



Department of Defense INSTRUCTION

NUMBER 1110.1

June 28, 1979

ASD(MRA&L)

SUBJECT: Defense Manpower Requirements Report (DMRR)

References: (a) Section 138(a)(3) of title 10, United States Code

1. PURPOSE

This Instruction prescribes responsibilities and procedures for preparation of inputs to the Defense Manpower Requirements Report (DMRR) required by reference (a).

2. APPLICABILITY

The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

3. RESPONSIBILITIES

3.1. General

3.1.1. Pursuant to 10 U.S.C. 138(c)(3) (reference (a)), the Secretary of Defense will submit the DMRR to the Congress no later than February 15 of each fiscal year. The report will include the DoD annual manpower requests for active military, Selected Reserve, and civilian end strengths, together with justification for the strength levels recommended, an explanation of the relationships between strength levels and national security policies, and separate detail on bases and units. Enclosure 1 cites basic authorities applicable to DMRR preparation.

3.1.2. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)) will develop an overview of requirements and major manpower changes in the Auxiliary, Support Activities, and Individuals Defense Planning and Programming Categories (DPPC), soliciting inputs from other OSD offices, as required. The ASD(MRA&L) also will be responsible for such special reports, analyses, and annexes as are necessary or relevant to the understanding of the defense manpower program and for assembly and submission of the completed report.

3.1.3. The ASD(MRA&L) and the Assistant Secretary of Defense (Program Analysis and Evaluation) (ASD(PA&E)) will develop an overview of national security policy as it relates to the defense manpower program and will also prepare submissions concerning the Strategic and Tactical/Mobility categories reflecting requirements and major manpower changes in these categories.

3.1.4. All other OSD offices will prepare DMRR inputs and staff drafts as requested by the ASD(MRA&L).

3.1.5. Each DoD Component shall be responsible for developing and submitting to the ASD(MRA&L) quantitative and narrative inputs to the DMRR. These inputs will be submitted in the form and schedule as specified herein, supplemented by specific instructions covering requirements applicable to a particular submission. Strength requirements will be arrayed using the DPPCs and will reflect end strengths, unless otherwise specified by the ASD(MRA&L).

3.2. Report Content. The DMRR will be organized in three major parts, plus two annexes as shown at enclosure 2 and described below.

3.2.1. Part A - Defense Manpower Requirements. Chapter I provides an introduction to the report. Chapter II summarizes the report. Chapter III is a brief overview of national security policy and its relationship to the Defense manpower program. Chapters IV through the end of Part A describe manpower requirements for each major DPPC across all Military Services. Major changes in manpower associated with each category are explained.

3.2.2. Part B - Manpower Requirements by DoD Components. This part contains chapters prepared by each Military Service and reviewed by the ASD(MRA&L). It also contains a summary chapter based on Defense Agency inputs. The general outline for each Service chapter is provided at enclosure 3.

3.2.3. Part C - Special Analyses. This part contains any special analyses related to the Defense manpower program. These are included for special

congressional interest items; such as, cost of manpower and women in the Military Services.

3.2.4. Base Structure Annex. 10 U.S.C. 138(a)(3) (reference (a)) requires the DMRR submission to include a Base Structure Annex. This annex, which is prepared by the ASD(MRA&L) with Service inputs:

3.2.4.1. Identifies, defines, and groups by mission and by region the various DoD installations and facilities;

3.2.4.2. Identifies the base operating support costs and explains and justifies the relationship between the base structure and the proposed military force structures; and

3.2.4.3. Includes information on historical trends of the base structure and data on the size and population of the installations. An outline of Service inputs is provided at enclosure 5. The Base Structure Annex is provided to the Congress at the same time as the DMRR.

3.2.5. Unit Annex. Each Military Service will prepare a unit annex to the DMRR that describes the planned allocation of manpower for specific units within the force. The unit annex will consist of a listing by DPPC for active and Reserve military and civilian manpower strengths and forces by major unit for the prior year, current year, and budget year in the format shown at enclosure 6. The unit annex may be classified. It will be consolidated by the ASD(MRA&L) and provided to the Congress at the same time as the DMRR.

4. ADMINISTRATION

4.1. The DMRR will be submitted to the Congress on or before the statutory reporting date of February 15 of each year. The report will support the President's Budget and be based on manpower detail reflected in the associated Five-Year Defense Program (FYDP).

4.2. All material in the DMRR with the exception of the unit annex must be unclassified. Do not submit classified material for inclusion in the report other than the unit annex.

