

DoD Function Codes: Assessment of Currency and Relevancy

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Abstract

Department of Defense (DoD) function codes identify the type of work performed by all activities in the defense infrastructure and operating forces. Every active, reserve, and civilian manpower authorization (or billet) is assigned a DoD function code in authoritative manpower databases to describe the work performed. The current set of function codes, however, has not been reviewed or updated in over a decade. CNA reviewed the function codes to determine their currency and relevancy and updated and revised the codes based on subject matter expert discussions and a review of the relevant literature. Our recommendations contain revisions to the current DoD function codes. We also provide recommendations to improve the currency and accuracy of the function codes in authoritative manpower systems.

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Executive Summary

The Total Force Manpower & Resources Directorate (TFM&RS) within the Office of the Under Secretary of Defense for Personnel and Readiness, Manpower and Reserve Affairs (OUSD P&R/M&RA) maintains a list of Department of Defense (DoD) function codes that identify the type of work performed by all activities in the defense infrastructure and operating forces. Every manpower authorization (or billet)—to include active, reserve, and civilian—is assigned a DoD function code to describe the work performed. This coding occurs in authoritative manpower systems and is critical to articulating the size and composition of the department's workforce from a perspective of requirements and work being performed rather than personnel inventory.

Historically, DoD function codes, submitted annually in the Inherently Governmental and Commercial Activities (IG/CA) Inventory, have been relied on to identify work that could be considered for competition with the private sector and have been associated with the Office of Management and Budget (OMB) Circular A-76 processes. Although the A-76 program has been suspended, the congressional reporting requirement remains. Further, the pressure to shape the total force effectively and economically—coupled with sustained scrutiny on the size, shape, structure, and workload alignment across the total force—means that these function codes must remain relevant and current.

The current set of function codes, however, has not been reviewed or updated in over a decade. The codes do not reflect (among other things) emergent domains and operations, such as cyberspace and unmanned systems. They also do not reflect areas that have received significant congressional or departmental attention in recent years, such as operational contract support planning, force resiliency functions, and security cooperation activities, to name a few. TFM&RS asked CNA to review the function codes to determine their currency and relevancy and to update and revise the codes accordingly.

Our recommendations contain revisions to the current DoD function codes. Significant recommended additions include new or revised codes for the following functional areas:

- Security cooperation
- Cyberspace
- Operational contract support
- Unmanned systems
- Space

We also recommend the revision or relocation of many existing function codes. Details on these recommended revisions can be found in Appendix A. In addition, we recommend revisions to the organization of the codes, such as removing the Infrastructure category and the Forces and Direct Support category to eliminate the need to duplicate certain functions that are performed in both the infrastructure and the operating forces and to allow for more precise coding of functions performed in the operating forces. We also recommend revisions to the coding guidance, such as coding functions based strictly on the work being performed regardless of where that work is performed or if that work is closely associated with another function.

We provide recommendations to improve the currency and accuracy of the function codes in authoritative manpower systems. Our discussions with the Services, Joint Staff, and other DoD offices revealed that existing function codes are not reviewed and updated in authoritative manpower systems regularly; function codes typically remain unchanged from year to year even if a change to the billet warrants a review of the function code. We heard several suggestions for mitigating these issues. Among the most compelling is an OSD policy that requires function codes to be included in billet change requests. Components could also adopt a system that allows for the automated checking of DoD function code assignment when another billet element is changed.

More oversight is required to improve the quality of function code data as part of the annual IG/CA Inventory data submission. Whereas all components' IG/CA Inventories were previously subjected to a quality control process, reviewed extensively for errors, and analyzed to ensure consistency, little attention has been paid to the quality of IG/CA Inventory data since the A-76 program was suspended. The data should again be subjected to a rigorous quality control process and analysis to ensure that the data fields are being consistently used and populated by the components.

Another recommendation to improve the quality of the data is to develop training for those responsible for applying function codes. Ideally, manpower analysts/specialists with knowledge of the work being performed in the billets would be applying, reviewing, and updating the codes as necessary. In reality, the personnel applying function codes to billets often do not understand the purpose of function codes or the work being performed in the billets. Instead, they rely on the occupation code of the person sitting in the billet to assign a function code. This is problematic because often the occupation code of the person in the billet does not match the work being performed by that person. Training a cadre of personnel across DoD on how to use function codes would ensure greater accuracy and consistency in how function codes are applied across the department. More consistent functional coding would enable better manpower analysis across DoD and is a critical step to improving the data necessary for a reconstituted A-76 program.

In addition to ensuring that the data are reviewed and updated periodically and subjected to a quality control process, the larger purpose and value of function codes need to be communicated by OSD leadership. Although some components indicated that they use function codes to conduct manpower analysis, others expressed the opinion that function codes were not useful outside of fulfilling the IG/CA Inventory requirement. Further, many of the OSD Functional Community Managers (OFCMs) and some DoD offices we met with were unfamiliar with function codes and how they differ from occupation codes. Therefore, we recommend that OSD communicate the intent and purpose of function codes as well as the value of accurate and up-to-date functional coding for manpower analysis and workforce mix decision-making throughout DoD. Function codes are currently the only formal construct that bridges military and civilian billets performing similar work; the purpose and value of these data need to be conveyed by leadership.

Finally, we recommend that components explore the value of adding a secondary function code to their authoritative manpower systems. A secondary function code would provide visibility on functions being performed in addition to the primary function. At the time of the discussions, all of the Services indicated that a secondary function code would not be useful to them. Concerns were expressed about the cost to add a secondary function code field to authoritative manpower databases as well as the manpower required to assess and assign a secondary function. At a later discussion with Navy personnel, however, we learned that the Navy has decided to add two additional function code fields in its authoritative manpower system, the Total Force Manpower Management System (TFMMS). Although it isn't yet clear how the Navy intends to use these fields, it will be informative to watch how the Navy decides to use them and to assess the costs and benefits of adding the additional fields.

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Background

DoD function codes identify the type of work performed by all activities in the defense department. Every active, reserve, and civilian manpower authorization (or billet) is assigned a DoD function code to describe the work performed. This coding occurs in authoritative manpower systems and is critical to articulating the size and composition of the department's workforce from a perspective of requirements and work being performed rather than personnel inventory and occupational code or military occupational specialty.

Each function code includes an alphanumeric code, title, and definition describing the type of work performed. Function code definitions are intended to be comprehensive and mutually exclusive. Many definitions clearly delineate other functions that are excluded. For example, code Y105, Defense Direction and Policy Integration, notes that "operational planning and control coded Y210 and those U.S. international policy activities coded M610" are excluded. Also, most groupings of function codes include at least one miscellaneous "other" function that has an alphanumeric code typically ending in "99" (e.g., H999 – Other Health Services). These miscellaneous functions are used to code work that is not identified by other function codes on the list. Function codes fall into two principal categories, each containing functional groups (and subgroups): the Infrastructure category and the Forces and Direct Support category.

DoD function codes, submitted annually in the Inherently Governmental and Commercial Activities (IG/CA) Inventory, have historically been relied on to identify work that could be considered for competition with the private sector and are associated with the Office of Management and Budget (OMB) Circular A-76 program. Although there is currently a moratorium on the A-76 program, the congressional reporting requirement remains. Further, the pressure to shape the total force effectively and economically, coupled with sustained scrutiny on the size, shape, structure and workload alignment across the total force, means that these function codes must remain relevant and current. Irrelevant or outdated function codes degrade DoD's ability to rationalize the size and composition of its workforce, to make necessary resourcing decisions, and prioritize functions and workload.

The function codes have not been reviewed or updated in over a decade, however, and do not reflect (among other things) emergent domains and operations, such as cyberspace and unmanned systems, as well as areas that have received significant congressional or departmental attention in recent years (e.g., operational contract support planning/integration, sexual assault prevention and response, suicide prevention, and security cooperation activities). TFM&RS asked CNA to review the DoD function codes to determine

their currency and relevancy and to provide recommendations on updates and revisions accordingly.

Purpose

The purpose of this study is to answer the following questions:

- How accurate, relevant, and current are the existing DoD function codes?
- Is the use of “other” function codes frequent enough to suggest a need for additional function codes in particular groups?
- How should existing function codes be modified or added to in order to reflect new or emerging functions and missions?
- To what extent has there been a blurring of lines between operating forces and infrastructure in certain areas, particularly in the area of cyber? As a result, how appropriate or accurate are the current function code categories, functional groups, and subgroups?
- How precise, and current, is billet coding within DoD’s authoritative manpower systems and how regularly are billets reviewed and validated against assigned function codes?
- What best practices can be adopted to minimize any time lags and ensure that the codes assigned to billets are as current as possible?
- Is the assignment of only one function code per billet sufficient? Or should billets be assigned secondary codes as well to more accurately capture the nature of the billet?

In answering these questions, we will recommend changes to the DoD Function Code Guidance and Taxonomy, code additions, revisions and relocations of codes, as well as policy changes and process improvements to improve the currency and accuracy of DoD function codes.

Approach

To address the foregoing questions, our analytical approach was to (1) review relevant background literature and recent IG/CA Inventories,¹ (2) review the OMB functional taxonomy and supplemental Service codes to determine where gaps in the DoD function codes might exist, and (3) meet with the Services, Joint Staff, OSD Functional Community Managers (OFCMs), other subject matter experts (SMEs) and relevant offices to discuss the use of function codes and recommended revisions to the codes. We describe our approach in more detail below.

Review of background literature and IG/CA Inventories

To begin the study, we first reviewed relevant background literature to include DoD and Service-level policies and regulations on the use of DoD function codes. Next, we reviewed recent (2012–2016) IG/CA Inventories to identify the use of codes for each functional area. We paid particular attention to groups or subgroups where functions were coded heavily with the “other” category, which might signify the need for more granularity or additional functions.

Review of OMB functional taxonomy and supplemental Service codes

Next, we compared the DoD function codes with the OMB function code list to determine how closely they were related. OMB maintains a list of function codes and titles submitted by all of the agencies throughout the federal government. OMB requires agencies to use their alphanumeric codes and titles but gives agencies flexibility in defining the codes. We found that DoD has 312 function codes total whereas OMB has 727 function codes; 306 of the DoD function code titles match OMB function code titles, and 6 DoD code titles are not included in the OMB taxonomy. When creating new DoD function codes, we were careful to choose new alphanumeric codes to avoid conflict with existing OMB alphanumeric codes. We also reviewed subfunctions developed by the Services that map to function codes to determine areas where gaps may exist. The Air Force, Army, and Navy have developed subfunctions where they determined more detail was necessary within their functional coding.

Meetings with the Services, Joint Staff, OFCMs, other SMEs, and relevant offices

We then met with the Services, Joint Staff, OFCMs, leads for other functional areas, and relevant SMEs and offices identified by the sponsor or discovered through our discussions. We met with representatives from each of the Service manpower offices, personnel from J1 and J8, and representatives for the functional focus areas specified in our tasking (cyber, security

¹ IG/CA Inventories are inventories of manpower authorizations/billets and do not include any personnel data.

cooperation, operational contract support, force resiliency, and unmanned systems) and solicited feedback from 17 functional community managers. In addition, we received feedback from some of the defense agencies, such as Defense Logistics Agency (DLA) and Defense Contract Management Agency (DCMA). Finally, we reached out to several other SMEs identified through our discussions and offices identified by the sponsor. Appendix D presents a list of the agencies/offices/SMEs we contacted.

In meeting with the Services and the Joint Staff, we focused on what changes should be made to the current list of function codes to ensure that they are current and relevant and how the Services and DoD agencies use, assign, and validate the DoD function codes. Examples of questions follow:

- What office(s) within the organization are responsible for assigning function codes?
- How frequently are function codes reviewed and updated?
- How are function codes validated?
- Are the function codes used for any purposes other than fulfilling the annual IG/CA Inventory requirement?
- Would a secondary function code be useful to the Service or defense agency?

We first met with headquarters level personnel in the Services and Joint Staff manpower communities. In these meetings, we discussed the use of DoD function codes, asked for suggested changes or additions to the current function code list, and requested any relevant data crosswalks or coding guidance.

Next, we met with SMEs for specific functional areas specified in our tasking. Some of the primary functional areas or groups we focused on were cyberspace operations, security cooperation, operational contract support, force resiliency, and unmanned systems. We met with SMEs in these areas to determine if their respective functional areas were covered by the current function codes and, if not, how to develop new codes or revise current codes to address these functions. We also talked to other DoD agencies and offices as requested by the sponsor to determine whether and how they currently use function codes and the potential uses for function codes in the future.

Based on feedback from the Services and Joint Staff manpower personnel, OFCMs and other relevant SMEs, we developed recommendations for new groups, subgroups, and codes, and we revised and reorganized many current function codes. Once codes were revised or drafted, they were shared with the OFCMs and relevant SMEs to obtain feedback. Note that we did not receive input on all function groups/codes. In some cases, we repeatedly reached out to the relevant OFCMs and SMEs but did not receive a response. In other cases, we were able to engage with the relevant OFCMs and SMEs but ultimately did not receive any suggested revisions.

In the next section, we present our findings on (1) the use of “other” codes in the IG/CA Inventory and (2) the use of function codes from our discussions with the Services, Joint Staff, and other DoD agencies and offices.

Findings

In this section, we present our empirical findings on the use of “other” codes in the IG/CA Inventory as well as our findings on the use of function codes from our discussions with the Services, Joint Staff, and other DoD agencies and offices.

IG/CA Inventory analysis

Our first step to identify areas where gaps may exist in the codes or where codes may need to be revised was to examine the “other” function codes in the IG/CA Inventory. DOD components are instructed that, if they identify a function that is not on the list, the billet should be coded using the “other” function code within the function group that most closely identifies the type of work being performed. In an effort to determine which functional areas or groups might need more detail or granularity, and therefore additional codes, we examined the “other” category for each of the functional groups. We found 19 “other” function codes in the 2016 Inventory that contain more than 10 percent of the billets within their respective groups; 14 of these exceed 20 percent of their respective groups and 5 exceed 50 percent of their respective groups. Table 1 lists the 19 “other” function codes and highlights in yellow the 5 groups exceeding 50 percent.

Table 1. Significant function code “other” categories

Function Code	Definition	% within group	# of Labor Auths	Function Code	Definition	% within group	# of Labor Auths
B999	Other Personnel Activities	52.39	1,794	U599	Other Military Education and Training Activities	40.64	14,457
F199	Other Systems Acquisition Activities	12.84	3,707	U699	Other Civilian Training, Education, and Development	32.76	2,669
F520	All Other Engineering Support	91.58	24,719	U799	Other Dependent Education Activities	13.43	1,418
H999	Other Health Services	12.1	13,245	W299	Other Communications Systems	52.53	4,358
I999	Other Audit and Investigative Activities	10.97	622	W499	Other Information Operation Services	41.51	3,517
M199	Other Operational Command and Control Activities	25.34	4,214	Y199	Other Force Management and General Support Activities	64.33	3,834
M399	Other Intelligence Activities	32.04	5,445	Y527	Other Protocol Activities	48.63	656
P119	Other Logistics Activities	77.14	14,757	Y899	Other Administrative Support Activities	15.39	3,279
S724	Other Security Operations	33.6	799	Z199	Other Real Prop. Program & Project Management Activities	23.96	2,115
S799	Other Utility Plant and Distribution Systems Operation and Maintenance	20.64	1,114	“Other” Function Codes over 50% of respective group/subgroup			

Source: 2016 Department of Defense Inherently Governmental and Commercial Activities Inventory.

It is unclear whether the components use “other” categories because there isn’t an appropriate function code to select or because it’s easier to select an “other” category than to consider the appropriate function to select. Our discussions with the Services and Joint Staff seemed to suggest the latter is likely in many cases, noting that those who populate the function code field have little incentive to code the field properly and/or do not have the necessary knowledge of the billet or the training needed to code the field properly.

Regardless, we focused on the function groups identified in Table 1 to determine if they needed additional functions and more granularity. While our review of relevant literature and SME discussions revealed the need for additional function codes in some groups, we did not identify additional function codes necessary for others. For example, among the 5 groups that exceed 50 percent of their respective groups, we did not receive any feedback from the components indicating that more codes were necessary for the management and operation of the DoD group; however, we did receive feedback that additional function codes or revised function codes were necessary for the other 4 groups in this category.

If the components adopt the recommended revisions to the codes, subsequent analysis should be conducted to determine (a) if the creation of additional function codes has led to less reliance on the “other” codes or (b) if components continue to use these categories as a catch-all, when more appropriate codes are available.

How are the Services, Joint Staff, and other DoD agencies/offices using function codes?

Next, we met with manpower personnel for each of the Services as well as the Joint Staff and the Fourth Estate Manpower Tracking System (FMTS) to determine how DoD function codes are being assigned, updated, and used. In general, we found that commands are responsible for the coding in each of the Services and the degree to which the codes are reviewed and updated varies by Service. The following subsections summarize our findings from these meetings.

Navy

We met with personnel from Assistant Secretary of the Navy, Manpower & Reserve Affairs (ASN M&RA), OPNAV N1, and the Department of the Navy Chief Information Office (DON CIO) to discuss the function codes. The SMEs we spoke to indicated that the Navy’s function coding effort is decentralized; inputs come from the Budget Submitting Offices (BSOs). To collect the necessary data, the larger BSOs (NAVAIR, NAVSEA, etc.) push the coding requirement down to the commands and to the people who know and understand the work being performed. The SMEs also indicated that the function codes populated in the Total Force Manpower Management System (TFMMS), the Navy’s authoritative manpower system, are being used

only to fulfill the IG/CA requirement, not for any manpower analysis or planning. These personnel indicated that commands typically take the function codes from the previous year and resubmit them unless there is a new billet. They also stated that they don't have a lot of confidence in the accuracy or currency of the coding. One meeting attendee noted that personnel at the commands responsible for populating the function code field have little incentive to code the field accurately because there is no review or enforcement of how codes are applied.

We followed up on that discussion by asking what could be done to increase the visibility and emphasize the importance of DoD function codes. The following suggestions were made:

- Change the DoD Guide to Inventory Submission to a DoD Instruction to give it more significance, similar to DoD Instruction 1100.22, *Criteria for Determining Workforce Mix*.
- Require that function codes be included in billet change requests; if a requirement is changed in TFMMS, that requirement should be flagged for a function code review and possible update.

A comment was also made that the Services have very little time to turn the IG/CA Inventory around (e.g., the 2017 Guide to Inventory Submission was published in June 2017 and the Inventory was due in July 2017). To give the Services time to review and update their function codes with the updated function codes resulting from this study, it was requested that the Services and components receive an adequate amount of time to make the required changes.

Marine Corps

We spoke with personnel from Total Force Structure Division (TFSD) in the Marine Corps regarding the assignment of function codes. TFSD personnel explained that the Deputy Commandant for Manpower & Reserve Affairs (DC M&RA) used to have responsibility for function coding and authority on how function codes were applied. They noted that at that time, coding for the operating forces (OPFOR) was a "blanket code." In other words, all expeditionary forces were coded with the combat, combat support, or combat service support codes. In the FY 2016 IG/CA Inventory, 61 percent of the USMC's labor authorizations were coded with these three codes.

In the supporting establishment, however, units were instructed to provide a placeholder for the function code when a billet was added. A DC M&RA working group would then go through billets line by line and assign function codes. The TFSD personnel we spoke with indicated that this was not a best practice because the people assigning the function codes should be at the command level where they understand the work being performed. TFSD now has responsibility for the IG/CA Inventory and function codes, and it requires the commands who

are issuing the billet change request to provide the function code. TFSD then reviews the code to ensure that it is in line with the other billet elements.

TFSD personnel noted that function codes are not scrutinized as closely as program elements (PEs), for example, because they aren't tied to funding. They also noted that codes are often stagnant unless there is a forcing factor, and described how no changes to the Total Force Structure Management System (TFSMS), the Marine Corps' authoritative manpower system, will trigger a function code review or change. They noted, however, that, if a billet is moved, common sense should tell the manpower specialist that a function code review and possible update are required. In other words, if you move a billet and the position description for that billet changes, that should be a signal that the function code needs to be reviewed and/or changed.

The TFSD personnel also noted that reviewing and updating all of its function codes would be a large, costly effort. They did not believe that a secondary function code field would be useful to the Marine Corps; however, if they were required to add a second function code field in TFSMS, there would be an associated cost. They noted that, without a directed timeline and funding to add a second function code to TFSMS, it could take several years to complete.

Army

Next, we met with personnel from the Assistant Secretary of the Army, Manpower & Reserve Affairs (ASA M&RA) and the Force Management Support Agency (FMSA). ASA M&RA has oversight on policy for function codes. Similar to the process in the Navy and Marine Corps, functional coding in the Army is decentralized. Commands are responsible for the coding, and FMSA validates the code based on coding rules and a validation table they have developed for these purposes.

ASA M&RA personnel noted that they routinely get requests for specialized manpower analysis. Because of these requests, they use function codes for purposes other than fulfilling the IG/CA requirement. ASA M&RA and FMSA personnel noted, however, that function codes are only useful to a certain level because they are so broad, and the Army needed something more detailed for the requests for analysis they receive. For this reason, they developed their own Functional Predictive Analytics Codes (FPACs). They noted that while FPACs and the guidance to apply these codes are still in their infancy, FPACs are considered subfunctions and are more detailed than function codes. FPAC descriptions provide keywords that describe tasks being performed. Further, while most FPACs crosswalk to a function code, some FPACs are Army specific.

The Army personnel with whom we spoke indicated that an updated listed of function codes would be useful because it would help them identify gaps and any new FPAC codes needed.

They also noted that a secondary function code wouldn't necessarily be useful to the Army because they use FPACs, but a second code could be useful across DoD to make comparisons.

Air Force

We met with personnel from the Air Force Manpower Directorate (AFMD), the office that has oversight on the function codes for the Air Force. They explained that the Manpower Programming and Execution System (MPES) is the Air Force's authoritative billet and structure information system. They went on to note that the Air Force has established and codified a Service-level process and method for assigning function codes based on a set of business rules. These business rules lay out the requirements for function code assignments.

The Air Force validates function codes on a weekly basis using an error-checking module within its system that allows for the automated checking of DoD function code assignment. Codes that do not meet the parameters established by the business rules are identified and flagged by the system so they can be reviewed by an appropriate manpower analyst.

In addition, the Air Force created Functional Account Codes (FACs) to supplement the DoD function codes. FACs are used internally within the service and are more detailed than the DoD function codes, similar to the Army's FPACs. FACs are broken down into groups, subgroups, and lower level codes. Personnel in AFMD described how they created a crosswalk to enable the identification of a FAC to a DoD function code. The crosswalk is broken down into four categories: (1) management headquarters (MHQ), (2) non-MHQ, (3) warfighter MHQ (W-MHQ), and (4) warfighter non-MHQ. Each category contains a list of FACs crosswalked to a DoD function code. The FACs within the warfighter categories all crosswalk to Forces and Direct Support function codes whereas the MHQ and non-MHQ crosswalk primarily to Infrastructure function codes.

The AFMD personnel with whom we met did not feel that a secondary function code would be useful to the Air Force because of its use of FACs. Finally, the Air Force indicated that it would take at least a full inventory cycle to implement if significant changes were made to the function codes because it would need to adjust its crosswalk and business rules.

Joint Staff

We also met with Joint Staff (J-1) personnel to discuss the use of function codes. J-1 personnel indicated that commands are responsible for assigning function codes and that this coding occurs in the Fourth Estate Manpower Tracking System. They noted that, whenever they make a change to a position and change a skill, they update the function code.

It was suggested that OSD provide training and education to the people who are applying the codes because it isn't clear that the people responsible for this job understand how to apply

the codes and the importance of the codes. Another suggestion was that a “strategic communications message” be issued to communicate the value of the function code data to the user and explain why it is important to ensure that these codes are relevant, current, and accurate. The J-1 personnel we spoke with weren’t sure if a secondary function code would be useful to the Joint Staff, expressing uncertainty that those doing the coding would have enough knowledge of the work being performed in the billet to assign a secondary function code.

Defense Logistics Agency

We also spoke with a SME from the DLA Acquisition & Strategic Programs Division who is responsible for overseeing functional coding in DLA. He indicated that DLA field activities are responsible for function coding. Once the field activities submit the codes, this SME reviews the codes and corrects them if he sees a misalignment with how the other field activities are coding. After the codes are corrected for consistency, he sends them back to the field activities for agreement. He noted that he feels confident that the function codes being submitted by DLA are accurate because he’s been overseeing the data for many years. This SME noted that, if OSD wants to do true workforce mix analysis, contractor data need to be linked with military and civilian billets/requirement data. He suggested that using function codes in the Inventory for Contracted Services (ICS) could be one way to link contractor data to military and civilian data in the IG/CA Inventory.

Fourth Estate Manpower Tracking System Office

Next, we spoke with personnel from the Fourth Estate Manpower Tracking System Office. FMTS is the single authoritative manpower system for OSD, the Office of the Inspector General of the Department of Defense (OIG), nonintelligence defense agencies and DoD field activities, Joint Staff, Combatant Commands, activities controlled by the Chairman of the Joint Chiefs of Staff (CJCS), and other organizations of the Department of Defense not part of a military department. FMTS tracks billets and personnel, and components/defense agencies have an opportunity to update FMTS once a year. FMTS personnel with whom we spoke indicated that components/defense agencies can use FMTS to generate their IG/CA Inventory, but they aren’t sure if anyone is using that capability.

We asked FMTS personnel about the currency and accuracy of the function code field in FMTS. They indicated that there is no cross-check between the function code and the rest of the requirement and, therefore, the function code doesn’t get automatically updated. A comment was made that most defense agencies don’t have manpower specialists but instead use human resource personnel to assign function codes. Consequently, the assignment of function codes is often based on the occupation code of the person in the billet rather than on the work being performed in the billet. They understood that this is not the intent of function codes and that

function codes and occupation codes are distinct, with the former describing the billet and the latter describing the person occupying the billet.

FMTS personnel suggested that, to have more valuable function codes and IG/CA Inventories, OSD needs to show leadership why the codes are useful and important and how the codes can be used for purposes other than fulfilling the IG/CA Inventory requirement. FMTS personnel expressed the opinion that, because some defense agencies don't have a manpower specialist assigning function codes, a secondary function code field would not be useful because the person assigning the codes needs to understand the work being performed in the billet.

Additional DoD offices

At the request of the sponsor, we spoke with additional DoD offices to determine if they use DoD function codes or if the function codes could be useful to them. For these discussions, we asked if the personnel were familiar with DoD function codes and, if so, if and how they were being used. If they weren't familiar with function codes, we explained the purpose and utility of function codes and explored whether they could be useful to the respective office.

Defense Civilian Personnel Advisory Service (DCPAS) Planning & Accountability Office

First, we spoke with personnel from the DCPAS Planning & Accountability Office. DCPAS created the Strategic Workforce Plan that outlines the functional communities in DoD. DCPAS personnel noted, however, that they use the Defense Civilian Personnel Data System (DCPDS) and occupation series for strategic workforce planning and have no clear need for function codes because they use the occupation series, an already-established definition of the job occupation series between all the agencies.

DCPAS Expeditionary Civilian Office

We also met with personnel from the DCPAS Expeditionary Civilian Office. They expressed an interest in using function codes to identify expeditionary civilian billets (for example, they suggested adding a suffix/character or field to indicate that a billet is expeditionary). The Civilian Expeditionary Workforce (CEW) provides civilian personnel to support DoD in accomplishing its mission abroad and requires the identification of expeditionary billets across the DoD agencies to build a sufficient force pool to accommodate the DoD requirements.

Personnel from this office indicated that a review of the current force pool revealed that the identification of expeditionary billets centers on job occupation series. We asked representatives if the identification of the force pool could be done using functions rather than

job occupation series, and representatives believed that would be useful. They commented that it would not fundamentally change the way they build the force pool, but, since all billets within an agency's table of organization include a DoD function code, it could be used to solve their current problem of identifying expeditionary billets. The program management office does not currently have any way of identifying expeditionary billets within the different agencies that create the force pool. DoD function codes or an additional field in the IG/CA Inventory could be used to accomplish this task.

DCMO Business Enterprise Architecture (BEA) Office

We also met with personnel from the DCMO BEA Office. The BEA is the enterprise architecture for the DoD Business Missions Area and reflects DoD business transformation priorities, the business capabilities required to support those priorities, and the combinations of enterprise systems and initiatives that enable those capabilities. The BEA personnel we spoke to indicated that they were not familiar with function codes but that, if function codes already exist as a standard, they should be used in the BEA. These personnel went on to note, however, that it would be a huge level of effort to incorporate function codes into the BEA and that, at this time, it isn't clear how the function codes relate to or would map to other areas of the BEA.

Function Code Guidance and Taxonomy Recommendations

This section contains recommendations for changes to the DoD function codes and taxonomy found in Enclosure 5 of the DoD Guide to Inventory Submission as well as the guidance provided for applying these codes. Specific recommended revisions to the table of contents and definitions of the function codes can be found in detail in Appendixes A and B. Wherever possible, we tried to minimize disruption to the current coding structure while improving the currency, accuracy, and relevancy of the codes. For example, although we are recommending the movement of many function codes to different groups, the alphanumeric codes associated with those functions remain unchanged. We recommend new alphanumeric codes only for newly created function codes. In addition, we have added page numbers to the table of contents to assist components with locating function code definitions.

Eliminate distinction between Infrastructure category and Forces and Direct Support category

Function codes are currently binned into two principal categories: (1) Infrastructure and (2) Forces and Direct Support. The Infrastructure codes are intended to designate functions performed in the supporting establishment, while the Forces and Direct Support codes are intended to represent functions performed in the expeditionary forces. We found a blurring of lines between these two categories of codes, however, specifically in such areas as cyberspace. Because functions such as cyberspace are performed in both the supporting establishment and the expeditionary forces, these codes would need to be duplicated in the Infrastructure and Forces and Direct Support groups. Removing these principal categories will eliminate the need to duplicate codes for functions that are performed in both the supporting establishment and the expeditionary forces.

In addition, removing these principal categories will permit a broader use of the function codes. Eliminating this distinction allows for a more comprehensive ability to categorize functions for all billets, including uniformed military billets previously coded with a combat service support or combat support function code. Components will be able to more precisely categorize the functions performed in these billets using codes previously limited to Infrastructure. If the components comply with the guidance and code in this manner, this will provide greater visibility on functions performed in expeditionary billets.

We have included a suggested revision to Enclosure 5 that would instruct components to continue to code combat operations as M415. However, our revision instructs components to

now code other expeditionary billets with the most appropriate function code and to use the combat support or combat service support codes only if a more appropriate code does not exist. For example, a deployable billet for an organizational-level maintenance mechanic should be assigned a function code within Group 4 – Logistics, rather than a combat support or combat service support code. If a more appropriate code from the previous Infrastructure category does not exist, the billet can be coded with the appropriate combat support or combat service code. This guidance should compel some of the Services who code heavily with the combat support and combat service support codes to more accurately code their manpower authorizations/billets.

In addition, we recommend that the Infrastructure or Forces and Direct Support field in the IG/CA Inventory be changed to Expeditionary Billet. Components will be instructed to select whether the manpower authorization/billet is expeditionary in this field by choosing “Y” for Yes or “N” for No. These changes enable components to code the most appropriate function for a billet but still maintain visibility on whether that manpower authorization/billet is expeditionary through the use of this field. This change will also assist the DCPAS Expeditionary Civilian Office with identifying civilian billets that are expeditionary.

Remove Sections 4.2, 4.2.1, and 4.2.2

We also recommend the removal of the current Sections 4.2, 4.2.1, and 4.2.2 in Enclosure 5. Section 4.2 specifies that manpower officials shall avoid coding activities at too low a level—i.e., creating sub-functions for “activities” that cannot operate independently. Section 4.2.1 indicates that work performed in direct support of a management function and not severable from that management function should be coded with the management function. Section 4.2.2 indicates that, if the type of work in one functional group directly supports and cannot be separated from activities in a second functional group, the manpower is coded with the function code that best describes the work performed; however, if the work is separately identifiable and severable, it is coded with the appropriate support function.

Some of the IG/CA Inventory SMEs we spoke with noted that this language is confusing and recommended that functions be coded strictly based on the work performed in the billet, regardless of whether it is severable from the function being supported. Removing this language and instructing components to code functions based strictly on the work being performed will provide a more accurate accounting of the true functions being performed across the Department of Defense.

Retain revised coding guidance for Major Headquarters Activities (MHA)

At the request of the sponsor, we also reviewed the recent change in guidance regarding the ability to track MHA functions in the IG/CA Inventory. While previous years of the DOD Guide to Compile the IG/CA Inventory Submission contained functions defined specifically to identify MHA, the following language was included in the DOD Guide to Compile the IG/CA Inventory Submission for FY 2017:

Management functions are performed at all levels of the Department. Management functions are those activities that provide oversight, direction, and control over activities versus directly performing those activities. Management functions are commonly performed within headquarters organizations, however, not all functions within a headquarters organization should be coded as management activities. Except for the highest levels of Departmental control in select Major DoD Headquarters Activities (MHA) organizations, care should be made to ensure that functions are appropriately coded based upon the type of work performed not on the organization in which the function is performed. The determination of whether a function is also identified as MHA will be made through the program element code and/or the MHA headquarters determination flag.

We met with stakeholders from the Office of the Deputy Chief Management Officer (DCMO) and Washington Headquarters Service (WHS) to understand the justification behind these changes and to determine if the ability to track MHA through function codes is still desired. Based on our discussions with these stakeholders, we determined that these changes were appropriate; function codes should strictly designate the work being performed, not the organization where the function is being performed. Further, the ability to track MHA still exists through the program element code as well as an additional field added to the IG/CA Inventory intended to flag MHA, a fact we pointed out to some Inventory points of contact who expressed the desire to continue to track MHA through function codes. Finally, we reviewed the guidance to ensure that the changes to MHA were applied consistently and appropriately and that they removed any references to MHA that had been missed in the previous revision.

Recommended additions to the function codes

Next, we describe recommended additions to the function codes. In this subsection, we focus on the following new codes/groups:

- Security cooperation
- Cyberspace
- Operational contract support

- Unmanned systems
- Space
- Information capabilities

Other recommended code additions can be found in Appendixes A and B. We describe the methodology for the development of the foregoing codes/groups, while the titles and definitions of the new codes themselves can be found in Appendixes A and B.

Creation of subgroup and new function codes for security cooperation plans and activities

The National Defense Authorization Act (NDAA) for FY 2017 amended Title 10 by adding Section 384, directing DoD to create and implement a Security Cooperation Workforce Development Program (SCWDP) to ensure the development and management of a professional and appropriately trained workforce to support the department's security cooperation programs and activities [1]. To accomplish this, an SCWDP Working Group was established. Part of its effort was to scope or define the security cooperation workforce by developing a database (SCWG-D) to identify the billets/positions, and eventually the individuals, conducting security cooperation activities. Accordingly, a data call was issued that included a list of categories of security cooperation activities used to identify the security cooperation activities for each billet/position in the database.

In order to develop new codes for security cooperation plans and activities, we first met with the leads for the SCWDP Working Group. The new SCW function codes and revisions to existing codes are based largely on the work of the SCWDP Working Group and the established list of categories of security cooperation activities. Several proposed new function codes were taken straight from the security cooperation activities list as developed by the working group; however, we consolidated several activities into a single function code where we believed consolidation made sense (i.e., the functions were similar and preliminary data suggest there aren't enough billets in that functional area to warrant two codes).

We felt it prudent to leverage the efforts of the working group; its data call guidance was developed through a lengthy process with input from the entire department. Also, this strategy will enable more accurate coding of billets in the IG/CA Inventory and reduce the workload by facilitating the crosswalk of SCWG-D activities to IG/CA function codes. The existing functional category, Support External to DoD, contains only one function code (Y320), to identify "support to other nations." Those functions are now addressed in codes created in the new Security Cooperation Programs and Activities group. Also, code F140, Technology Transfer and International Cooperative Program Management, was revised to include language regarding conformance with various policies. This was done to bring the code in line with language contained in the security cooperation category, Technology Transfer and Foreign Disclosure.

We circulated our recommended function code revisions with the SCW stakeholders, and they concurred with our recommendations.

