



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5314.1E  
(SP)

1 DEC 1992

NTC GREAT LAKES INSTRUCTION 5314.1E

Subj: MANPOWER STATISTICS

Ref: (a) OPNAVINST 11000.15B

Encl: (1) Great Lakes Monthly Population Report  
(2) Military Manpower Report  
(3) Great Lakes Quarterly Population Report  
(4) Great Lakes Command Listing  
(5) Base Structure Annex Tenant Data Sheet  
(6) Complex Manning Report  
(7) Manpower Statistics Request  
(8) Reports Timeline

1. Purpose. To provide population data for the Great Lakes Naval Training Center (NTC).

2. Cancellation. NTCGLAKESINST 5314.1D. This instruction has been substantially revised and should be reviewed in its entirety.

3. Discussion. The total mission population of an installation reflects both the amount of support required and the workload of the installation. This instruction establishes collection, distribution and special request procedures.

4. Action/Information

a. The NTC Monthly Population Report, enclosure (1):

(1) Scope. This report reflects personnel assigned to NTC component commands funded via the Chief of Naval Technical Training (CNTECHTRA). Personnel assigned to detachments and branches in outlying areas are included, as well as all personnel at the Great Lakes installation. Population totals reflect the onboard and authorized totals as of the last day of the month.

(2) Frequency. This report is produced monthly.

(3) Inputs. Due by the fifth working day of the following month to NTC Management Services (SP3), Building 1, (e.g. 7 December for 30 November 1992 statistics) as follows:



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(a) Military manpower/staff: Personnel Support Activity via enclosure (2).

(b) Military manpower/students: Service School Command.

(c) Military manpower/recruits: Recruit Training Command.

(d) Civilian manpower/appropriated fund: Consolidated Civilian Personnel Office (04).

(e) Civilian manpower/non-appropriated fund: Morale, Welfare and Recreation Department (07).

(f) Contract employees/instructors: Service School Command.

(g) Contract employees/other than instructors: Contracting Officer's Technical Representative (COTR) for applicable contracts.

(4) Preparation/Distribution: NTC Management Services (SP3) prepares this report and provides for its distribution to all requesting activities no later than the 15th of the following month.

b. The Great Lakes Quarterly Population Report, enclosure (3):

(1) Scope. This report reflects all personnel located at the Great Lakes installation. In contrast to the Monthly Population Report which reflects the total personnel assets of NTC, the Quarterly Report reflects only those personnel located at this installation. Population totals reflect the onboard totals as of the last day of the month.

(2) Frequency. This report is produced quarterly.

(3) Inputs. Due by the 10th of the following quarter, (e.g., 11 January for 31 December 1992 statistics), all commands listed in enclosure (4) are to submit to NTC Management Services (SP3), Building 1, the following information:

(a) The end of the quarter total of Authorized Full Time Assigned (AFTA) officer personnel strength (onboard) at this installation.

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(b) The end of the quarter total of AFTA enlisted personnel strength (onboard) at this installation.

(c) (Training commands only.) The end of the quarter total of Permanent Change of Station (PCS) students/recruits in training (training status other than Temporary Duty (TDY)) at this installation.

(d) The end of the quarter total AFTA appropriated fund (including Navy Industrial Fund) civilian personnel strength (onboard) at this installation. This total should include all appropriated fund financed full-time, part-time and intermittent workers.

(e) The end of the quarter total of AFTA non-appropriated fund (NAF) civilian personnel strength (onboard) at this installation. This total should include all NAF financed full-time, part-time and intermittent workers.

(f) The end of the quarter total of appropriated fund financed full-time contractor personnel population. This total does not include appropriated fund contractor personnel accomplishing one-time projects at the installation.

(4) Preparation/Distribution: NTC Management Services (SP3) prepares this report and provides for its distribution to all requesting activities no later than the 20th of the following month.

c. Base Structure Annex (BSA) submission:

(1) Scope. As required by reference (a), NTC submits the Base Structure Annex Data Sheet for this installation, providing population served information for the Defense Manpower Requirements Report prepared by the Office of the Assistant Secretary of Defense (Production and Logistics) for submission to Congress.

(2) Frequency. The BSA is submitted annually.

