



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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NETCINST 4860.1E
N1
11 Dec 20

NETC INSTRUCTION 4860.1E

From: Commander, Naval Education and Training Command

Subj: COMMERCIAL ACTIVITY FUNCTION CODING IN MANPOWER DOCUMENTS

Ref: (a) ASD (M&RA) memo Update on OMB Circular A-76 Public-Private Competition Prohibitions-FY2019 of 12 December 2018
(b) DoD Directive 1100.4 of 12 February 2005
(c) SECNAV M-5239.2 of 27 Jun 16
(d) OPNAVINST 1000.16L

Encl: (1) Commercial Activity Function Code Definitions

1. Purpose. To provide specific procedures for consistent assignment of Commercial Activity Function (CAF) codes in Activity Manpower Documents. The guidance applies to all Naval Education and Training Command (NETC) Personnel Budget Submitting Office (PERS BSO) 76 commands and activities.

2. Cancellation. NETCINST 4860.1D.

3. Discussion

a. Per reference (a), there is an ongoing moratorium against allowing public/private competitions within the Department of Defense (DoD). In view of this, the Chief of Naval Operations has cancelled all instructions relative to the management of public/private competitions. This prohibits the conversion of any work currently performed (or designated for performance) by civilian personnel to contract performance. This prohibition applies to functions and work assigned to civilians, regardless of whether or not the position is encumbered. However, CAF codes are still required by DoD in order to aggregate and analyze governmental functions. CAF codes will be assigned per enclosure (1) based on guidance provided in references (b) through (d).

b. NETC N1 is responsible for conducting an annual inventory of all positions and ensuring positions reflect appropriate CAF coding. CAF codes are used in conjunction with manpower mix criteria codes and strategic sourcing codes as part of the Inherently Governmental and CA inventory process. The data can be used as a basis for implementing various workforce shaping tools and is a starting point for possible future manpower competitions, military to civilian conversions, or other initiatives.

c. In the event that the moratorium against allowing public/private competitions within the DoD is later lifted, this instruction will be updated after DoD and Office of the Chief of Naval Operations (OPNAV) guidance is promulgated.

4. Policy. All NETC activities will comply with the guidance provided in references (a) through (d) and this instruction. Activities shall accomplish all administrative actions as directed and submit required reports and other data as requested to NETC N1. NETC N11 is the program manager for determining CAF coding for authorized functions as published in approved mission, functions, and task statements.

5. Responsibilities. Responsibilities for the execution and management of the CAF coding program within the NETC domain are as follows:

a. NETC N1/PERS BSO 76

(1) Provide program policy, guidance, evaluation, and assistance as required.

(2) Liaison with OPNAV as appropriate.

(3) Establish/coordinate activities' reporting requirements, as appropriate.

(4) Review domain Manpower Change Requests (MCRs) to ensure CAF codes are accurate.

(5) Provide timely response to all MCRs.

b. NETC (N6)/Cyber Security Workforce (CSWF) Program Manager

(1) Review all NETC billets and positions for CSWF work.

(2) Provide accurate CAF codes for all CSWF billets and positions to NETC N1.

c. NETC Activities

(1) Review and update the CAF code on all military, civilian, and contractor billets and positions and submit corrections in conjunction with current Total Force Manpower Management System data update efforts.

(2) Develop a process to review and update CAF coding as billet changes occur.

6. CAF Coding Procedures

a. All activities under NETC cognizance must use Function Codes provided in enclosure (1). Contact NETC N11 if you are performing work that does not align to any of the noted functions.

b. Function coding is based on the predominate type of work performed with the exception of cyber work. In the case of Cyber, any level of cyber work associated with a billet or position requires the application of a cyber CA code to the billet/position. Manpower authorizations shall be grouped by function and coded to indicate the type of work performed. "ADDU FM" billets will retain the CA function coding applied by the owner of the billet.

c. Each function has an alpha-numeric code, title, and definition describing the predominant type of work being performed in the function. All functional groups except Cyber include at least one miscellaneous "other" function that has an alpha-numeric code ending in "XX99" (e.g., "XX99 - Other Services"). These miscellaneous functions are used to code work that is not identified by other functions on the list. Miscellaneous functions should be used only as a last resort when no other function applies.

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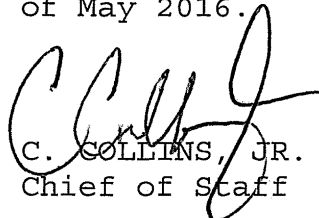
7. Communication and Reports. All communications and reports relative to the procedures herein will be developed per this instruction or promulgated by separate correspondence and submitted via the chain of command.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be 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.


C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil>, or via Content Manager.

COMMERCIAL ACTIVITY FUNCTION CODE DEFINITIONS

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FULL LISTING OF NETC FUNCTIONS WITH DEFINITIONS

CIVILIAN PERSONNEL SERVICES

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

MILITARY PERSONNEL SERVICES

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

B830 Military Personnel Operations. This function includes operations typically performed by military personnel offices or field operating agencies (FOAs). Military personnel operations typically include distribution and assignment of military personnel; professional development; promotions; compensation; entitlements; awards and decorations; retention; and separations. This may also include acting as the functional proponent for the military personnel management system; management of the military occupational classification and structure; execution of the officer and enlisted evaluation system; management of overseas and sea-to-shore rotation; and, implementation of various personnel management programs in support of legislative requirements. In addition, this includes maintenance and processing of personnel records and requests; separations; personnel support to family members and retired military personnel; and, personnel management support (e.g., developing and maintaining strength data).

PERSONNEL SOCIAL ACTION PROGRAMS

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

This includes program operations necessary for implementation and monitoring of program activities.