Creation of cyberspace subgroup

When we set out to review and develop cyberspace function codes, it quickly became evident that many groups were working on similar efforts to define cyberspace requirements and the cyberspace workforce across the department. Because of this, our first step was to meet with these groups to determine what those efforts entailed and if they could be leveraged to develop function codes. These groups included stakeholders from the DoD Chief Information Officer (CIO) and Principal Cyber Advisor (PCA) offices and the leads for the DON Cyber Function Code Pilot. Both of these groups were undertaking efforts to characterize cyberspace requirements. After our initial meeting with the DoD CIO and PCA, however, we understood that their effort entailed developing cyber work roles, a level of detail not comparable for function codes. These work roles are too detailed for the purpose of function codes because they are based on detailed knowledge, skills, and abilities (KSAs) and the training and requirements necessary for a position.

We next met with personnel to discuss the DON's Cyber Pilot Coding Effort. In February 2016, the DON initiated a pilot coding effort to use function codes to identify and track manpower authorizations/billets performing cyberspace functions in manpower systems, using codes derived from the National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework (NCWF) and the DoD Cyber Workforce Framework (DCWF) [2-3]. The pilot was completed, and DON now tracks positions in the cybersecurity and cyber information technology workforces through unique function codes in TFMMS for the Navy and TFSMS for the Marine Corps.

DON recommended the adoption of these DCWF-based cyberspace function codes across DoD as part of a future rationalized code structure. This coding, however, will result in prioritized tracking of the cyber-related function of a position over other functions, even if they may be the position's primary function. In other words, the DON cyber coding pilot resulted in some primarily non-cyber-related positions being coded as cyber positions. Because DON is using the function code field to flag cyber workforce certification requirements, positions that are not predominantly cyber (yet require specific certifications, such as users with privileged access to computer systems) must be identified as cyber by default.

This is one of the biggest issues with using the DON cyber pilot codes to identify the cyber workforce in the function code field in DON manpower databases. The purpose of this study is to update function codes for currency and relevancy to enable the accurate articulation of the size and composition of the department's workforce from a perspective of requirements and work being performed. But the DON cyber codes, which override the function code variable for

the purpose of identifying cyber requirements, erode this capability. In addition, coding functions the way the DON cyber functions are coded does not conform to the way other billets are coded and therefore does not support the use of the IG/CA Inventory and DOD function codes for manpower analysis. Although the DON cyber pilot accomplishes its intended goal of identifying billets involving any cyber requirement or role, the function code is intended to identify the primary function of the billet, not the secondary or tertiary function. We also found the DON pilot cyber codes to be too detailed for the purpose of a function code, which is intended to be broad. The DON Cyber Pilot commercial activities function codes (CAFCs) map to the DCWF work roles and are at the same level of detail.

Given this, we turned to Joint Publication (JP) 3-12(R), Cyberspace Operations, to draft new cyberspace function codes [4]. We developed the cyber function codes based on the three primary functions of cyberspace operations: Offensive Cyberspace Operations (OCO), Defensive Cyberspace Operations (DCO), and DoD Information (DoDIN) Operations. The functions within these three subgroups were intentionally left broad to encompass the major work sections within cyberspace operations. The nomenclatures for each function are based on a review of relevant policy documents/literature and the NICE Cybersecurity Workforce Framework (National Institute of Standards and Technology (NIST) Special Publication (SP) 800-181 of August 2017) [3]. The NIST SP 800-181 references the National Cybersecurity Workforce Framework–Version 1, which identifies seven primary functions that include 31 specialty areas. Within each specialty area are lists of tasks, KSAs, and sample work roles. We compared the sample work roles with our recommended function codes, and the majority of work roles fit into one of the new cyber function codes.

However, a number of sample work roles do not and should not fit into the new cyber function codes. These work roles have primary functions that should be grouped in other existing functions. For example, Cyber Instructional Curriculum Developer and Cyber Instructor should be assigned a function code from the Education and Training group (Group 12) because the primary function of the work role is education and training. Other sample workforce roles within the National Cybersecurity Workforce Framework–Version 1 that do not fit within the cyber function group would be more appropriately categorized as acquisition, intelligence, audits and investigations, and security functions.

We shared our draft cyber codes with the DON Cyber pilot personnel as well as personnel from the DoD CIO and PCA to obtain feedback. Although we did not receive feedback on the codes themselves, some involved in the DON pilot expressed frustration that a significant amount of time and effort had gone into developing the codes for the pilot and that those codes had already been input into authoritative manpower systems. Concerns arose that the coding would need to be redone with the introduction of a new set of function codes. In response, we developed a crosswalk between the DCWF work roles/DON cyber CAFCs and the CNA cyber function codes. This crosswalk can be found in Appendix C. Note that, while the crosswalk was

created to assist the defense cyber workforce requirement coding efforts, function codes and cyber work roles are not necessarily a one-to-one match. These are two different taxonomies. Function codes should be coded independently from work roles. In some cases, the cyber work roles will help inform the appropriate function code. In other cases, the cyber work roles could correspond with a different function code, depending on the preponderance of the function performed in that billet.

The development of the draft cyber codes required changes to several groups of function codes. The first change we made to the current function codes was to Group 2. The former Group 2 included Computing Services, which is a cyberspace function. Cyberspace has become its own warfighting domain with the elevation of US Cyberspace Command to a full combatant command. As such, we believe it is more appropriate to develop cyberspace functions as a separate group; therefore, computing services are removed from Group 2. In addition, within Group 2, the Information Operation Services subgroup is renamed Decision Support Services and the Information Assurance (IA) function code is removed. IA is further expanded within the new cyberspace operations group.

Further, with JP 3-13 Information Operations as a guide, we recommend creating a new group for Information Capabilities (Group 18) that includes cyberspace operations, along with Military Information Support Operations (MISO), Civil Military Operations (CMO), Public Affairs, Visual Information, Intelligence, and Communications, Transmission and Decision Support Services [4]. We discuss these other groups in more detail later in the paper. Information Operations (IO) is formally defined in JP 3-13, Information Operations, as the integrated employment, during military operations, of information-related capabilities in concert with other lines of operation to influence, disrupt, corrupt, or usurp the decision-making of adversaries and potential adversaries while protecting our own [4].

Creation of an operational contract support (OCS) function code within Group 14

Next, we met with stakeholders from the OCS Plans and Programs office, as well as J-4, to discuss the need for OCS function codes. Per JP 4-10, Operational Contract Support, OCS includes the ability to plan, orchestrate, and synchronize the provision of contracted support, be it goods or services [5].

Initially, it was unclear if OCS required a distinct function code or if it was more appropriate to add language for OCS to an existing contracting or logistics function code. We looked closely at the existing function codes for Procurement and Contracting (F310) and Contract Administration and Operations (F320) to determine whether a new code was necessary and whether it would represent work different from that covered by these current functions. Based on frequent discussions with the stakeholders and our review of JP 4-10, we determined that

OCS is a distinct function that differs in important ways from existing functions and that the establishment of a new function code for OCS is necessary [5]. In addition, because this function is operational by nature, the OCS stakeholders felt that the code belonged in the operational command and control group rather than the contracting group.

Per the OCS stakeholders, these functions are critical to achieving favorable operational and acquisition outcomes. This function involves the synchronization of contracted support and integration and oversight of contractor personnel and associated equipment in command-directed military operations. It includes:

- Planning and organizing to conduct OCS
- Assessing available commercial capabilities and recommending options to support the commander's operational objectives
- Developing, validating, and prioritizing requirements
- Planning for the use of contracted support and assessing associated risk
- Managing OCS information
- Providing operational perspective to contracting officials
- Advising commanders in coordinating common contracting actions
- Planning contractor management to support, integrate, and account for contractor personnel and associated equipment during operations and deployment/redeployment

This function also includes managing OCS programmatic and force development efforts; developing and issuing OCS policies and doctrine; providing guidance; and reviewing, analyzing and evaluating program performance [DOD Instruction 3020.41 and Joint Publication 4-10] [5-6]. We recommend the addition of this single function code to capture the OCS function.

Creation of Unmanned Systems Operational Command and Control Subgroup within Group 14

Another area of focus was on the unmanned systems (UxS) functional area. Based on discussions with UxS SMEs in the Services and a review of the limited DoD doctrine and literature, we found that many functions and activities required for the operations and maintenance of UxS are similar to those of other respective operational expeditionary force units. The one exception is for billets responsible for the actual operation and/or piloting of such systems as well as those billets responsible for the management of the payload packages (sensors, communications, weapons, and cargo) referred to as the aircrew. The aircrew make up what is known as the control element, also referred to as the control station (CS) per the Joint Concept of Operations for Unmanned Aircraft Systems (November 2011) [7]. The CS for

some systems “require[s] two or more personnel to control the [system] and payload, while other [systems] can be controlled by a single operator. Conversely, some CS[s] enable the control of multiple [systems] by a single operator.”

When reviewing the concept of operation, it became clear that CS functions were distinct and unique enough to warrant their own grouping. We first considered whether a new group needed to be created to identify these distinct and unique community activities. We initially planned to create an entirely new group, but we were concerned that this might become a catalyst to create codes for the many other functions of UxS operations—even those supporting functions already identified in their appropriate, respective groups. Ultimately, we concluded that, while CS activities are unique and resemble a command and control function, the other supporting UxS functions are not unique. Therefore, we recommend the creation of a subgroup within Group 14 for Unmanned Systems Operational Command and Control and revisions to existing supporting functions (such as Depot Maintenance and Repair of Military Equipment) to include the appropriate UxS language. This allows for the categorization of those unique functions related to UxS but ensures that the remaining supporting functions and activities remain in their appropriate, respective groups.

Revision of Group 17–Space

Based on Joint Publication 3-14, Space Operations (April 10, 2018), and discussions with SMEs involved in the development of the new Space Force, we revised Group 17, Space Defense [8]. The previous Space Defense group contained only one function code, M810–Military Space Operations. We added functions to Group 17 for Space Management and Oversight (M800), Space Operations Command and Control (M802), Spacelift and Reconstitution (M820), and Other Space Activities (M899). Acquisition, cyber, intelligence, engineering, repair/maintenance, and satellite communications functions specific to space should be coded within those respective functional groups.

We recommend that the Space Operations Command and Control function be included in Group 17 at this time as opposed to Group 14–Command and Control because of the current focus and development of the Space Force. If a Space Combatant Command is eventually stood up, the Space Command and Control function code can be removed, and these functions can be coded in Group 14 with the other Command and Control functions.

In addition, note that the Spacelift and Reconstitution function code (M820) is not intended for space acquisition functions. Functions specific to space acquisition should be coded with the relevant acquisition functions in Group 3. The Spacelift and Reconstitution function is intended to capture space supporting ground functions, such as functions for range operations that provide launch campaign support, prelaunch testing, launch traffic control, scheduling services, and ground facilities for space launch and spacecraft recovery operations.

Space Systems/Satellite Maintenance functions (J560 and K560) have been added to the organizational and depot maintenance subgroups in Group 4–Logistics. This is intended to capture the activities for the repair and/or maintenance of satellites or other military space systems performed while on the ground (before launch or after recovery). These functions include mechanical, electronic, and communications equipment as well as engines and/or rockets that are an integral part of the satellite or space system. The Space Operations function (M810) includes space control, which addresses both defensive and offensive space control, as well as navigation warfare.

Creation of Group 18–Information Capabilities

Based on discussions with the Services and OFCMs, we recommend the revision of Group 18 from Cyberspace Operations to Information Capabilities. Group 18 was previously titled Cyberspace Operations and included two outdated cyberspace function codes (M901–Computer Network Attack and Computer Network Exploitation and M930–Information Assurance/Computer Network Defense). The revision of this group organizes the functions that fall under Information Capabilities, to include Cyberspace Operations. Within the revised Group 18, we have created new subgroups and codes as well as moved relevant subgroups and codes from other areas. We recommend the following changes within the newly developed Group 18–Information Capabilities:

- *Creation of MISO and CMO subgroups.* We recommend the creation of the MISO and CMO subgroups within Group 18–Information Capabilities to enable the reporting of these functions within the workforce. These capabilities were previously reported under a generic information operations function code (M160) under the Operational Command and Control subgroup.
- *Relocation of Public Affairs and Visual Information subgroups to Group 18.* Based on recommendations from the Public Affairs OFCM, we recommend the relocation of the Public Affairs and Visual Information subgroups to Group 18–Information Capabilities. These capabilities were previously reported under their respective subgroups within Group 1–Force Management and General Support.
- *Relocation of Intelligence subgroup to Group 18.* Based on discussions with the Services and the Intelligence OFCM, we recommend moving the Intelligence subgroup to Group 18–Information Capabilities as well as revising the codes and descriptions. The Intelligence subgroup was previously reported under Group 14–Command and Control, but our discussions and literature review found that it is more appropriate within the Information Operations group. In addition to moving the Intelligence functions to a new group, these function codes have been revised and updated to better align with Joint Publication 2-0, Joint Intelligence [9].

- *Creation of the Cyberspace subgroup within Group 18.* As discussed in detail earlier, based on a review of the literature, discussions with the Services, and discussions with the DOD CIO and PCA and DON Navy Cyber Pilot representatives, we recommend the creation of the cyberspace subgroup within Group 18–Information Capabilities. We recommend the addition of 22 new codes to replace codes previously reported under computing (W310/W399) and information assurance (W410) function codes within Group 2–Communications, Computing and Other Information Services, as well as two outdated codes (M910 and M920) within the previous Group 18, Cyberspace Operations. With the current emphasis placed on cyberspace operations and evolution of cyberspace as a warfighting domain, the need to expand the reporting capability of cyberspace functions was evident. The subgroup and function codes/descriptions were developed to align to the three primary functions of cyberspace operations as defined by JP-3-12 (R): OCO, DCO, and DODIN Operations [10].
- *Relocation and Revision of Group 2–Communications, Computing and Other Information Services as a subgroup within Group 18.* We recommend the relocation of Group 2–Communications, Computing and Other Information Services to Group 18 as well as revisions to the codes. First, we removed function codes and descriptions that reference cyberspace operations functions, such as computing, since these now reside within the cyberspace operations subgroup. In addition, we added a subgroup for communications transmission and spectrum functions to capture functions that support transmission spectrum operations and management. Lastly, we renamed the Information Operation Services subgroup as Decision Support Services because these functions provide information as a service and do not conduct actual information operations.

Recommended revisions to existing function codes

Based on OFCM and SME discussions and reviews of the relevant literature, we made revisions to existing function code titles and definitions where necessary. We moved function codes to more appropriate groups where necessary. In several cases, OFCMs/SMEs for such functional areas as Science and Technology, Contracting, and Dependent Education reviewed their relevant codes and indicated that no changes were required; they assessed the codes to be current and relevant as they are. In other cases, OFCMs/SMEs for functional areas, such as Health Services, ultimately did not provide any feedback despite frequent conversations and/or attempts to solicit feedback.

Specific recommended revisions to the codes can be found in detail in Appendixes A and B. In this subsection, we describe the following 11 revisions:

- Relocation of Civilian and Military Personnel Services subgroups to Group 1
- Revision of Audits and Investigations subgroup within Group 1
- Addition of Quality Assurance function code to Group 4
- Addition of Engineering function codes to Group 4
- Addition of Logistics function codes to Group 4
- Modernization of language for Maintenance subgroup within Group 5
- Removal of Force Protection from Group 7
- Creation of new Group 7–Security and Prison/Confinement Facilities
- Addition of Acquisition Security function code in Group 7
- Addition of personnel security/insider threat language to Security Functions
- Revision of Group 11 to focus on Military Community and Family Programs

Relocation of Civilian Personnel and Military Personnel Services subgroups to Group 1

First, we recommend that the Civilian Personnel and Military Personnel Services codes be moved from Group 11 to Group 1 because we determined that personnel functions are a management and support function and, accordingly, fit better with the Group 1 functions. The management of civilian and military personnel typically occurs at the headquarters element of organizations, regardless of whether an organization is a company, battalion, division, or Service. The relocation of civilian and military personnel services also supports the refocusing of Group 11 from Personnel and Social Services to Military Community and Family Programs.

Revision of Audits and Investigations subgroup within Group 1

Based on SME feedback, we recommend that the Audits and Investigations group be renamed Audits, Inspections, and Administrative Investigations and that the law-enforcement-related investigation functions be moved to the new Security and Prison/Confinement Facilities group. In addition, based on recommendations from the Financial Management OFCM, we revised this subgroup to include an Audit Liaison Activities function, an Inspections function, and revised the Investigations function to Administrative Investigation Activities.

Addition of Quality Assurance function code to Group 4

Based on discussions with the Production, Quality, and Manufacturing (PQM) workforce and the PQM Functional Integrated Product Teams (FIPT), we recommend adding a quality assurance subgroup to Group 4. Initially, the PQM FIPT recommended the addition of an entire Quality group that included separate function codes for the production process proofing and verification, configuration management, risk management, control of test measurement and diagnostic equipment (i.e., selection and calibration), and corrective and preventive action. Subsequently, however, they revised these recommendations to include only one general function code for quality assurance that encompassed the above tasks.

Addition of Engineering function codes to Group 4

Based on discussions with the Engineering FIPT and OFCM, we recommend two new codes to categorize engineering support functions for all phases of the system acquisition life cycle. The additional engineering support codes will provide more granularity for the engineering group, potentially alleviating the heavily used All Other Engineering Support function code, which contained 24,719 billet authorizations across DoD in the 2016 IG/CA Inventory, the largest “other” category among all functional groups at 91.6 percent.

Addition of Logistics function codes to Group 4

Based on discussions with the Logistics OFCM, we recommend adding logistics function codes to categorize logistics support for life cycle sustainment and multifaceted logistics activities. The additional logistics function codes will provide more granularity for the logistics group, potentially alleviating the heavily used Other Logistics Activities function code, which contained 14,757 billet authorizations across DoD in the 2016 IG/CA Inventory, the second largest among all functional groups.

Modernization of language for Maintenance subgroup within Group 5–Logistics

As discussed earlier, one functional area of focus was unmanned systems (UxS). We reviewed the current codes held discussions with SMEs, and determined that the maintenance activities for UxS did not require new, specific codes; instead, existing codes could be leveraged. We revised the language of the explanation for organizational, intermediate, and depot level repair and maintenance to include language for UxS.

Removal of Force Protection from Group 7

We recommend the removal of Force Protection functions from Group 7 based on feedback from the Engineering and Installation Facilities SMEs because the majority of activities in this group related to the actual physical structures and management of facilities. The force protection activities have been relocated to a new group, Group 7–Security and Prison/Confinement Facilities.

Creation of new Group 7–Security and Prison/Confinement Facilities

This new group incorporates not only force protection activities but also security (to include law enforcement), fire prevention services, and prison/confinement facilities operations. With the creation of this new group, law-enforcement-related investigation activities have been relocated from the Audits and Investigations subgroup in Group 1.

Addition of Acquisition Security function code in Group 7

Based on discussions with industrial security SMEs in DoD, we recommend the addition of an acquisition security function code. These SMEs felt that the function of acquisition security was not covered under the current industrial security function, recommended the creation of this distinct function code, and submitted a draft definition for this code.

Addition of personnel security/insider threat language to Security Functions

Based on discussions with the Security OFCM and SMEs from the Office of the Under Secretary of Defense for Intelligence, the Office of the Director for Defense Intelligence, Intelligence and Security, and the Counterintelligence and Security Directorate, we revised current security functions (S500 and S510) to include appropriate language to cover personnel security and insider threat functions. We debated whether the insider threat function warranted its own function code but, after our SME discussions and review of the literature, ultimately decided that current security functions should be revised to include insider threat language, as opposed to creating a new function.

Revision of Group 11 to focus on Military Community and Family Programs

First, based on discussions with personnel from the Office of Force Resiliency (OFR) within OUSD (P&R), we recommend that Personnel Social Action Programs be renamed Force

Resiliency Programs. The function codes have been rewritten to include those programs that fall under OFR. This includes the following programs:

- Defense Suicide Prevention
- Diversity Management & Equal Opportunity
- Personnel Risk Reduction Office
- Drug Demand Reduction Program
- Sexual Assault Prevention and Response

Next, we received inputs through coordination and review by the Military Community and Family Program Functional Community representatives from the Services and OSD, in coordination with representatives of the Child and Youth Program (Education functional community). Based on these inputs, function codes were revised or added where appropriate and four new subgroups were created:

- Commissary and Military Exchange Operations
- Military Community and Family Support
- Morale, Welfare, and Recreation (MWR) Services
- Social Services Programs

The SMEs recommended revisions or additional codes in each of these subgroups. Within Commissary and Military Exchange Operations, two new codes were added for Military and Family Readiness Support Center Services and Exceptional Family Member Programs. Within the MWR subgroup, more detailed functions were added to distinguish between Mission Sustaining Programs, Community Support Programs, and Revenue Generating Programs. Within the Child and Youth Program subgroup, nine new function codes were added to address such areas as Child Development Early Care and Education Management and Operations, School Age Care Program Management and Operations, Youth Program Management and Operations, Child and Youth Training and Curriculum Support, Family Child Care, and Resource and Referral.

Conclusions and Recommendations to Improve the Future Use of Function Codes

Without a renewed focus on the quality of the data from across DoD and increased oversight from OSD, function code data and IG/CA Inventory data at large are unlikely to improve. Therefore, in addition to our recommended revisions to the DoD Function Code Guidance and the code titles and definitions, we also recommend suggestions to improve the currency, accuracy, and usefulness of function code data.

Improve how often function codes are reviewed and updated

Our discussions with the Services, Joint Staff, and other DoD offices revealed that existing function codes are typically not reviewed and updated in authoritative manpower systems unless there is a trigger, such as a billet being moved. For this reason, function codes typically remain unchanged from year to year. In addition, we repeatedly heard throughout our discussions that the IG/CA Inventory and, subsequently, function codes are not viewed with great importance; because of the moratorium on A-76, the submission of the annual IG/CA Inventory requirement that contains the function codes is viewed as simply “checking the box,” and there is little confidence in the accuracy of the coding.

We heard several suggestions for mitigating these issues. Among the most compelling is an OSD policy that requires function codes to be included in billet change requests. Also, components could adopt a system similar to that of the Air Force, which allows for the automated checking of DoD function code assignment.

Moreover, more oversight could improve the quality of function code data as part of the IG/CA Inventory data. Prior to the suspension of the A-76 program, IG/CA Inventories were subjected to a quality control process, reviewed extensively for errors, and analyzed to ensure consistency². The data should again be subjected to a rigorous quality control process and analysis to ensure that the guidance is consistently applied by the components. We also

² CNA reviewed and analyzed IG/CA Inventories from 2000 to 2010.

recommend changing the DoD Guide to Inventory Submission to a DoD Instruction, which should carry more weight than the current Guidance issued annually by OSD.

Another option to consider is developing training for those responsible for applying function codes. Ideally, manpower analysts/specialists with knowledge of the work being performed in the billets would be applying, reviewing, and updating the codes as necessary; however, the FMTS personnel with whom we spoke indicated that components often do not have manpower analysts/specialists. Instead, human resource specialists often apply function codes based on the occupation code of the person sitting in the billet. Because of the uncertainty in who is applying the codes, OSD should consider training a cadre of people across the department on how to use and apply function codes.

Improve messaging about usefulness of DoD function codes

In addition to ensuring that the data are reviewed and updated periodically and subjected to a quality control process, the larger purpose and value of function codes need to be communicated by OSD leadership. Although some components indicated that they use function codes to assist with manpower analysis, others expressed the opinion that function codes were not useful outside of fulfilling the IG/CA Inventory requirement. Further, many of the OFCMs and some DoD offices we met with were unfamiliar with function codes and how they differ from occupation codes.

OSD should communicate the intent and purpose of function codes as well as the value of accurate and up-to-date functional coding for manpower analysis and workforce mix decision-making throughout DoD. Function codes are currently the only way to identify requirements for similar work, by both military members *and* civilians. Whereas “functional communities” as defined by DCPAS are groups of civilians defined by occupational series, and “military communities” are groups of military members defined by designators, ratings, or MOSs, function codes are the only formal construct that bridges military and civilian billets performing similar work.

In addition, it would be useful to conduct a future study exploring how the IG/CA and the Inventory of Contracted Services (ICS) can be revised to be compatible and useful as effective manpower management tools for total force management and manpower mix planning. The intent would be to link the IG/CA and ICS through function codes to provide a total force requirement perspective (military, civilian, and contractor), making the currency and accuracy of function codes, as well as their value to components, even more important.

Continue to explore the value of adding a secondary function code field

Finally, we asked the Services and Joint Staff if adding a secondary function code would be useful to them. At the time of the discussions, all of the Services indicated that a secondary function code would not be useful to them. Many of those we talked with felt that it was already difficult to characterize the primary function of a billet correctly and that requiring those responsible for the coding to include a secondary function would be too difficult and time consuming. Concerns were also expressed about the cost to add a secondary function code field to authoritative manpower databases. In addition, Army and Air Force SMEs indicated that, since they've already developed a set of subfunctions, a secondary function code would not be useful to them.

At a later discussion with Navy personnel, however, it was revealed that the Navy has decided to add two additional function code fields in TFMMS. Although it isn't yet clear how the Navy intends to use these fields, additional function code fields can provide valuable visibility on additional functions being performed in billets. It will be informative to watch how the Navy decides to use these fields, to assess the costs of adding additional fields, and to explore if adding additional function code fields could benefit the rest of the Department of Defense.

Appendix A: Revised DoD Function Codes (with track changes)

ENCLOSURE 5: FUNCTION CODES

1. General. This list of DoD Functions codes identifies the type of work performed by all activities in the Defense infrastructure and operating forces. This list accounts for all Departmental activities performed in direct support of military and civil works missions, in fulfillment of defense-related U.S. international commitments, and in permanent service outside the Department at the White House, Congress, and federal and state agencies.

2. Functional Taxonomy.

—2.1. DoD Functions are gathered into ~~two principal categories: “Infrastructure” and “Forces and Direct Support.”~~ 18 functional groups. (Functions ~~in both categories~~ are performed by DoD military, ~~and~~ civilians, ~~and contracted support~~). ~~The “Infrastructure” category includes 13 functional groups and the “Forces and Direct Support” category includes five functional groups, four of which pertain to the operating forces.~~ In addition, there are sub-functions and multiple functions under the 18 functional groups.

2.2. Each function includes an alphanumeric code, title, and definition describing the type of work performed. Functional definitions are intended to be comprehensive and mutually exclusive. Also, most functional groups include at least one miscellaneous “other” function that has an alphanumeric code typically ending in “99” (e.g., “H999 – Other Health 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.

3. Differentiating Headquarters Activities versus Management Functions. Management functions are performed at all levels of the Department. Management functions are those activities that provide oversight, direction, and control over activities versus directly performing those activities. Management functions are commonly performed within headquarters organizations, however, not all functions within a headquarters organization should be coded as management activities. Except for the highest levels of Departmental control (those activities utilizing codes M120, M145, Y105, and Y115) in select Major DoD Headquarters Activities (MHA) organizations, care should be made to ensure that functions are

appropriately coded based upon the type of work performed not on the organization in which the function is performed. The determination of whether a function is also identified as MHA will be made through the program element code and/or the MHA headquarters determination flag.

4. Coding Rules.

4.1. Manpower authorizations shall be grouped by function and coded to indicate the type of work performed. In some cases, this may not correspond to job titles, civilian job series, or military occupational specialties. For instance, although accountants are typically found in accounting functions and engineers in an engineering function, in some cases a budget analyst may be working in an accounting function or a geologist in an engineering function. Therefore, the type of work (i.e., function) and not type of position (i.e., job series or occupational specialty) is coded. ~~(See additional examples in paragraphs 4.3.1 and 4.3.2 below.)~~

~~—4.2. Manpower officials shall avoid coding activities at too low a level—i.e., creating sub-functions for “activities” that cannot operate independently because—~~

~~—4.2.1. When the type of work performed is in direct support of a management function and the work cannot be separated from the management function, the manpower is coded with the management function code and not the support function code. For example, development and issuance of personnel policies may have a public affairs aspect to the function. To the extent public affairs operations tasks are performed by personnel who are also developing personnel policies, the manpower is coded as a public affairs management function vice a public affairs operations function. In such a case, the public affairs work is considered to be an inherent part of the management function. If the public affairs tasks were coded using the public affairs operations function code, it would inappropriately imply that the work could be performed as a separate activity.~~

~~—4.2.2. If the type of work in one functional group directly supports and cannot be separated from activities in a second functional group, the manpower is coded with the function code that best describes the work performed. However, if the work is separately identifiable and severable, it is coded with the appropriate support function code. For example, drafting correspondence and proof reading for content are administrative tasks that, in certain circumstances, require comprehensive knowledge of the daily operations and responsibilities of the office. If such a case, the tasks cannot be separated from the functions they support. To code them as administrative support services would inappropriately imply that the work could be performed as a separate activity. Typically, non-severable support includes tasks that require close continual supervision (as distinguished from general oversight), comprehensive~~

~~knowledge of the daily operations of the office supported, or in some sense involves the operation supported. In all cases, non-severable support is coded with the function code it supports since it is an inherent part of that function. It is not coded based on the civilian job series or occupation.~~

4.2. The *Infrastructure and Forces and Direct Support* categories have been eliminated. All billets should be coded with the most appropriate function code, regardless of whether the billet is expeditionary or non-expeditionary. While combat billets will still be coded with M415, caution should be used when using the combat support and combat service support function codes. If a more appropriate function code exists, regardless of whether it was previously considered an “Infrastructure” code, that code should be used. For example, a deployable billet for an organizational-level maintenance mechanic should be assigned with a function code within Group 4-Logistics rather than a combat support or combat service support code. If a more appropriate code from the previous “Infrastructure” category does not exist, the billet can be coded with the appropriate combat support or combat service code. Expeditionary and non-expeditionary billets can be identified in the new “Expeditionary” field in the IG/CA Inventory.

4.3. If a DoD Component identifies a function that is not on the list, the manpower is coded using the “~~99~~ Other” function code within the function group that most closely identifies the type of work being performed. If the manpower numbers are significant, the Component should submit a request for a new function code, title, and definition, or for modification to a current functional definition to address work omitted from the list. Components should also submit determinations and justifications for the request. Requests to change or add codes, titles, or definitions or revise the taxonomy (i.e., functional categories, groups, or functions) shall be submitted to the Office of the Under Secretary of Defense for Personnel and Readiness, Requirements Directorate (OUSD(P&R)-RQ), for approval.

5. Augmentation of the list of DoD Function Codes. DoD Components may augment the list of DoD Function Codes for their internal use by adding sub-functions to the list provided so long as the sub-functions represent a sub-element (and not a new type) of work. Components may not create new functional categories or groups or new function codes without prior approval from the OUSD(P&R)-RQ. This coding arrangement will enable DoD Components to identify sub-functions for their internal use and, when reporting to OSD, aggregate the manpower data without compromising the DoD coding structure.

6. Data Analysis. DoD Functions describe the type of work performed. Management and organizational arrangements, geographic dispersion, span-of-control, and command relationships differ greatly among the DoD Components. Also, the degree to which DoD

Components rely on inter- and intra-governmental support and private sector services and support varies. When making DoD-wide comparisons of functions, functional groups, functional categories, or organizational levels (e.g., management functions), these differences must be addressed to ensure DoD-wide comparability.