(3) Inputs. BSA data is submitted for the previous Fiscal Year (FY). For example, the FY94 Base Structure Annex which will be forwarded by NTC in September 1993 will report the population data for the end of FY92. All enclosure (4) commands and all component commands are to submit enclosure (5) to NTC Management Services (SP3) no later than 1 August of each year. The Naval Hospital and Public Works Center, activities submitting a separate report, as required by reference (a), should forward a

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copy of their submission to NTC no later than 15 September of each year. Reference (a) provides detailed information on enclosure (5) data.

(4) Preparation/Distribution. NTC Management Services (SP3) prepares the BSA submission and forwards it to the Chief of Naval Education and Training (CNET) with a copy to CNTECHTRA, as required by reference (a). All reporting commands will also receive a copy upon request.

d. Complex Manning Report, enclosure (6):

(1) Scope. This report reflects available manning at all NTC component commands and provides specific information on the percentage onboard in relationship to the Navy Manning Plan for these commands. Personnel assigned to detachments and branches in outlying areas are included, as well as all personnel at the Great Lakes installation. Population totals reflect the onboard and Navy Manning Plan totals as of the last day of the month.

(2) Frequency. This report is produced monthly.

(3) Inputs. Due by the fifth working day of the following month to NTC Management Services (SP3), Building 1, (e.g. 7 December 1992 for 30 November 1992 statistics) as follows:

(a) Navy Manning Plan data: Personnel Support Activity via enclosure (2).

(b) Civilian manpower/appropriated fund, civilian manpower/non-appropriated fund, and contract employees: Public Works Center, Naval Hospital, Naval Dental Clinic and Navy Exchange.

(c) Remaining data will be taken from inputs submitted for the Monthly Population Report.

(4) Preparation/Distribution: NTC Management Services (SP3) prepares this report and provides for its distribution to all requesting activities no later than the 15th of the following month.

e. Special Requests:

(1) Scope. Enclosures (1) and (3) provide specific population data for the NTC and the Great Lakes installation. This information is available back to 1981 for the Monthly Population Report and to 1984 (old format) for the Quarterly

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Population Report. Additional manpower statistics will be researched, and provided if possible, via an enclosure (7) request.

(2) Frequency. Special requests will be addressed as received. A time estimate for obtaining the required information will be provided within one week of receipt of enclosure (7).

(3) Inputs. Any component command or tenant activity may submit an enclosure (7) request to NTC Management Services (SP3).

(4) Preparation/Distribution. Special request data will be forwarded to the requesting command as prepared. This data will also be forwarded with the next Quarterly Population Report for general usage. If data is useful to one activity only and is recurring, the data requestor and input provider will be linked directly for future data collection.

5. Reports and Forms

a. NTC Monthly Population Report.

(1) Report control symbol NTC-GL 5314-1 has been assigned to this report and is approved for three years from the date of this instruction.

(2) NTC-GL 5314/1 (Rev. 5/92) is provided by NTC Management Services (SP3).

b. Military Manpower Report.

(1) Report control symbol NTC-GL 5314-2 is assigned to this report and is approved for three years from the date of this instruction.

(2) NTC-GL 5314/2 (Rev. 11/92) is provided by NTC Management Services (SP3).

c. Great Lakes Quarterly Population Report.

(1) Report control symbol NTC-GL 5314-3 is assigned to this report and is approved for three years from the date of this instruction.

(2) NTC-GL 5314/3 (Rev. 11/92) is provided by NTC Management Services (SP3).

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d. Base Structure Annex Report. Reference (a) provides report and form information for this report. Copies of enclosure (5) may be utilized for report submission.

e. Complex Manning Report.

(1) Report control symbol NTC-GL 5314-5 has been assigned to this report and is approved for three years from the date of this instruction.

(2) NTC-GL 5314/5 (11/92) is provided by NTC Management Services (SP3).

f. Special Requests. NTC-GL 5314/4 (5/92) is provided by NTC Management Services (SP3). Enclosure (7) may be locally reproduced.

6. Effective Date. This report is effective for the 30 November 1992 Monthly Population Report and Complex Manning report; the 31 December 1992 Quarterly Population Report; and the FY94 Base Structure Annex Submission. Enclosure (8) provides due dates for all report submissions.