4.3. Submit an original and six copies in double-spaced draft, except for the Base Structure Annex for which only two draft copies are required. Final submissions for incorporation in the Base Structure Annex will be provided in an original and two copies,

single spaced and typed with Courier 10 IBM font. A general submission schedule is provided at enclosure 7.

4.4. The DMRR will include an explanation of resource and structural changes to the DPPC. In implementing and reporting structural changes (activities/resources transferred from one DPPC to another) it is important that they be applied consistently for all years. Whereas the explanation for year-to-year resource changes will be contained in the text that accompanies the manpower tables within each chapter, the structural changes will be provided in an audit-trail form as shown at enclosure 4.

4.5. In Service chapters, any visible year-to-year increase or decrease in a DPPC subcategory must be explained clearly and where appropriate, be related to changes in force levels. Change explanations in the text will make reference to the structural change audit trail, as appropriate.

4.6. Portrayal in the DMRR of undistributed spaces, such as a Force Structure Deviation (PE 887220) is prohibited. The DMRR tables depicting strength by DPPC will display only the actual strength distribution for the end of the prior fiscal year and the projected strength distribution for the budget and program years.

4.7. The preliminary draft of the Service chapters in Part B will be provided by proponents with force and deployment tables minus manpower numbers.

4.8. Additional guidance on changes to scheduling, formats, and content will be furnished annually in early November, based upon Presidential, Congressional, or Departmental decisions.

5. INFORMATION REQUIREMENT

The reporting requirements of this Instruction have been assigned Reports Control Symbol DD-M(A)1514.

6. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing instructions to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



Robert B. Pirie, Jr.
Assistant Secretary of Defense
(Manpower, Reserve Affairs & Logistics)

Enclosures - 7

- E1. Basic Authorities Applicable to DMRR Preparation
- E2. DMRR Preparation Responsibility
- E3. General Outline for Service Chapters
- E4. Format for Audit Trail Preparation
- E5. Outline for Service Input to Base Structure Annex
- E6. Format for Service Input to Unit Annex
- E7. General Submission Schedule for the DMRR

E1. ENCLOSURE 1

BASIC AUTHORITIES APPLICABLE DEFENSE MANPOWER REQUIREMENTS

E1.1.1. 10 U.S.C. 138(c)(3) (reference (a)):

"The Secretary of Defense shall submit to the Congress a written report, no later than February 15 of each fiscal year, recommending the annual active duty end strength level for each component of the armed forces for the next fiscal year and the annual civilian personnel end strength level for each component of the Department of Defense for the next fiscal year, and shall include in that report justification for the strength levels recommended and an explanation of the relationship between the personnel strength levels recommended for that fiscal year and thenational security policies of the United States in effect at the time. . . Such report shall also identify, define, and group by mission and by region the types of military bases, installation and justification of the relationship between this base structure and the proposed military force structure together with a comprehensive identification of base operation support costs and an evaluation of possible alternatives to reduce such costs."

E1.1.2. Senate Armed Services Committee Report 93-385:

"To assist in its review of the Reserve components, Committee requests that the Defense Department provide a report on the FY 75 and future Reserve manpower requests at the same time and in the same format as the statutory report on requested active duty strengths." (This requirement has been incorporated into the DMRR.)

"Committee feels that the following change should be incorporated in the manpower report: addition of an annex which shows the year-to-year changes in the planned allocation of the manpower authorized in each major category to the working level units performing the various missions of the category. This would include the number of units of each type in each category and the allocation of manpower to them."

E1.1.3. House Armed Services Committee Report 93-1035:

"Beginning with FY 1976, the strength authorizations for each Reserve component should include the three major elements of (1) Full TOE, (2) manning level authorization and (3) strength estimate for the year for appropriation purposes."

"Each year the OSD request for strength authorization should specify all three of the pertinent numbers, and specifically address any significant' structure, or unit changes proposed for the fiscal year within the TOE level."

E1.1.4. Senate Armed Service Committee Report 95-129:

"The statutory Military Manpower Training Report and the Base Structure Annex to the Manpower Requirements Report, which was submitted this year for the first time, also are important to the committee's assessment of the Department of Defense manpower request. Both of these reports should include more historical data on trends in training programs, training manpower, and the base structure and related manpower. The Base Structure Annex should group the military installations in the report according to their personnel and geographic size."