Table 2. Function Code Definition Table of Contents (tracked changes)

Function Code Definition Table of Contents

CATEGORY I -- INFRASTRUCTURE			
PAGE			
4-21	GROUP 1-FORCE MANAGEMENT AND GENERAL SUPPORT		
	MANAGEMENT AND OPERATION OF THE DOD		
	Y105	Defense Direction and Policy Integration	
	Y115	Joint Staff Direction of the Armed Forces	
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	Y210	Operation Planning and Control Oversight and Management	
	Y215	Operation Planning and Control	
	Y217	Combat Development Evaluations and Experimentation	
	Y220	National Mobilization and Emergency Preparedness Mgmt.	
	MANPOWER MANAGEMENT		
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	Y245	Manpower Management Operations	
	CIVILIAN PERSONNEL SERVICES		
	B710	Civilian Personnel Management	
	B720	Civilian Personnel Operations	
	MILITARY PERSONNEL SERVICES		
	B810	Military Personnel Management	
	B820	Military Recruiting and Examining Operations	
	B830	Military Personnel Operations	
	SUPPORT EXTERNAL TO DOD		
	SECURITY COOPERATION PLANS AND ACTIVITIES		
	Y309	Management and Oversight of Security Cooperation Programs and Activities	
	Y310	Management and Oversight of Foreign Military Sales & Security Assistance	
	Y311	Security Assistance Contracts	
	Y312	Defense Support to Public Diplomacy and Personnel Exchanges	
	Y313	Defense Institution Building, Educational and Training Activities, and Multinational Exercises and Training	
	Y314	Global Health Engagement (GHE) and Humanitarian Assistance	

		Y315	Equipping Foreign Military Sales and Security Assistance Program Management (FMS)/Foreign Military Financing (FMF)
		Y316	Infrastructure
		Y317	Support to Operations
		Y318	Train and Equip (BPC)
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		Y405	Legal Services Management
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		Y501	Public Affairs Management
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		Y525	Protocol Operations
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		Y710	Historical Affairs Management
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		Y810	Administrative Support & Federal Compliance Management
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		Y840	Directives and Records Management Services
		Y850	Microfilming and Library Services
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		AUDITS, INSPECTIONS, AND ADMINISTRATIVE INVESTIGATIONS	
		Audits	

		I110	Audit Management
		I120	Audit Operations
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		<u>Inspections</u>	
		<u>I300</u>	<u>Inspection Activities</u>
		<u>Investigations</u>	
		<u>I510</u>	<u>Personnel Security (Clearances and Background Investigations)</u>
		<u>I520</u>	<u>Criminal and Administrative Investigative Services</u>
		<u>I530</u>	<u>Industrial Security</u>
		<u>I400</u>	<u>Administrative (Non-Criminal) Investigation Activities</u>
		I999	Other Audit, <u>Inspection</u> , and <u>Administrative</u> Investigative Activities
		FINANCIAL MANAGEMENT	
		C110	Financial Management
		<u>C115</u>	<u>Comptroller</u>
		C120	Advocacy
		C400	Budget Support
		C700	Finance/Accounting Services
		C999	Other Financial Management Activities
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		<u>W220</u>	<u>Telecommunication Centers</u>
		<u>W299</u>	<u>Other Communications Systems</u>
		<u>COMPUTING SERVICES</u>	
		<u>W310</u>	<u>Computing Services and/or Data Base Management</u>
		<u>W399</u>	<u>Other Computing Services</u>
		<u>INFORMATION OPERATION SERVICES</u>	
		<u>W410</u>	<u>Information Assurance</u>
		<u>W430</u>	<u>Mapping and Charting</u>
		<u>W440</u>	<u>Meteorological & Geophysical Services</u>
		<u>W499</u>	<u>Other Information Operation Services</u>
4-36		GROUP 3-SCIENCE AND TECHNOLOGY (S&T) AND RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT AND SUPPORT	
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		R120	Science and Technology
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		F110	Systems Acquisition Management
		F120	Systems Acquisition - Program Management
		F140	Technology Transfer & International Cooperative Program Management
		F150	Systems Acquisition - Demonstration and Development
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		A610	Management and Oversight of Test and Evaluation
		A620	Developmental and Operational Test and Evaluation
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		A699	Other Test and Evaluation Activities
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		F310	Procurement and Contracting Management
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		<i>ENGINEERING</i>	
		F510	<u>Sustainment</u> Engineering Support at Maintenance Depots
		<u>F515</u>	<u>Engineering Support for Production and Manufacturing</u>
		<u>F516</u>	<u>Engineering Support for Disposal</u>
		F520	All Other Engineering Support
4-42	GROUP 54-LOGISTICS		
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		<u>P115</u>	<u>Logistics Life Cycle Sustainment Activities</u>
		<u>P116</u>	<u>Multifaceted Logistics Activities</u>
		P119	Other Logistics Activities
		<i>MAINTENANCE</i>	
		P120	Maintenance Management
		<i>Organizational and Intermediate Repair and Maintenance of Military Equipment</i>	
		J410	Organizational & Intermediate Repair & Maintenance Management
		J501	Aircraft
		J502	Aircraft Engines
		J503	Missiles
		J504	Vessels

		J505	Combat Vehicles
		J506	Non-Combat Vehicles and Equipment
		J507	Electronic and Communications Equipment
		J511	Special Equipment
		J518	Support Equipment
		J519	Industrial Plant Equipment
		J520	Test, Measurement & Diagnostic Equipment (TMDE)
		J550	Software Support for Embedded and Mission Systems
		J555	Tactical Automatic Data Processing Equipment (ADPE)
		<u>J560</u>	<u>Space Systems/Satellite Maintenance</u>
		J570	Armament and Ordnance
		J575	Munitions
		J600	Metal and Other Containers, Textiles, Tents and Tarpaulins
		J700	Portable Troop Support Equipment
		J750	Portable Field Medical and Dental Equipment
		J999	Organizational and Intermediate Repair & Maintenance of Other Equipment
		<i>Depot Maintenance and Repair of Military Equipment</i>	
		K410	Depot Management
		K531	Aircraft
		K532	Aircraft Engines
		K533	Missiles
		K534	Vessels
		K535	Combat Vehicles
		K536	Non-Combat Vehicles and Equipment
		K537	Electronic and Communications Equipment
		K539	Special Equipment
		K541	Industrial Plant Equipment
		K546	Test Measurement & Diagnostic Equipment (TMDE)
		K549	Support Equipment
		K550	Software Support for Embedded and Mission Systems
		K555	Tactical Automatic Data Processing Equipment (ADPE)
		<u>K560</u>	<u>Space Systems/Satellite Maintenance</u>
		K570	Armament and Ordnance
		K575	Munitions
		K600	Metal and Other Containers, Textiles, Tents, and Tarpaulins
		K700	Portable Troop Support Equipment
		K750	Portable Field Medical & Dental Equipment
		K999	Depot Repair and Maintenance of Other Equipment

			<i>SUPPLY OPERATIONS</i>
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		T150	Warehousing and Distribution of Publications
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		T167	Distribution of Liquid, Gaseous and Chemical Products
		T175	Troop Subsistence
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		T199	Other Supply Activities
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		T701	Transportation Management
		T710	Traffic/Transportation Management Services
		T800	Ocean Terminal Operations
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		T810	Air Transportation Services
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		X938	Communications and Electronic Products
		X939	Construction Products
		X944	Machined Parts
		X999	Other Products Manufactured and Fabricated
4-56			GROUP 76-INSTALLATION/FACILITY MANAGEMENT, FORCE PROTECTION, AND UTILITY PLANT OPERATION AND MAINTENANCE
			<i>INSTALLATION/FACILITY MANAGEMENT</i>

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		S200	Installation, Base or Facility Management
		S210	Building <u>Facility</u> Management
		S310	Housing Management
		<i>Building and Housing Management Services</i>	
		<i><u>BUILDING AND HOUSING MANAGEMENT</u></i>	
		S410	Custodial Services
		S420	Collection and Disposal of Trash and Other Refuse <u>Solid Waste</u>
		S430	Collection and Disposal of Hazardous Material (HAZMAT)
		S435	Pest Management
		S440	Fire Prevention and Protection
		S450	Laundry and Dry Cleaning Operations
		S499	Other Building and Housing Management Services
		<i>SECURITY AT INSTALLATIONS/FACILITIES (LAW ENFORCEMENT, PHYSICAL SECURITY, ANTITERRORISM ——— AND ——— CHEMICAL/BIOLOGICAL/RADIOLOGICAL/NUCLEAR/HIGH EXPLOSIVES (CBRNE) OPERATIONS)</i>	
		S500	Management of Security Operations at Installations/Facilities (Law Enforcement, Physical ——— Security, ——— Antiterrorism, ——— and ——— Chemical/Biological/Radiological/Nuclear/High Explosives (CBRNE) Operations)
		S510	Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE)
		S520	Support Services to Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE Operations)
		S540	Information Security
		S560	Protective Services Operations
		<i>Prison and Other Confinement Facility Operations</i>	
		S719	Confinement Facility Operations
		S720	Prison Operations
		S722	Detention of Enemy Prisoners of War (EPW), Retained Personnel (RP), Civilian Internees (CI) and other Detainees (OD)
		S724	Other Security Operations
		<i><u>UTILITY PLANT OPERATION AND MAINTENANCE</u></i>	
		S725	Electrical Plant and Distribution Systems Operation and Maintenance
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			<u>S780</u>	<u>Natural Gas Distribution Systems</u>
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			<u>S500</u>	<u>Management of Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and Chemical/Biological/Radiological/Nuclear/High Explosives (CBRNE) Operations</u>
			<u>S510</u>	<u>Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE)</u>
			<u>S520</u>	<u>Support Services to Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE Operations)</u>
			<u>S540</u>	<u>Information Security</u>
			<u>S560</u>	<u>Protective Services Operations</u>
			<u>S440</u>	<u>Fire Prevention and Protection</u>
			<u>Security Compliance/Law Enforcement Investigations</u>	
			<u>I510</u>	<u>Personnel Security (Clearances and Background Investigations)</u>
			<u>I520</u>	<u>Criminal Investigative Services</u>
			<u>I530</u>	<u>Industrial Security</u>
			<u>I540</u>	<u>Acquisition Security</u>
			<u>PRISON AND OTHER CONFINEMENT FACILITY OPERATIONS</u>	
			<u>S719</u>	<u>Confinement Facility Operations</u>
			<u>S720</u>	<u>Prison Operations</u>
			<u>S722</u>	<u>Detention of Enemy Prisoners of War (EPW), Retained Personnel (RP), Civilian Internees (CI) and other Detainees (OD)</u>
			<u>S724</u>	<u>Other Security Operations</u>
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			E110	Environmental Security Management
			E120	Environmental and Natural Resources Services
			E220	Safety
			E225	Occupational Health Services
			E230	Explosives Safety
			E250	Response to Hazardous Material Mishaps
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			<u>REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT</u>	
			Z101	Corps of Engineers Program and Project Management
			Z110	Management of Major Construction of Real Property

		Z120	Real Estate/Real Property Acquisition
		<i>Title, Outgranting, and Disposal of Real Estate/Real Property</i>	
		Z135	Title, Outgranting & Disposal of Real Estate/Real Property-National Projects
		Z138	Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects
		<i>Architect-Engineering Services</i>	
		Z145	Architect-Engineering-National Projects
		Z148	Architect-Engineering-Local Projects
		Z199	Other Real Prop. Program & Project Management Activities
		<i>REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION</i>	
		Z991	Minor Construction, Maintenance & Repair of Family Housing & Structures
		Z992	Minor Constr. M&R of Buildings & Structures Other Than Family Housing
		Z993	Maintenance and Repair of Grounds and Surfaced Areas
		Z994	Maintenance and Repair of Surfaced Areas
		Z997	Maintenance and Repair of Railroad Facilities
		Z998	Maintenance and Repair of Waterways & Waterfront Facilities
		Z999	Maintenance, Repair, & Minor Construction of Other Real Property
4-68		GROUP 10-CIVIL WORKS	
		Q120	Civil Works Management
		Q220	Water Regulatory Oversight and Management
		Q240	Natural Resources Oversight and Management
		Q260	Civil Works Planning Production and Management
		Q420	Bank Stabilization
		Q440	Maintenance of Open Waterways for Navigation
		Q460	Maintenance of Jetties and Breakwaters
		Q520	Operation and Maintenance of Locks and Bridges
		Q540	Operation and Maintenance of Dams
		Q560	Operation and Maintenance of Hydropower Facilities
		Q580	Operation and Maintenance of the Washington Aqueduct
		Q620	Operation and Maintenance of Recreation Areas
		Q999	Other Civil Works Activities
4-71		GROUP 11-PERSONNEL AND SOCIAL SERVICES	
		<u>GROUP 11-MILITARY COMMUNITY AND FAMILY PROGRAMS</u>	
		<i>CIVILIAN PERSONNEL SERVICES</i>	
		B710	Civilian Personnel Management
		B720	Civilian Personnel Operations
		<i>MILITARY PERSONNEL SERVICES</i>	
		B810	Military Personnel Management
		B820	Military Recruiting and Examining Operations

		B830	Military Personnel Operations
			<u>PERSONNEL SOCIAL ACTION FORCE RESILIENCY PROGRAMS</u>
		B910	Personnel Social Action Force Resiliency Programs Management
		B920	Personnel Social Action Force Resiliency Program Operations
		B999	Other Personnel Force Resiliency Activities
			<u>SOCIAL SERVICES</u>
			<u>Commissary and Military Exchange Operations</u>
			<u>COMMISSARY AND MILITARY EXCHANGE OPERATIONS</u>
		G006	Commissary <u>and Military Exchange</u> Management
		G008	Commissary Operations
		G013	Military Exchange Operations
			<u>Community and Family Services</u>
			<u>MILITARY COMMUNITY AND FAMILY SUPPORT SERVICES</u>
		G050	<u>Military</u> Community and Family <u>Support</u> Services Management
		G060	<u>Military and Family Readiness Support Center Services</u>
		G061	Exceptional Family Member Programs
			<u>MORALE, WELFARE, AND RECREATION (MWR) SERVICES</u>
		G055	Morale, Welfare, and Recreation (MWR) Services
		G060	Family Center Services
		G020	<u>MWR Mission Sustaining Programs Management</u>
		G021	<u>MWR Mission Sustaining Programs Operations</u>
		G022	<u>MWR Community Support Programs Management</u>
		G023	<u>MWR Community Support Programs Operations</u>
		G024	<u>MWR Revenue Generating Programs Management</u>
		G025	<u>MWR Revenue Generating Programs Operations</u>
			<u>CHILD AND YOUTH PROGRAMS</u>
		G065	Child Care and Youth Programs
		G066	<u>Child Development Early Care and Education Program Management</u>
		G067	<u>Child Development Early Care and Education Program Activities</u>
		G068	<u>School Age Care Programs Management</u>
		G069	<u>School Age Care Programs Activities</u>
		G070	<u>Youth Programs Management</u>
		G071	<u>Youth Programs Activities</u>
		G072	<u>Child and Youth Training and Curriculum Support</u>
		G073	<u>Family Child Care</u>
		G074	<u>Resource and Referral</u>
			<u>Other Social Services</u>
			<u>SOCIAL SERVICES PROGRAMS</u>

		G080	Homeowners' Assistance Program
		G090	Employee Relocation Assistance Program
		G105	Recreational Library Operations
		G210	Postal Services
		G220	Military Bands
		G900	Chaplain Activities and Support Services
		G902	Casualty Assistance and Mortuary Affairs
		G910	Temporary Lodging Services
		G999	Other Social Services
4-79	GROUP 12-EDUCATION AND TRAINING		
	<i>MILITARY EDUCATION AND TRAINING</i>		
		U001	Management and Oversight of Military Education and Training
		U050	Military Institutional Education and Training Management
		U060	International Security Program
		U100	Recruit Training
		U150	Multiple Category Training
		U200	Officer-Acquisition (Pre-Commissioning) Training
		U300	Specialized Skill Training
		U400	Flight Training
	<i>Professional Development Education</i>		
		U510	Professional Military Education
		U520	Graduate Education (Fully Funded, Full Time)
		U530	Other Full-Time Education Programs
		U540	Off-Duty and Voluntary Education Programs
		U550	Training Development and Support for Military Education & Training
		U599	Other Military Education and Training Activities
	<i>CIVILIAN EDUCATION AND TRAINING</i>		
		U605	Management and Oversight of Civilian Education and Training
		U620	Management of Civilian Institutional Training, Education & Development
		U630	Acquisition Training, Education, and Development
		U640	Civil Works Training, Education, and Development
		U650	Intelligence Training, Education, and Development
		U660	Medical Training, Education, and Development
		U699	Other Civilian Training, Education, and Development
	<i>DEPENDENT EDUCATION</i>		
		U710	Management and Oversight of Dependent Education
		U720	Dependent Education Field Management
		U760	Dependent Education - Teacher Instruction

		U770	Dependent Education - Substitute Instruction
		U780	Dependent Education - Aides for Instruction
		U799	Other Dependent Education Activities
4-85	GROUP 13-HEALTH SERVICES		
		H010	Health Services Management
		H050	Hospital/Clinic Management
		H100	Medical Care
		H102	Surgical Care
		H106	Pathology Services
		H107	Radiology Services
		H108	Pharmacy Services
		H113	Dental Care
		H116	Veterinary Services
		H119	Preventive Medicine
		H125	Rehabilitation Services
		H127	Alcohol and Drug Rehabilitation
		H203	Ambulatory Care Services
		H250	Medical and Dental Devices Development
		H350	Hospital Food Services and Nutritional Care
		H450	Medical Records and Medical Transcription
		H650	Hospital Supplies and Equipment
		H710	Medical Transportation Services
		H999	Other Health Services
<u>CATEGORY II - FORCES AND DIRECT SUPPORT</u>			
4-87	GROUP 14-COMMAND AND <u>INTELLIGENCE CONTROL</u>		
	<u>OPERATIONAL COMMAND AND CONTROL</u>		
		M120	Combatant Commander Command Authority
		M145	Military Department Command Authority
		M150	Support to the Combatant Commanders – Information Sharing Systems
		<u>M155</u>	<u>Operational Contract Support (OCS)</u>
		<u>M160</u>	<u>Information Operations</u>
		M199	Other Operational Command and Control Activities
	<u>UNMANNED SYSTEMS OPERATIONAL COMMAND AND CONTROL</u>		
		<u>M170</u>	<u>Unmanned Systems Command and Control Activities</u>
		<u>M179</u>	<u>Other Unmanned Systems Command and Control Activities</u>
	<u>INTELLIGENCE</u>		
		<u>M301</u>	<u>Intelligence Management</u>
		<u>M302</u>	<u>Intelligence Policy and Coordination</u>

		M310	Counterintelligence
		M311	Human Intelligence (HUMINT)
		M312	Imagery Intelligence (IMINT)-DoD
		M313	Signals Intelligence (SIGINT)
		M316	Geospatial Intelligence
		M318	Geospatial Intelligence Acquisition and Processing
		M320	Open Source Intelligence (OSINT) Collection/Processing
		M322	Language Exploitation
		M324	Multidisciplinary Collection and Processing
		M326	Intelligence Communications and Filtering
		M328	All Source Analysis
		M330	Intelligence Production Integration and Analytic Tools
		M334	Intelligence Requirements Management and Tasking
		M399	Other Intelligence Activities
4-92	GROUP 15-EXPEDITIONARY FORCES-DEFENSE—OPERATING FORCES		
			<u>Expeditionary Force Operations</u>
		M415	Combat
		M480	Combat Support
		M510	Combat Service Support
4-93	GROUP 16-HOMELAND DEFENSE—OPERATING FORCES		
		M610	Homeland Defense Operations
4-94	GROUP 17-SPACE-DEFENSE—OPERATING FORCES		
		<u>M800</u>	<u>Space Management and Oversight</u>
		<u>M805</u>	<u>Space Operations Command and Control</u>
		M810	Military Space Operations
		<u>M820</u>	<u>Spacelift and Reconstitution</u>
		<u>M899</u>	<u>Other Space Activities</u>
4-95	GROUP 18-CYBERSPACE OPERATIONS—OPERATING FORCES		
	<u>GROUP 18-INFORMATION CAPABILITIES</u>		
		M910	Computer network attack (CNA) & Computer Network Exploitation (CNE)
		M930	Information Assurance/Computer Network Defense (IA-CND)
			<u>MILITARY INFORMATION SUPPORT OPERATIONS (MISO)</u>
		<u>M201</u>	<u>Military Information Support Operations Management and Oversight</u>
		<u>M202</u>	<u>Military Information Support Operations Program Activities and Operations</u>
			<u>CIVIL MILITARY OPERATIONS (CMO)</u>
		<u>M211</u>	<u>Civil Military Operations Management and Oversight</u>
		<u>M212</u>	<u>Civil Military Operations Program Activities and Operations</u>
			<u>PUBLIC AFFAIRS</u>

		<u>Y501</u>	<u>Public Affairs Management and Oversight</u>
		<u>Y515</u>	<u>Public Affairs Program Activities and Operations</u>
		<u>G220</u>	<u>Military Bands</u>
		<u>G221</u>	<u>Military Bands Management</u>
		<u>VISUAL INFORMATION</u>	
		<u>Y560</u>	<u>Visual Information Management and Oversight</u>
		<u>Y570</u>	<u>Visual Information Program Activities and Operations</u>
		<u>INTELLIGENCE</u>	
		<u>M301</u>	<u>Intelligence Management and Oversight</u>
		<u>M302</u>	<u>Intelligence Policy and Coordination</u>
		<u>M310</u>	<u>Counterintelligence</u>
		<u>M311</u>	<u>Human Intelligence (HUMINT)</u>
		<u>M313</u>	<u>Signals Intelligence (SIGINT)</u>
		<u>M316</u>	<u>Geospatial Intelligence (GEOINT)</u>
		<u>M320</u>	<u>Open Source Intelligence (OSINT) Collection/Processing</u>
		<u>M324</u>	<u>Multidisciplinary Collection, Processing, and Exploitation</u>
		<u>M326</u>	<u>Intelligence Communications and Filtering</u>
		<u>M328</u>	<u>All Source Analysis</u>
		<u>M330</u>	<u>Intelligence Production Integration and Analytic Tools</u>
		<u>M334</u>	<u>Intelligence Planning, Requirements Management and Tasking</u>
		<u>M335</u>	<u>Measurement and Signature Intelligence (MASINT)</u>
		<u>M336</u>	<u>Technical Intelligence (TECHINT)</u>
		<u>M337</u>	<u>Identity Intelligence (I2) Applications</u>
		<u>M340</u>	<u>Cyber Intelligence Planning</u>
		<u>M399</u>	<u>Other Intelligence Activities</u>
		<u>CYBERSPACE OPERATIONS</u>	
		<u>M900</u>	<u>Cyberspace Policy, Management, and Oversight</u>
		<u>Offensive Cyberspace Operations</u>	
		<u>M910</u>	<u>Offensive Cyberspace Operations Management and Oversight</u>
		<u>M911</u>	<u>Offensive Cyberspace Operations Activities</u>
		<u>M919</u>	<u>Other Offensive Cyberspace Operations Activities</u>
		<u>DoD Information Networks (DODIN) Operations</u>	
		<u>M920</u>	<u>DODIN Operations Management and Oversight</u>
		<u>M921</u>	<u>Computer System Operations/Management</u>
		<u>M922</u>	<u>Database Operations/Management</u>
		<u>M923</u>	<u>Network Infrastructure Operations/Management</u>
		<u>M924</u>	<u>Knowledge Management</u>
		<u>M925</u>	<u>Technical Support/Service Desk Operations/Management</u>

		<u>M926</u>	<u>Research, Testing, Development, and Evaluation (RTD&E) Operations/Management</u>
		<u>M927</u>	<u>Network Architecture/Planning</u>
		<u>M929</u>	<u>Other DODIN Operations Activities</u>
			<u>Defensive Cyberspace Operations</u>
		<u>M930</u>	<u>Cyberspace Security/Defense Management and Oversight</u>
		<u>M931</u>	<u>Infrastructure Support</u>
		<u>M932</u>	<u>Incident Response/Forensics</u>
		<u>M933</u>	<u>Information Systems Security Operations/Management</u>
		<u>M934</u>	<u>Communications Security (COMSEC)/Cryptographic Key Management</u>
		<u>M935</u>	<u>Hardware/Software Assessment</u>
		<u>M936</u>	<u>Security Architecture/Planning</u>
		<u>M937</u>	<u>Security/Vulnerability Assessment</u>
		<u>M939</u>	<u>Other Cybersecurity/Defense Activities</u>
			<u>COMMUNICATIONS, TRANSMISSION, AND DECISION SUPPORT SERVICES</u>
		<u>W100</u>	<u>Communications, Transmission, & Decision Support Services Management</u>
			<u>Communications Services</u>
		<u>W210</u>	<u>Telephone Systems</u>
		<u>W220</u>	<u>Telecommunications Centers</u>
		<u>W299</u>	<u>Other Communication Systems</u>
			<u>Transmission Systems (Radio/Satellite) Services</u>
		<u>W320</u>	<u>Transmission Systems Operation (e.g., HF, SHF, UHF, VHF, Satellite Bands)</u>
		<u>W330</u>	<u>Transmission Spectrum Management</u>
		<u>W389</u>	<u>Other Transmission Services</u>
			<u>Decision Support Services</u>
		<u>W430</u>	<u>Mapping and Charting</u>
		<u>W440</u>	<u>Meteorological & Geophysical Services</u>
		<u>W499</u>	<u>Other Decision Support Services</u>

~~CATEGORY I—INFRASTRUCTURE~~**GROUP 1—FORCE MANAGEMENT AND GENERAL SUPPORT*****MANAGEMENT AND OPERATION OF THE DOD***

Y105 Defense Direction and Policy Integration. This function is generally performed at the highest levels of the OSD and Military Departments to include offices of the Secretaries, and those Under and Assistant Secretaries, or special assistants, and select policy offices involved in defense direction and policy integration. Operations include planning, policy formulation, policy direction of ongoing military activities, and security affairs (e.g., international security affairs, threat reduction and counter-proliferation policy, international negotiations and regional affairs, U.S. bilateral security relations with foreign countries on political-military policy, and Prisoner Of War /Missing Personnel Affairs). This function includes those elements that provide policy integration and direction for multiple functions listed below (e.g., the Under Secretary of Defense for Acquisition, Technology and Logistics). It also includes those elements that perform activities not specifically addressed by other management function codes and that provide defense direction and policy integration (e.g., Assistant Secretary of Defense for Reserve Affairs). This function excludes operational planning and control coded Y210 and those U.S. international policy activities coded M610.

Y115 Joint Staff Direction of the Armed Forces. This function includes assisting the President, National Security Council, and Secretary of Defense with decisions concerning the strategic direction of the Armed Forces (including the direction of operations conducted by the Commanders of the Unified and Specified Combatant Commands). It also includes exercising exclusive direction of the Joint Staff and acting as spokesman for the Commanders of the Combatant Commands, especially on the operational requirements of their commands, and overseeing the activities of the Combatant Commands. This also includes preparing strategic and contingency plans; assessments of critical deficiencies and strengths of the Armed Forces; advice on requirements, programs, and budgets; doctrine for the joint employment of the Armed Forces; policies for joint training, and advice on other matters addressed in Section 153 of Title 10, U.S.C. Combatant Command and Service Component Command functions are coded M120 and M145.

Y199 Other Force Management and General Support Activities. This function includes force management and general support activities not addressed by other function codes.

OPERATION PLANNING AND CONTROL

Y210 Operation Planning and Control Oversight and Management. This function includes oversight, direction and control of subordinate organizations responsible for the evaluation of

military forces (e.g., readiness), war plans, military strategies, development planning, emergency preparedness, and mobilization planning. This includes developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; and, allocating resources. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of military resources; and, assessments of those infrastructure operations that directly relate to operational planning and control to include strategic and business planning.

Y215 Operation Planning and Control. This function includes operations performed outside the management and oversight functions 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, and operations/contingency 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, the Air Force Doctrine Center, TRADOC Operations Research Activity, Combined Arms Operation Research Activity (CAORA), and TRADOC Research Element Monterey (TREM). This function excludes training development operations coded U550 and readiness planning coded Y220.

Y217 Combat Development Evaluations and Experimentation. This function includes the experimentation, testing, and reviews necessary to develop or validate new doctrine, materiel systems, and organizations for the military Services. This includes recurring support activities dedicated to the combat development test and experimentation mission and associated with approved tests, experiments, and evaluations. This also includes conducting and managing a range of activities required for maintaining or upgrading operational systems after the initial acquisition process and completion of operational test and evaluation (OT&E) including: Force Development Evaluation (FDE), Tactics Development and Evaluation (TD&E), and Weapons System Evaluation Programs (WSEP). This function excludes test and evaluation operations that support the defense systems acquisition process coded A620.

Y220 National Mobilization and Emergency Preparedness Management. This function includes the formulation and execution of plans, programs, and procedures for domestic and national security emergency preparedness. This includes coordination and publication of emergency preparedness plans and oversight of engineering and operational readiness for actual emergency situations and exercises. This also includes management of mobilization readiness programs to include training exercises; development of operational plans for all contingencies; performance assessments; and, formulation of remedial action programs. This

function is performed at military installations, bases, facilities, and other organizations such as the Army Corps of Engineers' district and division offices.

MANPOWER MANAGEMENT

Y240 Manpower Management. This function includes oversight, direction, and control of subordinate manpower offices and centers through developing and issuing manpower management policies; providing policy guidance; reviewing and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y245 Manpower Management Operations. This function includes manpower operations typically performed by manpower offices, centers, and field operating agencies 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.

CIVILIAN PERSONNEL SERVICES

B710 Civilian Personnel Management. This function includes the oversight, direction and control of civilian personnel programs and/or subordinate civilian personnel offices (e.g., customer support units and service centers);—. Civilian personnel management activities typically include development, issuance and defense of civilian personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

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

B810 Military Personnel Management. This function includes the oversight, direction, and control of subordinate military personnel offices (e.g., military personnel field operating agencies and recruitment centers). Military personnel management activities typically include developing and issuing military personnel policies (e.g., compensation, retention and accession policy) and providing policy guidance; reviewing and evaluating program performance (e.g., officer and enlisted personnel management and recruiting and examining programs); and conducting mid- and long-range planning.

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, 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. 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).

SUPPORT EXTERNAL TO DOD

SECURITY COOPERATION PLANS AND ACTIVITIES

Y309 Management and Oversight of Security Cooperation Programs and Activities. This function includes the oversight, direction, and control of security cooperation programs and activities through developing and issuing policies; providing policy guidance; reviewing, analyzing and evaluating program performance; and conducting or reviewing mid- and long-range planning, programming, and budgeting for security assistance programs.

Y310 Management and Oversight of Foreign Military Sales and Security Assistance. This function includes the oversight, direction, and control of Security Assistance programs that provide defense articles, military training, and other defense related services, by grant, credit, cash, sale, lease, or loan. This includes Foreign Military Sales, Peacekeeping Operations, Presidential Draw-downs, Co-production Programs, Transfer of U.S. Technology, and the International Military Education and Training Program. This function is typically performed by the OSD, the Joint Staff, and Military Department Headquarters down to and including the headquarters of all major commands. This includes developing and issuing security assistance policies and providing policy guidance (e.g., release of U.S. military technology and technical data); reviewing and evaluating program performance; and, conducting mid- and long-range planning programming and budgeting for security assistance programs.

Y311 Security Assistance Contacts. This function includes programs and activities that enable defense and military leaders to engage with partner counterparts for discussions, exchanges of tactics, joint planning, and other purposes. Examples include such activities as Key Leader Engagements, Traditional Combatant Commander's Activities, the State Partnership Program, ship visits, and other base/installation visits.

Y312 Defense Support to Public Democracy and Personnel Exchanges. This function includes programs and activities that support U.S. Government public diplomacy efforts by engaging key foreign audiences to advance U.S. interests. This includes public affairs activities conducted in support of overt U.S. Government international public information efforts designed to promote U.S. foreign policy objectives by seeking to understand, inform, and influence foreign audiences and opinion makers, and by broadening the dialogue between U.S. citizens and institutions and their counterparts abroad. It also includes programs and activities that provide a variety of options for conducting exchanges of military and civilian defense personnel with partner counterparts, including the Military Personnel Exchange Program and the Defense Personnel Exchange Program.

Y313 Defense Institution Building, Educational and Training Activities, and Multinational Exercises and Training. This function includes programs and activities that help a partner nation develop more effective defense institutions ensuring effective oversight, management and execution of logistics, personnel, and resource management, strategy, policy, and doctrine (e.g., the Ministry of Defense Advisors Program and the Defense Institutional

Reform Initiative). It also includes programs and activities that support participation of partners in relevant multilateral education and training programs to educate partners on specific topics (e.g., the Regional Centers for Security Studies, the Inter-American Air Forces Academy, and international engagement authorities for Service Academies). Finally, this function includes programs and activities that enable U.S. forces to meet training requirements and improve readiness with the benefit of helping partners develop skills and operational concepts in line with U.S. interests.

Y314 Global Health Engagement (GHE) and Humanitarian Assistance. This function includes programs and activities that include health-related military-to-military and military-to-civilian engagement activities with partners in support of joint and civil-military operations. It also includes humanitarian and civic assistance programs and activities provided in conjunction with military operations, exercises, transportation of humanitarian relief, and provision of excess non-lethal supplies for humanitarian assistance purposes.

~~**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 Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1001.01B.)³~~

Y315 Equipping Foreign Military Sales (FMS)/Foreign Military Financing (FMS). This function includes the group of programs authorized by the Foreign Assistance Act of 1961 (as amended), the Arms Export Control Act of 1976 (as amended), and other related statutes by which the United States provides defense articles, by grant, loan, credit or cash sales, in furtherance of national policies and objectives.

Y316 Infrastructure. This function includes programs and activities that include military construction investments and cooperative infrastructure development with allies and international partners in host-nation installations.

Y317 Support to Operations. This function includes programs and activities that include targeted assistance designed to enable partners to participate in coalition operations, including developing specific capabilities necessary for such operations, by enhancing interoperability

³ CJCSI 1001.01B, "Joint Manpower and Personnel Program," October 7, 2014.

among coalition partners, by sustaining partner operations in cases where partners cannot sustain operations on their own.

Y318 Train and Equip-Building Partnership Capacity (BPC). This function includes Title 10 programs and activities that provide materiel assistance and related tactical and operational training to partners to develop specific defense capabilities (e.g., the consolidated train-and-equip programs).

Y319 Other Security Cooperation Activities. This This function includes programs and activities that are part of overall DoD security cooperation efforts that provide opportunities for engagements between DoD elements and partner nations, but fall outside the scope of the other security cooperation function codes.

~~**Y320 Support Provided Outside the DoD.** This function includes support and services provided to the White House, Congress, Department of State, other federal agencies, international organizations, and foreign nations.~~

- ~~• Support to the White House, Congress, State Department, and Other Federal or State Agencies. This includes services provided to the White House (e.g., the White House Support Group), Executive Offices of the President, Congress, the Department of State (e.g., U.S. embassies), the Commerce Department, Interior Department, Justice Department, Transportation Department, Environmental Protection Agency, National Science Foundation, and other federal agencies.~~
- ~~• Support to International Organizations. This includes support to international organizations, such as NATO. (See Enclosure L to the CJCSI 1001.01B for an explanation of U.S. manpower for NATO military commands and agencies.)~~
- ~~• Support to Other Nations. This includes support provided to foreign nations (as outlined in foreign military sales agreements) that is not addressed by one of the other function codes or that is unknown. The DoD is totally reimbursed for this support by the foreign country either directly or indirectly through administrative or accessorial surcharges.~~

LEGAL SERVICES

Y405 Legal Services Management. This function includes oversight, management, and control of legal programs and/or subordinate legal offices. Legal services include, but are not limited to, providing legal advice to or on behalf of senior Departmental officials; developing, issuing, and defending legal policies and providing policy guidance; reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

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, 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.** Public affairs activities and operations ensure the free flow of information regarding the policies, programs, and priorities of the DoD and its leadership, including the Secretary and Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the heads of DoD Components, and other Departmental leaders, to American citizens and the general public, the news media, the military and civilian audiences internal to the DoD, other government agencies, and non-government organizations and associations. This communications function is conducted through various public affairs programs, notably public information, media relations, community relations, command/internal information, and various outreach efforts that enhance the understanding of DoD issues by external and internal audiences.~~

~~**Y501 Public Affairs Management.** This function includes oversight, direction, and control of the respective Public Information, Command/Internal Information, and Community Relations Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting. This function includes providing advice and counsel to respective senior 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 also includes serving as the official spokesperson at the respective organizational level on public issues and interests. Public Affairs deals with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function does not include oversight of liaison support for protocol matters concerning official visits, ceremonies, and events that are coded Y525. It also excludes oversight of legislative liaison work performed as part of the legislative affairs activity coded Y610.~~

~~**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, and magazine publication; community relations programs; speakers bureaus; press releases and stories; broadcasting; Worldwide Web and other Internet operations, products, and services; media relations and operations; public communication and correspondence; and command and internal information and communications. Public Affairs deals 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 coded Y620 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 which are coded using the appropriate M codes.~~

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, and developing and determining the correct policy, 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 coded Y620. 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.** This includes the production, distribution, and life cycle management of products and services that effectively communicate information through visual and/or aural means. This includes still photography, motion picture photography, video or audio recording, graphic arts, visual presentation services, and the associated support processes.~~

~~**Y560 Visual Information Management.** This function includes the oversight, direction, and control of the Visual Information and Combat Camera Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for Visual Information and Combat Camera Programs; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting.~~

~~**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, and budgeting; and 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. Combat Camera operations are coded using the appropriate M-codes.~~

LEGISLATIVE AFFAIRS

Y610 Legislative Affairs Management. This function includes the oversight and management of the DoD legislative program; arrangement for witnesses and testimony at Congressional hearings; coordination of responses to Congressional inquiries; DoD support of Congressional travel; arrangements for security clearances for members of Congressional staffs; and internal coordination of Departmental transcripts.

Y620 Legislative Affairs. This function includes oversight and monitoring of the Department liaison activities with the United States Congress and communication of the Administration's and the Secretary of Defense's position on the DoD legislative agenda to senior leadership of the DoD.

HISTORICAL AFFAIRS. *This includes management of historical writings, research, studies, analyses, and heraldry programs, as well as the provision of historical or heraldry services.*

Y710 Historical Affairs Management. This function includes the oversight, direction, and control of historical and museum program operations and subordinate offices and museums through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y720 Historical or Heraldry Services. This function includes operations that preserve, critically interpret, disseminate, and teach military history and heraldry; provide historical advice; and stimulate historical mindedness. This includes providing historical information and "lessons learned" to support problem solving and decision making through well-researched historical studies, analyses, and institutional memory. This includes establishing command historical programs to include monographs; histories; documentary collections; oral history interviews; and doctrinal and special studies on topics and events of historical significance to the command and/or military service. This also includes preparing historical manuscripts for publication; preparing the command's annual history; establishing and maintaining historical research collections; and, responding to historical inquiries from the Commander/Administrator, other Services, other units, organizations (e.g., veteran organizations), and the general public.

Y730 Museum Operations. This function includes daily operation of military museums (e.g., greeting and providing services to the public and other patrons of the museum) and management of historical collections (e.g., military artifacts and works of art). It also includes work involved with how Artifacts and art placed within the custody and care of the museum are identified, designated, preserved, conserved, registered, and cataloged.

ADMINISTRATIVE SUPPORT

Y810 Administrative Support & Federal Compliance Management. This function includes the oversight, direction, and control of administrative support programs, statutory programs (e.g., the Freedom of Information Program, Defense Privacy Program, and Federal Voting Assistance Program) and subordinate offices, centers, and libraries. This includes establishing policies, procedures, and practices to ensure compliance with Federal guidelines (e.g., compliance with Paperwork Reduction Act and the Administrative Procedures Act); providing guidance on program implementation; analyzing, evaluating, and reviewing performance; and where mandated, submission of statutory reports. This includes oversight of federal compliance of administrative programs, administrative management and correspondence services; documentation services; directives and records management services; microfilming, digital archival and library services; printing and reproduction services; and, document automation and production services.

Y815 Federal Compliance of Administrative Programs. This function includes providing program management and operational guidance for the Freedom of Information Program, Defense Privacy Program, Federal Voting Assistance Program, Paperwork Reduction Act, 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 is severable from the function it supports. It includes general clerical, secretarial, and administrative support duties; coordination, processing, and 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~~ document 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 (COM) masters and duplicates from data center data-streams, 105MM source document microfilm, and 35MM master and duplicate microfilm aperture cards. Digital archival, to include the digitizing of materials (e.g., textual documents, graphic illustrations, photographs, maps, microfilm, etc.) for digital preservation and electronic access, which includes the production of digital records through digital image capture; electronic records; and audio, video, or other multi-media medium coded as Y880. It excludes recreational library services coded G105.