  
MACK C. GASTON

**Distribution:**

NTCGLAKESINST 5216.5K  
Lists I, II (Case B), IIIA (less BB),  
IIIB (less B, C and D), and IIIC  
NAVTRASYSNEN

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MONTHLY POPULATION REPORT

PERIOD ENDING

FROM: MANAGEMENT SERVICES (SP)

NTC-GL-RCS 5314-1

COMMAND	NTC	BRIG	RTC	SSC	TPU	CBU-401	TOTAL
OFFICER							
ENLISTED							
CIVILIAN							
TOTAL							

OFFICER							
ENLISTED							
AF CIVILIAN							
NAF CIVILIAN							
TOTAL							

AUTH VS FILLED	+ / -	% FILLED
OFFICER		
ENLISTED		
AF CIVILIAN		
TOTAL		

RECRUITS	BMT	
	ATD	
	OTHER	
	TOTAL	
CONTRACT INSTR	OTHER	
	TOTAL	

OFFICER	
ENLISTED	
AF CIVILIAN	
NAF CIVILIAN	
CONTRACT CIVILIAN	
RECRUITS	
STUDENTS	
TRANSIENTS	
GRAND TOTAL	

AUTHORIZED ON BOARD

MANAGEMENT SERVICES DIRECTOR

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**MILITARY MANPOWER**

As of Month Ending \_\_\_\_\_

	NAVY MANNING PLAN		AUTHORIZED		ON BOARD	
	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
NTC ACTIVITIES						
00210 COM NTC GLAKES						
66797 COM NTC GLAKES/PAO						
35408 NAVY BAND						
00128 AD COM NTC GLAKES						
31843 CORR CEN/BRIG						
68108 CAA CTR						
30812 MILINFO DET						
43296 NACU						
68740 CREDO						
39224 NEX						
66446 CBU 401						
32458 TRANSITPERSU-OTHER						
66176 TRANSITPERSU						
68598 PERSUPPACT GLAKES						
43101 PSD GLAKES HOSP						
43102 PSD RTC GLAKES						
43106 PSD NTC GLAKES						
0763 A CRUIT TRA COMD GL						
41455 CO CDRS RTC GLAKES						
42085 GEN SKILL TRNG						
0580A SERV SCH COMD						
41442 FMS TRNG PROG						
42085 SSC GLAKES BOS						
65113 PWC						
62472 ROICC NO DIVISION						
00211 NAVHOSP						
46872 DEPMEDS NAVHOSP						
68326 NAVDENCEN						
47006 DEPMEDS NAVDENCEN						

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GREAT LAKES QUARTERLY POPULATION REPORT				From: Management Services (SP)			
COMMAND	ON BOARD OFFICER	ON BOARD ENLISTED	STUDENTS / TRAINEES	ON BOARD AF CIVILIAN	NAF CIVILIAN	CONTRACT CIVILIAN	TOTAL
DIS							
DRMO							
NETPMSA UNIT							
MARCORPABSCOLUNIT							
MARS							
MEPCOM							
NAVDROGLAB							
NAVDENCEN							
NAVDENTALR&SCHINSTITUTE							
NRSECGRUPROG							
NAVSECGRU FO							
NAVHOSP							
NAVHOSPCORP&COL							
NAVINS&SERVRA							
NJROTC							
NAVLEGS&VCOFF							
OMDA							
NAVRES&REDCOM REG 13							
NCTD							
NTC							
NAVTRASY&SCEN							
NAVAB&COLLU							
NAVRES&CRUITCOM DET TWO							
NAVY CAMPUS							
NEX							
ATLANTIC JUDICIAL CIRCUIT							
DP&SDO							
PWC							
NAVCRUITAREA FIVE							
DFAS/DAO							
NAVRES&REDCEN							
SS&DMC							
SS&RIII							
PER&SUPPACT							
DeCA							
<b>TOTALS</b>							