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

FINANCIAL MANAGEMENT

C400 Budget Support. This function includes budget formulation, justification, and analysis activities involved in the Budget Estimates Submission, Program Budget Decisions, and Defense Budget. It also includes budget execution, distribution of funds, certification of funds, monitoring of budget execution, and reporting on the status of funds. This function code includes Purchase and Travel Card Administrations.

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

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

C999E Comptroller Function. This function includes field level comptroller and financial operations, including budget formulation and execution; financial reporting and evaluation; implementation and maintenance of financial management information and internal control systems; analyses and evaluation of program effectiveness; advise commanders, directors and staffs on budgets, obligations and disbursements.

CYBERSECURITY AND CYBEROPERATIONS

D411 Technical Support Specialist. This function provides technical support to customers who need assistance utilizing client level hardware and software in accordance with established or approved organizational process components. (i.e., Master Incident Management Plan, when applicable). This function diagnoses and resolves customer reported system incidents, problems, and events, as well as provides technical support comprised of recommendations based on trend analysis for enhancements to software and hardware solutions to enhance customer experience. The function encompasses the installation and configuration of hardware, software, and peripheral equipment for system users in accordance with organizational standards. Also included are account administration activities, assignment of network rights, and access to systems and equipment. Included are the performance of asset management/inventory of Information Technology (IT) resources, monitoring and reporting on client-level computer system performance, as well as the development of trend analysis and impact reporting. Function includes: troubleshooting system hardware and software; maintenance of incident tracking and solution database and the analysis of incident data for emerging trends. The function also includes the development and delivery of technical training to educate others or meet customer needs.

D421 Database Administrator. This function administers databases and/or data management systems that allow for the storage, query, and utilization of data. This function develops implements data management standards, requirements, and specifications, as well as the analysis and planning for anticipated changes in data capacity requirements. This function includes the implementation of data mining and data warehousing applications and the installation and configuration of database management systems and software. Also included are the maintenance of database management systems software,

maintenance of directory replication services that enable information to replicate automatically from rear servers to forward units via optimized routing. Function includes the maintenance of information exchanges through publish, subscribe, and alert functions that enable users to send and receive critical information as required. Includes management of the compilation, cataloging, caching, distribution, and retrieval of data, monitoring, and maintaining databases to ensure optimal performance. Function encompasses the performance of backup and recovery support of databases to ensure data integrity, and provide recommendations on new database technologies and architectures. Also included are the performance of configuration management, problem management, capacity management, and financial management for databases and data management systems, while supporting incident management, service level management, change management, release management, continuity management, and availability management for databases and data management systems. This function includes the maintenance of assured message delivery systems.

D422 Data Analyst. This function examines data from multiple disparate sources with the goal of providing security and privacy insight. Designs and implements custom algorithms, workflow processes, and layouts for complex, enterprise-scale data sets used for modeling, data mining, and research purposes. This function analyzes and defines data requirements and specifications. Includes the tasks assigned in reference analysis and planning for anticipated changes in data capacity requirements. This function encompasses the development and implementation of data mining and data warehousing programs, development of data standards, policies, and procedures, and manages the compilation, cataloging, caching, distribution, and retrieval of data. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D431 Knowledge Manager. Manages and administers integrated methods, enabling the organization to identify, capture, catalog, classify, retrieve, and share intellectual capital and information content. The methods may include utilizing processes and tools (e.g., databases, documents, policies, procedures) and expertise pertaining to the organization. It is responsible for the management and administration of processes and tools that enable the organization to identify, document, and access intellectual capital and information content. This

function manages: the indexing/cataloguing, storage, and access of explicit organizational knowledge (e.g., hard copy documents, digital files); constructing access paths to suites of information (e.g., link pages) to facilitate access by end-users; and the design, build, implementation, and maintenance of a knowledge management framework that provides end-users access to the organization's intellectual capital. Function includes the understanding of the needs and requirements of information end-users, as well as monitoring and reporting on the usage of knowledge management assets and resources. This function plans and manages the delivery of knowledge management projects and promotes knowledge sharing between information owners/users through an organization's operational processes and systems. This function encompasses recommendations on data structures and databases that ensure correct and quality production of reports/management information and leads efforts to promote the organization's use of knowledge management and information sharing.

D441 Network Operations Specialist. This function plans, implements, and operates network services/systems, to include hardware and virtual environments. Function configures and optimizes network hubs, routers, and switches (e.g., higher-level protocols, tunneling). This function develops and implements network backup and recovery procedures and diagnoses network connectivity problem, which includes the installation, replacement, and integration of new network devices such as network hubs, routers, and switches as part of an existing network architecture. Also includes monitoring network capacity and performance, patching of network vulnerabilities, testing and maintaining the network infrastructure inclusive of software and hardware to ensure information is safeguarded against outside parties, and providing feedback on network requirements, including network architecture and infrastructure. This function implements new system design procedures, test procedures, integration procedures, and quality standards for device operating system software (e.g., IOS, firmware).

D451 System Administrator. This function is responsible for setting up and maintaining a system or specific components of a system (e.g., installing, configuring, and updating hardware and software; establishing and managing user accounts; overseeing or conducting backup and recovery tasks; implementing operational and technical security controls; and adhering to organizational

security policies and procedures). This function develops and implements processes for the conduct of periodic system maintenance including cleaning (both physically and electronically), disk checks, routine reboots, data dumps, and testing. This function includes: the design of group policies and access control lists to ensure compatibility with organizational standards, business rules, and needs; development of documentation of systems administration standard operating procedures; compliance with organization systems administration standard operating procedures; implementation and enforcement of local network usage policies and procedures; maintenance of baseline system security according to organizational policies; and, the management of accounts, network rights, access to systems and equipment, system/server resources including performance, capacity, availability, serviceability, and recoverability.