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)~~ digital read-only optical discs (CD-ROM/DVD) 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.

Y899 Other Administrative Support Activities. This function includes administrative support activities not addressed by other function codes.

AUDITS, INSPECTIONS, AND ADMINISTRATIVE INVESTIGATIONS

Audits. *This includes internal and contract audits.*

I110 Audit Management. This function includes the management of audit programs and/or the oversight, direction, and control of subordinate audit organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audits planning, programming, and budgeting; and/or allocating and distributing resources.

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

I130 Audit Liaison Activities. This function includes monitoring all oversight activities to include external organizations including OSD(C) FIAR committee, DoD IG, GAO, DoD components, military services, and other Federal and independent public accountant auditors. Coordinate external audits by arranging entrance and exit conferences and providing all resulting data requirements. Track all internal and external recommendations, corrective actions until completion, and report responses to the issuing organizations. Liaison oversees and coordinates agency follow-up on open recommendations resulting from audits (internal/external), inspections, and investigations. Maintains formal follow-up records.

Inspections

I300 Inspection Activities. This function includes assessing, assisting, and enhancing the ability of a command or component to prepare for and perform its assigned mission. This function includes activities required in determining compliance with established policies and procedures and identification of systemic issues and root cause for potential compliance problems.

Administrative Investigations

I400 Administrative Investigation Activities (Non-criminal). This function includes activities to conduct independent, fact-finding administrative investigations into alleged fraud, waste, abuse, and mismanagement of programs, personnel, and resources for non-criminal matters. It includes the operation of "Hotline" programs to receive, process, track, and respond to fraud tips, hotline complaints, and requests for assistance, as well as providing Fraud Awareness briefs and educational materials throughout the workforce. This function does not include support to law enforcement agencies in the conduct of criminal investigations coded I520 or cyber forensics laboratory activities for digital evidence collection and analysis coded M932.

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 re-investigation 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.

I520—Criminal and Administrative Investigative Services. This function includes conducting felony investigations. Conducting investigations includes the conduct, supervision and management of all steps required to investigate criminal activities, e.g., interviews/interrogations, information gathering, polygraph, crime scene examination, forensic analysis, etc. The laboratories conducting forensic examinations are also included. Also included are investigative support, e.g., investigative assistants and analysis. This function is limited to organizations such as the Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations and the Defense Criminal Investigative Service (DCIS). This function excludes law enforcement operations performed at installations and bases coded S500-S520 and Counterintelligence coded M310.

I530—Industrial Security. Industrial security regulates work that takes place in the private sector or in Government-owned/contractor-operated facilities. It applies principles of personnel, physical and information security. This function includes the administration, oversight, clearance processing, security survey, and annual assurance of the security of contractor facilities involved in the National Industrial Security Program. This includes operations undertaken to ensure that appropriate security safeguards are in place and followed throughout the life-cycle of classified procurement programs (i.e., from inception through final delivery). It includes assessing the level of protection afforded classified information by employees of private sector contractors, universities, and research firms. This encompasses educating private sector employees who will be safeguarding classified information; approving security containers for storing classified information; accrediting automated information systems that process classified information; and, providing advice and assistance to the security office and contractor employees. This also includes assisting the contractor in investigating security violations and ensuring that the transfer of classified information between nations is accomplished following the appropriate safeguards.

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

FINANCIAL MANAGEMENT. *Financial management consists of the development and dissemination of financial information; development and reporting of cost information; integration of accounting and budgeting information; and the systemic measurement of performance. Financial management consists of two major segments: the Planning, Programming, and Budgeting System (PPBS) and finance and accounting operations to include DFAS provided services and Component's accounting and other systems that provide financial information and analysis to management.*

C110 Financial Management. This function includes the oversight, direction, and control of subordinate financial management organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

C115 Comptroller. 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 staff on budgets, obligations, and disbursements.

C120 Advocacy. This function includes conducting advocacy missions as specified in the Unified Command Plan (UCP) to include, advocating on behalf of the other Combatant Commanders. Associated advocacy functions include: identifying capability gaps across all Combatant Commands (COCOMs), participating in requirement definition analytic efforts and processes, exploring/analyzing future concepts, prioritizing potential DOTMLPF solutions, conducting cost/benefit analysis, recommending future investment strategies and developing required COCOM Planning, Programming, Budgeting and Execution products. Tasks require routine interface with Joint Staff, Services, Agencies, Capability Portfolio Managers, and Command Components and other COCOMs.

C400 Budget Support. This function includes budget formulation, justification, and analysis activities involved in the Budget Estimates Submission (BES), Program Budget Decisions (PBD), 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.

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 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 (GTRs), and travel voucher payments to individuals.

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

~~GROUP 2—COMMUNICATIONS, COMPUTING, AND OTHER INFORMATION SERVICES~~

~~W100 Communications, Computing and Information Management.~~ This function includes managing communications, computing, and information programs and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long range information management/information technology (IM/IT) planning, programming, and budgeting; and/or allocating and distributing resources. This includes IM/IT strategic and capital planning; performance assessments; business process reengineering; IT risk analysis; knowledge management; and policy, planning, and implementation of computing infrastructures, information architecture/infrastructures, and information operations/warfare.

~~COMMUNICATIONS SERVICES.~~ *This includes functions that provide non-deployable (i.e., administrative) transport services (communications) such as long haul, wide and local area voice, data, digital and video communications. This includes the design, development, installation, and maintenance of voice, data, and video communications capabilities, services, and systems. This excludes communication services for military operations coded with the applicable M code and maintenance of deployable military communication equipment coded J507, K537, or with the applicable M code.*

~~W210 Telephone Systems.~~ This function includes common-user and administrative telephone systems at DoD installations and activities. It includes communication services for telephone consoles; range communications; emergency action consoles; the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data; and similar communication networks that require use of a telephone system.

~~**W220 Telecommunication Centers.** This function includes communication services for non-deployable telecommunication centers to include non-deployable radios, automatic message distribution systems, technical control facilities, and other electronic systems integral to the communications center.~~

~~**W299 Other Communications Systems.** This function includes communication services for communications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic communications equipment; radio/wireless communications systems; satellite/terrestrial systems; distribution plants that provide higher speed, transport services (to include long haul, wide and local area network communications services and capabilities); and, other communication capabilities.~~

~~**COMPUTING SERVICES.** This includes non-tactical information processing (computing) services for mission area application.~~

~~**W310 Computing Services and/or Data Base Management.** This function includes the following:~~

- ~~• **End-User Support.** This includes moves/adds/changes (MACs); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware maintenance and repair; and, backup and recovery operations.~~
- ~~• **Software and Application Development.** This includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and, evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.~~
- ~~• **Network Systems.** This includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network servers; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and, installing, testing, maintaining, and upgrading network operating systems software.~~
- ~~• **Systems Administration.** This includes installation of new or modified hardware/software; managing accounts, network rights, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory.~~

- ~~**Systems Analysis.** This includes conducting needs analyses to define opportunities for new or improved applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and, ensuring the integration and implementation of applications, databases, networks, and related systems.~~
- ~~**Database Management.** This includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and, data mining/data warehousing.~~
- ~~**Web Site Development and Maintenance.** This includes web site design, structure, and maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries.~~

~~**W399 Other Computing Services.** This includes all other non-tactical information processing (computing) services that have not been addressed by other function codes. This includes time-sharing services and other information technology and data processing services and operations.~~

INFORMATION OPERATION SERVICES

~~**W410 Information Assurance.** This function includes planning, analysis, development, implementation, upkeep, and enhancement of systems, programs, policies, procedures and tools to ensure the integrity, reliability, accessibility, and confidentiality of information systems and assets. This also includes functions that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. It also includes operations that provide for the restoration of information systems by incorporating protection, detection, and reaction capability. This includes system/network protection; intrusion detection and monitoring; readiness assessments; firewall administration; security policy enforcement; risk and vulnerability assessments; security evaluations and audits; and, contingency plans and disaster recovery procedures.~~

~~**W430 Mapping and Charting.** This function includes operations performed by non-intelligence components involved in the planning, policy, oversight, budget, and operational activities that determine the position, course, and distance traveled by vehicles, ships, aircraft, and spacecraft. This includes operations associated with the NAVSTAR Global Positioning System (GPS) and other systems intended to improve navigation/positioning capabilities. It also includes operations that determine the size and shape of the earth, the positions of points on its surface, and for describing variations of the earth's gravity field, as well as designing, compiling, printing, and disseminating cartographic and geodetic products.~~

~~**W440 Meteorological and Geophysical Services.** This function includes operations performed by non-intelligence components involved in the planning, policy, budget, and operational activities associated with terrestrial weather, space environment, climate, oceanography, physics of the earth, and other meteorological activities. This function includes weather operations for the Army, Navy, Air Force, and Marines, the Defense Meteorological Satellite Program, and other related operations. This excludes operations that directly support the operating forces (coded M150).~~

~~**W499 Other Information Operation Services.** This function includes information operation services not addressed by other function codes.~~

GROUP 32—SCIENCE AND TECHNOLOGY (S&T) AND RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT AND SUPPORT. *This set of functions includes the science and technology portion of research and development as well as the management and support of research and development. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.*

R110 Management and Oversight of Research and Development. This function includes the oversight, direction, and control of research and development programs and subordinate organizations, centers, and laboratories involved in research and development. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources for science and technology.

R120 Science and Technology. This function includes the science and technology portion of research and development to include all basic and applied research, and advanced technology development. [This is part of RDT&E.] It does not include program management of systems acquisition coded F120 or systems acquisition demonstration and development coded F150. This function includes engineering support that is an inherent part of the science and technology process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of science and technology. Maintenance of military materiel at research and development facilities is coded with the applicable J and K codes.

- **Basic Research.** This includes all efforts of scientific study and experimentation directed toward increasing knowledge and understanding in those fields of the physical, engineering, environmental, and life sciences related to long-term national security needs. It provides farsighted, high payoff research, including critical enabling technologies that provide the basis for technological progress. It forms a part of the base for (a) subsequent exploratory and advanced developments in Defense-related technologies, and (b) new and improved military functional capabilities in areas such as communications, detection, tracking, surveillance, propulsion, mobility, guidance and control, navigation, energy conversion, materials and structures, and personnel support.

- Applied Research. Applied Research translates promising basic research into solutions for broadly defined military needs, short of major development programs, with a view toward developing and evaluating technical feasibility. This type of effort may vary from fairly fundamental applied research to sophisticated breadboard hardware, study, programming, and planning efforts that establish the initial feasibility and practicality of proposed solutions to technological challenges. It includes studies, investigations, and technology development efforts. The dominant characteristic of this category of effort is that it be pointed toward identified military needs with a view toward developing and evaluating the feasibility and practicability of proposed solutions and determining their parameters. These efforts may vary from test-bed components to sophisticated breadboard subsystems that establish the initial feasibility and practicality of proposed solutions or technologies.
- Advanced Technology Development. This includes all efforts that have moved into the development and integration of hardware and other technology products for field experiments and tests. The results of this type of effort are proof of technological feasibility and assessment of operability and productibility that could lead to the development of hardware for service use. It also includes advanced technology demonstrations that help expedite technology transition from the laboratory to operational use. These efforts demonstrate the performance payoff, increased logistics capabilities, or cost reduction potential of militarily relevant technology. Projects in this category have a direct relevance to identified military needs.

R140 Management and Support to R&D. This function includes all efforts not reported elsewhere that are directed toward management and support of R&D operations. This includes management of R&D laboratories and facilities, project management of R&D programs, management of international cooperative R&D efforts, management of technical integration efforts at laboratories and R&D facilities, operation of test aircraft and ships, studies and analyses in support of R&D programs, and other R&D support. This function excludes program management of acquisition efforts coded F120. It also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management support coded S210, and engineering coded F520, veterinary medical support for animals used for biomedical research and development coded H116, and equipment maintenance coded with the applicable J and K codes). [This is part of RDT&E.]

R999 Other S&T and R&D Management and Support Activities. This function includes science and technology and research and development management and support activities not covered by other function codes. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.

GROUP 4.3—SYSTEMS ACQUISITION, TEST AND EVALUATION, ENGINEERING, AND CONTRACTING

QUALITY ASSURANCE

F100 Quality Assurance. This function includes production process proofing and verification, configuration management, risk management, control of test measurement, diagnostic equipment (i.e., selection and calibration), and corrective and preventive action. Corrective and preventive action may also include advising and collaborating with customers and suppliers to help integrate quality assurance practices into the manufacturing process.

SYSTEMS ACQUISITION. The defense systems acquisition process provides for the development, demonstration, and production or procurement of Defense systems (e.g., weapon systems, equipment, materiel, and automated information systems) needed by defense managers and military warfighters to meet mission requirements. (See guidance in ~~DoD Directive (DoDD)~~ 5000.1.⁴)

F110 Systems Acquisition Management. This function includes the oversight, direction, and control of acquisition programs and subordinate Defense acquisition organizations and centers by developing and issuing policies; providing policy guidance (e.g., guidance on technology transfer, international cooperative programs, and industrial capabilities assessments); reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, mid- and long-range planning, programming, and budgeting. This includes work performed by Milestone Decision Authorities, Program Executive Officers, and other executives concerned with the review and approval of acquisition programs. It also includes acquisition reform and other operations essential to the systems acquisition process. This function excludes management headquarters oversight of Foreign Military Sales and Security Assistance coded Y310 and management headquarters oversight of procurement and contracting coded F310.

F120 Systems Acquisition—Program Management. This function includes efforts undertaken by Program Managers of defense acquisition programs to oversee and direct the development, demonstration, and production or procurement of defense systems. This includes program management of acquisition programs for weapon systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel. This excludes program management operations coded separately (e.g., contracting operations coded F320, technology transfer and international cooperative program management coded F140, foreign military sales and security assistance program management coded Y315, and item management coded T120). Also, elements of research and

⁴ ~~DoDD 5000.01, "The Defense Acquisition System," May 12, 2003.~~

development are coded R110-R999 and F150, test and evaluation operations are coded A610-A699, and program support outside the Program Office is coded F160.

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 transfers related activities, and international cooperative research and development projects and agreements.

F150 Systems Acquisition—Demonstration and Development. This includes all research and development work not specifically covered by R120 (i.e., not identified as basic research, applied research, and advanced technology development). [This is part of RDT&E.] This includes, but is not limited to, the following:

- **Demonstration and Validation.** This includes efforts necessary to evaluate integrated technologies in as realistic an operating environment as possible to assess the performance or cost reduction potential of advanced technology. These efforts are system specific.
- **Engineering and Manufacturing Development.** This includes projects in engineering and manufacturing development but which have not received approval for full-rate production. This includes major line item engineering and manufacturing development projects.

F160 Systems Acquisition—Other Program Support. This function includes support provided to Program Managers by Integrated Product Teams (IPTs), Working-Level Integrated Product Teams (WIPTs), or other functional experts or teams as part of the Integrated Product Process Development (IPPD) of the defense acquisition system. This includes product assurance, financial and economic analysis, industrial capabilities assessments, technical integration efforts and technical information activities performed outside the Program Office (e.g., Joint Computer-Aided Acquisition and Logistics support (JCALS)), Human Systems Integration reviews, cost estimates, and other actions and reviews performed by functional experts as part of the systems acquisition process. This excludes research and development coded R110-R999 and F150, test and evaluation operations coded A620, systems requirements definition and validation coded Y215, foreign military sale operations coded Y315, and engineering support coded F520.

F199 Other Systems Acquisition Activities. This function includes systems acquisition activities not covered by other function codes.

TEST AND EVALUATION

A610 Management and Oversight of Test and Evaluation. This function includes the oversight, direction, and control of test and evaluation programs and subordinate Defense acquisition organizations and centers. This includes developing and issuing policies; providing policy guidance; and, reviewing, analyzing, and evaluating program performance.

A620 Developmental and Operational Test and Evaluation. This function includes conducting and managing all developmental test and evaluations (DT&E), live fire test and evaluations (LFT&E), Production Qualification Test and Evaluations (PQT&E), Foreign Comparative Testing (FCT), or other types of test and evaluation necessary to support the systems acquisition process. This also includes conducting and managing a range of operationally oriented T&E activities conducted throughout a system's lifecycle. Included are: Initial Operational Test and Evaluation (IOT&E), Qualification Operational Test and Evaluation (QOT&E), and Follow-on Test and Evaluation (FOT&E). This also includes engineering support that is an inherent part of the test and evaluation process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of test and evaluation. [This is part of RDT&E.]

A630 Management and Support to Test and Evaluation. This function includes all efforts not reported elsewhere directed toward management and support of test and evaluation operations. This includes management of test and evaluation laboratories and facilities and other test and evaluation support to include target development; general test instrumentation; and, operation of test ranges. This excludes maintenance of test aircraft, ships, and other equipment coded with the applicable J and K codes and maintenance of test ranges coded Z993. This function also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management coded S210, and engineering coded F520). [This is part of RDT&E.]

A699 Other Test and Evaluation Activities. This function includes test and evaluation activities not covered by other function codes. This includes acceptance testing and evaluation of supplies and materials (e.g., oil and fuel) to ensure products meet minimum requirements of applicable specifications, standards, and similar technical criteria.

PROCUREMENT AND CONTRACTING

F310 Procurement and Contracting Management. This function includes the oversight and direction of procurement and contracting organizations through developing policies; providing policy guidance; and, reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts.

F320 Contract Administration and Operations. This function includes:

- Procurement of automated information systems, weapon systems, support systems (to include training devices and simulators), contractor systems (e.g., Quality Management System, Purchasing, Material Management and Accounting System, etc.), 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.

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

***ENGINEERING.** This includes engineering support for the acquisition and sustainment of weapon systems, automated information systems, other military materiel, and all types of support equipment (to include training devices and simulators). This includes all types of engineering support to include, but not limited to, industrial, mechanical, aeronautical, electrical, electronic, automotive, nuclear, and marine.*

F510 Sustainment Engineering Support. ~~at Maintenance Depots.~~ This function includes all systems engineering support that is performed ~~at maintenance depots, during the sustainment phase of the system acquisition lifecycle.~~

F515 Engineering Support for Manufacturing and Production. This function includes all systems engineering support that is performed during the manufacturing and production phase of the system acquisition lifecycle.

F516 Engineering Support for Disposal. This function includes all systems engineering support that is performed during the disposal phase of the system acquisition lifecycle.

F520 All Other Engineering Support. This includes all other systems engineering support. This function is typically performed at Systems and Materiel commands, laboratories, research and development facilities, shipyards, contractor facilities (e.g., DCMA), and test and evaluation facilities. This excludes engineering support that is an inherent part of science and technology coded R120, systems acquisition research and development support coded F150, or test and evaluation coded A620, but includes recurring severable engineering operations that are

performed in direct support of science and technology, systems acquisition research and development support, or test and evaluation.

GROUP ~~5.4~~—LOGISTICS

P110 Logistics Management. This function includes the oversight, direction, and control of subordinate logistics offices and agencies through developing and issuing logistics policies and providing policy guidance; reviewing, analyzing, and evaluating performance (e.g., logistics systems reinvention and modernization); and, conducting mid- and long-range planning. This function excludes Maintenance Management (coded P120), Management and Overview of Supply (coded T101) and Management and Oversight of Transportation (coded T701).

P115 Logistics Life Cycle Sustainment Activities. This function includes activities required for the planning and execution of programs that support and sustain systems from initial fielding, through operational life and disposal. This function excludes the contacting, engineering, test and evaluation, and acquisition functions coded in other groups.

P116 Multifaceted Logistics Activities. This function includes non-management activities involved in two or more of the following: maintenance, supply, or transportation.

P119 Other Logistics Activities. This function includes ~~non-management logistics activities involved in two or more of the following: maintenance, supply, or transportation.~~ not covered by other function codes.

MAINTENANCE

P120 Maintenance Management. This function includes the oversight, direction, and control of subordinate maintenance offices, agencies, and depots. This includes developing and issuing maintenance policies and providing policy guidance; reviewing, analyzing, and evaluating performance; and, conducting mid- and long-range planning.

Organizational and Intermediate Repair and Maintenance of Military Equipment. This includes ~~non-deployable~~ repair and maintenance of military materiel authorized and performed by designated maintenance activities in support of using activities to include both direct and general repair and maintenance. Normally, this type of repair and maintenance is limited to replacement and overhaul of unserviceable parts, assemblies, or subassemblies. It includes: (1) organizational ~~and intermediate~~ level repair and maintenance ~~performed by fixed activities that do not deploy to combat areas and that provide direct support to infrastructure activities (e.g., military materiel at training, transportation, research and development, and test and evaluation facilities);~~ (2) intermediate level repair and maintenance ~~performed by fixed activities that do not~~

~~deploy to combat areas and that directly support combat operations from bases in the United States (e.g., homeland defense operations); and, (3) any testing conducted to check the repair procedures. It includes performance of depot-coded maintenance tasks at the organizational and intermediate level. Organizational repair and maintenance performed by non-deployable activities in direct support of military operations in the United States (e.g., homeland defense operations) is coded using the applicable M code. Organizational and intermediate repair and maintenance performed by deployable activities in direct support of military operations (e.g., expeditionary force operations) is also coded using the applicable M code.~~ Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, unmanned systems (UxS) etc., and related spares, repair parts, and support) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases, and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; ~~non-deployable~~ communications systems coded W210-W299; transmission (radio/satellite) systems coded W320-W389 and office ADP equipment and software coded ~~W310-W399 M900-M939~~. Activities engaged in ~~non-deployable~~ organizational and intermediate repair and maintenance of military materiel are grouped according to the materiel predominantly handled.

J410 Organizational and Intermediate Repair and Maintenance Management. This function includes overseeing, directing, and controlling organizational or intermediate level repair and maintenance of military material from ~~non-deployable~~ units, offices, and centers. This includes reviewing and evaluating performance of subordinate activities engaged in repair and maintenance operations listed below.

J501 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes maintenance and/or repair of drones, unmanned aircraft systems (UASs) and unmanned aerial vehicles (UAVs) of all types.

J502 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

J503 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment, including the mechanical, electronic, and communications equipment that is an integral part of missile systems.

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. It also includes the maintenance and/or repair of unmanned surface vehicles (USVs) and unmanned underwater vehicles (UUVs).

J505 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It ~~also~~ includes the maintenance and/or repair of armament, fire control, electronic, and communications equipment that is an integral part of a combat vehicle. It also includes the maintenance and/or repair of unmanned ground systems (UGSs) combat vehicles.

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. It also includes the maintenance and/or repair of unmanned ground systems (UGSs) non-combat vehicles.

J507 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronic and communications equipment. This includes maintenance of combat television and still cameras, audio and video recording equipment, and other electronic equipment. It excludes maintenance of electronic and communications equipment that is an integral part of another weapon/support system. ~~maintenance of non-deployable communications equipment coded W210-W299; and maintenance of tactical and non-tactical ADPE coded J555 and W310-W399, respectively.~~

J511 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel handling equipment.

J518 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding Test Measurement and Diagnostic Equipment and Automated Test Equipment) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under J511 or any of the other specific functional categories.

J519 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in

manufacturing, maintenance, supply processing, assembly, or research and development operations.

J520 Test, Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of TMDE, including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded J550.

J550 Software Support for Embedded and Mission Systems. This function includes organizational, intermediate, direct and general software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets. It also includes software support for unmanned systems (UxS).

J555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. It excludes maintenance of non-tactical ADPE not an integral part of a tactical communications system ~~coded W310-W399~~.

J560 Satellite/Space System Maintenance. This function includes activities for the repair and/or maintenance of satellites or other military space systems while on the ground (pre-launch or after recovery). Maintenance and repair of satellites or other military space systems includes mechanical, electronic, and communications equipment, as well as engines and/or rockets that are an integral part of the satellite or military space system.

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 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.

J600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. This includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline containers; other metal containers; and cargo nets and pallet systems.

J700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed

locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in J750.

J750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

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.

Depot Maintenance and Repair of Military Equipment. *This includes ~~non-deployable~~ depot maintenance and repair performed on military materiel including major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modernization efforts, modifications, testing (that is inherent to the depot maintenance), and reclamation, as required. Depot maintenance serves to support lower categories of maintenance. This includes operation of equipment (e.g., cranes) that is inherent to the depot maintenance process. It provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower level maintenance activities. (See DoDD 4151.18⁵ for further amplification of the category definitions reflected below.) ~~Depot maintenance and repair of materiel performed by deployable units that directly support military operations (e.g., expeditionary force operations) is coded using the applicable M codes.~~ Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, unmanned systems (UxS), etc., and related spares, repair parts, and support equipment) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other military facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; ~~non-deployable~~ communications systems coded W210-W299; transmission (radio/satellite) systems coded W320-W389; and office ADP Equipment and software coded ~~W310-W399~~ M900-M939. Also, engineering support at depots is coded F510. Depot maintenance functions are identified by the type of materiel maintained or repaired.*

K410 Depot Management. This function includes overseeing, directing, and controlling depot level repair and maintenance of military material within fixed (non-deployable) depots.

⁵ DoDD 4151.18, "Maintenance of Military Materiel," March 31, 2004.

Depot management includes reviewing and evaluating performance of subordinate activities engaged in depot repair and maintenance operations listed below.

K531 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes drones, unmanned aircraft systems (UASs), and unmanned aerial vehicles (UAVs) of all types.

K532 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

K533 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment. It also includes mechanical, electronic, and communications equipment that is an integral part of missile systems.

K534 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, and communications equipment, and any other equipment that is an integral part of a vessel. It also includes the maintenance and/or repair of unmanned surface vehicles (USVs) and unmanned underwater vehicles (UUVs).

K535 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It ~~also~~ includes armament, fire control, electronics, and communications equipment that is an integral part of a combat vehicle. It also includes the maintenance and/or repair of unmanned ground systems (UGSs) combat vehicles.

K536 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support and administrative vehicles and all electronic and communications equipment that are an integral part of the 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; accessory overhaul; major component overhaul; 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. It also includes the maintenance and/or repair of unmanned ground systems (UGSs) non-combat vehicles.

K537 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronics and communications equipment. It excludes electronic and communications equipment that is an integral part of another weapon/support system. It also excludes maintenance of non-deployable communications systems coded W210-W299 and maintenance of tactical and non-tactical ADPE coded K555 and ~~W310-W399~~M900-M939, respectively.

K539 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel-handling equipment.

K541 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

K546 Test Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of test, measurement, and diagnostic equipment (TMDE), including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded K550.

K549 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding TMDE and ATE) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under any of the other specific functional categories.

K550 Software Support for Embedded and Mission Systems. This function includes the depot-level software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets. It also includes software support for unmanned systems (UxS).

K555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. This function excludes maintenance of non-tactical ADPE. ~~coded W310-W399.~~

K560 Satellite/Space System Maintenance. This function includes activities for the repair and/or maintenance of satellites or other military space systems while on the ground (pre-launch or after recovery). Maintenance and repair of satellites or other military space systems includes mechanical, electronic, and communications equipment, as well as engines and/or rockets that are an integral part of the satellite or military space system.

K570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; nuclear munitions, CBR items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system and it does not include work performed at arsenals.

K575 Munitions. This function includes depot-level support of munitions, including maintenance, storage, issue and loading. It excludes support reported under any of the other specific functional categories and does not include work performed at ammunition plants.

K600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. It includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline, containers; other metal containers; and cargo nets and pallet systems.

K700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in K750.

K750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

K999 Depot Repair and Maintenance of Other Equipment. This function includes depot repair, maintenance, modification, or overhaul of military materiel not addressed by other function codes.

SUPPLY OPERATIONS

T101 Management and Overview of Supply. This function includes managing supply programs and/or overseeing, directing, and controlling subordinate supply organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range planning.

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 (CIIP), and petroleum, oils and lubricants (POL) resale points.
- **Central Issue Facilities (CIF).** Operation of Central Issue Facilities 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, expediting, 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.

T120 Wholesale/Depot Supply Operations. This function includes management or operation of centralized logistics materiel management functions that provide worldwide materiel, supplies, and services for assigned end items or commodities. This includes all basic materiel management operations including provisioning, acquisition, and repair requirements determination; asset management; development of retail allowances; retrograde tracking; and customer support. This encompasses the planning and management of logistics support to include operations performed by item managers of defense components and sub-systems who oversee stock and develop purchase requests for items and material after development and deployment. This activity accepts and validates customer requirements; considers existing workload, available capability, and capacity to plan near- and long-term activities to optimize workloads, product quality, and production rates; controls, acquires, allocates and manages resources; and, develops production requirements to maintain materiel and facilities. Sustaining engineering is coded F510.

T130 Storage and Warehousing. This function includes receiving wholesale materiel into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping materiel. This excludes retail supply operations coded T110 and storage and warehousing of publications coded T150. It includes materiel receiving and any additional services that may be required. This includes generating confirmation of materiel receipt; preparing materiel for shipment; and managing and caring for materiel in storage. While in storage, the materiel may be moved among various warehouses or moved to maintenance facilities to be upgraded. This includes packing and preparation of materiel for shipment if necessary before being sent to receiving activities. It may also include shipping, depending on where the materiel is being sent. As the actual movement of materiel is accomplished, distribution status information is provided for workload planning.

- Receipt of supplies and related documentation and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt.

- Packing and Crating of Household Goods. This includes packing and crating operations incident to the movement or storage of household goods.
- Shipping. This includes the delivery of stocks withdrawn from storage to shipping. This includes unloading and offloading of stocks from transportation carriers; blocking, bracing, dunnage, checking, tallying, and materiel handling in the central shipping area; and related documentation and information operations.
- Care, Reworkhousing, and Support of Materiel. This includes all actions that must be taken to protect stocks in storage. This includes physical handling, temperature control, assembly placement and preventive maintenance of storage aids, and realigning stock configuration. This also includes providing for the movement of stocks from one storage location to another and related checking, tallying, and handling, and other general storage support operations.
- Preservation and Packaging. This includes operations to preserve, re-preserve, and pack materiel to be placed in storage or to be shipped.
- Kitting. This includes building kits of repair parts to support phased maintenance requirements for deployed units.
- Unit and Set Assembly and Disassembly. This includes operations to gather or bring together items of various nomenclature (parts, components, and basic issue items) and group, assemble, or restore them to or with an item of another nomenclature (such as parent end item or assemblage) to permit shipment under a single document. This also includes blocking, bracing, and packing preparations within the inner shipping container; physical handling and loading; and reverse operation of assembling such units.
- Special Processing of Non Stock Fund-Owned Materiel. This includes special processing actions described below that must be performed on Inventory Control Point (ICP)-controlled, nonstock fund-owned materiel using regular or special maintenance tools or equipment. This includes disassembly or reassembly of reserviceable ICP-controlled materiel being readied for movement, in-house storage, or out-of-house locations (such as a port to a commercial or DoD-operated maintenance or storage facility or a property disposal or demilitarization activity). These operations include blocking, bracing, cushioning, and packing.
- Packing and Crating. This includes placing supplies in their final, exterior containers ready for shipment. This includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. It also includes all physical handling, unloading, and loading of materiel within the packing and shipping area; checking and tallying material in and out; all operations incident to packing, repacking, or recrating for shipment (including on-line fabrication of tailored boxes, crates, bit inserts, blocking, bracing and cushioning shrouding, overpacking, containerization, and the packing of materiel in transportation containers).
- Other Storage and Warehousing. This includes all other storage and warehousing actions except cataloging.

T140 Supply Cataloging. This function includes preparing supply catalogs and furnishing cataloging data on all items of supply for distribution to all echelons worldwide. This includes

catalog files preparation and revision of all item identifications for all logistics functions; compilation of federal catalog sections and allied publication; and, development of federal item identification guides and procurement identification descriptions. It also includes providing for the printing and publication of federal supply catalogs and related allied publications.

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.

T160 Bulk Liquid Storage. This function includes operation and maintenance of bulk petroleum storage facilities and other liquid storage facilities to include the maintenance and repair of liquid fuel dispensing systems. This includes operation of off-vessel discharging and loading facilities, fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within or between storage facilities or extended to using agencies and handling of drums within bulk fuel activities. This function excludes fuel supply services reported under code T165.

T165 Distribution of Petroleum Oil and Lubricant Products. This function includes the distribution of petroleum/oil/lubricant products to include fueling. It includes operation of trucks and hydrants.

T167 Distribution of Liquid, Gaseous and Chemical Products. This function includes the distribution of liquid oxygen and liquid nitrogen.

T175 Troop Subsistence. This function includes the acquisition, management, and delivery of food and related items in support of military dining facilities and troop feeding programs worldwide. It includes management of combat/deployment rations. It also includes the development of menus and troop subsistence allowances.

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 coded H350.

T180 Military Clothing. This function includes the order, receipt, storage, issue, and alteration of military clothing and the repair of military shoes. It excludes repair of organizational clothing reported under codes J600 and K600 and Military Exchange operations coded G013.

T199E Ordnance Supply. This function includes the support of conventional inventory management; ordnance support management; requirements determination; fleet ordnance

positioning; allowance establishment and processing; oversight for receipt, segregation, storage and issue; demilitarization and disposal; and coordination and tracking of ammunition, weapons, combat systems and 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 crossdecking, ordnance storage and inventory management, traffic management, ammunition segregation and inspection, prepositioning support, quick response teams, and ordnance support 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 covered by the J and K codes.

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

TRANSPORTATION

T701 Management and Overview of Transportation. This function includes overseeing, directing, and controlling transportation programs and subordinate organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

T710 Traffic/Transportation Management Services. This function includes the procurement of freight, household goods, and passenger services from commercial “for hire” transportation providers and from organic providers for all modes of transportation. This includes the review, approval, and signing of documents related to the obligation of funds; selection of mode or carrier; evaluation of carrier performance; adjudication of personal property claims; and, carrier suspension. This excludes administrative transportation services at installations, bases and other military facilities for air transportation (coded T810), water transportation (coded T811), rail transportation (coded T812), and motor vehicle transportation (coded T824).

T800 Ocean Terminal Operations. This function includes the operation of terminals that transfer cargo between overland and sealift transportation and the handling of government cargo through commercial and military ocean terminals.

- Pier Operations. This includes stevedore and shipwright carpentry operations supporting the loading, stowage, and discharge of cargo and containers on and off ships, and supervision of operations at commercial piers and military ocean terminals.
- Breakbulk Cargo Operations. This includes the stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of non-containerized cargo.
- Cargo Handling. This includes operation of barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area. This also includes cargo load planning, documentation, and routing.
- Port Cargo Operations. This includes loading and unloading railcars and trucks; packing, repacking, crating, warehousing, and storage of cargo moving through the terminal; and, stuffing and unstuffing containers.
- Vehicle Preparation. This includes the preparation of government and privately owned vehicles for ocean shipment; inspection and stowage of vehicles in containers; transportation of vehicles to the pier; and the process and issue of import vehicles to the owners.
- Lumber Operations. This includes the segregation of reclaimable lumber from dunnage removed from ships, railcars, and trucks; removal of nails; evening of lengths; inspection; and, return of the lumber to inventory for reuse. It also includes the receipt, storage, and issue of new lumber.
- Materiel Handling Equipment (MHE) Support. This includes delivering MHE to user agencies and performing onsite fueling. Maintenance of material handling equipment is coded J511 and K539.
- Crane Maintenance. This includes maintenance of barge derricks, gantries, and fixed cranes that support vessels and terminal cargo operations.
- Other Ocean Terminal Operations. This includes ocean terminal operations other than those identified above.

Administrative Transportation Services

T810 Air Transportation Services. This function includes management and operation of aircraft that are assigned to commands, bases, installations, and DoD facilities for ~~administrative~~ movement of personnel and supplies. Aircraft maintenance is coded J501 and K531. This excludes medical transportation services coded H710.

T811 Water Transportation Services. This function includes management and operation of watercraft that are assigned to commands, bases, installations, and other DoD facilities for ~~administrative~~ movement of personnel and supplies. This includes tug operations but excludes

recreational watercraft operations coded G055. Watercraft maintenance is coded J504 and K534.