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## LIST OF COMMANDS

Defense Investigative Service (DIS)  
Defense Reutilization & Marketing Office (DRMO)  
Naval Education and Training Program Management Support Activity  
(NETPMSA)  
Marine Corps Absentee Collection Unit (MARCORPSABSCOLUNIT)  
Military Affiliate Radio System (MARS)  
US Military Entrance Processing Command Headquarters (MEPCOM)  
Navy Drug Screening Laboratory (NAVDRUGLAB)  
Naval Dental Center (NAVDENCEN)  
Naval Dental Research Institute (NAVDENTALRSCHINSTITUTE)  
Naval Reserve Security Group Program (NRSECGRUPROG)  
Naval Security Group Field Office (NAVSECGRO FO)  
Naval Hospital (NAVHOSP)  
Naval Hospital Corps School (NAVHOSPCORPSCOL)  
Naval Investigative Service Resident Agency (NAVINVSEVRRA)  
Naval Junior Reserve Officer Training (NJROTC)  
Unit Area Nine Manager  
Naval Legal Service Office (NAVLEGSVCOFF)  
Naval Office of Medical/Dental Affairs (OMDA)  
Naval Reserve Readiness Command Region 13  
(NAVRESREDCOM REG THIRTEEN)  
Naval Computer Telecommunication Detachment (NCTD)  
Naval Training Center (NTC)  
Naval Training Systems Center (NAVTRASYSSEN)  
Naval Absentee Collection Unit (NAVABSCOLLU)  
Naval Reserve Recruiting Command Det 2 (NAVRESCRUITCOM DET TWO)  
Navy Campus (Navy Campus)  
Navy Exchange (NEX)  
Navy-Marine Corps Trial-Judiciary Circuit Branch Office  
(Atlantic Judicial Circuit)  
Defense Printing Service Detachment Office (DPSDO)  
Public Works Center (PWC)  
Navy Recruiting Area 5 (NAVCRUIT AREA FIVE)  
Defense Finance & Accounting Service/Defense Accounting Office-  
Cleveland Center, Great Lakes (DFAS/DAO)  
Naval Reserve Readiness Center (NAVRESREDCEN)  
Selective Service System Data Management Center (SSSDMC)  
Selective Service System Region III (SSSRIII)  
Personnel Support Activity (PERSUPPACT)  
Defense Commissary Activity (DeCA)

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**DEPARTMENT OF DEFENSE  
BASE STRUCTURE ANNEX HOST / TENANT WORKSHEET**

For Fiscal Year 19 \_\_\_\_

NAME		UKC							
ACTIVITY NAME / LOCATION (1)	UKC (2)	RFY TOTAL ANNUAL RC FLYING ACTIVITY LOAD (Mandays) (3)	RFY TOTAL ANNUAL RCNON - FLYING ACTIVITY LOAD (Mandays) (4)	RFY AFTA ENLISTED PERSONNEL STRENGTH (5)	RFY AFTA OFFICER PERSONNEL STRENGTH (6)	RFY AFTA APPROPRIATED FUND CIVILIAN PERSONNEL (7)	RFY AFTA APPROPRIATED FUND CONTRACT PERSONNEL (8)		
TENANT									
TENANT									
TENANT									
TENANT									
TENANT									
TENANT									
TENANT									
TOTAL									

OPNAV 11000/13 (Rev 4-88)

Enclosure ( )

Enclosure (5)

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NTC-GL-RCS 5314-5

AS OF:		COMPLEX MANNING REPORT						
COMMAND	N M P		OFFICER	ON BOARD			TOTAL	
	OFFICER	ENLISTED		OFFICER	% ENLISTED	% AF CIVILIAN		
NTC								
BRIG								
RTC								
SSC								
TPU								
CBU - 401								
NEX								
NAVDENCEN								
NAVHOSP								
PWC								
TOTAL								
			OTHER MANNING:				STUDENTS	
							RECRUITS	
							NAF CIVILIANS	
							CONTRACT	
							TRANSIENTS	
							TOTAL	

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## MANPOWER STATISTICS REQUEST

**REQUESTING ACTIVITY**

**POINT OF CONTACT**

**Phone #**

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**STATISTICS REQUIRED :**

Describe data needed. If written requirement, attach pages from instruction/letter/message that describe the requirement.

**STATISTICS UTILIZATION :**

Who will utilize; 1 time or recurring need and, if recurring, how often needed; purpose; reference, if applicable.