D461 Systems Security Analyst. This function is responsible for the analysis and development of the integration, testing, operations, and maintenance of systems security. Develops and administers databases, data management systems, and/or data processes that allow for the storage, query, and utilization of data. Administers databases and/or data management systems that allow for the storage, query, and utilization of data. Implement data management standards, requirements, and specifications. Analyze and plan for anticipated changes in data capacity requirements. This function also includes the implementation of data mining and data warehousing applications, installation and configuration of database management systems and software, and the maintenance of database management systems software. Function maintains directory replication services that enable information to replicate automatically from rear servers to forward units via optimized routing. Function maintains information exchanges through published, subscribed, and alert functions that enable users to send and receive critical information as required. Also, this function includes the management of compilations, cataloging, caching, distribution, and retrieval of data while monitoring and maintaining databases operations to ensure optimal performance. Function includes the performance of backup and recovery of databases to ensure data integrity and provides recommendations on new database technologies and architectures. Function also includes: performance of configuration management, problem management, capacity management, and financial management for

databases and data management systems. Function supports incident management, service level management, change management, release management, continuity management, and availability management for databases and data management systems.

D541 Vulnerability Assessment Analyst. This function conducts threat and vulnerability assessments and determines deviations from acceptable configurations or policies. Assesses the level of risk and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations. This includes assessments of systems and networks within the network environment or enclave and identifies where those systems/networks deviate from acceptable configurations, enclave policy, or local policy. Measures effectiveness of defense-in-depth architecture against known vulnerabilities.

D611 Authorizing Official/Designating Representative. This function serves as the senior official or executive with the authority to formally assume responsibility for operating an information system at an acceptable level of risk to organizational operations (including mission, functions, image, or reputation), organizational assets, individuals, other organizations, and the Nation (CNSSI 4009). This includes the management and approval of Accreditation Packages (e.g., ISO/IEC 15026-2), review of authorization and assurance documents to confirm that the level of risk is within acceptable limits for each software application, system, and network. The function includes the establishment of risk limits for the software application, network, or system.

D612 Security Control Assessor. This function conducts independent comprehensive assessments of the management, operational, and technical security controls and control enhancements employed within or inherited by an IT system to determine the overall effectiveness of the controls (as defined in NIST 800-37). This function also includes the development of: methods to monitor and measure risk, compliance, and assurance efforts; specifications to ensure risk, compliance, and assurance efforts conform with security, resilience, and dependability requirements at the software application, system, and network environment level; and the drafting of preliminary or residual security risks statements for system operation. Also includes the maintenance of information systems assurance

and accreditation materials, as well as monitoring and evaluating a system's compliance with IT security, resilience, and dependability requirements. Function includes the performance of validation steps, and comparison of actual results with expected results and analysis of the differences to identify impact and risks. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D621 Software Developer. This function develops, creates, maintains, and writes/codes new (or modifies existing) computer applications, software, or specialized utility programs. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D622 Secure Software Assessor. This function analyzes the security of new or existing computer applications, software, or specialized utility programs and provides actionable results. This function analyzes security needs and software requirements to determine feasibility of design within time and cost constraints and security mandates and applies coding and testing standards, applies security testing tools (including "fuzzing" static-analysis code scanning tools), conducts code reviews, and applies secure code documentation. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D631 Information Systems Security Developer. This function designs, develops, tests, and evaluates information system security throughout the systems development life cycle. This function analyzes design constraints, trade-offs and detailed system and security design, and consider lifecycle support. This function applies security policies to applications that interface with one another, such as Business-to-Business applications, assesses the effectiveness of cybersecurity measures utilized by system(s), and assesses threats to and vulnerabilities of computer system(s) to develop a security risk profile. This function builds, tests, and modifies product prototype working models or theoretical models, conducts Privacy Impact Analysis of the application's security design for the appropriate security controls which protect the confidentiality and integrity of Personally Identifiable Information. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D632 Systems Developer. Designs, develops, tests, and evaluates information systems throughout the systems development life cycle. Analyze design constraints, analyze trade-offs and detailed system and security design, and consider lifecycle support. This function builds, tests, and modifies product prototypes using working models or theoretical models; designs and develops cybersecurity or cybersecurity-enabled products; and designs, implements, tests, and evaluates secure interfaces between information systems, physical systems, and/or embedded technologies. This function designs hardware, operating systems, and software applications to adequately addresses requirements designs or integrates appropriate data backup capabilities into overall system designs, and ensure appropriate technical and procedural processes exist for secure system backups and protected storage of backup data; and, designs to minimum security requirements to ensure requirements are met for all systems and/or applications. This function develops and directs system testing and validation procedures and documentation; architectures or system components consistent with technical specifications; detailed design documentation for component and interface specifications to support system design and development; Disaster Recovery and Continuity of Operations Plans (COOPs) for systems under development and ensure testing prior to systems entering a production environment; and, mitigation strategies to address cost, schedule, performance, and security risks. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D641 Systems Requirements Planner. Consults with customers to evaluate functional requirements and translate functional requirements into technical solutions. This function conducts risk analysis, feasibility study, and/or trade-off analysis to develop, document, and refine functional requirements and specifications; consults with customers to evaluate functional requirements; and, coordinates with systems architects and developers, as needed, to provide oversight in the development of design solutions. This function also defines project scope and objectives based on customer requirements, as well as, defines baseline security requirements in accordance with applicable guidelines. This function develops and documents requirements, capabilities, constraints for design procedures and processes, and develops cost estimates for new or modified system(s). This function integrates and aligns information security and/or cybersecurity policies to ensure system analysis

meets security requirements; manages the IT planning process to ensure that developed solutions meet customer requirements; oversees and makes recommendations regarding configuration management; and, prepares needs analysis to determine opportunities for new and improved business process solutions. This function prepares use cases to justify the need for specific IT solutions and translates functional requirements into technical solutions. Develop and document supply chain risks for critical system elements, as appropriate. This function develops and documents User Experience requirements including information architecture and user interface requirements; designs and documents quality standards, ensuring all systems components can be integrated and aligned (e.g., procedures, databases, policies, software, and hardware). Also, this function documents a system's purpose and preliminary system security concept of operations.