T812 Rail Transportation Services. This function includes management and operation of rail equipment assigned to commands, bases, installations, and other DoD facilities for ~~administrative~~ movement of personnel, supplies, equipment, and other products. Maintenance of railway equipment is coded J506 and K536. Maintenance and repair of railroad facilities is coded Z997.

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 (coded T800); civil works projects (coded Q420-Q999); fueling services (coded T165); or the repair, maintenance, and construction of real property (coded Z991-Z999). This also excludes medical transportation services coded H710. Maintenance of motor vehicles is code J506 and K536.

T826 Air Traffic Control. This function includes air traffic control operations at installations, bases and other DoD facilities. Air traffic control for military operations is coded using the applicable M code. Maintenance of deployable air traffic control equipment (e.g., equipment in mobile or portable shelters) is coded J507 and K537. Maintenance of fixed air traffic control equipment at installations, bases, and other facilities is coded Z992.

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

GROUP ~~6~~ 5—PRODUCTS MANUFACTURED OR FABRICATED. *This group of functions includes manufacturing, assembly, and fabrication of equipment, materials, products and items. This excludes manufacturing and fabrication operations that are inherent to depot maintenance and repair functions.*

X931 Ordnance. This function includes the assembly and manufacture of ammunition and related products.

X932 Products Made from Fabric or Similar Materials. This function includes the assembly and manufacture of clothing, accessories, and canvas products as well as rope cordage and twine products.

X933 Container Products and Related Items. This function includes the design and fabrication or manufacture of wooden boxes, crates, and other containers. This includes the fabrication of fiberboard boxes and assembly of paperboard boxes with metal straps. It excludes on-line fabrication of boxes and crates that ~~is~~ are part of the storage and warehousing function coded T130.

X938 Communications and Electronic Products. This function includes the assembly of communications and electronic products. This excludes the installation of new or modified computing hardware and software (coded ~~W310-399~~ M900-M939) and communications systems (coded W210-W299).

X939 Construction Products. This function includes the operation and maintenance of quarries and pits, including crushing, mixing, and concrete and asphalt batching plants.

X944 Machined Parts. This function includes the assembly and manufacture of machined parts.

X999 Other Products Manufactured and Fabricated. This function includes the manufacture or fabrication of all systems, equipment, products, or items not addressed by other function codes.

GROUP ~~7~~ 6—INSTALLATION/FACILITY MANAGEMENT, ~~FORCE PROTECTION~~, AND UTILITY PLANT OPERATION AND MAINTENANCE

INSTALLATION/FACILITY MANAGEMENT

S100 Management and Oversight of Installations. This function includes oversight, direction, and control of subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and conducting mid- and long-range planning.

S200 Installation, Base, or Facility Management. This function includes oversight, administration, and control of subordinate activities at an installation, base, or other DoD facility to include oversight of services provided to tenants. This function involves the management of support activities from more than one functional group (to include preparation, real property management and accountability, management and oversight of multifunction contracts). ~~It also~~ This function includes master planning, energy management, and any emergency planning not addressed by Y220. This function is typically performed by installation, base, and facility commanders and directors and that

part of their support staff that perform management functions not addressed by other function codes.

S210 BuildingFacility Management. This function includes planning, programming, ~~and~~ funding for minor construction, maintenance, and repair of government buildings, ~~real property~~, 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-W399 ~~and M92X~~. This also excludes local storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110.

S310 Housing Management. This function includes planning programming, and funding for minor construction, maintenance, and repair of government housing and associated grounds and surfaced areas; the administration (to include leasing) and operation of DoD housing facilities; and the administration (to include contract administration) of 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, family housing, and Unaccompanied Personnel Housing (UPH) to include UPH leased by the Government from private owners, Federal Housing Administration (FHA) or Veteran Affairs (VA) and designated as public quarters.⁶ It excludes operation of reception stations and processing centers coded B820 and operations of disciplinary barracks and confinement facilities coded S719. It includes the moving and handling of unaccompanied personnel housing furnishings and equipment except operations covered by function codes W210-W399 ~~and M92X~~. 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.

Building and Housing Management-~~Services~~. *This includes services provided to building and/or housing tenants.*

S410 Custodial Services. This function includes janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.

⁶Categories of UPH include: ~~unaccompanied officer personnel quarters, unaccompanied enlisted personnel quarters (troop barracks and BEQ), unaccompanied civilian personnel dormitories, unaccompanied visitor personnel quarters, and those unaccompanied personnel guest houses financed by Operation and Maintenance funds.~~

S420 Collection and Disposal of ~~Trash and Other Refuse, Solid Waste~~. This function includes trash and other refuse collection, recycling, and disposal services. This excludes the operation of incinerators, sanitary landfills, or regulated dumps coded S730.

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

~~**S435 Pest Management.** This function includes prevention and control of disease vectors and pests that may adversely affect the DoD mission or military operation; the health and wellbeing of people; or structures, material, or property. This includes response to, capture, and disposition of uncontrolled, dangerous and disabled animals or remains.~~

~~**S440 Fire Prevention and Protection.** This function includes fire suppression, fire prevention, fire protection, and emergency responses (to include crash/search and rescue operations). This also includes fire station administration and operations.~~

S450 Laundry and Dry Cleaning Operations. This function includes the operation and maintenance of laundry and dry cleaning facilities.

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 W210-W399 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, code E250; Personnel Security, code I510; Industrial Security, code I530; Security of Classified Material, code S540; Confinement Facility Operations, code S719; Prison Operations, code S720; 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, resources and weapons to include nuclear and conventional arms, ammunition, and explosives (CAAE). 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 Protection Agency law enforcement officers also falls under this category.

- ~~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.

~~**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.

~~S560 Protective Services Operations.~~ This function includes the protection and escort of designated high-risk personnel. The appropriate headquarters must approve this function designation.

Prison and Other Confinement Facility Operations

~~S719 Confinement Facility Operations.~~ This function includes the administration and operation of DoD level 1 facilities that provide for the confinement of casual, pre-trial, and short-term prisoners; and, the temporary confinement of intermediate and long-term prisoners eligible for transfer.

~~S720 Prison Operations.~~ This function includes the administration and operation of DoD level 2 and 3 facilities that provide for the intermediate and long-term confinement of prisoners. This includes all correction activities for the rehabilitation of personnel confined in prisons and other facilities providing intermediate and long-term confinement.

~~S722 Detention of Enemy Prisoners of War (EPW), Retained Personnel (RP), Civilian Internees (CI) and other Detainees (OD).~~ This includes the administration and operation of facilities that provide for the detention of EPW, RP, CI, and other detainees. This includes all activities supporting the function.

~~S724 Other Security Operations.~~ This function includes security services performed at Installations/Facilities not covered by other function codes.

UTILITY PLANT OPERATION AND MAINTENANCE. This set of functions is concerned with the operation and maintenance of water pumping plants, purification plants, and distribution systems; ~~sewage~~ wastewater pumping plants, treatment plants and sewage collection systems; industrial waste disposal systems; electric distribution systems, transformers and generating systems; natural gas distribution systems; cold storage plants, ~~and~~ air conditioning and heating plants and distribution systems; combined heat and power plants; miscellaneous refrigeration; heating plants and distribution; and, central and installed air compressors. This includes maintenance and repair of above ground and underground storage facilities, provisions for the

physical "tie-in" or "connection" to the source system when it replaces a failed or failing existing system. This also includes maintenance and repair of standby generating plant equipment, all heating equipment not already identified, ventilating fans, evaporative cooling systems, and similar support equipment and systems. It does not include the maintenance and repair of installed utility equipment that is used only for the building in which it resides. It includes active and inactive facilities. The operation and maintenance of bulk liquid storage facilities is coded T160. The operation and maintenance of quarries, pits, and asphalt plants is coded X939.

S725 Electrical Plant and Distribution Systems Operation and Maintenance. This function includes the provision of electric energy and/or the operation and maintenance of main electric generating plants and distribution systems at active and inactive installations. It excludes operation of auxiliary generators, portable generators, frequency changers, electric motor-driven generator sets and rectifiers, unless installed as generating plant accessory equipment.

S726 Heating Plant and Distribution Systems Operation and Maintenance. This function includes the provision of steam and hot water and/or the operation and maintenance of boiler plants, high pressure and heating plants, combined heat and power plants, and systems of all types and capacities and distribution systems at active and inactive installations. It also includes the handling, storage and consumption of coal or other bulk fuels.

S727 Water Plant and Distribution Systems Operation and Maintenance. This function includes the provision of water and/or operation and maintenance of water treatment plants and distribution systems. This includes pumping at treatment and source pumping plants; impounding reservoirs; and all wells, cisterns, springs, chlorinators, and chemical feeders located in the pumping plants that are used to produce and distribute filtered water at active and inactive installations.

S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance. This function includes the provision for sewage disposal and/or operation and maintenance of sanitary and industrial wastewater pumping and treatment plants and distribution systems at active and inactive installations. This also includes the provision for portable latrines.

S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance. This function includes the operation and maintenance of air conditioning plants, cold storage plants, heat pumps, and ice manufacturing plants of all tonnage capacities and distribution systems at active and inactive installations.

S730 Incinerator Plant and Sanitary ~~Fill~~ Landfill Operations. This function includes the operation and maintenance of incinerators, sanitary landfills, regulated dumps, and the performance of all related major refuse collection and disposal services.

S780 Natural Gas Distribution Systems. This function includes the operation and maintenance of natural gas distribution systems at active and inactive installations.

S799 Other Utility Plant and Distribution Systems Operation and Maintenance. This function includes utility plant and distribution systems operation and maintenance (to include purchase from a private firm or public municipality for the physical "tie-in" or "connection" to the source system) that are not addressed by other function codes.

GROUP 7 – SECURITY, LAW ENFORCEMENT AND PRISON/CONFINEMENT FACILITIES

SECURITY/LAW ENFORCEMENT

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 insider threat and other 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, insider threat 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, resources and weapons to include nuclear and conventional arms, ammunition, and explosives (CAAE). 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 Protection Agency law enforcement officers also falls under this category.
- 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.

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 administering security education/motivation programs, overseeing and monitoring security violations/incidents, and conducting security oversight activities. This does not include information system security or cybersecurity functions and activities identified in Group 18-Information Capabilities.

- 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.

S560 Protective Services Operations. This function includes the protection and escort of designated high-risk personnel. The appropriate headquarters must approve this function designation.

S440 Fire Prevention and Protection. This function includes fire suppression, fire prevention, fire protection, and emergency responses (to include crash/search and rescue operations). This also includes fire station administration and operations.

Security Compliance/Law Enforcement 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 re-investigation 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.

I520 Criminal Investigative Services. This function includes conducting felony investigations. Conducting criminal investigations includes the conduct, supervision and management of all steps required to investigate criminal activities, e.g., interviews/interrogations, information gathering, polygraph, crime scene examination, forensic analysis, etc. The laboratories conducting forensic examinations are also included. Also included are investigative support, e.g., investigative assistants and analysis. This function is limited to organizations such as the Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations and the Defense Criminal Investigative Service (DCIS). This function excludes law enforcement operations performed at installations and bases coded S500-S520 and Counterintelligence coded M310. This function also may include cyber forensics if conducted as part of a criminal investigation. Cyber forensics conducted outside of criminal investigations should be coded as M932.

I530 Industrial Security. Industrial security regulates work that takes place in the private sector or in Government-owned/contractor operated facilities. It applies principles of personnel, physical and information security. This function includes the administration, oversight, clearance processing, security survey, and annual assurance of the security of contractor facilities involved in the National Industrial Security Program. This includes operations undertaken to ensure that appropriate security safeguards are in place and followed throughout the life cycle of classified procurement programs (i.e., from inception through final delivery). It includes assessing the level of protection afforded classified information by employees of private sector contractors, universities, and research firms. This encompasses educating private sector employees who will be safeguarding classified information; approving security containers for storing classified information; accrediting

automated information systems that process classified information; and, providing advice and assistance to the security office and contractor employees. This also includes assisting the contractor in investigating security violations and ensuring that the transfer of classified information between nations is accomplished following the appropriate safeguards.

I540 Acquisition Security. Acquisition security includes the planning and integration of all security methods and procedures into the development, demonstration, and production or procurement of defense systems to ensure holistic protection. This includes acquisition programs for weapons systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel to protect systems and related sensitive technology, technical data to include research data with military applications, classified information (including SAP, SCI, Collateral), and support systems from foreign intelligence collection, unauthorized disclosure, sabotage, theft, or damage throughout a system's life cycle. This function includes efforts to develop and provide tailored countermeasures to mitigate vulnerabilities to systems and associated sensitive resources/information from loss, damage, destruction, or compromise based on the systematic evaluation of security risks, costs and benefits. This also encompasses ensuring international programs security requirements are met by all parties, to include Defense Industry, U.S., and foreign customers for the protection of Government property, classified and/or Controlled Unclassified Information, and sensitive Critical Controlled Assets (CCA) pursuant to international cooperative efforts and/or foreign military sales programs.

PRISON AND CONFINEMENT FACILITY OPERATIONS

S719 Confinement Facility Operations. This function includes the administration and operation of DoD level 1 facilities that provide for the confinement of casual, pre-trial, and short-term prisoners; and, the temporary confinement of intermediate and long-term prisoners eligible for transfer.

S720 Prison Operations. This function includes the administration and operation of DoD level 2 and 3 facilities that provide for the intermediate and long-term confinement of prisoners. This includes all correction activities for the rehabilitation of personnel confined in prisons and other facilities providing intermediate and long-term confinement.

S722 Detention of Enemy Prisoners of War (EPW), Retained Personnel (RP), Civilian Internees (CI) and other Detainees (OD). This includes the administration and operation of facilities that provide for the detention of EPW, RP, CI, and other detainees. This includes all activities supporting the function.

OTHER

S724 Other Security, Law Enforcement, and Prison/Confinement Facility Activities. This function includes any other security, law enforcement, or prison/confinement facility activities performed at Installations/Facilities not covered by other function codes above.

GROUP 8—ENVIRONMENT, ~~AL SECURITY~~ SAFETY, AND NATURAL RESOURCE SERVICES.

This functional group is concerned with environmental management and natural resource services; safety and occupational health; explosives safety; ~~fire and emergency services~~; response to hazardous material mishaps; and pest management on military installations, bases, and facilities. It excludes civil work projects and programs coded with the applicable Q function codes.

E110 Environmental Security Management. This function includes overseeing, directing, and controlling programs and subordinate organizations concerned with one or more of the following areas: environmental management; sustainability; safety and occupational health; explosives safety; hazardous materiel; and, pest management. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, ~~and~~ evaluating and reporting on program performance; and, allocating and distributing resources.

E120 Environmental and Natural Resource Services. This function includes operations that ensure compliance with statutory and regulatory environmental requirements at military installations, bases, and facilities to include, but not limited to, pollution prevention, Clean Air Act Compliance, Clean Water Act Compliance, Safe Drinking Water Act Compliance, Resource Conservation and Recovery Act Compliance. It also includes hazardous materials and waste management; environmental restoration—cleanup management (to include cleanup at active and closing bases); management of the conservation of natural, historical, archeological and cultural resources; application of up-to-date environmental technology; environmental assessment and planning; and, other similar operations. This also includes natural resource projects that take place at military installations, bases, and facilities that are environmental compliance/conservation related. This includes efforts that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or ground water table, erosion control, and mineral deposit management at installations. It excludes maintenance of natural resources that are not environmental compliance/conservation related that are coded Z993. Also, this does not include the management of civil works projects covered by the Q function codes.

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, reviews and illness and injury trend analyses. This excludes occupational health services coded E225.

E225 Occupational Health Services. This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in military operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation support. This excludes collection and disposal of hazardous material coded S430 and health services provided by health clinics coded H203.

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.~~ Explosives Safety and Munitions Risk Management (ESMRM). ESMRM integrates both explosives safety and risk management tenets and requirements into operational planning, logistics, training, and operations when DoD military munitions are present or planned for. The ESMRM goal is to enhance military effectiveness in support of the mission while protecting personnel, property, and military equipment from potential consequences of accidents/mishaps involving DoD military munitions. Explosives Safety and ESMRM manage risks from DoD military munitions across the entire lifecycle. The lifecycle includes RDT&E, manufacturing, procurement, transportation, handling, storage, surveillance, maintenance, demilitarization, training, and during operations. Explosives safety also includes munitions response activities on DoD installations and formerly used defense sites (FUDS).

E250 Response to Hazardous Material Mishaps. This function includes crisis or emergency response and clean-up operations for hazardous material spills and mishaps. This excludes the routine collection and disposal of hazardous material coded S430.

S435 Pest Management. This function includes prevention and control of disease vectors and pests that may adversely affect the DoD mission or military operation; the health and well-being of people; or structures, material, or property. This includes response to, capture, and disposition of uncontrolled, dangerous and disabled animals or remains.

E999 Other Environmental Security Activities. This function includes environmental security activities not covered by other function codes.

GROUP 9—REAL PROPERTY PROJECT MANAGEMENT, MAINTENANCE AND CONSTRUCTION

REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT

Z101 Corps of Engineers Program and Project Management. This function includes managerial and executive level activities associated with delivering individual Civil Works, Military Programs, and support for other projects (project management) or an aggregate of projects (program management) to U.S. Corps of Engineers (USACE) customers. This includes managing the development and justifying, defending, and executing a project or an aggregate of projects. Work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are accomplished at the division office level.

Z110 Management of Major Construction of Real Property. This function includes the supervision, inspection, and administration of contract construction work; technical assistance in contract negotiations; preparation of contract modifications; and, surveillance of construction projects. This includes the collection of engineering and design technical data; conduct of construction reviews before contract award; quality assurance of ongoing construction; documentation and commissioning for transfer of completed work to the appropriate agency; and, the technical and policy review of such work. This function includes, but is not limited to, performance by USACE. Within USACE, project work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and, quality assurance reviews are performed at the division office.

Z120 Real Estate/Real Property Acquisition. This function includes acquiring real property or interest in real property by purchase, lease, condemnation, exchange, gift, or transfer/permit. This includes the approval, disapproval, and/or control of real estate planning reports, acquisition directives, surveys, maps, title evidence, title insurance, appraisals, non-standard estates, condemnation assemblies, relocation applications, offers to sell, final title opinions, environmental reports, cultural-historical reports, and other real estate acquisition documents such as deeds and leases. This also includes negotiations for, and acceptance or rejection of, offers and counteroffers and determinations on the value to be paid for the acquisition of real property. It also includes the authority for proposed acquisitions, title status, direct purchase or condemnation decisions, relocation assistance payments and claims, settlement in court cases, gross value estimates in project decision documents, and risk assessments. It also includes preparation of various real estate documents which may be done in-house or, if performed by contractors, includes contract management. This function includes, but is not limited to, performance by USACE. Within USACE, decisions and management functions are typically performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global and is not performed at the installation.

Title, Outgranting, and Disposal of Real Estate/Real Property. *These functions include management of the title, outgranting, and disposal of real estate and real property. This entails the approval, disapproval, and/or control of real estate leases, licenses, permits, or easements*

granting use of real property, Reports of Availability, encroachment trespass resolutions, Reports of Excess, deeds divesting DoD of the title, transfer documents transferring control of real property to another federal agency, timber harvesting, surveys, maps, and appraisals. These functions also include management, programming, budgeting, negotiating, accepting or rejecting availability or excess status of real property and the authority for proposed actions, claims, settlement in court cases, terms of agreements, dispute resolution, and risk assessments.

Z135 Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects.

This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. These decisions and management functions are performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global.

Z138 Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects. This function includes projects at installations, bases, and defense facilities.

Architect-Engineering Services. *The management and oversight of engineering activities typically includes quality assurance and other activities associated with the production of studies, plans, designs, specifications, drawings and value engineering. This includes field exploratory and investigative work, geological reports, the measurement and location of natural and man-made physical features and legal boundaries, and the technical and policy review of this work. This also includes management and oversight of private contractor engineering and design work to include the preparation of project scope and cost estimates to support the programming and budgeting process; preparation of cost estimates for the evaluation of contract bids and proposals; negotiations; and, the technical and policy review of such work. Projects may require professional services such as archeologists, biologists, procurement specialists, economists, accountants and auditors as well as engineers and architects. At the national project level, this may also require partnering and coordinating with industry groups, professional societies, other federal, state, and local agencies in the development of programs, studies, plans, guidance, and projects. The development of architectural and engineering reports, studies, and designs are predominately performed by private contractors providing professional services. The in-house development of architectural and engineering reports, studies and designs is typically limited to that required for maintaining the expertise necessary for establishing policies and procedures; programming and project definition; selection, management, and oversight of private contractors; quality assurance; and technical and policy review. These functions exclude engineering services that support the Defense systems acquisition process coded F510.*

Z145 Architect-Engineering-National Projects. This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. This includes the management and oversight of engineering activities for the military, civil works, and environmental programs and support

for other programs. Within USACE, work is performed and decisions are approved at the project level and performance and decisions receive supervisory review at the district level. Quality assurance reviews are performed at the division office level.

Z148 Architect-Engineering-Local Projects. This function includes projects at installations, bases, and defense facilities. This typically includes development of architectural and engineering reports, studies, and designs; criteria and design review; and, processing of airfield and air space clearance waivers and master plans.

Z199 Other Real Property Program and Project Management Activities. This function includes real property program and project management activities not addressed by other function codes.

REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION

Z991 Minor Construction, Maintenance and Repair of Family Housing and Structures. This function includes the alteration and repair (i.e., minor construction) and associated ~~non-professional~~ design services for family housing and structures. This function includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair to interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair of air conditioning and refrigeration systems under a 5-ton capacity and repair of other equipment affixed as part of the building and not included in other activities. This function also includes repair to fencing, flagpoles, and other miscellaneous structures associated with family housing and the rehabilitation of family housing for tenant change and emergency service work.

Z992 Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing. This function includes the alteration and repair (i.e., minor construction) and associated ~~non-professional~~ design services for buildings and structures other than family housing. It includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair of interior heating equipment ~~(including heat sources under 750,000 BTU capacity)~~; and repair to ~~appliances installed building equipment~~ (to include installed food service and related equipment). It includes repair to air conditioning and refrigeration units under a 5-ton capacity; and repair of other equipment affixed as part of the building and not included in other activities (e.g., air traffic control equipment, medical equipment, and training simulators). It also includes repair to fencing, flagpoles, guard and watchtowers, grease racks, unattached loading ramps, training

facilities other than buildings, monuments, grandstands and bleachers, elevated garbage racks, and other miscellaneous structures.

Z993 Maintenance and Repair of Grounds, and Surfaced Areas. This function includes the maintenance, repair, protection and development of land, water, and the renewable natural resources; fish and wildlife habitats; training areas and ranges; administration of agriculture and grazing leases and management expenses for forest areas, except when environmental compliance/conservation related. Maintenance of natural resources that are environmental compliance/conservation related are coded E120.

- Grounds (Improved). This includes the maintenance and repair of improved grounds, including lawns, drill fields, parade grounds, athletic and recreational areas, cemeteries, other ground areas, landscape and windbreak plants, turf grass, ground cover plantings, crushed rock and gravel blankets, and storm and accessory drainage systems. These grounds are normally subject to annual fixed requirements for grounds maintenance measures consisting of seeding, fertilizing, policing, watering, mowing, weed control, pruning, dust control, and other essential grounds operations.
- Grounds (Other than Improved). This includes the maintenance and repair of small arms ranges, artillery ranges, antenna fields, drop zones, maneuver areas, testing and artillery ranges, igloo yards, safety and security zones, and firebreaks. It also includes grounds such as wildlife conservation areas, deserts, swamps, ponds, lakes, streams, estuaries for fish and waterfowl habitats, and similar areas. These grounds are normally subjected to maintenance measures such as open drainage and watersheds to preclude erosion and sedimentation; planting vegetation, utilization of structural measures and non-vegetative surface treatments to control dust, erosion, and surface water; mowing, prescribed burning and herbicides to control weeds, brush, vegetative fire hazard and poisonous plants; and, cleanup of storm damage. This applies to all active and inactive facilities.
- ~~Surfaced Areas. This includes all rigid, flexible, and miscellaneous graded and stabilized (other than grassed) pavements used for vehicular, aircraft, and pedestrian traffic, and appurtenances. It includes concrete, bituminous, gravel, stabilized, graded, or other hard surfaced (e.g., cobblestone, and paving block) streets, service drives, alleys, sidewalks, open storage areas, parking areas, aircraft runways, aircraft taxiways, aircraft aprons, heliports, hardstands, vehicular and railroad bridges, training bridges, railroad trestles and appurtenances such as shoulders, culverts, storm drainage features, sub-grade drains, footbridges, and covered walks not attached to a building. It also includes traffic control signs and markings, pavement numbering and marking, and tie-down anchors. It includes paving, pothole/crack repair, inspection, sealing, painting, and other related activities and sweeping and snow removal from streets and airfields. This applies to all active and inactive facilities.~~

Z994 Maintenance and Repair of Surfaced Areas. This function includes the maintenance and repair of all rigid, flexible, and miscellaneous graded and stabilized (other than grassed) pavements used for vehicular, aircraft, and pedestrian traffic, and appurtenances. It includes concrete, bituminous, gravel, stabilized, graded, or other hard surfaced (e.g., cobblestone, and paving block) streets, service drives, alleys, sidewalks, open storage areas, parking areas,

aircraft runways, aircraft taxiways, aircraft aprons, heliports, hardstands, vehicular, pedestrian, and railroad bridges, training bridges, railroad trestles and appurtenances such as shoulders, culverts, storm drainage features, sub-grade drains, footbridges, and covered walks not attached to a building. It also includes traffic control signs and markings, pavement numbering and marking, and tie-down anchors. It includes paving, pothole/crack repair, inspection, sealing, painting, and other related activities and sweeping and snow removal from streets and airfields. This applies to all active and inactive facilities.

Z997 Maintenance and Repair of Railroad Facilities. This function includes maintenance, repair and alterations of narrow and standard gauge two-rail tracks including spurs, sidings, yards, turnouts, frogs, switches, ties, ballasts, and roadbeds, with accessories and appurtenances, drainage facilities, and trestles.

Z998 Maintenance and Repair of Waterways and Waterfront Facilities. This function includes maintenance, repair, and alterations of approaches, turning basin, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments, and similar waterfronts and waterways. It excludes waterways maintained by the U.S. Army Corps of Engineers civil works rivers and harbors programs and maintenance of natural resources that are environmental compliance/conservation related that are coded E120. It also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.

Z999 Maintenance, Repair and Minor Construction of Other Real Property. This function includes maintenance, repair, alteration, and minor construction of real property not addressed by other function codes.

GROUP 10—CIVIL WORKS

Q120 Civil Works Management. This function includes oversight, direction, and control of the nation's water and related environmental resources, civil work projects and programs, and/or subordinate civil works management offices. The civil works management function is performed by the U.S. Army Corps of Engineers and the Corps district and division offices. This function includes developing and issuing civil works policies and providing policy guidance; reviewing and evaluating program performance of subordinate organizations; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budget for civil works activities.

Q220 Water Regulatory Oversight and Management. This function includes activities involved in administration and enforcement of navigable waterways regulatory programs;

restoration and maintenance of chemical, physical, and biological water integrity; and control of permits pertaining to work, structures, and discharges in or over navigable waters and their tributaries. This includes the administration, enforcement, and permitting activities associated with the Rivers and Harbors Act of 1899, Sections 9, 10 and 13; Clean Water Act, Section 404; and Marine Protection, Research and Sanctuaries Act, Section 103. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are done at the division office level.

Q240 Natural Resources Oversight and Management. This function includes oversight (to include contract management) for the orderly protection, control, utilization, and renewal of natural resources at water resource development projects, including the interpretation of government policy and enforcement of rules and regulations (i.e., CFR Title 36 citation authority). Also included are sampling and/or control of obnoxious vegetation in navigable waters, tributary streams, connecting channels, and allied waters. This includes fish protection and management, fish spawning/rearing/releasing operations, wildlife conservation/management, and forest and soils management. This concerns projects that transcend state boundaries and are not confined to an installation. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q260 Civil Works Planning Production and Management. This function includes all operations performed by either in-house or contractor personnel involved in developing river basin plans and other water resource plans for separable areas within river basins and the technical review of this work. This includes feasibility studies for improving rivers, tributary streams, harbors, waterways, and related land areas for navigability, flood damage reduction, recreation, fish and wildlife protection, water quality, shore protection, hydroelectric power, and water supply. This also includes environmental and economic studies that are part of the planning process, and all flood plain management activities. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q420 Bank Stabilization. This function includes restoration and repair of stream/river banks on navigable waterways and flood control channels. This includes placement of rip rap, excavation and grading for mats, mat casting, mat loading, mat towing, mat laying, and construction/placement of other structures. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q440 Maintenance of Open Waterways for Navigation. This function includes all activities, including contract management and oversight, associated with maintenance of open waterways operated for the purpose of navigation. Maintenance of open waterways includes dredging, drift and debris removal, clearing and snagging operations, removal of wrecks, repair of river training works, and operation and maintenance of dredges, tow boats, and other floating plants. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q460 Maintenance of Jetties and Breakwaters. This function includes all activities, including contract management and oversight, associated with maintenance of project-related jetties and breakwaters for navigation purposes such as patching of cracks in concrete, repair of eroded sections including replacement of stone, ballast, foundation, and other component materials. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q520 Operation and Maintenance of Locks and Bridges. This function includes all activities, including contract management and oversight, associated with operation and maintenance of navigation lock structures and associated facilities and equipment. This includes opening and closing the gates to permit transit of vessels and giving directions to vessel pilots transiting locks. This includes maintenance and repair (including emergency repairs) of locks and surrounding areas, such as embankments and spillways and operation and maintenance of moveable bridge spans over navigable waterways necessary for the transit of vessels. It also includes enforcement of laws, rules, and regulations on site at locks on critical and non-critical waterway segments. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at locks and bridges are coded Z993.

Q540 Operation and Maintenance of Dams. This function includes dam operations performed by persons currently having authority to make final decisions on the release of water from dams, such as the operation of spillway gates and other outlet works, for flood control or maintenance of a navigation pool. This function also includes routine maintenance of dams and associated structures such as spillways, embankments, outlet works, levees, pumping stations, and other structures and/or management of contracts providing for routine as well as non-routine maintenance. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at dams are coded Z993.

Q560 Operation and Maintenance of Hydropower Facilities. This function includes all activities, including contract management and oversight, associated with the operation and maintenance of hydropower facilities. This function includes hydroelectric generators, turbines, transformers, switchgear, conductors, insulators, control equipment, supervisory control and data acquisition systems, computers, spare parts, pumps, water supply systems, communication systems, oil systems, sewage systems, heating and air conditioning systems, and related structures (e.g., switchyards and intake facilities). This function also includes making final decisions on the release of water from dams, such as the operation of hydropower turbines, spillway gates and other outlet works, for flood control or maintenance of a navigation pool. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at hydropower facilities are coded Z993.

Q580 Operation and Maintenance of the Washington Aqueduct. This function includes all operations and maintenance performed at the Washington Aqueduct. It includes the treatment and distribution of water to ensure an adequate and potable water supply to the federal establishment in Washington, D.C.; Arlington County, VA; the City of Falls Church, VA; and other parts of Fairfax County. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at the Washington Aqueduct are coded Z993.

Q620 Operation and Maintenance of Recreation Areas. This function includes operation of recreational sites at water resource development projects, to include interpretation of government policy or enforcement of rules and regulations (i.e., CFR Title 36 citation authority). This includes operation of the recreation features of the project, and management of contracts that provide operation and maintenance support. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

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

GROUP 11—PERSONNEL-MILITARY COMMUNITY AND SOCIAL SERVICES FAMILY PROGRAMS

CIVILIAN PERSONNEL SERVICES

~~**B710 Civilian Personnel Management.** This function includes the oversight, direction and control of civilian personnel programs and/or subordinate civilian personnel offices (e.g., customer support units and service centers). Civilian personnel management activities typically include development, issuance and defense of civilian personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.~~

~~**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

~~**B810 Military Personnel Management.** This function includes oversight, direction, and control of subordinate military personnel offices (e.g., military personnel field operating agencies and recruitment centers). Military personnel management activities typically include developing and issuing military personnel policies (e.g., compensation, retention and accession policy) and providing policy guidance; reviewing and evaluating program performance (e.g., officer and enlisted personnel management and recruiting and examining programs); and conducting mid- and long-range planning.~~

~~**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, 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. 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 FORCE RESILIENCY PROGRAMS

B910 Personnel Social Action Force Resiliency Programs Management. This function includes oversight, direction, and control of personnel social action force resiliency programs (such as Equal Employment Opportunity, Affirmative Employment, and Race Relations suicide prevention, personnel risk reduction, sexual assault prevention and response, and drug demand reduction programs) and subordinate offices and centers. Management headquarters personnel advocacy operations typically include development and issuance of policies; providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

B920 Personnel Social Action Force Resiliency Program Operations. This function includes operations performed by civilian Equal Employment Opportunity, military Equal Opportunity, Affirmative Employment, diversity management, suicide prevention, personnel risk reduction, sexual assault prevention and response, drug demand reduction and other personnel social action force resiliency program offices and centers. This includes program operations necessary for implementation and monitoring of program activities.

B999 Other Personnel Force Resiliency Activities. This function includes personnel force resiliency activities not covered by other function codes.

SOCIAL SERVICES

COMMISSARY AND MILITARY EXCHANGE OPERATIONS. *This includes functions that provide all ordering, receipt, storage, stocks and retailing for military commissaries and Exchanges. This excludes procurement of goods for issue or resale.*

Commissary and Military Exchange Operations. *This includes functions that provide all ordering, receipt, storage, stockage and retailing for military commissaries and Exchanges. This excludes procurement of goods for issue or resale.*

G006 Commissary and Military Exchange Management. This function includes directing, controlling, supporting and overseeing the DoD worldwide commissary system and its military exchanges and their organization, processes, and procedures to include personnel, funds,

facilities, supplies, and equipment. It includes developing and issuing policies and procedures for operations, merchandising, and marketing, as well as procedures for logistics, distribution, transportation and readiness planning when they are unique to the commissary and exchange businesses. It also includes reviewing and evaluating program performance; allocating and distributing resources; and, conducting mid- and long-range planning and programming.

G008 Commissary Operations. Elements performing this function order, obtain, process and retail groceries and other items directly to authorized patrons. It includes reporting to the region staff or to the region director on day-to-day operations and services provided to customers. Elements are accountable for all assets and ordering of all equipment and supplies while maintaining high standards of health and safety, and providing quality products and services to DeCA's patrons.

G013 Military Exchange Operations. This function includes ordering, receipt, storage, stockage, and retailing of clothing and other items. This includes stores operated by the Army and Air Force Exchange Services, Navy Exchange Services and Marine Corps Exchange Services.

Community and Family Services

MILITARY COMMUNITY AND FAMILY SUPPORT SERVICES. *Military Community and Family Support Services includes management and operations functions within the direction of Family Support Services programs, Child and Youth programs, and Morale, Welfare, and Recreation programs and related non-appropriated fund instrumentalities.*

G050 Military Community and Family Support Services Management. This function includes oversight and direction of Military and Family Support Services Programs, Child Care and Youth Programs, Morale, Welfare, and Recreation (MWR) programs, and related non-appropriated fund instrumentalities (NAFIs). As part of the management ~~headquarters function~~, centrally managed MWR functions are provided that either support Service-level NAFIs, or provide consolidated support for field activities. (For example, the Military Services manage central non-appropriated fund (NAF) contract services for field activities, central investment of NAFs, centrally managed insurance and human resource programs for NAFs, and centrally managed information technology functions. Most of the personnel involved in these central functions are paid by NAFs.)

