505	FINANCIAL MANAGEMENT	7	6	-1
0510	ACCOUNTING	7	5	-2
0511	AUDITING	5768	5099	-667
0525	ACCOUNTING TECHNICIAN	35	32	-3
0560	BUDGET ANALYSIS	4	4	
0599	ACCOUNTING STUDENT TRAINEE	5	5	
0801	GENERAL ENGINEERING	1	1	
0830	MECHANICAL ENGINEERING	1	1	
0896	INDUSTRIAL ENGINEERING	4	3	-1

SOURCE: WARMAPS - CIV (FY 1989)
 DATE: 09/11/89

Table AP3.T.4. Wartime Civilian Manpower Demand And Supply (By OPM Occupation Codes)
(Continued)

OPM OCC		DEMAND	SUPPLY	OVER/SHORT (-)
0905	GENERAL ATTORNEY	6	4	-2
0988	LEGAL CLERK & TECHNICIAN	1	1	
1071	AUDIO-VISUAL PROD	1	1	
1087	EDITORIAL ASSISTANCE	1	1	
1105	PURCHASING	1		-1
1108	PROCUREMENT CLERICAL & ASSISTANT	1	1	
1421	ARCHIVES TECHNICIAN	1	1	
1515	OPERATIONS RESEARCH	1	1	
1710	EDUCATION & VOCATIONAL TRAINING	1	1	
2005	SUPPLY CLERICAL & TECHNICIAN	6	4	-2
2132	TRAVEL	2	2	
3508	STUDENT AID	3	3	
5703	MOTOR VEHICLE OPERATING	1	1	
9999	OCCUPATION UNKNOWN	5	5	
TOTALS:		6974	6175	-799

SOURCE: WARMAPS - CIV (FY 1989)
DATE 09/11/89

AP3.5. CIVILIAN MANPOWER DEMAND AND SUPPLY (BY LOCATION):
SUMMARY TABLE AP3.T5.

Table AP3.T5. displays computed civilian manpower demand and supply at M+180 days by location.

AP3.5.1. Location Options. Demand and supply reports may be compiled by:

AP3.5.1.1. GSA location code.

AP3.5.1.2. GSA location code and UIC.

AP3.5.2. Conceptual Layout. Civilian manpower demand and supply (by location).

Skill Category Demand Supply Over and/or Short (-)

Location 1

+ Location 2

+ Location N

= Total

(-) Demand + Supply = Over and/or Short (-)

Table AP3.T5. Wartime Civilian Manpower Demand and Supply (by State and Country)

LOCATION	DEMAND	SUPPLY	OVER/SHORT (-)
ALABAMA	86	77	-9
ALASKA	4	2	-2
ARIZONA	153	135	-18
CALIFORNIA	1762	1581	-181
COLORADO	91	81	-10
CONNECTICUT	265	228	-37
DELAWARE	2	2	
DISTRICT OF COLUMBIA	9	6	-3
FLORIDA	303	277	-26
GEORGIA	187	173	-14
HAWAII	12	11	-1
IDAHO	1	1	
ILLINOIS	88	80	-8
INDIANA	81	68	-13
IOWA	10	8	-2
KANSAS	61	53	-8
LOUISIANA	47	37	-10
MAINE	17	15	-2
MARYLAND	283	257	-26
MASSACHUSETTS	427	378	-49
MICHIGAN	95	85	-10
MINNESOTA	100	84	-16
MISSISSIPPI	71	65	-6
MISSOURI	144	130	-14
NEBRASKA	1		-1
NEW HAMPSHIRE	28	25	-3
NEW JERSEY	217	187	-30
NEW MEXICO	18	14	-4
NEW YORK	374	333	-41
NORTH CAROLINA	46	43	-3

SOURCE: WARMAPS - CIV (FY 1989)

DATE: 09/11/89

Table AP3.T5. Wartime Civilian Manpower Demand and Supply (by State and Country)
(Continued)

LOCATION	DEMAND	SUPPLY	OVER/SHORT (-)
OHIO	209	184	-25
OKLAHOMA	24	19	-5
OREGON	6	6	
PENNSYLVANIA	300	262	-38
RHODE ISLAND	15	14	-1
SOUTH CAROLINA	5	5	
TENNESSEE	135	103	-32
TEXAS	444	389	-55
UTAH	73	64	-9
VERMONT	14	7	-7
VIRGINIA	609	533	-76
WASHINGTON	150	149	-1
WISCONSIN	7	4	-3
TOTALS:	6974	6175	-799

SOURCE: WARMAPS - CIV (FY 1989)
DATE: 09/11/89