D651 Enterprise Architect. This function develops and maintains business, systems, and information processes to support enterprise mission needs; develops IT rules and requirements that describe baseline and target architectures. This function analyzes user needs and requirements to plan architecture, capturing, and integrating essential system capabilities or business functions required for partial or full system restoration after a catastrophic failure event. This function defines appropriate levels of system availability based on critical system functions and ensure system requirements identify appropriate disaster recovery and continuity of operations requirements to include any appropriate fail-over/alternate site requirements, backup requirements, and material supportability requirements for system recovery or restoration. This function develops enterprise architecture or system components required to meet user needs and employs secure configuration management processes. This function also documents and updates, as necessary, all definition and architecture activities, and ensures acquired or developed system(s) and architecture(s) are consistent with organization's cybersecurity architecture guidelines. This function identifies and prioritizes critical business functions in collaboration with organizational stakeholders, as well as, integrating results regarding the identification of gaps in security architecture. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D652 Security Architect. This function ensures the stakeholder security requirements necessary to protect the organization's mission and business processes are adequately addressed in all aspects of enterprise architecture including reference models, segment and solution architectures, and the resulting systems supporting those missions and business processes. This function analyzes user needs and requirements to plan architecture, and defines and prioritizes essential system capabilities or business functions required for partial or full system restoration after a catastrophic failure event. This function defines appropriate levels of system availability based on critical system functions and ensure system requirements identify appropriate disaster recovery and continuity of operations requirements to include any appropriate fail-over/alternate site requirements, backup requirements, and material supportability requirements for system recover/restoration. This function also develops enterprise architecture or system components required to meet user needs and develops/integrates cybersecurity designs for systems and networks with multilevel security requirements or requirements for the processing of multiple classification levels of data primarily applicable to government organizations (e.g., UNCLASSIFIED, SECRET, and TOP SECRET). This function also documents and addresses organization's information security, cybersecurity architecture, and systems security engineering requirements throughout the acquisition lifecycle, employing secure configuration management processes. This function documents and update as necessary all definition and architecture activities and ensures that acquired or developed system(s) and architecture(s) are consistent with organization's cybersecurity architecture guidelines. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D661 Research & Development Specialist. This function conducts software and systems engineering and software systems research to develop new capabilities, ensuring cybersecurity is fully integrated. Conducts comprehensive technology research to evaluate potential vulnerabilities in cyberspace systems. This function reviews and validates data mining and data warehousing programs, processes, and requirements, and researches current technology to understand capabilities of required system or network. This function researches and evaluates available technologies and standards to meet customer requirements,

identifying cyber capabilities strategies for custom hardware and software development based on mission requirements. This function collaborates with stakeholders to identify and/or develop appropriate solutions technology. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D671 System Testing and Evaluation Specialist. This function plans, prepares, and executes tests of systems to evaluate the results against the specifications and requirements, as well as analyze and report on the test results. This function tests, evaluates, and verifies hardware and/or software to determine compliance with defined specifications and requirements, and records/manages test data. This function analyzes the results of software, hardware, or interoperability testing, determining the level of assurance of developed capabilities based on test results. This function develops test plans to address specifications and requirements after validation of specifications and requirements for testability. This function submits recommendations based on the test results. This function also performs: developmental testing on systems under development; interoperability testing on systems exchanging electronic information with systems of other systems; and, performs operational testing. This function determines scope, infrastructure, resources, and data sample size to ensure system requirements are adequately demonstrated and that the results of the testing is the creation of auditable evidence of security measures.

D711 Cyber Instructional Curriculum Developer. This function develops, plans, coordinates, and evaluates cyber training/education courses, methods, and techniques based on instructional needs. Correlates training and learning to business or mission requirements. This function creates training courses tailored to the audience and physical environment, designing training curriculum and course content based on requirements. This function conducts periodic reviews/revisions of course content for accuracy, completeness alignment, and currency as well as serves as an internal consultant and advisor in own area of expertise (e.g., technical, copyright, print media, electronic media). This function supports the design and execution of exercise scenarios and writes instructional materials (e.g., standard operating procedures, production manual) to provide detailed guidance to

relevant portion of the workforce. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D712 Cyber Instructor. This function develops and conducts training or education of personnel within the cyber domain. This function conducts interactive training exercises to create an effective learning environment and delivers training courses tailored to the audience and physical/virtual environments. This function applies concepts, procedures, software, equipment, and/or technology applications to students and participates in the development of training curriculum and course content. Function develops new or identify existing awareness and training materials that are appropriate for intended audiences, ensuring training meets the goals and objectives for cybersecurity training, education, or awareness. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D722 Information Systems Security Manager. This function is responsible for the cybersecurity of a program, organization, system, or enclave. This function advises appropriate senior leadership or Authorizing Official of changes affecting the organization's cybersecurity posture. This function collects and maintains data needed to meet system cybersecurity reporting, and ensures cybersecurity inspections, tests, and reviews are coordinated for the network environment. This function ensures cybersecurity requirements are integrated into the continuity planning for that system and/or organization(s) and ensures that protection and detection capabilities are acquired or developed using the IS security engineering approach and are consistent with organization-level cybersecurity architecture. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D723 COMSEC Manager. This function manages the Communications Security resources of an organization (CNSSI 4009) or key custodian for a Crypto Key Management System. This function evaluates cost benefit, economic, and risk analysis in decision making process. This function also recognizes possible security violations and takes appropriate action to report the incident, as required. This function supervises or manages protective or corrective measures when a cybersecurity incident or vulnerability is discovered, advising senior management (e.g., CIO) on risk levels and security posture and provides

cost/benefit analysis of information security programs, policies, processes, and systems, and elements. This function communicates the value of IT security throughout all levels of the organization stakeholders, collaborating with stakeholders to establish the enterprise continuity of operations program, strategy, and mission assurance. This function ensures security improvement actions are evaluated, validated, and implemented as required, and establishes overall enterprise information security architecture with the organization's overall security strategy.