**TIME REQUIREMENTS, IF APPLICABLE :**

**SEND REQUEST TO :**

NTC Management Services (SP3)  
Bldg. 1, Room M-22

An estimate of the time required to gather/produce requested statistics will be provided within one week of receipt by SP3 to the Point of Contact.

NTC-GL 5314/4 (5/92)

Enclosure (7)

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**TIMELINE -- 1993 & 1994 REPORTS**

<u>Date</u>	<u>Report</u>	<u>Input/Distribute</u>	<u>Date</u>	<u>Report</u>	<u>Input/Distribute</u>
1/8/93	NTC MPR/CMR	Inputs due	1/7/94	NTC MPR/CMR	Inputs due
1/11/93	GL QPR	Inputs due	1/10/94	GL QPR	Inputs due
1/15/93	NTC MPR/CMR	Distribution	1/14/94	NTC MPR/CMR	Distribution
1/20/93	GL QPR	Distribution	1/20/94	GL QPR	Distribution
2/5/93	NTC MPR/CMR	Inputs due	2/7/94	NTC MPR/CMR	Inputs due
2/15/93	NTC MPR/CMR	Distribution	2/15/94	NTC MPR/CMR	Distribution
3/5/93	NTC MPR/CMR	Inputs due	3/7/94	NTC MPR/CMR	Inputs due
3/15/93	NTC MPR/CMR	Distribution	3/15/94	NTC MPR/CMR	Distribution
4/7/93	NTC MPR/CMR	Inputs due	4/7/94	NTC MPR/CMR	Inputs due
4/9/93	GL QPR	Inputs due	4/11/94	GL QPR	Inputs due
4/15/93	NTC MPR/CMR	Distribution	4/15/94	NTC MPR/CMR	Distribution
4/20/93	GL QPR	Distribution	4/20/94	NTC MPR/CMR	Distribution
5/7/93	NTC MPR/CMR	Inputs due	5/6/94	NTC MPR/CMR	Inputs due
5/14/93	NTC MPR/CMR	Distribution	5/16/94	NTC MPR/CMR	Distribution
6/7/93	NTC MPR/CMR	Inputs due	6/7/94	NTC MPR/CMR	Inputs due
6/15/93	NTC MPR/CMR	Distribution	6/15/94	NTC MPR/CMR	Distribution
7/8/93	NTC MPR/CMR	Inputs due	7/8/94	NTC MPR/CMR	Inputs due
7/9/93	GL QPR	Inputs due	7/11/94	GL QPR	Inputs due
7/15/93	NTC MPR/CMR	Distribution	7/15/94	NTC MPR/CMR	Distribution
7/20/93	GL QPR	Distribution	7/20/94	GL QPR	Distribution
8/2/93	BSA	Inputs due	8/1/94	BSA	Inputs due
8/6/93	NTC MPR/CMR	Inputs due	8/5/94	NTC MPR/CMR	Inputs due
8/16/93	NTC MPR/CMR	Distribution	8/15/94	NTC MPR/CMR	Distribution
9/8/93	NTC MPR/CMR	Inputs due	9/8/94	NTC MPR/CMR	Inputs due
9/15/93	BSA	Copies due	9/15/94	BSA	Copies due
9/15/93	NTC MPR/CMR	Distribution	9/15/94	NTC MPR/CMR	Distribution
9/**/93	BSA	Forwarded	9/**/94	BSA	Forwarded
10/7/93	NTC MPR/CMR	Inputs due	10/7/94	NTC MPR/CMR	Inputs due
10/12/93	GL QPR	Inputs due	10/11/94	GL QPR	Inputs due
10/15/93	NTC MPR/CMR	Distribution	10/14/94	NTC MPR/CMR	Distribution
10/20/93	GL QPR	Distribution	10/20/94	GL QPR	Distribution
11/5/93	NTC MPR/CMR	Inputs due	11/7/94	NTC MPR/CMR	Inputs due
11/15/93	NTC MPR/CMR	Distribution	11/15/94	NTC MPR/CMR	Distribution
12/7/93	NTC MPR/CMR	Inputs due	12/7/94	NTC MPR/CMR	Inputs due
12/15/93	NTC MPR/CMR	Distribution	12/15/94	NTC MPR/CMR	Distribution

\*\*BSA due date is established by higher echelons each year.

Enclosure (8)