~~**G055 Morale, Welfare, and Recreation (MWR) Services.** This function includes MWR program activities that provide for the fitness, esprit de corps and quality of life of Service members, their families, DoD civilians, and other authorized patrons. MWR activities are grouped into categories by fund source. MWR activities are supported NAFI operations and~~

~~use both appropriated funds (APFs) and NAFs as fund sources. DoDI 1015.10⁷ provides full descriptions of the activities included and the support authorized for these activities.~~

~~Category A activities promote physical and mental well-being of Service members and are requirements that support accomplishment of the basic military mission. These activities are supported primarily by APFs. (The DoD minimum standard is 85 percent APFs and 15 percent NAFs). This includes the following activities:~~

- ~~• Armed Forces Professional Entertainment Program Overseas~~
- ~~• Free Admission Motion Pictures~~
- ~~• Physical Fitness and Aquatic Training~~
- ~~• On-Installation Parks and Picnic Areas~~
- ~~• Basic Social Recreation Programs (Single Service Member Programs)~~
- ~~• Shipboard, Company, and/or Unit Level Programs~~
- ~~• Sports and Athletic (Self-Directed and/or Unit Level and/or Intramural) Programs and Activities.~~

~~Category B activities satisfy the basic physiological and psychological needs of Service members and their families, providing, to the extent possible, support systems that make DoD installations temporary hometowns for a mobile military population. These activities are supported by a combination of APFs and NAFs. (DoD minimum standard is 65 percent APFs and 35 percent NAFs.) Included in this category are the following activities:~~

- ~~• Cable and/or Community TV~~
- ~~• Recreation Information, Tickets, and Tour Services~~
- ~~• Recreational Swimming~~
- ~~• Directed Outdoor Recreation Programs (Instruction and Structured Outdoor Activities)~~
- ~~• Outdoor Recreation Equipment Checkout~~
- ~~• Boating Programs (Without Resale Activities or Private Boat Berthing)~~
- ~~• Camping (Primitive and/or Tents)~~
- ~~• Riding Stables (Government-Owned or Leased)~~
- ~~• Performing Arts (Music, Drama and Theater)~~
- ~~• Amateur Radio~~
- ~~• Arts and Crafts Skill Development~~
- ~~• Automotive Crafts Skill Development~~
- ~~• Bowling Centers (with 12 lanes or less)~~
- ~~• Other Programs that provide classes, lessons, seminars, in pursuit of recreational interests~~
- ~~• Sports Programs (Above Intramural Level)~~

⁷ DoDI 1015.10, "Military Morale, Welfare, and Recreation (MWR) Programs," July 6, 2009.

~~Category C activities are self-supporting through NAF revenue-generating capability and provide outlets for pursuit of individual recreational interests. These activities are supported almost entirely from NAFs. Included in this category are the following activities:~~

- ~~• Joint Service Facilities and Armed Forces Recreation Centers~~
- ~~• Membership Food and Beverage Club Programs~~
- ~~• Non-Membership Food and Beverage Club Programs~~
- ~~• Snack Bars Incidental to Operations of Other MWR Programs~~
- ~~• Recreation Lodging Cabins, Cottages, Trailers, Trailers and/or RV Parks with Hook-Ups~~
- ~~• Flying Programs~~
- ~~• Parachute and Sky Diving Programs~~
- ~~• Rod and Gun Programs~~
- ~~• Scuba and Diving Programs~~
- ~~• Horseback Riding Programs~~
- ~~• Video Programs~~
- ~~• Audio and/or Photo Resale Programs~~
- ~~• Resale Programs in Support of Other MWR Programs~~
- ~~• Amusement and Recreation Machines and/or Gaming Machines~~
- ~~• Bowling Centers (Over 12 Lanes)~~
- ~~• Golf Courses~~
- ~~• Boating Activities (With Resale or Private Boat Berthing)~~
- ~~• Equipment Rental~~
- ~~• Unofficial Commercial Travel Services~~

G060 Military and Family Readiness Support Center Services. This function includes family services provided primarily by the Installation Military and Family Readiness Support Centers, as defined in DoDI 1342.22.⁸ Services are broken into three categories: baseline services, services directed by other directives and instructions that can be provided in Family Readiness Support Centers and additional programs and services unique to the Service or the local environment. Further descriptions of the services provided in these three categories are contained in DoDI 1342.22. These services are in direct support of command priorities. ~~They~~ and include:

Baseline Services (i.e., all DoD Family Centers provide):

- ~~Mobility and/or~~ Deployment Assistance
- Information and Referral
- Relocation Assistance
- Personal Financial Management
- Employment Assistance
- Outreach

⁸ DoDI 1342.22, "Military Family Readiness," July 3, 2012.

- Personal and Family Life Education
- Crisis Assistance
- Volunteer Coordination
- Spouse Education and Career Opportunities
- Emergency Family Assistance

Other Services. Without relieving other DoD elements of their obligation to perform functions mandated by statute or DoD policy, Family Readiness Support Centers may provide other family support system programs including, but not limited to the following:

- Non-Medical Individual, ~~Marriage~~ and Family Counseling
- Transition Assistance Program (defined in DoDI 1332.35⁹)
- Family Advocacy Program (defined in DoDI 6400.1¹⁰). Note: Family advocacy intervention services are sometimes managed by the installation health services activity.
- ~~Exceptional Family Member Program (defined in DoDI 1342.12¹¹ and DoDI 1342.22).~~

~~Family Centers may make available additional family programs and services to meet unique Service or local needs if all baseline services are available, properly staffed and funded. The need for the services must be properly documented through assessments and the additional services must be consistent with the mission and purpose of the Family Center.~~

G061 Exceptional Family Member Programs. This function includes Exceptional Family Member Programs (defined in DoDI 1342.12 and DoDI 1342.22) provided through Installation level programs in Family Readiness Support Centers.

MORALE, WELFARE, AND RECREATION (MWR) SERVICES. *These functions include MWR program activities that provide for the fitness, esprit de corps and quality of life of Service members, their families, DoD civilians, and other authorized patrons. MWR activities are grouped into categories by funding source. MWR activities are supported non-appropriated fund instrumentality (NAFI) operations and use both appropriated funds (APFs) and non-appropriated funds (NAFs) as funding sources. DoDI 1015.10 provides full descriptions of the activities included and support authorized for activities within each of the three categories.*

- Category A: Mission Sustaining Programs – These functions promote physical and mental well-being of Service members and are requirements that support accomplishment of the basic military mission.

⁹ DoDI 1332.35, "Transition Assistance Program (TAP) for Military Personnel," February 13, 2016.

¹⁰ DoDI 6400.1, "Family Advocacy Program (FAP)," February 13, 2015.

¹¹ DoDI 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas," May 17, 2015.

- Category B: Basic Community Support Programs – These functions satisfy the basic physiological and psychological needs of Service members and their families, providing, to the extent possible, support systems that make DoD installations temporary hometowns for a mobile military population.
- Category C: Revenue Generating Programs – These functions include activities that are self-supporting through NAF revenue generating capability and provide outlets for pursuit of individual recreational interests.

G020 MWR Mission Sustaining Programs Management. This function includes oversight and direction of MWR Category A mission sustaining programs.

G021 MWR Mission Sustaining Programs Operations. This function includes activities typically performed to operate MWR Category A mission sustaining programs.

G022 MWR Community Support Programs Management. This function includes oversight and direction of MWR Category B community support programs.

G023 MWR Community Support Programs Operations. This function includes activities typically performed to operate MWR Category B community support programs.

G024 MWR Revenue Generating Programs Management. This function includes oversight and direction of MWR Category C revenue generating programs.

G025 MWR Revenue Generating Programs Operations. This function includes activities typically performed to operate MWR Category C revenue generating programs.

CHILD AND YOUTH PROGRAMS. *These functions include four types of programs that support youth and children (Child Development Programs, School Age Care Programs, Family Child Care, and Youth Programs). These programs are supported by both APFs and NAFs, and are defined as MWR Category B activities, as described in DoDI 1015.10. They are funded with a minimum of 65 percent APFs and 35 percent NAFs.*

G065 Child-Care and Youth Programs. This function includes four types of programs that support youth and children. These programs are supported by both APFs and NAFs, and are defined as MWR Category B activities, as described in DoDI 1015.10. They are funded with a minimum of 65 percent APFs and 35 percent NAFs. The four types of programs are as follows:

- Child Development Center Programs. Center-based care provides services for infants, toddlers, preschoolers and kindergarten-aged children. Requirements and standards for these programs are specified in DoDI 6060.2.¹²

¹² DoDI 6060.2, "Child Development Programs (CDPS)," August 5, 2014.

- ~~Family Child Care.~~ Family Child Care is home-based care provided by an individual who has met specific standards and has been certified to provide these services. Requirements and standards for these programs are specified in DoDI 6060.2.
- ~~School Age Care Programs.~~ Care for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoDI 6060.2.
- ~~In addition to center-based and family-based care, the Child Development Program depends on Resource & Referral to assist Service members and their families in obtaining child care.~~
- ~~Youth Programs.~~ A full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the “hub” for most activities.

G066 Child Development Early Care and Education Program Management. This function includes oversight, personnel management, facility management, direction, and control of early care and education classroom, and developmental activities above the classroom level (e.g., Child Development Center Director or Assistant Director). This also includes management and direct staff support. Center-based care provides services for infants, toddlers, preschoolers and kindergarten-aged children. Requirements and standards for these programs are specified in DoDI 6060.02.

G067 Child Development Early Care and Education Program Activities. This function includes the direct conduct of infant through preschool curricula and developmentally appropriate practice to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas. Requirements and standards for these programs are specified in DoDI 6060.02.

G068 School Age Care Programs Management. This function includes oversight, personnel management, facility management, direction, and control of care and education classroom, and developmental activities above the classroom level (e.g., Director or Assistant Director) for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoDI 6060.02.

G069 School Age Care Programs Activities. This function includes the direct conduct of education classroom and developmental activities for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoDI 6060.02.

G070 Youth Programs Management. This function includes oversight, personnel management, facility management, direction and control of a full range of community-based

educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the “hub” for most activities. Requirements and standards for these programs are specified in DoDI 6060.04.

G071 Youth Programs Activities. This function includes the direct conduct of school aged children (ages 5-18) in the implementation of a full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the “hub” for most activities.

G072 Child and Youth Training and Curriculum Support. This function includes staff training and coaching, oversight of early care, school age care and education classroom, youth programs, and curriculum development and implementation above the classroom level (e.g., Training and Curriculum Specialist). Requirements for these programs are specified in 10 U.S.C 1792

G073 Family Child Care. This function includes activities for home-based care provided by an individual who has met specific standards and has been certified to provide these services. Requirements and standards for these programs are specified in DoDI 6060.02.

G074 Resource and Referral. This function includes activities required to assist Service members and their families in obtaining child care utilizing Resource and Referral services.

Other Social Services

SOCIAL SERVICE PROGRAMS

G080 Homeowners’ Assistance Program. This function includes management of the DoD-wide Homeowners’ Assistance Program for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and approval or disapproval of the disbursement of federal funds, claims, and appeals of value or eligibility. This function is performed by three USACE districts, USACE divisions, HQ USACE, Department of the Army, or OSD depending on the size or controversial nature of the action.

G090 Employee Relocation Assistance Program. This function includes management of the DoD-wide program for employee relocation assistance for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and, approval or disapproval of the disbursement of federal funds, claims, and appeals. This includes oversight of contractor support for (1) home sales services (to include employee contract, description of services, title search, residential appraisals, market assistance, purchase, equity advance, and settlement); (2) home finding assistance (to include rental assistance, buying assistance, and mortgage counseling); and, (3) related services

consisting of various reporting requirements. This function is performed by the USACE districts and divisions and overseen by HQ USACE.

G105 Recreational Library Operations. This function includes all services provided by recreational libraries to include audio and visual information collections, computer-based information systems, and Internet information sources. These information resources support off-duty education, professional military education, and recreational needs of the military community. This includes library service centers that provide support to geographically separated units. These programs are supported as part of the MWR program and are funded as Category A activities.

G210 Postal Services. This function includes post office operations in overseas areas operated as an extension of the United States Postal Service. This function includes postal services to military and other authorized personnel. It also includes providing liaison with civil postal authorities; the monitoring, regulation, and operations necessary to ensure the integrity of military mail transport; and, financial transactions for stamp stock and money order forms.

~~**G220 Military Bands.** This function includes operations necessary for the organization, planning, and provisioning of military bands and for performances at military functions and special events.~~

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.

G902 Casualty Assistance and Mortuary Affairs. This function encompasses caring for deceased personnel on an individual basis during war and in peacetime circumstances that cause mass fatalities. There are several services provided as part of this function in the case of both the individual and mass fatality such as:

- Notification, support and counseling of the Next of Kin of military casualties. A full description of casualty responsibilities is found in DoDI 1300.18.¹³
- Preparation of the remains and transportation to the place of interment. Remains of individual fatalities in the U.S. are prepared in commercial mortuaries. Individual fatalities occurring overseas and mass fatalities are prepared in either the overseas mortuaries or the aerial port mortuaries. In mass fatalities, identification is a key element in the preparation process. Transportation from overseas locations is by military or

¹³ DoDI 1300.18, "Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures," January 8, 2008.

commercial transportation with a uniformed escort. Transportation within the U.S. is on commercial air transportation, escorted by a uniformed member.

- Interment and Military Funeral Honors. Funeral homes provide interment services. The parent Service of the deceased, as mandated by law, provides Military Funeral Honors.

G910 Temporary Lodging Services. This function includes operations that provide for temporary lodging to include providing accommodations for official travelers on temporary duty, temporary lodging during permanent change of station, and lodging for unofficial authorized travelers on space available basis. ~~These quarters are categorized as Category A Lodging and is supported by a combination of APFs and NAFs generated from fees charged for accommodations. The workforce employed to operate and maintain temporary lodging is paid from APFs and NAFs.~~ Funding policy for temporary lodging is outlined in DoDI 1015.12.¹⁴ This function excludes family housing and permanent unaccompanied housing (to include housing referral) coded S310.

G999 Other Social Services. This function includes social services not addressed by other function codes.

GROUP 12—EDUCATION AND TRAINING. *This functional group addresses the management and provision of institutional education and training of DoD civilian and military personnel and their dependents. This includes all dependent education (grades pre-K through 12) and all DoD civilian and military individual training conducted at education and training establishments, as well as transition training for new weapon systems when the training is provided by instructors assigned to the training establishment (e.g., mobile training teams). (Training and education activities may also be provided to contractor and foreign national personnel.) Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, Afloat Training, and post-graduate flying training) is coded using the “M—~~Forces and Direct Support~~” codes. Students, cadets, and trainees in the Individuals account (as defined in DoDI 1120.11) are not coded with a function code. Functions marked by an asterisk indicate that the definitions (below) conform to individual military training programs reported in the Military Manpower Training Report.*

MILITARY EDUCATION AND TRAINING

U001 Management and Oversight of Military Education and Training. This function includes overseeing, directing, and controlling education and training programs and/or

¹⁴ DoDI 1015.12, “Lodging Program Resource Management,” October 30, 1996.

subordinate education and training establishments (schools, institutions, academies, colleges, and universities). This includes developing and issuing policies and providing policy guidance; reviewing and evaluating performance; allocating and distributing resources; or conducting mid- and long-range planning. (Generally, this manpower is reported under DoD PE codes 804779 and 805798.)

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. 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.)

U150 Multiple Category Training.* One-Station Unit Training (OSUT), a formal Army training program that meets the training objectives of both recruit and initial skill training in certain skill areas for new Active and Reserve enlisted entrants through a single course at a single training institution. (Generally, this manpower is reported under DoD PE code 804761.)

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 occurs 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.)

Professional Development Education.* *This category of institutional training includes educational courses conducted at Service institutions to broaden the outlook and knowledge of personnel or to impart knowledge in advanced academic disciplines.*

U510 Professional Military Education (PME). * The conduct of instruction at junior, intermediate, and senior military service schools and colleges and enlisted leadership programs. (Generally, this manpower is reported under DoD PE code 804751).

U520 Graduate Education (Fully Funded, Full-Time).* (Generally, this manpower is reported under DoD PE code 804752).

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.

CIVILIAN EDUCATION AND TRAINING

U605 Management and Oversight of Civilian Education and Training. This function includes oversight, direction, and control of training, education, and developmental programs and/or subordinate organizations. This training and education is primarily provided to DoD

civilian personnel but may also be provided to military, contractor, dependent, or foreign national personnel, or other federal, state, or local government employees. Management functions include planning, programming, budgeting, policy issuance, policy development, and quality assurance. This function does not include management of institutions under U620 (i.e., programs, schools, centers, academies, colleges, universities, and civilian career management systems).

U620 Management of Civilian Institutional Training, Education, and Development. This function includes oversight, direction, and control of training, education, and developmental operations at institutional training facilities serving primarily DoD civilian audiences, but also including military, contractor, dependent, or foreign national personnel and other federal, state, or local government employees. This function includes planning, programming, budgeting, policy issuance, policy development, and quality assurance at education and training institutions (e.g., schools, centers, academies, colleges, universities, and civilian career management centers providing civilian training and education).

U630 Acquisition Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for defense acquisition training courses.

U640 Civil Works Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for civil works training courses.

U650 Intelligence Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for intelligence training courses.

U660 Medical Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for medical training courses.

U699 Other Civilian Training, Education and Development. This function includes the design, development, delivery of instruction, and instructional support for all other subject areas.

DEPENDENT EDUCATION

U710 Management and Oversight of Dependent Education. This function includes oversight, direction, and management of dependent education. This education is provided to dependents of DoD personnel but may also be provided to eligible dependents of other federal agencies and vendors under DoD contract. Management functions include planning, programming, budgeting, and establishing policy and curriculum.

U720 Dependent Education Field Management. This function includes oversight, direction, and control of classroom education, and developmental activities above the classroom level (e.g., Deputy Directors, District Superintendents, and Principals). This also includes management and direct staff support when the type of work performed is inextricably tied to, and not severable from, the field management function. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

U760 Dependent Education—Teacher Instruction. This includes the direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U770 Dependent Education—Substitute Instruction. This includes the temporary direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U780 Dependent Education—Aides for Instruction. This includes the direct assistance to teachers conducting pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U799 Other Dependent Education Activities. This includes dependent education activities not covered by other function codes. School bus transportation is coded T824; health clinic services are coded H203; library services are coded Y850; building management is coded S210; custodial services are coded S410; and food services are coded T177.

GROUP 13—HEALTH SERVICES. *This functional group addresses the management and provision of medical and dental care to active military members, family members, and retirees as well as overseas civilian employees and their family members. This includes all inpatient and outpatient care provided in fixed treatment facilities. Care provided by medical units that are part of combat service support should be coded using the applicable M codes.*

H010 Health Services Management. This function includes overseeing, directing, and controlling health service programs and subordinate health service organizations (hospitals, health clinics and dispensaries). Health Services Management activities include developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

H050 Hospital/Clinic Management. This function includes overseeing, directing, and controlling medical services within fixed treatment facilities (e.g., hospitals, dispensaries, and clinics). It includes reviewing and evaluating performance of operations; allocating and distributing resources; or, conducting mid- and long-range planning, programming and budgeting for the hospital, health clinic, or dispensary.

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).

H102 Surgical Care. Surgical care includes inpatient care and consultative evaluation in the surgical specialties, including obstetrics, gynecology, ophthalmology and otorhinolaryngology. It also includes the coordination of health care delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.

H106 Pathology Services. This function includes the operation of laboratories providing comprehensive clinical and anatomical pathology services; DoD military blood program and blood bank services; epidemiology consultations; DoD DNA registry; toxicology services; and, area reference laboratory services.

H107 Radiology Services. This function includes diagnostic and therapeutic radiologic services to inpatients and outpatients, including the processing, examining, interpreting, storage, and retrieval of radiographs, fluorographs, and radiotherapy (e.g., nuclear medicine).

H108 Pharmacy Services. This function includes services that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.

H113 Dental Care. Dental care includes in and outpatient oral examinations, patient education, diagnosis, treatment, and care including all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry, and radiodontics.

H116 Veterinary Services. This function includes a complete zoonosis control program; complete medical care for government-owned animals; and veterinary medical support for animals used for biomedical research and development. This also includes support to other federal agencies when requested and authorized for assistance as part of a comprehensive animal preventive medicine program.

H119 Preventive Medicine. This function includes operation of wellness or holistic clinics (preventive medicine), information centers, and research laboratories for disease prevention and control. This includes screening procedures (e.g., HIV), smoking cessation clinic services, immunizations, community and family health services, early intervention program services, health promotion services and health risk assessments.

H125 Rehabilitation Services. This function includes occupational and physical therapy services. It includes the care and treatment for in and outpatients whose ability to function is impaired or threatened by disease or injury. Rehabilitation services concern impairments related to neuro-musculoskeletal, pulmonary, and cardiovascular systems. Services are

performed to evaluate the function and impairment of these systems and to select and apply therapeutic procedures to maintain, improve, or restore these body functions.

H127 Alcohol and Drug Rehabilitation. This function includes operation of alcohol treatment facilities (to include urine testing for drug content) and drug/alcohol counseling centers. This also includes support for Alcohol Abuse Prevention and Control Programs (AAPCP), Alcohol/Drug Abuse Programs, and Alcohol Abuse Residential Treatment programs.

H203 Ambulatory Care Services. This function includes all outpatient care in fixed treatment facilities not included elsewhere and same day medical services provided by health clinics (to include medical health clinics at defense facilities and schools). This function excludes occupational health services coded E225.

H250 Medical and Dental Devices Development. This function includes the design and construction of orthopedic appliances such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications. This includes the design and construction of dental devices such as preparing casts and models; repairing dentures; fabricating transition, temporary, or orthodontic appliances and finishing dentures. It also includes the construction of optical devices (e.g., glasses).

H350 Hospital Food Services and Nutritional Care. This function includes hospital food services for inpatients (to include operation and administration of food preparation and serving facilities) for inpatients. It also includes dietetic treatment, counseling of patients, and nutritional education. This function excludes non-clinical food preparation for outpatients coded T177.

H450 Medical Records and Medical Transcription. This function includes medical transcription, filing, and maintaining of medical records.

H650 Hospital Supplies and Equipment. This function includes providing or arranging for supplies, equipment, and certain services necessary to support the mission of the medical facility. Responsibilities include procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, maintenance, disposition, and accounting for designated medical and non-medical supplies and equipment. This includes central sterile supply and clinic handling of hazardous medical materials (HAZMAT) and waste. This function excludes collection and disposal of HAZMAT coded S430, laundry services coded S450, custodial services coded S410, and refuse handling coded S420. It also excludes maintenance of fixed medical and non-medical equipment coded Z992.

H710 Medical Transportation Services. This function includes all ground, helicopter, and fixed wing transportation for personnel who are injured, sick, or otherwise require both emergency and non-emergency medical treatment, including standby duty in support of

military activities and ambulance bus services. This excludes maintenance of medical transportation vehicles coded J506 and K536.

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).

CATEGORY II—FORCES AND DIRECT SUPPORT

GROUP 14—COMMAND AND ~~INTELLIGENCE CONTROL.~~ *This functional group addresses activities that provide effective direction and control of combatant military operations. This includes dedicated operational headquarters, and associated command and control systems, ~~and intelligence collection and exploitation operations.~~*

OPERATIONAL COMMAND AND CONTROL

M120 Combatant Commander Command Authority. This function includes overseeing, directing, and controlling the planning for employment of global or theatre-level U.S. Military Forces at the U.S. Combatant Command level. This includes the non-transferable (Title 10, U.S.C. section 164) command authority exercised only by the Combatant Commanders of Unified and Specified Combatant Commands, and direct staff support when the support is inherent to the command process. This includes planning, directing, and controlling joint and combined military operations; developing and implementing logistics and security assistance plans, programs, policies, and procedures in support of war and peacetime operations; improvements to joint operational capability and interoperability; and, evaluations of military forces, plans, programs, and strategies and force structure requirements. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M145 Military Department Command Authority. This function includes overseeing, directing, and controlling the planning for, and the employment of global or theatre-level forces at the Military Department Component level (e.g., HQ USAREUR, HQ USAFE, HQ MARFOREUR and HQ NAVEUR). This includes command authority exercised by the commanders of the component commands of the Military Services supporting the Combatant Commands. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M150 Support to the Combatant Commanders—Information Sharing Systems. This function includes support from ~~information-sharing decision support services or~~ systems (e.g., meteorological, geophysical, oceanographic, intelligence, forces, command) provided to the

Combatant Commanders for military operations, exercises or other activities by organizations/ activities not in the operating forces. This function is performed by DISA (e.g., Global Command and Control System) and other activities not in the operating forces.

M155 Operational Contract Support (OCS). This function involves the synchronization of contracted support and integration and oversight of contractor personnel and associated equipment in command-directed military operations. It includes:

- Planning and organizing to conduct OCS
 - Assessing available commercial capabilities and recommending options to support the commander's operational objectives
 - Developing, validating and prioritizing requirements
 - Planning for the use of contracted support and assessing associated risk
 - Managing OCS information
 - Providing operational perspective to contracting officials
 - Advising commanders in coordinating common contracting actions
 - Planning contractor management to support, integrate, and account for contractor personnel and associated equipment during operations and deployment/redeployment
- This function also includes managing OCS programmatic and force development efforts; developing and issuing OCS policies and doctrine; providing guidance; and reviewing, analyzing, and evaluating program performance [DoD Instruction 3020.41 and Joint Publication 4-10, Operational Contract Support]

~~M160 Information Operations (IO). Plan and execute IO, both offensive and defensive involving the integrated use of operations security (OPSEC), psychological operations (PSYOP), military deception (MILDEC), electronic warfare (EW), and computer network attack (CNA)/computer network defense (CND).~~

UNMANNED SYSTEMS OPERATIONAL COMMAND AND CONTROL

M170 Unmanned Systems Command and Control Activities. This function includes overseeing, directing, controlling and planning for the employment of unmanned systems (including aerial, ground, surface, and underwater) as the primary function of the billet. These include advising, planning, coordinating, directing, controlling and integrating unmanned systems in military operations; remote operation/piloting; managing the use of system payloads (sensors, communications, weapons, and cargo); and execution of the launch and recovery of unmanned systems (UxS). Supporting functions that are separately identifiable and severable (e.g., acquisition, maintenance, intelligence, etc.) are coded using the appropriate support function code.

M179 Other Unmanned Systems Command and Control Activities. This function includes unmanned systems command and control activities not addressed by the other function code above. Unmanned systems include all types: drones, aircraft/aerial (UAS/UAV), ground (UGV),

surface (USV), and underwater (UUV) systems. Supporting functions that are separately identifiable and severable (e.g., acquisition, maintenance, intelligence, etc.) are coded using the appropriate support function code.

M199 Other Operational Command and Control Activities. This function includes operational command and control activities not addressed by one of the other function codes and not in the operating forces.

~~INTELLIGENCE~~

~~M301 Intelligence Management. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.~~

~~M302 Intelligence Policy and Coordination. This function includes the formulation, coordination, and implementation of both intelligence and counterintelligence policy and their associated interagency liaison activities, to ensure that they support national security policy.~~

~~M310 Counterintelligence. This function includes the collection of information and activities conducted to detect, identify, exploit and neutralize the intelligence capabilities and activities of terrorists, foreign powers, and other entities directed against U.S. national security as defined in DoD Directive 5240.2. It includes counterintelligence (CI) preliminary inquiries and investigations; CI operations; CI collection; CI analysis and production; and CI functional services; as well as other activities that directly support CI functions and missions.~~

~~M311 Human Intelligence (HUMINT). This function includes the tasking, collection, processing, exploitation, analysis and dissemination of foreign information by trained human intelligence collectors from people and multimedia to identify elements, intentions, composition, strength, dispositions, tactics, equipment, personnel and capabilities. It uses human sources as a tool and a variety of collection methods, both passively and actively, to gather information to satisfy the Commander's intelligence requirements and cross-cue other intelligence disciplines. This includes interrogation of detainees.~~

- ~~• **Interrogation.** This function entails the systematic effort to procure information by direct questioning of a person under the control of the questioner (JP 1-02.) The systematic process of using approved interrogation approaches to question a captured or detained person to obtain reliable information to satisfy intelligence requirements consistent with applicable law.~~

~~M312 Imagery Intelligence (IMINT) DoD. Intelligence derived from the exploitation of collection by visual photography, infrared sensors, lasers, electro-optics, and radar sensors, such as synthetic aperture radar, wherein images of objects are reproduced optically or electronically on film, electronic display devices or other media. (JP 1-02) This function~~

~~includes the tasking, collection, processing, exploitation, analysis and dissemination of intelligence derived from imagery. This includes the analysis imagery to generate geospatial information. It also includes maintenance, modification, and modernization of the imagery collection and exploitation systems.~~

~~M313 Signals Intelligence (SIGINT). 1. A category of intelligence comprising either individually or in a combination all communications intelligence, electronic intelligence, and foreign instrumentation signals intelligence, however transmitted. 2. Intelligence derived from communications, electronic, and foreign instrumentation signals. (JP 1-02 and JP 2-0) This includes the tasking, collection, processing, exploitation, analysis and dissemination of intelligence derived from signals and the analysis of signals. It also includes maintenance, modification and modernization of the related systems.~~

~~M316 Geospatial Intelligence. This function includes the production and storage of geospatial information, products, and services. Geospatial data are derived from imagery processing and analysis and from non-imagery geospatial information acquisition and processing. The data are used to create databases, maps, charts, and other geospatial products and services. This includes maintenance, modification, and modernization of existing systems that do not add new capabilities. Imagery collection, processing, exploitation, analysis and dissemination are included in this function.~~

~~M318 Geospatial Intelligence Acquisition and Processing. This function includes the acquisition translation/transformation and dissemination of imagery and non-imagery information such as geographical names, boundaries, foreign maps, topography, hydrography, bathymetry, urban, geodetic, geomagnetic, nautical, aeronautical, and other related information of use in geospatial products and services.~~

~~M320 Open Source Intelligence (OSINT) Collection/Processing. This function includes the collection of open source information from foreign media/broadcasts, publications, and commercial databases. It also includes the transformation of collected open source information into forms or formats which can be analyzed for intelligence significance, and the related information handling and filtering tools for selecting open source data. This includes maintenance, modification, and modernization of existing collection and processing systems that do not add new capabilities. Not included are resources required exclusively for language exploitation and the production, storage, and distribution of mapping, charting, and geodesy products and services.~~

~~M322 Language Exploitation. This function includes automated or manual procedures to translate or directly derive intelligence information from foreign language data, regardless of media, for dissemination.~~

~~M324 Multidisciplinary Collection and Processing. This function includes the collection, processing, analysis and dissemination of intelligence information by a system or method that~~

~~uses information from two or more intelligence disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.~~

~~M326 Intelligence Communications and Filtering. This function includes the receipt, selection, filtering, and forwarding of data from intelligence collection systems and other systems to the point of processing. It also includes maintenance, modification, and modernization of existing communication and filtering systems required to mine, compile and route data.~~

~~M328 All Source Analysis. This function includes the analysis, evaluation, synthesis, and interpretation of information from all sources to include HUMINT, IMINT, SIGINT, MASINT, OSINT and Geospatial data into finished intelligence products.~~

~~M330 Intelligence Production Integration and Analytic Tools. This function includes profiling intelligence information and building and shaping finished intelligence products, analytic tools and data bases that support all source analysis. Not included are the tools used by other intelligence disciplines.~~

~~M334 Intelligence Requirements Management and Tasking This function includes identification, registration, systematic review, prioritization, Intelligence Augmentation (IA), Request for Forces (RFF), and Operational Needs Statement (ONS), of both present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or clandestine capabilities and systems for action; and verification of completion of the assigned action.~~

~~M399 Other Intelligence Activities. This function includes intelligence activities not covered by one of the other function codes such as Electronic Intelligence (ELINT), Measurement and Signature Intelligence (MASINT), and Target Intelligence.~~

- ~~• Electronic Intelligence (ELINT). Technical and geolocation intelligence derived from foreign non-communications electromagnetic radiations emanating from other than nuclear detonations or radioactive source. (JP 1-02)~~
- ~~• Measurement and Signature Intelligence (MASINT). This function includes the tasking, collection, processing, exploitation, analysis and dissemination of technically derived intelligence that measures (detects, locates, tracks, identifies and describes) the specific characteristics of fixed and dynamic targets. MASINT systems use various scientific disciplines and advanced technologies to measure or exploit unique characteristics or signatures. Advanced processing and exploitation techniques also use data collected by other collection disciplines. This also includes maintenance, modification, and modernization of MASINT collection systems.~~
- ~~• Target Intelligence. Intelligence that portrays and locates the components of a target or targets complex and indicates its vulnerability and relative importance. (JP 1-02)~~

~~GROUP 15—EXPEDITIONARY FORCE DEFENSE—OPERATING FORCES~~~~GROUP 15—COMBAT AND OTHER COMBAT SUPPORT/SERVICE SUPPORT~~

~~*Expeditionary Force Operations.*—This includes operating forces designed primarily for operations outside the U.S. or those with a nuclear mission that fall under the combat control of a COCOM. This includes strike, air control, sea control, ground combat, and mobility forces.~~

M415 Combat. Engaging in armed fighting or the use of force, to include deadly force (e.g., firepower and destructive capabilities), with the intent/mission to defeat enemy forces (including insurgents and terrorists), seize and/or hold terrain, or gain land, air or sea superiority on behalf of the U.S.

- Offensive Combat Operations—combat operations designed primarily to defeat the enemy. Forms of offensive operations are undertaken to seize, retain and exploit the initiative and to achieve air, land or sea superiority. Offensive techniques include pursuit, movement to contact, attack, and exploitation.
- Defensive Combat Operations—combat operations designed to defeat an attacking enemy or to nullify or reduce the effect of an attack. Defensive operations also may achieve one or more of the following: gain time, concentrate forces elsewhere; wear down enemy forces as a prelude to offensive operations; and retain tactical or strategic objectives (e.g., air base defense).

M480 Combat Support. Fire support and operational assistance provided to combat elements. (~~JP 1-02 and~~ JP 4-0) Functions that provide operational assistance to the combat forces and which are part, or prepared to become part of a theater, command, or task force formed for combat operations. ~~Combat support includes, but is not limited to psychological operations, communications operations, information operations, security operations, civil affairs, and military intelligence. Security forces support combat operations of tactical forces by conducting battlefield circulation control and area security operations to expedite the forward movement of critical combat resources. Security forces ensure the way is open to move reinforcing troops, fuel, food, and ammunition across the battlefield and evacuate enemy prisoners of war from the battle area.~~

M510 Combat Service Support. The essential capabilities, functions, activities, and tasks necessary to sustain all elements of operating forces in theater at all levels of war. Within the national and theater logistics systems, it includes, but is not limited to, that support rendered by service forces in ensuring the aspects of supply, maintenance, transportation, health services, and other services required by aviation and ground combat troops to permit those units to accomplish their mission in combat. CSS encompasses those activities in all levels of war that produce sustainment to all operating force on the battlefield. (~~JP 1-02 and~~ JP 4-0)

The following are examples:

- ~~Physical Security of Equipment, Supplies, Personnel and Installations in Operational Environments.~~ Physical security includes safeguarding equipment, supplies, personnel, and installations from hostile action; intelligence and criminal activities; terrorist attack, and other disruptive forces. In hostile, uncontrolled areas, this can involve planning and execution of tactical military operations to protect vital assets and to support combat operations when necessary. Physical security of installations in an uncontrolled hostile environment can be performed in conjunction with DoD Function S510 physical security functions.
- ~~Security of Nuclear Weapons in Areas of Operation.~~ This includes safeguarding weapons and systems while in storage, transit or during deployment (e.g., weapon storage areas, launch facilities, aircraft and convoys).
- ~~Security of Chemical, Biological, Radiological and High Explosives Weapons in Areas of Operation.~~ This includes safeguarding chemical, biological, radiological and high explosive weapons while in storage and transit in areas of operation.
- ~~Security of Conventional Arms, Ammunition and Explosives (CAAE) in Areas of Operation.~~ This includes safeguarding conventional arms, ammunition and explosives while in storage and transit in areas of operation.
- ~~Law Enforcement Activities in Areas of Operation.~~ This function includes the enforcement of laws and regulations designed to maintain public peace and order, to protect both life and property from accidental or willful injury, and to prevent and detect crimes. Activities include the direct conduct of criminal investigations, apprehension of offenders, and custody and control of persons detained or confined in confinement/correctional facilities. It may include, if necessary, the establishment of a military government.
- ~~Military Justice in Areas of Operation.~~ This function includes the administration of military law under chapter 47 of title 10, United States Code (the Uniform Code of Military Justice (UCMJ)); the Manual for Courts-Martial, and implementing regulations. It also includes the administration of United States law and policy relating to the status and treatment of detained persons. Activities include investigation and disposition of offenses committed by persons subject to the UCMJ, imposition of non-judicial punishment and pretrial restraint, determination of combatant status, and trial by courts-martial and military tribunals. It also includes investigation and prosecution of war crimes.
- ~~Detention/Custody of Detainees in Areas of Operation.~~ This function includes the detention/custody, treatment and transfer of enemy prisoners of war (EPW), retained personnel (RP), civilian internees (CI) and other detainees (OD) as determined under applicable regulations, in custody of the U.S. Armed Forces during or in the aftermath of armed conflict and during military operations other than war.
- ~~Humanitarian Support to the Civilian Population.~~ Humanitarian support to the civilian population may become necessary if civilians come under military control, or support to the civilian population is assigned as a mission or otherwise undertaken out of necessity by the military forces.