D751 Cyber Workforce Developer and Manager. This function develops cyberspace workforce plans, strategies, and guidance to support cyberspace workforce manpower, personnel, training, and education requirements and to address changes to cyberspace policy, doctrine, materiel, force structure, and education and training requirements. This function identifies and addresses cyber workforce planning and management issues (e.g., recruitment, retention, and training). This function analyzes organizational cyber policy, assesses policy needs, and collaborate with stakeholders to develop policies to govern cyber activities. This function defines and integrates current and future mission environments, designs/integrates a cyber-strategy that outlines the vision, mission, and goals that align with the organization's strategic plan. This function develops policy, programs, and guidelines for implementation, as well as draft, staffs, and publishes cyber policy. This function establishes and maintains communication channels with stakeholders. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D752 Cyber Policy and Strategy Planner. This function develops and maintains cybersecurity plans, strategy, and policy to support and align with organizational cybersecurity initiatives and regulatory compliance. This function analyzes organizational cyber policy, assess policy needs, and collaborate with stakeholders to develop policies to govern cyber activities. This function defines and integrates current and future mission environments, and designs/integrates a cyber-strategy that outlines the vision, mission, and goals that align with the organization's strategic plan, developing policy, programs, and guidelines for implementation, drafting, staffing, and publishing cyber policy in support of the command cybersecurity program. This function establishes and maintains

communication channels with stakeholders and monitors the rigorous application of cyber policies, principles, and practices in the delivery of planning and management services. This function seeks consensus on proposed policy changes from stakeholders and provides policy guidance to cyber management, staff, and users. Also, this function performs the tasks contained within Appendix B of the NIST SP 800-81.

D801 Program Manager. Leads, coordinates, communicates, integrates, and is accountable for the overall success of the program, ensuring alignment with agency or enterprise priorities. The function develops and maintains strategic plans, develops methods to monitor and measure risk, compliance, and assurance efforts. This function leads and oversees budget, staffing, and contracting and performs needs analysis to determine opportunities for new and improved business process solutions. This function provides enterprise cybersecurity and supply chain risk management guidance for development of the COOPs and resolves conflicts in laws, regulations, policies, standards, or procedures. This function reviews or conducts audits of information technology (IT) programs and projects, evaluating the effectiveness of procurement function in addressing information security requirements and supply chain risks through procurement activities and recommends improvements. This function also drafts and publishes supply chain security and risk management documents. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D802 IT Project Manager. This function directly manages IT projects. This function also: develops methods to monitor and measure risk, compliance, and assurance efforts; identifies and addresses IT workforce planning and management issues, such as recruitment, retention, and training; and, leads/oversees budget, staffing, and contracting. This function performs needs analysis to determine opportunities for new and improved business process solutions, provides advice on project costs, design concepts, or design changes, and provides enterprise cybersecurity and supply chain risk management guidance for development of the COOPs. This function provides: ongoing optimization and problem solving support; recommendations for possible improvements and upgrades; resolution of conflicts in laws, regulations, policies, standards, or procedures; and, the review or conduct of audits of IT programs and projects. This

function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D803 Product Support Manager. This function manages the package of support functions required to field and maintain the readiness and operational capability of systems and components. This function develops methods to monitor and measure risk, compliance, and assurance efforts. This function leads and oversees budget, staffing, and contracting. This function performs needs analysis to determine opportunities for new and improved business process solutions. This function provides: advice on project costs, design concepts, or design changes; provides enterprise cybersecurity and supply chain risk management guidance; input to implementation plans and standard operating procedures; ongoing optimization and problem solving support; and, recommendations for possible improvements and upgrades. This function resolves conflicts in laws, regulations, policies, standards, or procedures, as well as reviews or conducts audits of IT programs and projects; evaluates the effectiveness of procurement function in addressing information security requirements and supply chain risks through procurement activities and recommend improvements; and, drafts/publishes supply chain security and risk management documents. This function applies cybersecurity functions (e.g., encryption, access control, identity management) to reduce exploitation opportunities. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D804 IT Investment/Portfolio Manager. This function manages a portfolio of IT capabilities that align with the overall needs of mission and business enterprise priorities by leading and overseeing IT budgets, staffing, and contracting. This includes the resolution of conflicts in laws, regulations, policies, standards, or procedures. This function reviews or conducts audits of IT programs and projects. This function drafts and publishes supply chain security and risk management documents. This function also ensures all acquisitions, procurements, and outsourcing efforts address information security requirements consistent with organization goals, developing contract language to ensure supply chain, system, network, and operational security are met. This function ensures supply chain, system, network, performance, and cyber security requirements are included in contract language and delivered, and gathers feedback on customer satisfaction and internal service

performance to foster continual improvement. This function also performs the tasks contained within Appendix B of the NIST SP 800-81.

D805 IT Program Auditor. This function conducts evaluations of an IT program or its individual components, to determine compliance with published standards. This function includes: the development of methods to monitor and measure risk, compliance, and assurance efforts; provision of ongoing optimization and problem solving support; recommendations for possible improvements and upgrades; and, the review or conduct of audits of IT programs and projects. Also included is the evaluation of the effectiveness of procurement functions in addressing information security requirements and supply chain risks through procurement activities and recommend improvements. The function includes: the conduct of import/export reviews for acquiring systems and software; ensuring supply chain, system, network, performance, and cyber security requirements are included in contract language and delivered; and, the review of service performance reports identifying any significant issues and variances, initiating, where necessary, corrective actions and ensuring that all outstanding issues are followed up.