E2. ENCLOSURE 2

DMRR PREPARATION RESPONSIBILITY

Chapters

Part A - Defense Manpower Requirements

I	Introduction	OASD(MRA&L)
II	Summary	OASD(MRA&L)
III	Manpower and U.S. National Security	OASD(MRA&L) assisted by OASD(PA&E)
IV	Strategic	OASD(MRA&L) assisted by OASD(PA&E)
V	Tactical/Mobility	OASD(MRA&L) assisted by OASD(PA&E)
VI	Auxiliary Activities	OASD(MRA&L)
VII	Support Activities	OASD(MRA&L)
VIII	Individuals	OASD(MRA&L)

Part B - Manpower By Component

Army	Army
Navy	Navy
Marine Corps	Marine Corps
Air Force	Air Force
Defense Agencies	OASD(MRA&L)

Part C - Special Analyses as required

Annexes:

<u>Base Structure</u>	OASD(MRA&L), Military Services
<u>Unit</u>	Military Services, OASD(MRA&L)

E3. ENCLOSURE 3

GENERAL OUTLINE FOR SERVICE CHAPTERS

Each Service chapter will follow this general outline for preparation of the DMRR:

Chapter X

Army Manpower Requirements

- A. Introduction
 - 1. Summary and Highlights
 - 2. Major Force Structure Changes
 - 3. Manpower Requirements Determination

- B. Significant Trends
 - 1. Forces
 - 2. Management Initiatives
 - 3. Active Military Manpower
 - 4. Reserve Manpower (see note below)
 - 5. Civilian Manpower

- C. Manpower Requirements by DPPC (sample table for displaying manpower at attachment 1).

- D. Program Year Manpower Requirements (sample tables at attachments 2, 3).

NOTE: Services are to use DD M(M)1147 (Reserve components Common Personnel Data System) as the source document for Reserve component actual strengths.

Attachments - 3

- E3.A1. Active Military Manpower Requirements - Budget Years**
- E3.A2. Active and Civilian Manpower Requirements - Program Year**
- E3.A3. Reserve Forces Manpower Requirements - Program Year**

E3.A1. ATTACHMENT 1 TO ENCLOSURE 3

ACTIVE MILITARY MANPOWER REQUIREMENTS
(End Strength in Thousands)

	FY	FY	FY	FY
	<u>Actual</u>	<u>FY</u>	<u>Budget</u>	<u>Auth.</u>
<u>Strategic</u>				
Offensive Strategic Forces				
Defensive Strategic Forces				
Strategic Control and Surveillance				
<u>Tactical/Mobility</u>				
Land Forces				
Tactical Air Forces				
Naval Forces				
Mobility Forces				
<u>Auxiliary Activities</u>				
Intelligence				
Centrally Managed Communications				
Research and Development				
Geophysical Activities				
<u>Support Activities</u>				
Base Operating Support				
Medical Support				
Personnel Support				
Individual Training				
Force Support Training				
Central Logistics				
Centralized Support Activities				
Management Headquarters				
Federal Agency Support				
<u>Subtotal-Force Structure Allowance</u>				
<u>Individuals</u>				
Transients				
Patients, Prisoners, and Holdees				
Students, Trainees				
Cadets				
<u>Total</u>				

NOTE: Detail may not add to totals due to rounding.

(This table contains the most recent actual year strengths, the current budget years projected strengths and the projected strengths for one out-year.)

E3.A2. ATTACHMENT 2 TO ENCLOSURE 3

ACTIVE MILITARY MANPOWER REQUIREMENTS
(End Strength in Thousands)

<u>Active Military</u>		<u>Civilian</u>	
FY	FY	FY	FY

Strategic

- Offensive Strategic Forces
- Defensive Strategic Forces
- Strategic Control and Surveillance

Tactical/Mobility

- Land Forces
- Tactical Air Forces
- Naval Forces
- Mobility Forces

Auxiliary Activities

- Intelligence
- Centrally Managed Communications
- Research and Development
- Geophysical Activities

Support Activities

- Base Operating Support
- Medical Support
- Personnel Support
- Individual Training
- Force Support Training
- Central Logistics
- Centralized Support Activities
- Management Headquarters
- Federal Agency Support

Subtotal-Force Structure Allowance

Individuals

- Transients
- Patients, Prisoners, and Holdees
- Students, Trainees
- Cadets

Total

NOTE: Detail may not add to totals due to rounding.

(This table compares requested manpower for the budget year with the estimate of requirements for the following year. It usually appears at the end of each Service chapter.)