GROUP 16—HOMELAND DEFENSE—~~OPERATING FORCES.~~

M610 Homeland Defense Operations. The protection of United States sovereignty, territory, domestic population and critical infrastructure against external threats and aggression or other threats as directed by the President. The Department of Defense is responsible for Homeland Defense. Homeland Defense includes missions such as domestic air defense. The Department recognizes that threats planned or inspired by "external" factors may materialize internally. The reference to "external threats" does not limit where or how attacks could be planned and executed. The Department is prepared to conduct Homeland Defense mission whenever the President, exercising his Constitutional authority as Commander in Chief, authorizes military actions. (~~JP 1-02 and~~ JP 3-26) Achieving these objectives requires a layered defense to Detect, Deter, Prevent and Defeat external threats. This includes (1) National Air and Space Defense, (2) National Land Defense (3) National Maritime Defense and (4) Cyber Defense. (These four Mission sets and the strategy below are taken from the Department of Defense Homeland Security Joint Operating Concept (JOC).)

It is a layered and comprehensive defense, divided into three regions. The three regions are:

Forward Regions – Foreign land areas, sovereign airspace and waters outside the Homeland. This objective can be obtained through preemptive attack, or in conjunction with major combat operations, stability operations and/or strategic deterrence.

Approaches – Conceptual region extending from the limits of the Homeland to the boundaries of the Forward Regions based on intelligence. DoD's objective is to detect, deter, prevent, and defeat transiting threats as far from the Homeland as possible. This objective is achieved through surveillance and reconnaissance, missile defense, air defense, land defense and maritime interception.

Homeland – The Homeland is a physical region that includes the 50 states, US territories and possessions in the Caribbean Sea and Pacific Ocean, and the immediate surrounding sovereign waters and airspace. DoD's objective in this region is to detect, deter, prevent, and defeat aggression and defend against external threats. This objective is achieved through air and space defense, land defense, maritime defense, and cyber defense.

- **Law Enforcement Activities.** This includes responsibilities under Chapter 15 of title 10, U.S.C., to restore order, enforce federal authority, and protect peoples' rights; responsibilities under section Chapter 18 of title 10, U.S.C., to provide military support for civilian law enforcement agencies; and responsibilities under section 831 of title 18, U.S.C., to provide assistance to the Attorney General for prohibited transactions involving nuclear materials.

GROUP 17—SPACE ~~DEFENSE~~—OPERATING FORCES

M800 Space Management and Oversight. This function includes the oversight, direction and control of activities and operations responsible for the U.S. military space programs. This includes developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; allocating resources; and, conducting or reviewing mid- and long-range planning for operations and integration of U.S. military space programs. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of military resources; and assessments of those infrastructure operations that directly support the U.S. military space program's operational, strategic, and business planning.

M805 Space Operations Command and Control. This function includes overseeing, directing, controlling, and planning for the employment of space assets and capabilities to provide services in support of military operations around the globe. This function includes the command and control (C2) of day-to-day operations, planning, integration, and coordination of military space operations with other organizations and agencies within and outside the DoD. These organizations and agencies may include but are not limited to the National Space Defense Center, Joint Navigation Warfare Center, Missile Warning Center, Joint OPIR Planning Center, SATCOM Integrated Operations Environment, and Air Force Space Aggressors.

M810 ~~Military~~ Space Operations. ~~Combat, combat support and combat service support operations to ensure freedom of action in space for the United States and its Allies and, when directed, deny an adversary freedom of action in space. The space control mission areas includes: surveillance of space; protection of U.S. and friendly space systems; prevention of an adversaries' ability to use space systems and services for purposes hostile to U.S. national security interests; negation of space systems and services used for purposes hostile to U.S. national security interests; and directly supporting battle management, command, control, communications, and intelligence. (JP 1-02 and JP 3-14) Includes functions designed to deter, defend against, and if necessary, defeat efforts to interfere with or attack U.S. or allied space systems (National Space Policy, Jun 28, 2010). As described in JP 3-14, U.S. military space operations is comprised of mission areas including: space situational awareness; space control; position, navigation, and timing; environmental monitoring; missile warning; nuclear detonation detection; satellite operations, intelligence, surveillance, and reconnaissance, and satellite communications.~~

- Space Situational Awareness. Involves characterizing the space capabilities operating within the terrestrial environment and the space domain that provide the requisite foundational, current, and predictive knowledge and characterization of space objects and the operational environment upon which space operations depend.

- ~~Force Application.~~ Combat operations in, through, and from space to influence the course and outcome of conflict. The force application mission area includes: ballistic missile defense and force projection.
- ~~Force Enhancement.~~ Combat support operations to improve the effectiveness of military forces as well as support other intelligence, civil, and commercial users. The force enhancement mission area includes: intelligence, surveillance, and reconnaissance; tactical warning and attack assessment; command, control, and communications; position, velocity, time, and navigation; and environmental monitoring.
- ~~Space Support.~~ Combat service support operations to deploy and sustain military and intelligence systems in space. The space support mission area includes launching and deploying space vehicles, maintaining and sustaining spacecraft on-orbit, and de-orbiting and recovering space vehicles, if required. (JP 1-02 and JP 3-14)
- Space Control. Combat and combat support operations to ensure freedom of action in space for the United States and its allies and, when directed, deny an adversary freedom of action in space. The space control mission area includes: (1) Protection. Measures that ensure US and friendly space systems perform as designed by overcoming an adversary's attempts to negate friendly exploitation of space or minimize adverse effects if negation is attempted; (2) Prevention. Measures to preclude an adversary's hostile use of US or third party space systems and services; (3) Negation. Measures to deceive, disrupt, deny, degrade, or destroy an adversary's space capabilities; and (4) Space Situation Awareness. The knowledge and intelligence that provides the planner, commander, and executor with sufficient awareness of objects, activities, and the environment to enable course of action development. This involves characterizing, as completely as possible, the space capabilities operating within the terrestrial and space environments. Space situation awareness forms the foundation for all space activities, and is the enabler for counterspace operations. Consists of operations to ensure freedom of action in space. This includes offensive space control, defensive space control and navigation warfare.
- Position, Navigation, and Timing. Consists of operations to ensure assured position, navigation, and timing systems for precise and accurate geolocation, navigation, and time reference services from space-based global navigation satellite systems.
- Environmental Monitoring. Consists of space-based environmental sensing to support the development of forecasts and assessments of the space environment; meteorological and oceanographic factors to provide forecasts and assessments of environmental impacts of terrestrial weather; and environmental monitoring support provided to space operations.
- Missile Warning. Consists of space-based and terrestrial sensors that provide warning of a missile attack against North America to national leaders as well as attacks against multinational partners in other geographic regions.
- Nuclear Detonation Detection. Consists of capabilities that provide a persistent, global, and integrated sensor capability to provide surveillance coverage of critical regions of the globe and provide early warning, characterization, and assessment recommendations to national senior leaders and allies of nuclear detonations to support threat determination and follow-on decision making.

- Satellite Operations. Consists of activities that enable the telemetry, tracking, commanding, maneuver, configuration, operation, state-of-health monitoring, sustainment of on-orbit satellite operations, and maintenance sub-functions. This includes activities for payload operations such as monitoring and commanding of the satellite payload to collect data and provide capability in the operational environment. This also includes servicing of satellites through rendezvous and proximity operations as well as on-orbit servicing.
- Intelligence, Surveillance, and Reconnaissance. This function should be coded with the appropriate intelligence function code from the Intelligence subgroup in Group 18-Information Capabilities.
- Satellite Communications. This function should be coded with the appropriate transmission services function code from the Communications, Transmission, and Decision Support Services subgroup in Group 18-Information Capabilities.

M820 Spacelift and Reconstitution. Includes programs and activities that enable the ability to deliver payloads (satellites or other materials) into space. Military spacelift (typically space launches) includes operations to deploy, sustain, augment, or reconstitute satellite constellations supporting U.S. military operations, national security objectives, and/or commercial customers. This function includes range operations that provide launch campaign support, pre-launch testing, launch traffic control, scheduling services, and ground facilities as well as spacecraft recovery operations. This function does not include acquisition functions which should be coded with the appropriate acquisition function code from Group 3-Systems Acquisition, Test and Evaluation, Engineering, and Contracting.

M899 Other Space Activities. This function includes space activities not addressed by one of the other space function codes.

GROUP 18 -- CYBERSPACE OPERATIONS -- OPERATING FORCES INFORMATION CAPABILITIES. *This functional group addresses activities that plan and execute information operations, both offensive and defensive, involving the integrated use of Military Information Support Operations (MISO), Civil Military Operations (CMO), Public Affairs, Intelligence, Cyberspace Operations, and Communications.*

M910 -- Computer network attack (CNA) & Computer Network Exploitation (CNE). CNA includes actions taken through the use of computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves. CNE includes enabling operations and intelligence collection capabilities conducted through the use of computer networks to gather data from target or adversary automated information systems or networks.

M930 -- Information Assurance/Computer Network Defense (IA-CND). IA includes measures that protect and defend information and information systems by ensuring their

availability, integrity, authentication, confidentiality, and nonrepudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. CND include actions taken to protect, monitor, analyze, detect, and respond to unauthorized activity within the Department of Defense information systems and computer network

MILITARY INFORMATION SUPPORT OPERATIONS (MISO). *This functional group performs “planned operations to convey selected information and indicators to foreign audiences to influence their emotions, motives, objective reasoning, and ultimately the behavior of foreign governments, organizations, groups, and individuals in a manner favorable to the originator’s objectives” (JP 3-13).*

M201 – Military Information Support Operations Management/Oversight. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting. These functions are specific to MISO and special care should be taken not to confuse MISO functions with Civil-Military Operations (M211/M212) or Public Affairs functions (Y501/Y515).

M202 - Military Information Support Operations Program Activities and Operations. This function includes providing advice and counsel to respective leadership, staff and subordinate MISO activities and operations in formulating decisions, policies, and positions regarding MISO issues and issue management. This function includes advising; planning; target audience analysis; series development; product development, design, approval, and distribution; and assessment. Products may include broadcasts via radio, television and/or the Internet; text messaging; leaflet drops; and loudspeaker operations. These functions are specific to MISO and special care should be taken not to confuse MISO functions with Civil-Military Operations (M211/M212) or Public Affairs functions (Y501/Y515).

CIVIL-MILITARY OPERATIONS (CMO). *This functional group performs activities by designated civil affairs forces that “establish, maintain, influence, or exploit relations between military forces, indigenous populations, and institutions, by directly supporting the attainment of objectives relating to the reestablishment or maintenance of stability within a region or host nation” (JP 3-57).*

M211 – Civil Military Operations Management/Oversight. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting. These functions are specific to CMO and special care should be

taken not to confuse CMO functions with Military Information Support Operations (M201/M202) or Public Affairs functions (Y501/Y515).

M212 - Civil Military Operations Program Activities and Operations. This function includes providing advice and counsel to respective leadership, staff and subordinate CMO activities and operations in formulating decisions, policies, and positions regarding CMO issues and issue management. This function includes advising, planning, coordinating, execution, activity supervision/management and assessing civil affairs operations. These functions are specific to CMO and special care should be taken not to confuse CMO functions with Military Information Support Operations (M201/M202) or Public Affairs functions (Y501/Y515).

PUBLIC AFFAIRS. *Public affairs activities and operations ensure the free flow of information regarding the policies, programs, and priorities of the DoD and its leadership, including the Secretary and Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the heads of DoD Components, and other Departmental leaders, to American citizens and the general public, the news media, the military and civilian audiences internal to the DoD, other government agencies, and non-government organizations and associations. This communications function is conducted through various public affairs programs, notably public information, media relations, community relations, command/internal information, and various outreach efforts that enhance the understanding of DoD issues by external and internal audiences.*

Y501 Public Affairs Management. This function includes oversight, direction, and control of the respective Public Information, Command/Internal Information, and Community Relations Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting. This function includes providing advice and counsel to respective senior 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 also includes serving as the official spokesperson at the respective organizational level on public issues and interests. Public Affairs deals with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function does not include oversight of liaison support for protocol matters concerning official visits, ceremonies, and events that are coded Y525. It also excludes oversight of legislative liaison work performed as part of the legislative affairs activity coded Y610.

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, and magazine publication; community relations programs; speakers bureaus; press releases and stories; broadcasting; Worldwide Web and other Internet operations, products, and services; media relations and operations; public communication and correspondence; and command and internal information and communications. Public Affairs deals 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 coded Y620 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 which are coded using the appropriate M codes.

G220 Military Bands Program and Activities. This function includes operations necessary for the organization, planning, and provisioning of military bands and for performances at military functions and special events.

G221 Military Band Management. This function includes oversight, direction, and control of military band programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for military bands; oversight, review, and evaluation of program performance; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting.

VISUAL INFORMATION. *This includes the production, distribution, and life cycle management of products and services that effectively communicate information through visual and/or aural means. This includes still photography, motion picture photography, video or audio recording, graphic arts, visual presentation services, and the associated support processes.*

Y560 Visual Information Management. This function includes the oversight, direction, and control of the Visual Information and Combat Camera Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for Visual Information and Combat Camera Programs; oversight, review, and evaluation of

program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting.

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, and budgeting; and 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. Combat Camera operations are coded using the appropriate M codes.

INTELLIGENCE

M301 Intelligence Management and Oversight. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

M302 Intelligence Policy and Coordination. This function includes the formulation, coordination, and implementation of both intelligence and counterintelligence policy and their associated interagency liaison activities, to ensure that they support national security policy.

M310 Counterintelligence. This function includes the collection of information and activities conducted to detect, identify, assess, exploit, penetrate, degrade, and counter or neutralize espionage, intelligence collection, sabotage, subversion, assassination and terrorists activities conducted for or on behalf of foreign powers, organizations, persons, or their agents directed against U.S. national security interest or DoD and its personnel, information, materiel, facilities, and activities as defined in DoD Directive 5240.2. It includes counterintelligence (CI) preliminary inquiries and investigations; CI operations; CI collection; CI analysis and production; CI functional services; as well as other activities that directly support CI functions and missions.

M311 Human Intelligence (HUMINT). This function includes the tasking, collection, processing, exploitation, analysis and dissemination of foreign information by trained human intelligence collectors from people and multimedia to identify elements, intentions, composition, strength, dispositions, tactics, equipment, personnel and capabilities. It uses human sources as a tool and a variety of collection methods, both passively and actively, to gather information to satisfy the Commander's intelligence requirements and cross-cue other intelligence disciplines. This function includes the following subcategories:

- Interrogation. This function entails the systematic process of using approved interrogation approaches to question a captured or detained person to obtain reliable information to satisfy intelligence requirements (JP 2-0) consistent with applicable law.
- Source Operations. This function entails the development of information through the direct and indirect questioning of overt or clandestine sources.
- Debriefing. This function entails the process of questioning cooperative human sources to satisfy intelligence requirements.

M313 Signals Intelligence (SIGINT). This function includes intelligence produced by exploiting foreign communications systems and non-communications emitters. Intelligence is derived from communications, electronic, and foreign instrumentation signals. (JP 2-0) This includes the tasking, collection, processing, exploitation, analysis and dissemination of intelligence derived from signals and the analysis of signals. It also includes maintenance, modification and modernization of the related systems. This function includes the following subcategories:

- Communications Intelligence (COMINT). Intelligence and technical information derived from collecting and processing intercepted foreign communications passed by radio, wire, or other electromagnetic means. COMINT may include imagery, when pictures or diagrams are encoded by a computer network/radio frequency method for storage and/or transmission (JP 2-0).
- Electronic Intelligence (ELINT). Intelligence derived from the interception and analysis of non-communications emitters (e.g., radar). ELINT consists of two subcategories: Operational ELINT (OPELINT) and Technical ELINT (TEHCELINT).
 - Operational ELINT (OPELINT) is concerned with operationally relevant information such as the location, movement, employment, tactics, and activity of foreign non-communications emitters and their associated weapon systems.
 - Technical ELINT (TEHCELINT) is concerned with the technical aspects of foreign non-communications emitters such as signal characteristics, modes, functions, associations, capabilities, limitations, vulnerabilities, and technology levels.
- Foreign Instrumentation Signals Intelligence (FISINT). The technical analysis of data intercepted from foreign equipment and control systems such as telemetry, electronic interrogators, tracking/fusing/arming/firing command systems, and video data links.

M316 Geospatial Intelligence (GEOINT). This function includes the collection, processing, exploitation, analysis, production, dissemination and storage of geospatial information, products, and services to describe, assess, and visually depict physical features and geographically referenced activities on the Earth. Geospatial data are derived from imagery processing and analysis and from non-imagery geospatial information acquisition and processing. The data are used to create databases, maps, charts, and other geospatial products and services. This includes maintenance, modification, and modernization of existing systems that do not add new capabilities. This function includes the following subcategories:

- Imagery. A likeness or presentation of any natural or man-made feature or related object or activity and the positional data acquired at the same time the likeness or representation was acquired, including products produced by space-based national intelligence reconnaissance systems, and likenesses or presentations produced by satellites, airborne platforms, unmanned aerial vehicles, or other similar means. This does not include handheld photography.
- Imagery Intelligence (IMINT). The technical, geographic, and intelligence information derived through the interpretation or analysis of imagery and collateral materials. It includes the exploitation of imagery data derived from sensors such as:
 - Electro-optical (EO)
 - Radar
 - Infrared (IR)
 - Multi-spectral
 - Laser
- Geospatial Information. The geographic location and characteristics of natural or constructed features and boundaries on the Earth, including:
 - Statistical data
 - Remote sensing, mapping, and surveying technologies
 - Mapping, charting, geodetic data
 - Related products

M320 Open Source Intelligence (OSINT) Collection/Processing. This function includes the collection and processing of open source information that any member of the public can lawfully obtain by request, purchase, or observation. Open sources includes foreign media/broadcasts, publications, commercial databases, unofficial and draft documents, published and unpublished reference material, research, “cloud” databases, web-based networking platforms or repositories. It also includes the transformation of collected open source information into forms or formats which can be analyzed for intelligence significance, and the related information handling and filtering tools for selecting open source data. This includes maintenance, modification, and modernization of existing collection and processing

systems that do not add new capabilities. Not included are resources required exclusively for language exploitation and the production, storage, and distribution of mapping, charting, and geodesy products and services coded M316.

M324 Multidisciplinary Collection and Processing. This function includes the collection, processing, exploitation, analysis and dissemination of intelligence information by a system or method that uses information from two or more intelligence disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.

M326 Intelligence Communications and Filtering. This function includes the receipt, selection, filtering, and forwarding of data from intelligence collection systems and other systems to the point of processing. It also includes maintenance, modification, and modernization of existing communication and filtering systems required to mine, compile and route data.

M328 All Source Analysis. This function includes the analysis, evaluation, synthesis, and interpretation of information from all sources to include HUMINT, SIGINT, MASINT, OSINT, TECHINT, and GEOINT data into finished intelligence products.

M330 Intelligence Production, Integration and Analytic Tools. This function includes profiling intelligence information and building and shaping finished intelligence products, analytic tools and data-bases that support all-source analysis. Not included are the tools used by other intelligence disciplines. Intelligence products may include:

- Warning
- Current Intelligence
- General Military Intelligence
- Target Intelligence
- Scientific and Technical Intelligence
- Counterintelligence
- Estimative Intelligence
- Identity Intelligence

M334 Intelligence Planning, Requirements Management and Tasking. This function includes identification, registration, systematic review, prioritization, Intelligence Augmentation (IA), Request for Forces (RFF), and Operational Needs Statement (ONS), of both present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or clandestine capabilities and systems for action; and verification of completion of the assigned action.

M335 Measurement and Signature Intelligence (MASINT). This function includes the collection, processing, exploitation, analysis and dissemination of information produced by quantitative and qualitative analysis to support signature development and analysis, to perform technical analysis, and to detect, characterize, locate, and identify the specific characteristics of events and fixed/dynamic targets. MASINT systems use various scientific disciplines and advanced technologies to measure or exploit unique characteristics or signatures. Advanced processing and exploitation techniques also use data collected by other collection disciplines. This also includes maintenance, modification, and modernization of MASINT collection systems.

M336 Technical Intelligence (TECHINT). This function includes the collection, processing, exploitation, and analysis of foreign materiel and scientific information. TECHINT includes the acquisition of foreign equipment or foreign scientific/technological information, assessment of its capabilities and vulnerabilities and analysis of foreign technological threat capabilities, limitations, and vulnerabilities. This may include the production of products used by U.S. weapons developers, countermeasure designers, tacticians, and operational forces to prevent technological surprise, neutralize an adversary's technological advantage(s), enhance force protection, and support the development and employment of effective countermeasures to newly identified adversary equipment.

M337 Identity Intelligence (I2) Applications. This function includes the combination of synchronized applications of biometrics, forensics, and captured documents and media capabilities with intelligence and identity management processes to establish identity, affiliations and authorizations in order to deny anonymity to the adversary and protect U.S. and partner nation assets, facilities, and forces.

- Captured Document and Media Exploitation (DOMEX). Processed and exploited captured documents and media may provide valuable information such as adversary plans, intentions, locations, capabilities, and status. Captured documents and media include all media capable of storing fixed information to include computer storage material.
- Biometrics-enabled Intelligence (BEI). Applied BEI supports the identification of individuals and their disposition at the point of encounter. BEI and corresponding I2 products support the persistent identification and targeting of adversaries, which enable a range of military and civilian functions.
- Forensics-enabled Intelligence (FEI). The collection, processing, analysis, and interpretation of forensic material and data as well as associated contextual data that informs a decision maker's needs with individualized information concerning events, ideology, and persons of interest.

M340 Cyber Intelligence. This function includes the collection, processing, exploitation, and analysis of information to produce intelligence on network operation, activities, and cyber threats. Threats include activities, plans, capabilities and intentions of adversaries; identifying current and emerging threat vectors planned or utilized for cyber-attack operations;

identifying specific technical data to provide the nature and character of deployed malware, system/product weaknesses, and effects; identify ongoing criminal activities; and issues pertaining to operations at all levels in the cyber domain.

M399 Other Intelligence Activities. This function includes intelligence activities not covered by one of the other function codes.

CYBERSPACE OPERATIONS

M900 Cyberspace Policy, Management and Oversight. This function includes management of computing and cyberspace operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and cyberspace operations/warfare (e.g., Information Assurance/Computer Network Defense and Computer Network Attack and Exploitation).

OFFENSIVE CYBERSPACE OPERATIONS (OCO). These functions provide for cyberspace operations “intended to project power in and through cyberspace” (JP 3-12).

M910 Offensive Cyberspace Operations Management and Oversight. This function includes the management of cyberspace offensive operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace offensive operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of cyberspace offensive operations.

M911 Offensive Cyberspace Operations. This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.

M919 Other Offensive Cyberspace Operations. This function includes any other offensive cyberspace operations functions not included above.

DoD INFORMATION NETWORK (DODIN) OPERATIONS. These function provide for the operations to secure, configure, operate, extend, maintain, and sustain DoD cyberspace to create and preserve confidentiality, availability, and integrity” (JP 3-12) of the DoD globally interconnected, end-to-end set of information capabilities, and associated processes that support warfighters, policy makers, and support personnel, including owned and leased communications and computing systems and services, software (including applications), data, security services, other associated services, and national security systems.

M920 DODIN Operations Management and Oversight. This function includes the management of DoD computing and DoD Information Network operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and DoD Information Network operations.

M921 Computer System Operations/Management. This function includes the installation of new or modified hardware/software; managing accounts, permissions, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory.

M922 Database Operations/Management. This function includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and data mining/data warehousing.

M923 Network Infrastructure Operations/Management. This function includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network switches, routers, servers, firewalls, and other associated equipment; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing

backup and recovery procedures; and installing, testing, maintaining, and upgrading network operating systems software.

M924 Knowledge Management. This function includes web site design, structure, maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries such as SharePoint or other knowledge management applications.

M925 Technical Support/Service Desk Operations/Management. This function includes moves/adds/changes (MACs); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware maintenance and repair; and backup and recovery operations.

M926 Research, Testing, Development and Evaluation (RTD&E) Operations/Management. This function includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.

M927 Network Architecture Engineering/Planning. This function includes conducting needs analyses to define opportunities for new or improved infrastructure and/or applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining network and/or systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and ensuring the integration and implementation of applications, databases, networks, and related systems.

M929 Other DODIN Operations Activities. This function includes any other DoD Information Network operations functions not included above.

DEFENSIVE CYBERSPACE OPERATIONS (DCO). *These functions provide passive and active cyberspace operations intended to “preserve the ability to utilize [friendly] cyberspace capabilities and protect data, networks, cyberspace-enabled devices, and other designated systems by defeating on-going or imminent malicious cyberspace activity.” (JP 3-12).*

M930 Cyber Security/Defense Management and Oversight. This function includes the management of cyberspace security and defense of DoD Information Network systems and operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations

planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of cyberspace security and defense of infrastructures, architecture, and DoD Information Network operations.

M931 Infrastructure Support. This function includes measures that protect and defend information and information systems and infrastructure by ensuring their confidentiality, integrity, availability, authentication, and nonrepudiation. This includes operations that provide for the restoration of information systems by incorporating protection, detection, reaction and response capability. This includes system/network protection; perimeter defense; infrastructure security controls; server and host based security systems/controls; intrusion detection and monitoring; and firewall administration within the Department of Defense information systems and computer network.

M932 Incident Response/Forensics. This function includes measures in response to reported incidents found on the DoD information system and computer network. This includes operations that provide for the investigation of suspicious or unauthorized activity; forensics activity; identification, analysis, and cataloging of unauthorized software or malware; and restoration of information systems after identification and removal of unauthorized software/malware.

M933 Information Systems Security Operations/Management. This function includes the installation, operation, and maintenance of security controls in support of Defensive Cyber Operations. This includes the coordination with network and system administrators to ensure the implementation of information security measures in support of DoD information systems and computer network operations; advise leadership and management on the security posture of the networks within their charge; provide security control recommendations and implementations in order to facilitate the certification and accreditation process for approved systems, applications, and networks; audit information systems and users to ensure established security policies and controls are adhered to according to governing regulations; vulnerability management through automated tool sets; incident handling capabilities throughout information systems; log analysis and correlation to detect network and system intrusions; and certification and accreditation in coordination with information system managers.

M934 Communications Security (COMSEC)/Cryptographic Key Management. This function includes day-to-day operation of the DoD's COMSEC material control. This includes the coordination and provision of symmetric and asymmetric key products to support communications and command and control systems; collaboration with communications planners for the development of communications plans, instructions and support; provide information regarding new or revised COMSEC policies and procedures; train and inspect

COMSEC users; monitor and maintain COMSEC material allowances; and perform COMSEC account audits and inspections to assess adherence to prescribed instructions.

M935 Hardware/Software Assessment. This function includes analyzing systems requirements; evaluating new software applications, new systems, and programming technologies; conduct security and vulnerability testing of new hardware and software applications; assuring software security quality and functionality; writing and maintaining certification, analysis and accreditation documentation for all authorized hardware and software. This does not include program management of defense acquisition systems coded F310 and F120.

M936 Security Architecture/Planning/Engineering. This function includes conducting needs analyses to define opportunities for new or improved cyberspace security and defense infrastructure and/or applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining network and/or security and defense systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and ensuring the integration and implementation of applications, databases, networks, and related systems.

M937 Security/Vulnerability Assessment. This function includes measures that protect and defend information and information systems and infrastructure through assessment. This includes risk and vulnerability assessments; readiness assessments; security evaluations and audits; security policy enforcement; and, contingency plans and disaster recovery procedures.

M939 Other Cyber Security/Defense Activities. This function includes any other cyberspace security and defense activity functions not included above.

COMMUNICATIONS, TRANSMISSION, AND DECISION SUPPORT SERVICES

W100 Communications, Transmission and Decision Support Services Management. This function includes managing communications, transmission, and decision support services programs and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range communication, transmission, and decision support services planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; knowledge management; and policy, planning, and implementation of communications/transmission systems infrastructure and decision support services architecture/infrastructures.

COMMUNICATIONS SERVICES. *This includes functions that provide transport services (communications) such as long haul, wide and local area voice, digital and video communications. This includes the design, development, installation, and maintenance of voice, digital and video communications capabilities, services, and systems. This excludes communication services for military operations coded with the applicable M code and maintenance of deployable military communication equipment coded J507, K537, or with the applicable M code.*

W210 Telephone Systems. *This function includes common-user and administrative telephone systems at DoD installations and activities. It includes communication services for telephone consoles (to include cellular/satellite systems); range communications; emergency action consoles; the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data; and similar communication networks that require use of a telephone system.*

W220 Telecommunication Centers. *This function includes communication services for non-deployable telecommunication centers to include non-deployable radios, automatic message distribution systems, technical control facilities, and other electronic systems integral to the communications center.*

W299 Other Telecommunications Systems. *This function includes communication services for telecommunications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic telecommunications equipment; distribution plants that provide higher speed, transport services (to include long haul, wide and local area telecommunications services and capabilities); and, other telecommunication capabilities.*

TRANSMISSION SERVICES. *This includes tactical and non-tactical transmission (radio/satellite) services for mission area application.*

W320 Transmission Systems Operation. *This function includes transmission services for systems and supporting electronic equipment for electromagnetic transmission spectrum (e.g., High Frequency (HF), Super High Frequency (SHF), Ultra High Frequency (UHF), and Very High Frequency (VHF)), Troposcatter and satellite band (e.g., AEHF, KU, KA, X and L) communications. This includes the planning, coordinating, operation and support of stationary, mobile, and portable electronic communications equipment.*

W330 Transmission Spectrum Management. *This function includes the planning, coordination, implementation, administration, and supervision of policy and guidance for effective and efficient use of the electromagnetic spectrum. This function includes support for international, national, DoD, Joint and Service level spectrum policy, allocations and frequency assignment procedures; spectrum supportability and certification procedures; coordination of*

Host Nation Approval (HNA); radio theory; spectrum analysis and engineering effects of electromagnetic compatibility (EMC); and determination, mitigation and resolution of electromagnetic interference (EMI).

W389 Other Transmission System Services. This function includes transmission services for communications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic communications equipment; radio, wireless, and cellular communications systems; satellite/terrestrial systems; distribution plants that provide higher speed, transport services (to include long haul, transmission electromagnetic spectrum and capabilities); and, other communication capabilities.

DECISION SUPPORT SERVICES. This includes functions that provide information as a service (such as weather for aircraft/airfield operations) and is not Information Operations as defined by JP 3-13.

W430 Mapping and Charting. This function includes operations performed by non-intelligence components involved in the planning, policy, oversight, budget, and operational activities that determine the position, course, and distance traveled by vehicles, ships, aircraft, and spacecraft. This includes operations associated with the Global Positioning System (GPS) and other systems intended to improve navigation/positioning capabilities. It also includes operations that determine the size and shape of the earth, the positions of points on its surface, and for describing variations of the earth's gravity field, as well as designing, compiling, printing, and disseminating cartographic and geodetic products.

W440 Meteorological and Geophysical Services. This function includes operations performed by non-intelligence components involved in the planning, policy, budget, and operational activities associated with terrestrial weather, space environment, climate, oceanography, physics of the earth, and other meteorological activities. This function includes weather operations for the Army, Navy, Air Force, and Marines, the Defense Meteorological Satellite Program, and other related operations. This excludes operations that directly support the operating forces (coded M150).

W499 Other Decision Support Services. This function includes information operation services not addressed by other function codes above.

Appendix B: Revised DoD Function Codes

Enclosure 5: Function Codes

1. General. This list of DoD Functions codes identifies the type of work performed by all activities in the Defense infrastructure and operating forces. This list accounts for all Departmental activities performed in direct support of military and civil works missions, in fulfillment of defense-related U.S. international commitments, and in permanent service outside the Department at the White House, Congress, and federal and state agencies.

2. Functional Taxonomy.

2.1. DoD Functions are gathered into 18 functional groups. (Functions are performed by DoD military and civilians). In addition, there are sub-functions and multiple functions under the 18 functional groups.

2.2. Each function includes an alphanumeric code, title, and definition describing the type of work performed. Functional definitions are intended to be comprehensive and mutually exclusive. Also, most functional groups include at least one miscellaneous “other” function that has an alphanumeric code typically ending in “99” (e.g., “H999 – Other Health 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.

3. Differentiating Headquarters Activities versus Management Functions. Management functions are performed at all levels of the Department. Management functions are those activities that provide oversight, direction, and control over activities versus directly performing those activities. Management functions are commonly performed within headquarters organizations, however, not all functions within a headquarters organization should be coded as management activities. Except for the highest levels of Departmental control (those activities utilizing codes M120, M145, Y105, and Y115) in select Major DoD Headquarters Activities (MHA) organizations, care should be made to ensure that functions are appropriately coded based upon the type of work performed not on the organization in which the function is performed. The determination of whether a functions is also identified as MHA will be made through the program element code and/or the MHA headquarters determination flag.

4. Coding Rules.

4.1. Manpower authorizations shall be grouped by function and coded to indicate the type of work performed. In some cases, this may not correspond to job titles, civilian job series, or military occupational specialties. For instance, although accountants are typically found in accounting functions and engineers in an engineering function, in some cases a budget analyst may be working in an accounting function or a geologist in an engineering function. Therefore, the type of work (i.e., function) and not type of position (i.e., job series or occupational specialty) is coded.

4.2. The *Infrastructure* and *Forces and Direct Support* categories have been eliminated. All billets should be coded with the most appropriate function code, regardless of whether the billet is expeditionary or non-expeditionary. While combat billets will still be coded with M415, caution should be used when using the combat support and combat service support function codes. If a more appropriate function code exists, regardless of whether it was previously considered an “Infrastructure” code, that code should be used. For example, a deployable billet for an organizational-level maintenance mechanic should be assigned with a function code within Group 4-Logistics rather than a combat support or combat service support code. If a more appropriate code from the previous “Infrastructure” category does not exist, the billet can be coded with the appropriate combat support or combat service code. Expeditionary and non-expeditionary billets can be identified in the new “Expeditionary” field in the IG/CA Inventory.

4.3. If a DoD Component identifies a function that is not on the list, the manpower is coded using the “Other” function code within the function group that most closely identifies the type of work being performed. If the manpower numbers are significant, the Component should submit a request for a new function code, title, and definition, or for modification to a current functional definition to address work omitted from the list. Components should also submit determinations and justifications for the request. Requests to change or add codes, titles, or definitions or revise the taxonomy (i.e., functional categories, groups, or functions) shall be submitted to the Office of the Under Secretary of Defense for Personnel and Readiness, Requirements Directorate (OUSD(P&R)-RQ), for approval.

5. Augmentation of the list of DoD Function Codes. DoD Components may augment the list of DoD Function Codes for their internal use by adding sub-functions to the list provided so long as the sub-functions represent a sub-element (and not a new type) of work. Components may not create new functional categories or groups or new function codes without prior approval from the OUSD(P&R)-RQ. This coding arrangement will enable DoD Components to identify sub-functions for their internal use and, when reporting to OSD, aggregate the manpower data without compromising the DoD coding structure.