ENVIRONMENTAL SECURITY AND NATURAL RESOURCE SERVICES

E220 Safety. This function includes safety efforts designed to prevent accidental loss of human and material resources and protect the environment from the potentially damaging effects of DoD mishaps. This includes efforts to protect personnel from safety and health risks; hazard investigations; and, worksite inspections, assessments (e.g., risk analysis, Safety and Occupational Health (SOH) self-assessments), reviews and illness and injury trend analyses. This excludes occupational health services.

E220E SOH Program Oversight and Management. This function establishes and manages the overall command, regional, or activity safety program. This function requires discretion in the interpretation and application of policy to site and command specific operations and conditions. Liaison and negotiation with higher echelons and other Agencies are required to establish program priorities and resource requirements. Fiduciary and contractual execution authority is required.

Functions are generally performed by "safety manager"/"assistant safety manager" positions.

E220F Program Management. The management of regulatory and technical programs or approval of data, analyses, studies or reports and enforcement of safety policy and requirements. Functions are typically assigned to journeymen or senior level "safety specialist," "safety engineer."

E220G Technical Support. Function includes data collection, reduction and analysis; inspections and surveys to determine compliance with Occupational Safety and Health Administration (OSHA) and other workplace safety requirements; review of plans, specifications, and processes to determine compliance with established codes and standards; technical training; software development and maintenance; and specialized services not available within the government. Functions are typically performed by "safety specialist" and "technician" positions.

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

F320 Contract Administration and Operations. This function includes:

- Procurement of automated information systems, weapon systems, support systems (to include training devices and simulators), supplies, services, and construction. This includes the determination of competitive or non-competitive procurement strategies; the issuance of solicitations and analysis of responses to them; oversight of source selections, negotiations, and the award and termination of contracts; preparation of contract modifications; processing of protests; retained administrative responsibilities; and, operational policy implementation.
- Post award administration of contracts. This includes post award orientation conferences; oversight of contractor performance to assure compliance with contract and subcontract requirements, terms, and conditions; issuance

of contract amendments (to include terminal notices for default, and settlement, and convenience termination); processing claims against the government; issuance of task orders; tracking progress payments; contract close-outs; and, monitoring property administration.

F320E Contracting Officer Representative (COR). This function includes contract oversight, technical clarification, and monitoring performance.

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

SOCIAL SERVICES

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

MEDICAL

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

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

AUDITS

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

INVESTIGATIONS

I510 Personnel Security Clearances and Background

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

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

MAINTENANCE

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

J506 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support, and administrative vehicles, including electronic and communications equipment that is an integral part of the non-combat vehicle. It includes upholstery maintenance and repair; glass replacement and window repair; body repair and painting; general repairs/minor maintenance; battery maintenance

and repair; tire maintenance and repair; frame and wheel alignment; and other motor vehicle maintenance. It also includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment.

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

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

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

LOGISTICS

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

CIVIL WORKS

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

SUPPLY OPERATIONS

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

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

T110E Consolidated Mail Facility/Fleet Mail Carriers.

Operations of mail handling facilities for deployed units.

T110F Hazardous Material (HM) Management. Supply and management of HM to include Consolidated Hazardous Material Reutilization and Inventory Management Program implementation and maintenance, requirements determination, ordering, receiving, storing, recycling, transportation, disposal, brokering of excess and reuse of HM.

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

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

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

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

T199E Ordnance Supply. This function includes the following functions in support of conventional inventory management to include: a) Ordnance support management; b) Requirements determination; c) Fleet ordnance positioning; d) Allowance establishment and processing; e) Oversight for receipt segregation storage and issue; f) Demilitarization and disposal; g) Coordination and tracking of ammunition, weapons, combat systems; and, h) Support equipment. In addition, this function includes ordnance supply operations typically performed at a retail ordnance site to provide receipt, segregation, storage, and issue of ordnance to all assigned units. This includes, but is not limited to, ammunition distribution and control, receiving and issuing of ordnance, ordnance onload and offload of ships, trucks, railcars, aircraft, submarines, etc., ordnance cross-decking, ordnance storage and inventory management, traffic management, ammunition segregation and inspection, prepositioning support, quick response teams, and ordnance support operations.

TRANSPORTATION

T824 Motor Vehicle Transportation Services. This function includes management and operation of motor vehicles and equipment assigned to commands, installations, bases, and other DoD facilities for administrative movement of personnel, supplies, equipment, and other products. This includes all local, intra-post, and inter-post scheduled and unscheduled movement of personnel provided by taxi, bus (to include dependent school bus), and automobile transportation operations. This also includes all heavy and light truck, and tow truck operations involved with the movement of equipment, supplies, and other products not covered by another function code. It also includes motor pool operations and driver/operator licensing and testing. This does not include operation of cranes, construction equipment, or heavy and light trucks in support of Ocean Terminal Operations; civil works projects; fueling services (coded T165); or the repair, maintenance, and construction of real property (coded Z991-Z999). This also excludes medical transportation services.

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

INSTALLATION/FACILITY MANAGEMENT

S210 Building Management. This function includes planning, programming, and funding for minor construction, maintenance, and repair of government buildings and associated grounds and surfaced areas; the administration of rental property; and the administration (to include contract administration) of building services. This excludes actual repair and maintenance of buildings, grounds and surfaced areas coded Z991-Z999. It includes contract management of building management services addressed below. It also includes building space management, and moving and handling of office furniture and equipment except operations covered by function codes W210-W310 series. This also excludes local storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110.