E3.A3. ATTACHMENT 3 TO ENCLOSURE 3

RESERVE FORCES MANPOWER REQUIREMENTS
(End Strength in Thousands)

	<u>National Guard</u>		<u>Reserve</u>	
	FY	FY	FY	FY
<u>Strategic</u>				
Offensive Strategic Forces				
Defensive Strategic Forces				
Strategic Control and Surveillance				
<u>Tactical/Mobility</u>				
Land Forces				
Tactical Air Forces				
Naval Forces				
Mobility Forces				
<u>Auxiliary Activities</u>				
Intelligence				
Centrally Managed Communications				
Research and Development				
Geophysical Activities				
<u>Support Activities</u>				
Base Operating Support				
Medical Support				
Personnel Support				
Individual Training				
Force Support Training				
Central Logistics				
Centralized Support Activities				
Management Headquarters				
Federal Agency Support				
<u>Subtotal-Force Structure Allowance</u>				
<u>Individuals</u>				
Transients				
Patients, Prisoners, and Holdees				
Students, Trainees				
Cadets				
<u>Total</u>				

NOTE: Detail may not add to totals due to rounding.

(This table compares requested manpower for Reserve components for the budget year with the estimate of requirements for the following year. It usually appears at the end of each Service chapter.)

E4. ENCLOSURE 4

FORMAT FOR AUDIT TRAIL PREPARATION¹
Audit Trail of Activities Transferred Between Categories
(End Strength in Thousands)

	From	To	Military			Civilian		
			FY__	FY__	FY__	FY__	FY__	FY__
(example)								
Tactical Data Systems	Central	Land Forces Logistics	.3	.3	.3	.1	.1	.1

¹ Reflects prior year, current year, and budget year.

E5. ENCLOSURE 5

OUTLINE FOR SERVICE INPUT TO BASE STRUCTURE ANNEX

Service input chapter for the Base Structure Annex will follow this general outline:

CHAPTER (Army-TWO; Navy-THREE; AF-FOUR; Marine Corps-FIVE)

(Service) BASE STRUCTURE

I. INTRODUCTION

II. BASE STRUCTURE OVERVIEW

III. RELATIONSHIP OF BASE STRUCTURE TO FORCE STRUCTURE

IV. BASE OPERATIONS COSTS FOR FY___ (Budget Year)

V. ACTIONS TO REDUCE ANNUAL BASE OPERATIONS COSTS

VI. (Service) BASE STRUCTURE

Part 1 - List by IDPP category, alphabetically by geographic area within IDPP category.

Part 2 - List by IDPP category, in descending order of number of personnel within IDPP category.

Part 3 - List by IDPP, in descending order of total land area within IDPP category.

NOTES:

1. Base operations cost in Section IV will be included in TABLES VI (Army), VIII (Navy), X (Air Force) and XII (Marine Corps) in the format at attachment 1.

2. A summary of the number of installations, activities and properties will be included in Section VI as TABLES VII (Army), IX (Navy), XI (Air Force) and XIII (Marine Corps) in the format at attachment 2.

3. The format for the Service base structure in SECTION VI is contained in attachment 3.

4. In SECTION VI under each IDPP the subgroupings are FIFTY STATES, TERRITORIES AND POSSESSIONS, and FOREIGN OVERSEAS AREAS. Under these, the States, territories and possessions, and foreign countries are listed alphabetically and under each of these subgroupings the installations are listed alphabetically in Part 1, in descending order of number of personnel in Part 2, and in descending order of total land area in Part 3.

Attachments - 3

E5.A1. Table VI - Major Defense Programs

E5.A2. Table VII - Summary of Number of Army Installations

E5.A3. Army Base Structure

E5.A1. ATTACHMENT 1 TO ENCLOSURE 5

TABLE VI
MAJOR DEFENSE PROGRAMS
ARMY BASE OPERATIONS COSTS (\$ MILLIONS)

<u>Major Defense Programs</u>	<u>Fifty States</u>	<u>U.S. Territories and Possessions¹</u>	<u>Foreign Overseas Areas</u>	<u>Total</u>
Strategic (01) ²	-	-	-	-
General Purpose (02)	1,090.3		1,430.0	2,520.3
Intell. & Comm. (03) ³	198.2		43.8	242.0
Airlift Sealift (04) ²	-			
Guard & Reserve (05)	143.1			143.1
Research & Develop. (06) ²	-	-	-	-
Central Supply & Maint. (07) ³	350.9		32.1	383.0
Trng, Med & Other Pers (08) ³	1,152.2		90.8	1,243.0
Admin. & Assoc. (09) ³	96.0			96.0
Support of Other Nations (10) ²	-	-	-	-
TOTAL ARMY ⁴	\$3,030.7	-	1,596.7	4,627.4

¹ Army does not have separate program elements for base operations of installations in territories or possessions. These costs are included in the base operations program element of the major command that operates the installation.

² Army does not budget for base operations in Programs 1, 4, 6 or 10.

