COMNAVRESFOR INSTRUCTION 1000.3E

From: Commander, Navy Reserve Force

Subj: SHORE MANPOWER REQUIREMENTS DETERMINATION PROGRAM

Ref: (a) OPNAVINST 1000.16L
    (b) Total Force Manpower Requirements Handbook
    (c) OPNAVINST 5450.347
    (d) COMNAVRESFORNOTE 1000 of 29 January 2019
    (e) SECNAV M-5210.1

1. Purpose. Per references (a) through (c), the Shore Manpower Requirements Determination Program (SMRDP) determines manpower requirements based on an activity’s directed Missions, Functions, and Tasks (MFT) across all conditions of readiness. This instruction sets the framework for Commander, Navy Reserve Force (COMNAVRESFOR), delegated by reference (c) as the Budget Submitting Office (BSO 72), to determine shore manpower requirements for Navy Reserve shore activities, per reference (a).

2. Cancellation. COMNAVRESFORINST 1000.3D

3. Discussion. The SMRDP provides a systematic process to determine and document minimum shore manpower requirements needed to effect an approved activity tasking per reference (a). A team of trained manpower/management analysts and subject matter experts review, measure, and assess workload in terms of an activity’s directed MFT. The study, conducted in 5 phases, is a structured and disciplined analytical review, which employs performance measurements and a broad range of industrial engineering techniques. Methodology can include staffing standards, task analysis, operational audits, workload sampling, benchmarking, and organizational analysis. Requirements identified are necessary during peacetime and wartime, regardless of workload. The study determines the minimum quantitative and qualitative manpower requirements reflected on the command’s Activity Manpower Document (AMD).

4. Frequency of SMRDP Study. COMNAVRESFOR BSO 72 shall study shore activities approximately every 5 years. On-site visits will be performed per reference (d). Appendix A is a listing of all UICs subject to the Shore Manpower Requirements Determination Program as of the date of the instruction.

5. Training Staffing Standard 30 (TRA-30). Navy Operational Support Center shore manpower requirements are determined by the TRA-30 staffing standard.
6. Actions and Responsibilities

a. COMNAVRESFOR N1C1:

(1) Publish an annual list of Navy Reserve shore activities to be studied, reference (d).

(2) Schedule an in-brief with the activity approximately 60-90 days before the start of the on-site study. NAVRES 1000/3, NAVRES 1000/4, and NAVRES 1000/5 forms will be provided and reviewed during the brief.

(3) Conduct the on-site study. Within 60 days of completing the on-site study, COMNAVRESFOR (N1C1) will prepare a report and provide it to the activity outlining findings and recommendations.

(4) Activities will be given 30 days to reclaim the findings and recommendations of the on-site study. Extensions may be granted on a case by case basis. The report will be considered final if no action is taken by the activity within 30 days. If an activity submits a reclama, COMNAVRESFOR (N1C1) will review and consider it for action.

(5) N1C1 will implement all approved study findings in the Total Force Manpower Management System (TFMMS). Once the changes have taken effect in TFMMS, the updated AMD will be forwarded to the activity and the study will be considered complete and closed.

b. Commanders, Commanding Officers, Officers-in-Charge and Civilians-in-Charge:

(1) Perform/Conduct an annual review and evaluate their activity’s AMD to determine if existing manpower supports assigned MFTs.

(2) Initiate Manpower Change Requests (MCR) via the chain of command to establish, modify, or delete manpower requirements. Ensure a complete justification, based upon changes in the activity’s directed MFT, workload, equipment and/or other impacts imposed by higher authority is provided for each change request. Submit MCRs in standard letter format.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (e), Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.
9. **Forms.** The following forms are available for download on the COMNAVRESFOR Web site https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C1/SitePages/Home.aspx:

   a. NAVRES 1000/3, Departmental/Functional Area Organization Structure

   b. NAVRES 1000/4, Individual Billet Tasks

   c. NAVRES 1000/5, Daily Work Record

   d. NAVRES 1000/6, Post SMRDP Study Survey

[Signature]

T. W. LUSCHER
Deputy

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, http://www.public.navy.mil/nrh/Pages/instructions.aspx
Listing of UICs subject to BSO-72 Shore Manpower Requirements Determination Program
(Subject to change due to additions, deletions and restructuring of UICs)

00072 CNRF NORVA
00073 CNAFR DET JAX
00082 CMSW
00166 NAF WASH DC
09393 CTSW
09406 VFA 125 SAU
30256 NRPDC NOLA
31923 VAQ 129 FRS DET
32038 CNFR D P RIVER
32039 CNFR D W DC
3447B CNRFC NORVA
3811A VR-1 SEA COMP
4001Y SSP DET NORVA
40420 EXEC TRANS DET
40425 ETD PAC
41039 NRPDC DET NORVA
42884 VR-1
44487 FRC WEST DET FTW
44490 FRCMA DET NEW ORLEANS
44492 FRCMA DET WASH
44493 FRC EAST DET MCG
45908 CNAFR PAC REP
47570 VFA 106 SAU
47916 NIFR REG SW
47917 JRIC DENVER CO
47918 NIFR REG SOUTH
47919 JRIC NEW ORLEANS
47920 JRIC MILLENTON
47921 NIFR NORTH
47922 JRIC MINN MN
47923 JRIC DETROIT MI
47925 NIFR REG SE
47927 NIFR REG MA
47928 NIFR FT DIX NJ
47929 NIFR TYCOM SPT
47931 NIFR REG WASH DC
47977 JRIC NORFOLK VA

53831 CFLSW
53922 ALTC FORT WORTH
54074 CFLSWD ASD DC
54075 CFLSWD ASD FT WO
54076 CFLSWD ASD NOLA
54077 CFLSW ASD MCGUIR
68306 NR RCC MA NORVA
68328 NR RCC NW WA
68330 NR RCC MA GLAKES
68350 NR RCC SW SD CA
68358 NR RCC SE JAX FL
68475 NR RCC SE FW
68814 NAFO NRLNS
68899 CNIFR FORT WORTH
80035 CNAFR SEA COMP
80181 TSU LANT
80182 TSU PAC
86749 VFA 122 SAU
84223 CNAFR CNATRA REP

A-1
Appendix A