S310E Housing Management (Berthing BOQ/BEQ). This function includes planning programming, and funding for minor construction, maintenance, and repair of government temporary/permanent bachelor housing and associated grounds and surfaced areas; the administration (to include leasing) and operation of DoD temporary/permanent bachelor housing facilities; and the administration (to include contract administration) of temporary/permanent bachelor housing services. This excludes the actual repair and maintenance of buildings, grounds, and surfaced areas coded Z991-Z999. Housing management includes the administration and operation of bachelor quarters and Unaccompanied Personnel Housing (UPH) to include UPH leased by the Government from private owners, Federal Housing Administration or Veteran Administration and designated as public quarters. It excludes operation of reception stations and processing centers coded B820 and operations of disciplinary barracks and confinement facilities coded S575. It includes the moving and handling of unaccompanied personnel housing furnishings and equipment except operations covered by function codes W210-W399. This also excludes storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110. It includes contract management of housing management services addressed below.

S430 Collection and Disposal of Hazardous Material (HAZMAT). This function includes the safe handling, collection, and disposal of HAZMAT and waste.

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

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

S500 Management of Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and Chemical/Biological/Radiological/Nuclear/ High Explosives (CBRNE) Operations). This includes oversight, direction, administration, planning, coordination, and control of security operations at installations/facilities to include, but not limited to, the development and integration of law enforcement, physical security, antiterrorism, and CBRNE operations. This also includes evaluation of security programs and entails the development of system security standards and conducting initial, annual, and random evaluations within the organization to evaluate effectiveness.

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

inspection and survey reports; administering the foreign disclosure program; support to personnel security programs; and providing intelligence support for security program planning.

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

- Coordinating Security Operations. This includes the protection of service members, civilian employees, family members, facilities, equipment, and infrastructure, in all locations and situations, accomplished through the planned and integrated application of combating terrorism, security, law enforcement, and CBRNE programs.
- Physical Security Operations. This includes physical measures designed to safeguard personnel; prevent unauthorized access to facilities/installations/buildings/controlled spaces, equipment, materiel, and documents; and to safeguard them against espionage, sabotage, damage and theft (DoD Joint Pub 1-02). This includes regulation of people, material, and vehicles entering or exiting a designated area; mobile and static security activities for the protection of installation or government assets; and special protection of high value property and resources. Physical security also provides the criteria for the levels and types of armed security forces required for response and containment.
- Law Enforcement Operations. This includes enforcing Federal and State law, issuance of federal citations, detaining suspects, preservation of crime scenes; conducting preliminary/misdemeanor investigations, motor vehicle traffic management, investigation of motor vehicle accidents, apprehension and restraint of offenders, and controlling demonstrations. This also includes protecting, defending, and deterring against criminal activities. 10 U.S.C. 2674, arrest authority of Pentagon Force

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Protection Agency law enforcement officers, also falls under this category.

- Conventional Arms, Ammunition, and Explosives (CAAE) Security. This includes dedicated security guard services for CAAE security.
- CBRNE Protection/Response Operations. This includes providing CBRNE protection for DoD assigned employees through surveillance and operational capabilities such as CBRNE sampling, detection, identification, verification, mitigation, decontamination, advising and training on CBRNE matters, and operation/maintenance of highly technical equipment.
- Threat Detection. This includes mobile and static security activities designed to detect potential terrorist activities.
- Military Working Dog (MWD)/K-9 Operations. This includes detection and deterring of possible criminal activities through canine discovery of narcotics/explosive devices that may be targeted for DoD employees or government owned or leased facilities occupied by employees. This also includes dogs used for patrol capabilities and administration of the MWD/Canine Program.

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

- Passes and Registration. This includes processing, preparation, and issuance and/or control of identification credentials (to include building passes and identification cards). This also includes registration of privately owned vehicles and firearms and the administration, filing, processing, and retrieval of information about privately owned items that must be registered on military installations, bases, and facilities.
- Visitor Information Services. This includes providing information to installation, base or facility residents and/or visitors about street, agency, unit, and activity locations.
- Licensing and Certification of Security Guards. This includes security police on-the-job, specialized, and

ground training that takes place at security guard facilities.

- Storage and Inventory of Armament and Equipment. This includes the receipt, secure storage, inventory, inspection, and turn-in of assigned weapons and equipment.
- Vehicle Impoundment. This includes identification and determination of vehicles on military installations for impoundment.
- MWD/Canine Support. Maintenance of dog kennels and kennel areas.
- Training. This includes local pre-service, in-service, and sustainment training of security forces conducted at the installation/facility.

S520E Support Services to Security Operations at Installations/Facilities. This function includes all administrative operations, to include:

- Storage and Inventory of Armament and Equipment. This includes the receipt, secure storage, inventory, inspection, and turn-in of assigned weapons and equipment.
- MWD/Canine Support. Maintenance of dog kennels and kennel areas.
- Training. This includes local pre-service, in-service, and sustainment training of security forces conducted at the installation/facility.

S520F Secondary Support Services to Security Operations at Installations/Facilities. This function includes all administrative operations, to include:

- Passes and Registration. This includes processing, preparation, and issuance and/or control of identification credentials (to include building passes and identification cards). This also includes registration of privately owned vehicles and firearms and the administration, filing, processing, and retrieval of information about privately owned items that must be registered on military installations, bases, and facilities.
- Visitor Information Services. This includes providing information to installation, base, or facility residents and/or visitors about street, agency, unit, and activity locations.

- Licensing and Certification of Security Guards. This includes security police on-the-job, specialized, and ground training that takes place at security guard facilities.
- Vehicle Impoundment. This includes identification and determination of vehicles on military installations for impoundment.

S540 Information Security. Information security includes identifying materials, processes, and information that require protection and recommending the level of security classification and other protections required. It also includes the protection of information and information systems equipment against unauthorized access whether in storage, processing, or transit. It also includes administering security education/motivation programs, overseeing and monitoring security violations/incidents, and conducting security oversight activities.

- Classification Management. This function includes administration of programs that identify, classify, and mark information that meets the classification standards of E.O. 12958, as amended, "Classified National Security Information."
- Safeguarding Classified Material. This function includes administration of programs that provide for the secure receipt, storage, and distribution of classified material.
- Declassification/Destruction of Classified Information. This function includes administering programs that ensure the appropriate and timely declassification/destruction of classified information to include the declassification of permanent historical valuable information that is 25 years old or older.