³ Army budgets for all base communication costs in Program 3, all commissary store costs in Program 7, all medical costs in Program 8 and all standard level user charges in Program 9.

⁴ Total consist of Operation & Maintenance, Military Pay and Family Housing appropriations allocated to base support.

E5.A2. ATTACHMENT 2 TO ENCLOSURE 5

TABLE VII
SUMMARY OF NUMBER OF ARMY INSTALLATIONS, ACTIVITIES AND
PROPERTIES

Mission Category <u>(IDPPC)</u>	Fifty <u>States</u>		U.S. Territories <u>and Possessions</u>	Foreign Overseas <u>Areas</u>	<u>Total</u>
	Act.	Inact.	Act.	Act.	
STRATEGIC FORCES					
-Strategic (101)					
-Intell. & Comm. (103)	1		0	0	1
-Guard & Reserve (105)					
-Research & Develop (106)					
GENERAL PURPOSE FORCES					
-General Purpose (202)	16		7	165	188
-Intell. & Comm. (203)					
-Airlift Sealift (204)	3	1	0	0	4
-Guard & Reserve (205)	8		2	0	10
-Research & Develop (206)					
AUXILIARY FORCES					
-Intell. & Comm. (303)	4		0	3	7
-Research & Develop (306)	17		1	0	18
MISSION SUPPORT FORCES					
-General Purpose (402)	5		0	8	13
CENTRAL SUPPORT FORCES					
-Central Supply & Maint. (507)	48	13	0	15	76
-Training Medical & Other (508)	33	1	0	11	45
TOTAL ARMY	135	15	10	202	362

E5.A3. ATTACHMENT 3 TO ENCLOSURE 5SECTION VIPart 1 Army

Base Structure Listing by IDPPC Category, by State; Territories and Possessions
and Foreign Areas

ARMY BASE STRUCTURE
GENERAL PURPOSE FORCES

FIFTY STATES

<u>Installation/City</u>	<u>State</u>	<u>Total Pers.</u>	<u>Land Area (Acres)</u>	<u>Major Unit/Activity/Purpose</u>
GENERAL PURPOSE (202)				
Fort Richardson, Anchorage	AK	7,606	70,173	172d Infantry Brigade
Fort Wainwright, Fairbanks	AK	2,983	656,063	172d Infantry Brigade
Fort Ord, Seaside	CA		28,014	7 th Infantry Division (Minus)
Fort Hunter Liggett, King City	CA	23,516	164,637	Division Training, CDEC Experimentation
Fort Carson, Colorado Springs	CO	12,845	137,789	4 TH Infantry Division (Mech)
Fort Stewart, Savannah	GA	4,114	279,272	24 TH Infantry Division (Mech) (Minus)
Hunter Army Airfield, Savannah	GA	11,685	5,651	Division Training
Schofield Barrack, Honolulu	HI	-	14,112	25 th Infantry Division (Minus)
Pohakuloa Trng Area, Hilo	HI	20,555	116,423	Division Training
Fort Riley, Junction City	KS	24,129	100,900	1 st Infantry Division (Mech) (Minus)
Fort Campbell, Clarksville	KY/TN	14,634	111,150	101 st Airborne Division
Fort Polk, Leesville	LA	43,188	197,899	5 th Infantry Division (Mech) (Minus)
Fort Bragg, Fayetteville	NC	51,994	130,696	82 nd Airborne Division
Fort Hood, Killeen	TX		217,214	1 st Cavalry Division 2 nd Armored Division

E7. ENCLOSURE 7

GENERAL SUBMISSION SCHEDULE
FOR THE DEFENSE MANPOWER REQUIREMENT REPORT
(in sequence)

November

- Annual DMRR guidance memorandum with specific schedule issued by the ASD(MRA&L).

December

- Preliminary draft provided by proponents with narrative, force and deployment tables and audit trail of structural changes that were incorporated in the October FYDP update.
- Comments on drafts returned to proponents.

January

- Components submit to the ASD(MRA&L): Service manpower tables by DPPC reflecting President's Budget; updated audit trails portraying structural changes incorporated in January FYDP update; and completed chapters.
- Draft DMRR distributed to the DoD Components by the ASD(MRA&L).
- Comments on draft DMRR submitted by the DoD Components to the ASD(MRA&L).

February

- "Numbers check" draft DMRR distributed to the DoD Components by the ASD(MRA&L).
- Unit Annex submitted by the Services to the ASD(MRA&L).
- Base structure Annex completed by the ASD(MRA&L).
- Report approved by the ASD(MRA&L).
- Security review by the ASD(PA).
- Report to printer.
- Report distributed.