MILITARY EDUCATION AND TRAINING

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

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

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

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

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

Navy Enlisted Commissioning Program. (Generally, this manpower is reported under DoD PE codes 804724 and 804725).

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

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

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

U400 Flight Training. This category of institutional training provides individual flying skills needed by pilots, navigators,

and naval flight officers to permit them to function effectively upon assignment to operational aircraft flight programs and/or operational units.

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

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

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

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

U599 Other Military Education and Training Activities. This function includes military education and training activities not covered by other function codes. Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, and post-

graduate flying training) is coded using the "M-Forces and Direct Support" codes.

U599E Bombing Ranges. This function includes operation and maintenance of bombing ranges.

TPPH, STUDENTS & TRAINEES

UXXX Transients, Prisoners, Patients, Holdees (TPPH), Students and Trainees. This includes all authorizations in the Individuals Accounts as well as civilian students and civilian trainees not covered by other function codes.

MANAGEMENT AND OPERATION OF THE DOD

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

MANPOWER MANAGEMENT

Y245 Manpower Management Operations. This function includes manpower operations typically performed by manpower offices, centers, and FOAs at all levels within the department. Manpower operations typically include assessing processes, procedures, and workload distribution; designing organizational structures; business process reengineering; validating workload and determining manpower requirements; and, tracking, reporting, and documenting manpower numbers. It includes determining manpower for existing or new mission requirements, new defense acquisition systems (e.g., major weapon systems and automated information systems), functional or mission realignments and transfers; downsizing and reinvention initiatives and process

improvements. This function includes manpower support when determining manpower for: combat development; manpower mobilization planning; the defense planning, programming, and budget process; the manpower resource allocation process; the commercial activities program; and other outsourcing and privatization initiatives. It also includes centralized control of information and data relating to missions, workload, and performance that support reengineering of functional processes and procedures and restructuring organizations.

SUPPORT EXTERNAL TO DOD

Y315 Foreign Military Sales and Security Assistance Program Management. This function includes managing foreign military sales and security assistance programs to include managing formal contracts and agreements between the U.S. and authorized recipient governments or international organizations. This also includes managing foreign country funds (including the administration of funds placed in U.S. trust fund accounts), and managing and accountability for quality assurance, acquisition, and program management with regard to articles and services provided to the customer. (See the list of Security Assistance Organizations in Enclosure N to CJCSM 1600.01.)¹

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

Y415 Legal Services and Support. This function includes the management of, and operations typically performed by, legal offices at all levels within the DoD. Legal operations typically include, but are not limited to, legal advice to commanders, directors, managers, supervisors, and members of their organizations as well as to individual military members,

¹ CJCSM 1600.01, "Joint Manpower Program Procedures," April 30, 1998.

civilian employees, eligible family members, and retirees. This includes representation of DoD Components and organizations to other foreign, state, and local governments; other U.S. government agencies; and private organizations and persons. This includes participation in administrative and judicial litigation (to include military justice); adjudication of military justice trial and appellate court cases; and, adjudication of claims and security clearance investigations. It also includes court reporting and legal and litigation studies. Any legal related function not falling within the Y405 definition is to be identified as Y415.

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

PUBLIC AFFAIRS

Y515 Public Affairs Program Activities and Operations. This function includes providing program management and operational

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

PROTOCOL OPERATIONS

Y525 Protocol Operations. This function includes program management and operational guidance of protocol operations to include providing liaison, coordination, and official representation services. This function includes providing advice and counsel to respective leadership and staff and subordinate protocol offices regarding protocol matters and issues. This function also includes conducting and coordinating required support. Developing and determining those required policies, guidance, plans, processes, and procedures to be used to ensure the appropriate orders of precedence and etiquette are followed when hosting or conducting various types of

visitations, ceremonies, and events. It also may include providing official liaison between organizations both internal and external to the Department. This function does not include Public Affairs operations (coded Y515) that deal with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function also does not include legislative liaison activities. The protocol function may be performed by offices at all levels within the DoD.

Y527 Other Protocol Activities. This function includes protocol activities not addressed by other function codes such as escorting distinguished visitors at major command headquarters and ceremonial duties to include honor guard and firing squad duties at funerals and other ceremonies.

VISUAL INFORMATION

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

ADMINISTRATIVE SUPPORT

Y815 Federal Compliance of Administrative Programs. This function includes providing program management and operational guidance for Freedom of Information Program, Defense Privacy Program, Federal Voting Assistance Program, Paperwork Reduction Act, and Administrative Procedures Act and other similar programs to ensure compliance with federal statutory and

regulatory guidelines. This may include providing advice and assistance to senior leaders and staff at all levels of the Department. This also may include serving as the official spokesperson at the designated organizational level on program issues and matters.

Y820 Administrative Management and Correspondence Services.

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

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

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

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

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

Y880 Document Automation and Production Services. This function includes centralized conventional desktop publishing services (to include on-line binding and finishing services); centralized services for the conversion of digital files to publishing formats; and document/data conversion of legacy paper documents (to include oversized large formats), microfilm, and existing digital data to formats. It includes creation of interactive multi-media publications (to include merging of voice, video, and interactive digital files) and the conversion of existing digital files to formats which facilitate on-line access, retrieval, and viewing. This function also includes the management and maintenance of numerous digital document libraries and databases which house a variety of documents and data, including directives, regulations, administrative publications, specifications, standards, and contracting data for on-line access, retrieval, and viewing. It also includes the production of ISO 9660 compliant CD-Recordables (CD-Rs) with associated labeling and packaging and the production of quick turnaround and short run-length black and white, spot/accent color, and full color output (to include oversized, large format output, signage and banners) from a variety of hardcopy and digital files.