6. Data Analysis. DoD Functions describe the type of work performed. Management and organizational arrangements, geographic dispersion, span-of-control, and command relationships differ greatly among the DoD Components. Also, the degree to which DoD Components rely on inter- and intra-governmental support and private sector services and

support varies. When making DoD-wide comparisons of functions, functional groups, functional categories, or organizational levels (e.g., management functions), these differences must be addressed to ensure DoD-wide comparability.

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		F320	Contract Administration and Operations
		F399	Other Procurement and Contracting Activities
	<i>ENGINEERING</i>		
		F510	Sustainment Engineering Support
		F515	Engineering Support for Production and Manufacturing
		F516	Engineering Support for Disposal
		F520	All Other Engineering Support
GROUP 4-LOGISTICS			
		P110	Logistics Management
		P115	Logistics Life Cycle Sustainment Activities

		P116	Multifaceted Logistics Activities
		P119	Other Logistics Activities
		MAINTENANCE	
		P120	Maintenance Management
		<i>Organizational and Intermediate Repair and Maintenance of Military Equipment</i>	
		J410	Organizational & Intermediate Repair & Maintenance Management
		J501	Aircraft
		J502	Aircraft Engines
		J503	Missiles
		J504	Vessels
		J505	Combat Vehicles
		J506	Non-Combat Vehicles and Equipment
		J507	Electronic and Communications Equipment
		J511	Special Equipment
		J518	Support Equipment
		J519	Industrial Plant Equipment
		J520	Test, Measurement & Diagnostic Equipment (TMDE)
		J550	Software Support for Embedded and Mission Systems
		J555	Tactical Automatic Data Processing Equipment (ADPE)
		J560	Space Systems/Satellite Maintenance
		J570	Armament and Ordnance
		J575	Munitions
		J600	Metal and Other Containers, Textiles, Tents and Tarpaulins
		J700	Portable Troop Support Equipment
		J750	Portable Field Medical and Dental Equipment
		J999	Organizational and Intermediate Repair & Maintenance of Other Equipment
		<i>Depot Maintenance and Repair of Military Equipment</i>	
		K410	Depot Management
		K531	Aircraft
		K532	Aircraft Engines
		K533	Missiles
		K534	Vessels
		K535	Combat Vehicles
		K536	Non-Combat Vehicles and Equipment
		K537	Electronic and Communications Equipment
		K539	Special Equipment
		K541	Industrial Plant Equipment
		K546	Test Measurement & Diagnostic Equipment (TMDE)

		K549	Support Equipment
		K550	Software Support for Embedded and Mission Systems
		K555	Tactical Automatic Data Processing Equipment (ADPE)
		K560	Space Systems/Satellite Maintenance
		K570	Armament and Ordnance
		K575	Munitions
		K600	Metal and Other Containers, Textiles, Tents, and Tarpaulins
		K700	Portable Troop Support Equipment
		K750	Portable Field Medical & Dental Equipment
		K999	Depot Repair and Maintenance of Other Equipment
		SUPPLY OPERATIONS	
		T101	Supply Management
		T110	Retail Supply Operations
		T120	Wholesale/Depot Supply Operations
		T130	Storage and Warehousing
		T140	Supply Cataloging
		T150	Warehousing and Distribution of Publications
		T160	Bulk Liquid Storage
		T165	Distribution of Petroleum Oil and Lubricant Products
		T167	Distribution of Liquid, Gaseous and Chemical Products
		T175	Troop Subsistence
		T177	Food Supply
		T180	Military Clothing
		T185	Ordnance Supply
		T190	Preparation, Demilitarization and Disposal of Excess and Surplus Inventory
		T199	Other Supply Activities
		TRANSPORTATION	
		T701	Transportation Management
		T710	Traffic/Transportation Management Services
		T800	Ocean Terminal Operations
		Transportation Services	
		T810	Air Transportation Services
		T811	Water Transportation Services
		T812	Rail Transportation Services
		T824	Motor Vehicle Transportation Services
		T826	Air Traffic Control
		T899	Other Transportation Services
		GROUP 5-PRODUCTS MANUFACTURED OR FABRICATED	

		X931	Ordnance
		X932	Products Made from Fabric or Similar Materials
		X933	Container Products and Related Items
		X938	Communications and Electronic Products
		X939	Construction Products
		X944	Machined Parts
		X999	Other Products Manufactured and Fabricated
GROUP 6-INSTALLATION/FACILITY MANAGEMENT AND UTILITY PLANT OPERATION AND MAINTENANCE			
<i>INSTALLATION/FACILITY MANAGEMENT</i>			
		S100	Management and Oversight of Installations
		S200	Installation, Base or Facility Management
		S210	Facility Management
		S310	Housing Management
<i>BUILDING AND HOUSING MANAGEMENT</i>			
		S410	Custodial Services
		S420	Collection and Disposal of Solid Waste
		S430	Collection and Disposal of Hazardous Material (HAZMAT)
		S450	Laundry and Dry Cleaning Operations
		S499	Other Building and Housing Management Services
<i>UTILITY PLANT OPERATION AND MAINTENANCE</i>			
		S725	Electrical Plant and Distribution Systems Operation and Maintenance
		S726	Heating Plant and Distribution Systems Operation and Maintenance
		S727	Water Plant and Distribution Systems Operation and Maintenance
		S728	Sewage and Waste Plant and Distribution Systems Operation and Maintenance
		S729	A/C & Cold Storage Plant and Distribution Systems Op. and Maintenance
		S730	Incinerator Plant and Sanitary Fill Operations
		S780	Natural Gas Distribution Systems
		S799	Other Utility Plant and Distribution Systems Operation and Maintenance
GROUP 7- SECURITY, LAW ENFORCEMENT AND PRISON/CONFINEMENT FACILITIES			
<i>SECURITY/LAW ENFORCEMENT</i>			
		S500	Management of Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and Chemical/Biological/Radiological/Nuclear/High Explosives (CBRNE) Operations
		S510	Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE)
		S520	Support Services to Security Operations at Installations/Facilities (Law Enforcement, Physical Security, Antiterrorism, and CBRNE Operations)

		S540	Information Security
		S560	Protective Services Operations
		S440	Fire Prevention and Protection
		<i>Security Compliance/Law Enforcement Investigations</i>	
		I510	Personnel Security (Clearances and Background Investigations)
		I520	Criminal Investigative Services
		I530	Industrial Security
		I540	Acquisition Security
		<i>PRISON AND OTHER CONFINEMENT FACILITY OPERATIONS</i>	
		S719	Confinement Facility Operations
		S720	Prison Operations
		S722	Detention of Enemy Prisoners of War (EPW), Retained Personnel (RP), Civilian Internees (CI) and other Detainees (OD)
		S724	Other Security Operations
		GROUP 8-ENVIRONMENT, SAFETY, & NATURAL RESOURCE SERVICES	
		E110	Environmental Security Management
		E120	Environmental and Natural Resources Services
		E220	Safety
		E225	Occupational Health Services
		E230	Explosives Safety
		E250	Response to Hazardous Material Mishaps
		S435	Pest Management
		E999	Other Environmental Security Activities
		GROUP 9-REAL PROPERTY PROJECT MANAGEMENT, MAINTENANCE AND CONSTRUCTION	
		<i>REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT</i>	
		Z101	Corps of Engineers Program and Project Management
		Z110	Management of Major Construction of Real Property
		Z120	Real Estate/Real Property Acquisition
		<i>Title, Outgranting, and Disposal of Real Estate/Real Property</i>	
		Z135	Title, Outgranting & Disposal of Real Estate/Real Property-National Projects
		Z138	Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects
		<i>Architect-Engineering Services</i>	
		Z145	Architect-Engineering-National Projects
		Z148	Architect-Engineering-Local Projects
		Z199	Other Real Prop. Program & Project Management Activities
		<i>REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION</i>	
		Z991	Minor Construction, Maintenance & Repair of Family Housing & Structures
		Z992	Minor Constr. M&R of Buildings & Structures Other Than Family Housing

		Z993	Maintenance and Repair of Grounds
		Z994	Maintenance and Repair of Surfaced Areas
		Z997	Maintenance and Repair of Railroad Facilities
		Z998	Maintenance and Repair of Waterways & Waterfront Facilities
		Z999	Maintenance, Repair, & Minor Construction of Other Real Property
GROUP 10-CIVIL WORKS			
		Q120	Civil Works Management
		Q220	Water Regulatory Oversight and Management
		Q240	Natural Resources Oversight and Management
		Q260	Civil Works Planning Production and Management
		Q420	Bank Stabilization
		Q440	Maintenance of Open Waterways for Navigation
		Q460	Maintenance of Jetties and Breakwaters
		Q520	Operation and Maintenance of Locks and Bridges
		Q540	Operation and Maintenance of Dams
		Q560	Operation and Maintenance of Hydropower Facilities
		Q580	Operation and Maintenance of the Washington Aqueduct
		Q620	Operation and Maintenance of Recreation Areas
		Q999	Other Civil Works Activities
GROUP 11-MILITARY COMMUNITY AND FAMILY PROGRAMS			
<i>FORCE RESILIENCY PROGRAMS</i>			
		B910	Force Resiliency Program Management
		B920	Force Resiliency Program Operations
		B999	Other Force Resiliency Activities
<i>COMMISSARY AND MILITARY EXCHANGE OPERATIONS</i>			
		G006	Commissary and Military Exchange Management
		G008	Commissary Operations
		G013	Military Exchange Operations
<i>MILITARY COMMUNITY AND FAMILY SUPPORT SERVICES</i>			
		G050	Military Community and Family Support Services Management
		G060	Military and Family Readiness Support Center Services
		G061	Exceptional Family Member Programs
<i>MORALE, WELFARE, AND RECREATION (MWR) SERVICES</i>			
		G020	MWR Mission Sustaining Programs Management
		G021	MWR Mission Sustaining Programs Operations
		G022	MWR Community Support Programs Management
		G023	MWR Community Support Programs Operations
		G024	MWR Revenue Generating Programs Management

		G025	MWR Revenue Generating Programs Operations
		CHILD AND YOUTH PROGRAMS	
		G066	Child Development Early Care and Education Program Management
		G067	Child Development Early Care and Education Program Activities
		G068	School Age Care Programs Management
		G069	School Age Care Programs Activities
		G070	Youth Programs Management
		G071	Youth Programs Activities
		G072	Child and Youth Training and Curriculum Support
		G073	Family Child Care
		G074	Resource and Referral
		SOCIAL SERVICES PROGRAMS	
		G080	Homeowners' Assistance Program
		G090	Employee Relocation Assistance Program
		G105	Recreational Library Operations
		G210	Postal Services
		G900	Chaplain Activities and Support Services
		G902	Casualty Assistance and Mortuary Affairs
		G910	Temporary Lodging Services
		G999	Other Social Services
		GROUP 12-EDUCATION AND TRAINING	
		MILITARY EDUCATION AND TRAINING	
		U001	Management and Oversight of Military Education and Training
		U050	Military Institutional Education and Training Management
		U060	International Security Program
		U100	Recruit Training
		U150	Multiple Category Training
		U200	Officer-Acquisition (Pre-Commissioning) Training
		U300	Specialized Skill Training
		U400	Flight Training
		Professional Development Education	
		U510	Professional Military Education
		U520	Graduate Education (Fully Funded, Full Time)
		U530	Other Full-Time Education Programs
		U540	Off-Duty and Voluntary Education Programs
		U550	Training Development and Support for Military Education & Training
		U599	Other Military Education and Training Activities
		CIVILIAN EDUCATION AND TRAINING	

		U605	Management and Oversight of Civilian Education and Training
		U620	Management of Civilian Institutional Training, Education & Development
		U630	Acquisition Training, Education, and Development
		U640	Civil Works Training, Education, and Development
		U650	Intelligence Training, Education, and Development
		U660	Medical Training, Education, and Development
		U699	Other Civilian Training, Education, and Development
		DEPENDENT EDUCATION	
		U710	Management and Oversight of Dependent Education
		U720	Dependent Education Field Management
		U760	Dependent Education - Teacher Instruction
		U770	Dependent Education - Substitute Instruction
		U780	Dependent Education - Aides for Instruction
		U799	Other Dependent Education Activities
		GROUP 13-HEALTH SERVICES	
		H010	Health Services Management
		H050	Hospital/Clinic Management
		H100	Medical Care
		H102	Surgical Care
		H106	Pathology Services
		H107	Radiology Services
		H108	Pharmacy Services
		H113	Dental Care
		H116	Veterinary Services
		H119	Preventive Medicine
		H125	Rehabilitation Services
		H127	Alcohol and Drug Rehabilitation
		H203	Ambulatory Care Services
		H250	Medical and Dental Devices Development
		H350	Hospital Food Services and Nutritional Care
		H450	Medical Records and Medical Transcription
		H650	Hospital Supplies and Equipment
		H710	Medical Transportation Services
		H999	Other Health Services
		GROUP 14-COMMAND AND CONTROL	
		OPERATIONAL COMMAND AND CONTROL	
		M120	Combatant Commander Command Authority
		M145	Military Department Command Authority

		M150	Support to the Combatant Commanders – Information Sharing Systems
		M155	Operational Contract Support (OCS)
		M199	Other Operational Command and Control Activities
		UNMANNED SYSTEMS OPERATIONAL COMMAND AND CONTROL	
		M170	Unmanned Systems Command and Control Activities
		M179	Other Unmanned Systems Command and Control Activities
		GROUP 15-EXPEDITIONARY FORCES	
		M415	Combat
		M480	Combat Support
		M510	Combat Service Support
		GROUP 16-HOMELAND DEFENSE	
		M610	Homeland Defense Operations
		GROUP 17-SPACE	
		M800	Space Management and Oversight
		M805	Space Operations Command and Control
		M810	Space Operations
		M820	Spacelift and Reconstitution
		M899	Other Space Activities
		GROUP 18-INFORMATION CAPABILITIES	
		MILITARY INFORMATION SUPPORT OPERATIONS (MISO)	
		M201	Military Information Support Operations Management and Oversight
		M202	Military Information Support Operations Program Activities and Operations
		CIVIL MILITARY OPERATIONS (CMO)	
		M211	Civil Military Operations Management and Oversight
		M212	Civil Military Operations Program Activities and Operations
		PUBLIC AFFAIRS	
		Y501	Public Affairs Management and Oversight
		Y515	Public Affairs Program Activities and Operations
		G220	Military Bands
		G221	Military Bands Management
		VISUAL INFORMATION	
		Y560	Visual Information Management and Oversight
		Y570	Visual Information Program Activities and Operations
		INTELLIGENCE	
		M301	Intelligence Management and Oversight
		M302	Intelligence Policy and Coordination
		M310	Counterintelligence
		M311	Human Intelligence (HUMINT)

		M313	Signals Intelligence (SIGINT)
		M316	Geospatial Intelligence (GEOINT)
		M320	Open Source Intelligence (OSINT) Collection/Processing
		M324	Multidisciplinary Collection, Processing, and Exploitation
		M326	Intelligence Communications and Filtering
		M328	All Source Analysis
		M330	Intelligence Production Integration and Analytic Tools
		M334	Intelligence Planning, Requirements Management and Tasking
		M335	Measurement and Signature Intelligence (MASINT)
		M336	Technical Intelligence (TECHINT)
		M337	Identity Intelligence (I2) Applications
		M340	Cyber Intelligence Planning
		M399	Other Intelligence Activities
		CYBERSPACE OPERATIONS	
		M900	Cyberspace Policy, Management, and Oversight
		Offensive Cyberspace Operations	
		M910	Offensive Cyberspace Operations Management and Oversight
		M911	Offensive Cyberspace Operations Activities
		M919	Other Offensive Cyberspace Operations Activities
		DoD Information Networks (DODIN) Operations	
		M920	DODIN Operations Management and Oversight
		M921	Computer System Operations/Management
		M922	Database Operations/Management
		M923	Network Infrastructure Operations/Management
		M924	Knowledge Management
		M925	Technical Support/Service Desk Operations/Management
		M926	Research, Testing, Development, and Evaluation (RTD&E) Operations/Management
		M927	Network Architecture/Planning
		M929	Other DODIN Operations Activities
		Defensive Cyberspace Operations	
		M930	Cyberspace Security/Defense Management and Oversight
		M931	Infrastructure Support
		M932	Incident Response/Forensics
		M933	Information Systems Security Operations/Management
		M934	Communications Security (COMSEC)/Cryptographic Key Management
		M935	Hardware/Software Assessment
		M936	Security Architecture/Planning

		M937	Security/Vulnerability Assessment
		M939	Other Cybersecurity/Defense Activities
		COMMUNICATIONS, TRANSMISSION, AND DECISION SUPPORT SERVICES	
		W100	Communications, Transmission, & Decision Support Services Management
		Communications Services	
		W210	Telephone Systems
		W220	Telecommunications Centers
		W299	Other Communication Systems
		Transmission Systems (Radio/Satellite) Services	
		W320	Transmission Systems Operation (e.g., HF, SHF, UHF, VHF, Satellite Bands)
		W330	Transmission Spectrum Management
		W389	Other Transmission Services
		Decision Support Services	
		W430	Mapping and Charting
		W440	Meteorological & Geophysical Services
		W499	Other Decision Support Services

GROUP 1—FORCE MANAGEMENT AND GENERAL SUPPORT***MANAGEMENT AND OPERATION OF THE DOD***

Y105 Defense Direction and Policy Integration. This function is generally performed at the highest levels of the OSD and Military Departments to include offices of the Secretaries, and those Under and Assistant Secretaries, or special assistants, and select policy offices involved in defense direction and policy integration. Operations include planning, policy formulation, policy direction of ongoing military activities, and security affairs (e.g., international security affairs, threat reduction and counter-proliferation policy, international negotiations and regional affairs, U.S. bilateral security relations with foreign countries on political-military policy, and Prisoner Of War /Missing Personnel Affairs). This function includes those elements that provide policy integration and direction for multiple functions listed below (e.g., the Under Secretary of Defense for Acquisition, Technology and Logistics). It also includes those elements that perform activities not specifically addressed by other management function codes and that provide defense direction and policy integration (e.g., Assistant Secretary of Defense for Reserve Affairs). This function excludes operational planning and control coded Y210 and those U.S. international policy activities coded M610.

Y115 Joint Staff Direction of the Armed Forces. This function includes assisting the President, National Security Council, and Secretary of Defense with decisions concerning the strategic direction of the Armed Forces (including the direction of operations conducted by the Commanders of the Unified and Specified Combatant Commands). It also includes exercising exclusive direction of the Joint Staff and acting as spokesman for the Commanders of the Combatant Commands, especially on the operational requirements of their commands, and overseeing the activities of the Combatant Commands. This also includes preparing strategic and contingency plans; assessments of critical deficiencies and strengths of the Armed Forces; advice on requirements, programs, and budgets; doctrine for the joint employment of the Armed Forces; policies for joint training, and advice on other matters addressed in Section 153 of Title 10, U.S.C. Combatant Command and Service Component Command functions are coded M120 and M145.

Y199 Other Force Management and General Support Activities. This function includes force management and general support activities not addressed by other function codes.

OPERATION PLANNING AND CONTROL

Y210 Operation Planning and Control Oversight and Management. This function includes oversight, direction and control of subordinate organizations responsible for the evaluation of military forces (e.g., readiness), war plans, military strategies, development planning, emergency preparedness, and mobilization planning. This includes developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; and, allocating resources. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of military resources; and, assessments of those infrastructure operations that directly relate to operational planning and control to include strategic and business planning.

Y215 Operation Planning and Control. This function includes operations performed outside the management and oversight functions 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, and operations/contingency 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, the Air Force Doctrine Center, TRADOC Operations Research Activity, Combined Arms Operation Research Activity (CAORA), and TRADOC Research Element Monterey (TREM). This function excludes training development operations coded U550 and readiness planning coded Y220.

Y217 Combat Development Evaluations and Experimentation. This function includes the experimentation, testing, and reviews necessary to develop or validate new doctrine, materiel systems, and organizations for the military Services. This includes recurring support activities dedicated to the combat development test and experimentation mission and associated with approved tests, experiments, and evaluations. This also includes conducting and managing a range of activities required for maintaining or upgrading operational systems after the initial acquisition process and completion of operational test and evaluation (OT&E) including: Force Development Evaluation (FDE), Tactics Development and Evaluation (TD&E), and Weapons System Evaluation Programs (WSEP). This function excludes test and evaluation operations that support the defense systems acquisition process coded A620.

Y220 National Mobilization and Emergency Preparedness Management. This function includes the formulation and execution of plans, programs, and procedures for domestic and national security emergency preparedness. This includes coordination and publication of emergency preparedness plans and oversight of engineering and operational readiness for actual emergency situations and exercises. This also includes management of mobilization readiness programs to include training exercises; development of operational plans for all contingencies; performance assessments; and, formulation of remedial action programs. This function is performed at military installations, bases, facilities, and other organizations such as the Army Corps of Engineers' district and division offices.

MANPOWER MANAGEMENT

Y240 Manpower Management. This function includes oversight, direction, and control of subordinate manpower offices and centers through developing and issuing manpower management policies; providing policy guidance; reviewing and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y245 Manpower Management Operations. This function includes manpower operations typically performed by manpower offices, centers, and field operating agencies 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.

CIVILIAN PERSONNEL SERVICES

B710 Civilian Personnel Management. This function includes the oversight, direction and control of civilian personnel programs and/or subordinate civilian personnel offices (e.g., customer support units and service centers). Civilian personnel management activities typically include development, issuance and defense of civilian personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

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

B810 Military Personnel Management. This function includes the oversight, direction, and control of subordinate military personnel offices (e.g., military personnel field operating agencies and recruitment centers). Military personnel management activities typically include developing and issuing military personnel policies (e.g., compensation, retention and accession policy) and providing policy guidance; reviewing and evaluating program performance (e.g., officer and enlisted personnel management and recruiting and examining programs); and conducting mid- and long-range planning.

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, 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. 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).

SECURITY COOPERATION PLANS AND ACTIVITIES

Y309 Management and Oversight of Security Cooperation Programs and Activities. This function includes the oversight, direction, and control of security cooperation programs and activities through developing and issuing policies; providing policy guidance; reviewing, analyzing and evaluating program performance; and conducting or reviewing mid- and long-range planning, programming, and budgeting for security assistance programs.

Y310 Management and Oversight of Foreign Military Sales and Security Assistance. This function includes the oversight, direction, and control of Security Assistance programs that provide defense articles, military training, and other defense related services, by grant, credit, cash, sale, lease, or loan. This includes Foreign Military Sales, Peacekeeping Operations, Presidential Draw-downs, Co-production Programs, Transfer of U.S. Technology, and the International Military Education and Training Program. This function is typically performed by the OSD, the Joint Staff, and Military Department Headquarters down to and including the headquarters of all major commands. This includes developing and issuing security assistance policies and providing policy guidance (e.g., release of U.S. military technology and technical data); reviewing and evaluating program performance; and, conducting mid- and long-range planning programming and budgeting for security assistance programs.

Y311 Security Assistance Contacts. This function includes programs and activities that enable defense and military leaders to engage with partner counterparts for discussions, exchanges of tactics, joint planning, and other purposes. Examples include such activities as Key Leader Engagements, Traditional Combatant Commander's Activities, the State Partnership Program, ship visits, and other base/installation visits.

Y312 Defense Support to Public Democracy and Personnel Exchanges. This function includes programs and activities that support U.S. Government public diplomacy efforts by engaging key foreign audiences to advance U.S. interests. This includes public affairs activities conducted in support of overt U.S. Government international public information efforts designed to promote U.S. foreign policy objectives by seeking to understand, inform, and influence foreign audiences and opinion makers, and by broadening the dialogue between U.S. citizens and institutions and their counterparts abroad. It also includes programs and activities that provide a variety of options for conducting exchanges of military and civilian defense personnel with partner counterparts, including the Military Personnel Exchange Program and the Defense Personnel Exchange Program.

Y313 Defense Institution Building, Educational and Training Activities, and Multinational Exercises and Training. This function includes programs and activities that help a partner nation develop more effective defense institutions ensuring effective oversight, management and execution of logistics, personnel, and resource management, strategy, policy, and doctrine (e.g., the Ministry of Defense Advisors Program and the Defense Institutional Reform Initiative). It also includes programs and activities that support participation of partners in relevant multilateral education and training programs to educate partners on specific topics (e.g., the Regional Centers for Security Studies, the Inter-American Air Forces Academy, and international engagement authorities for Service Academies). Finally, this function includes programs and activities that enable U.S. forces to meet training requirements and improve readiness with the benefit of helping partners develop skills and operational

concepts in line with U.S. interests.

Y314 Global Health Engagement (GHE) and Humanitarian Assistance. This function includes programs and activities that include health-related military-to-military and military-to-civilian engagement activities with partners in support of joint and civil-military operations. It also includes humanitarian and civic assistance programs and activities provided in conjunction with military operations, exercises, transportation of humanitarian relief, and provision of excess non-lethal supplies for humanitarian assistance purposes.

Y315 Equipping Foreign Military Sales (FMS)/Foreign Military Financing (FMS). This function includes the group of programs authorized by the Foreign Assistance Act of 1961 (as amended), the Arms Export Control Act of 1976 (as amended), and other related statutes by which the United States provides defense articles, by grant, loan, credit or cash sales, in furtherance of national policies and objectives.

Y316 Infrastructure. This function includes programs and activities that include military construction investments and cooperative infrastructure development with allies and international partners in host-nation installations.

Y317 Support to Operations. This function includes programs and activities that include targeted assistance designed to enable partners to participate in coalition operations, including developing specific capabilities necessary for such operations, by enhancing interoperability among coalition partners, by sustaining partner operations in cases where partners cannot sustain operations on their own.

Y318 Train and Equip-Building Partnership Capacity (BPC). This function includes Title 10 programs and activities that provide materiel assistance and related tactical and operational training to partners to develop specific defense capabilities (e.g., the consolidated train-and-equip programs).

Y319 Other Security Cooperation Activities. This This function includes programs and activities that are part of overall DoD security cooperation efforts that provide opportunities for engagements between DoD elements and partner nations, but fall outside the scope of the other security cooperation function codes.

LEGAL SERVICES

Y405 Legal Services Management. This function includes oversight, management, and control of legal programs and/or subordinate legal offices. Legal services include, but are not limited to, providing legal advice to or on behalf of senior Departmental officials; developing, issuing, and defending legal policies and providing policy guidance; reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

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, 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.

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, and developing and determining the correct policy, 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 coded Y620. 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.

LEGISLATIVE AFFAIRS

Y610 Legislative Affairs Management. This function includes the oversight and management of the DoD legislative program; arrangement for witnesses and testimony at Congressional hearings; coordination of responses to Congressional inquiries; DoD support of Congressional travel; arrangements for security clearances for members of Congressional staffs; and internal coordination of Departmental transcripts.

Y620 Legislative Affairs. This function includes oversight and monitoring of the Department liaison activities with the United States Congress and communication of the Administration's and the Secretary of Defense's position on the DoD legislative agenda to senior leadership of

the DoD.

HISTORICAL AFFAIRS. *This includes management of historical writings, research, studies, analyses, and heraldry programs, as well as the provision of historical or heraldry services.*

Y710 Historical Affairs Management. This function includes the oversight, direction, and control of historical and museum program operations and subordinate offices and museums through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, conducting or reviewing mid- and long-range planning, programming, and budgeting.

Y720 Historical or Heraldry Services. This function includes operations that preserve, critically interpret, disseminate, and teach military history and heraldry; provide historical advice; and stimulate historical mindedness. This includes providing historical information and “lessons learned” to support problem solving and decision making through well-researched historical studies, analyses, and institutional memory. This includes establishing command historical programs to include monographs; histories; documentary collections; oral history interviews; and doctrinal and special studies on topics and events of historical significance to the command and/or military service. This also includes preparing historical manuscripts for publication; preparing the command’s annual history; establishing and maintaining historical research collections; and, responding to historical inquiries from the Commander/Administrator, other Services, other units, organizations (e.g., veteran organizations), and the general public.

Y730 Museum Operations. This function includes daily operation of military museums (e.g., greeting and providing services to the public and other patrons of the museum) and management of historical collections (e.g., military artifacts and works of art). It also includes work involved with how artifacts and art placed within the custody and care of the museum are identified, designated, preserved, conserved, registered, and cataloged.

ADMINISTRATIVE SUPPORT

Y810 Administrative Support & Federal Compliance Management. This function includes the oversight, direction, and control of administrative support programs, statutory programs (e.g., the Freedom of Information Program, Defense Privacy Program, and Federal Voting Assistance Program) and subordinate offices, centers, and libraries. This includes establishing policies, procedures, and practices to ensure compliance with Federal guidelines (e.g., compliance with Paperwork Reduction Act and the Administrative Procedures Act); providing guidance on program implementation; analyzing, evaluating, and reviewing performance; and where mandated, submission of statutory reports. This includes oversight of federal compliance of administrative programs, administrative management and correspondence services; documentation services; directives and records management services; microfilming, digital archival and library services; printing and reproduction services; and, document automation and production services.

Y815 Federal Compliance of Administrative Programs. This function includes providing program management and operational guidance for the Freedom of Information Program, Defense Privacy Program, Federal Voting Assistance Program, Paperwork Reduction Act, 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 is severable from the function it supports. It includes general clerical, secretarial, and administrative support duties; coordination, processing, and distribution of 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 document 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 (COM) masters and duplicates from data center data-streams, 105MM source document microfilm, and 35MM master and duplicate microfilm aperture cards. Digital archival, to include the digitizing of materials (e.g., textual documents, graphic illustrations, photographs, maps, microfilm, etc.) for digital preservation and electronic access, which includes the production of digital records through digital image capture; electronic records; and audio, video, or other multi-media medium coded as Y880. It excludes recreational library services coded G105.

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 compliant digital read-only optical discs (CD-ROM/DVD) 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.

Y899 Other Administrative Support Activities. This function includes administrative support activities not addressed by other function codes.

AUDITS, INSPECTIONS, AND ADMINISTRATIVE INVESTIGATIONS

Audits. *This includes internal and contract audits.*

I110 Audit Management. This function includes the management of audit programs and/or the oversight, direction, and control of subordinate audit organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting audits planning, programming, and budgeting; and/or allocating and distributing resources.

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

I130 Audit Liaison Activities. This function includes monitoring all oversight activities to include external organizations including OSD(C) FIAR committee, DoD IG, GAO, DoD components, military services, and other Federal and independent public accountant auditors. Coordinate external audits by arranging entrance and exit conferences and providing all resulting data requirements. Track all internal and external recommendations, corrective actions until completion, and report responses to the issuing organizations. Liaison oversees and coordinates agency follow-up on open recommendations resulting from audits (internal/external), inspections, and investigations. Maintains formal follow-up records.

Inspections

I300 Inspection Activities. This function includes assessing, assisting, and enhancing the ability of a command or component to prepare for and perform its assigned mission. This function includes activities required in determining compliance with established policies and procedures and identification of systemic issues and root cause for potential compliance problems.

Administrative Investigations

I400 Administrative Investigation Activities (Non-criminal). This function includes activities to conduct independent, fact-finding administrative investigations into alleged fraud, waste, abuse, and mismanagement of programs, personnel, and resources for non-criminal matters. It includes the operation of "Hotline" programs to receive, process, track, and respond to fraud tips, hotline complaints, and requests for assistance, as well as providing Fraud Awareness briefs and educational materials throughout the workforce. This function does not include support to law enforcement agencies in the conduct of criminal investigations coded I520 or cyber forensics laboratory activities for digital evidence collection and analysis coded M932.

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

FINANCIAL MANAGEMENT. *Financial management consists of the development and dissemination of financial information; development and reporting of cost information; integration of accounting and budgeting information; and the systemic measurement of performance. Financial management consists of two major segments: the Planning, Programming, and Budgeting System (PPBS) and finance and accounting operations to include DFAS provided services and Component's accounting and other systems that provide financial information and analysis to management.*

C110 Financial Management. This function includes the oversight, direction, and control of subordinate financial management organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

C115 Comptroller. 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 staff on budgets, obligations, and disbursements.

C120 Advocacy. This function includes conducting advocacy missions as specified in the Unified Command Plan (UCP) to include, advocating on behalf of the other Combatant Commanders. Associated advocacy functions include: identifying capability gaps across all Combatant Commands (COCOMs), participating in requirement definition analytic efforts and processes, exploring/analyzing future concepts, prioritizing potential DOTMLPF solutions, conducting cost/benefit analysis, recommending future investment strategies and developing required COCOM Planning, Programming, Budgeting and Execution products. Tasks require routine interface with Joint Staff, Services, Agencies, Capability Portfolio Managers, and Command Components and other COCOMs.

C400 Budget Support. This function includes budget formulation, justification, and analysis activities involved in the Budget Estimates Submission (BES), Program Budget Decisions (PBD), 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.

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 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 (GTRs), and travel voucher payments to individuals.

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

GROUP 2—SCIENCE AND TECHNOLOGY (S&T) AND RESEARCH AND DEVELOPMENT (R&D) MANAGEMENT AND SUPPORT. *This set of functions includes the science and technology portion of research and development as well as the management and support of research and development. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.*

R110 Management and Oversight of Research and Development. This function includes the oversight, direction, and control of research and development programs and subordinate organizations, centers, and laboratories involved in research and development. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources for science and technology.

R120 Science and Technology. This function includes the science and technology portion of research and development to include all basic and applied research, and advanced technology development. [This is part of RDT&E.] It does not include program management of systems acquisition coded F120 or systems acquisition demonstration and development coded F150. This function includes engineering support that is an inherent part of the science and technology process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of science and technology. Maintenance of military materiel at research and development facilities is coded with the applicable J and K codes.

- **Basic Research.** This includes all efforts of scientific study and experimentation directed toward increasing knowledge and understanding in those fields of the physical, engineering, environmental, and life sciences related to long-term national security needs. It provides farsighted, high payoff research, including critical enabling technologies that provide the basis for technological progress. It forms a part of the base for (a) subsequent exploratory and advanced developments in Defense-related technologies, and (b) new and improved military functional capabilities in areas such as communications, detection, tracking, surveillance, propulsion, mobility, guidance and control, navigation, energy conversion, materials and structures, and personnel support.
- **Applied Research.** Applied Research translates promising basic research into solutions for broadly defined military needs, short of major development programs, with a view toward developing and evaluating technical feasibility. This type of effort may vary from fairly fundamental applied research to sophisticated breadboard hardware, study, programming, and planning efforts that establish the initial feasibility and practicality of proposed solutions to technological challenges. It includes studies, investigations, and technology development efforts. The dominant characteristic of this category of effort is that it be pointed toward identified military needs with a view toward developing and evaluating the feasibility and practicability of proposed solutions and determining their parameters. These efforts may vary from test-bed components to sophisticated breadboard subsystems that establish the initial feasibility and practicality of proposed solutions or technologies.
- **Advanced Technology Development.** This includes all efforts that have moved into the development and integration of hardware and other technology products for field experiments and tests. The results of this type of effort are proof of technological feasibility and assessment of operability and productibility that could lead to the development of hardware for service use. It also includes advanced technology demonstrations that help expedite technology transition from the laboratory to operational use. These efforts demonstrate the performance payoff, increased logistics capabilities, or cost reduction potential of militarily relevant technology. Projects in this category have a direct relevance to identified military needs.

R140 Management and Support to R&D. This function includes all efforts not reported elsewhere that are directed toward management and support of R&D operations. This includes management of R&D laboratories and facilities, project management of R&D programs,

management of international cooperative R&D efforts, management of technical integration efforts at laboratories and R&D facilities, operation of test aircraft and ships, studies and analyses in support of R&D programs, and other R&D support. This function excludes program management of acquisition efforts coded F120. It also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management support coded S210, and engineering coded F520, veterinary medical support for animals used for biomedical research and development coded H116, and equipment maintenance coded with the applicable J and K codes). [This is part of RDT&E.]

R999 Other S&T and R&D Management and Support Activities. This function includes science and technology and research and development management and support activities not covered by other function codes. Systems acquisition research and development support is coded F150 and test and evaluation is coded A610-A699.

GROUP 3—SYSTEMS ACQUISITION, TEST AND EVALUATION, ENGINEERING, AND CONTRACTING

QUALITY ASSURANCE

F100 Quality Assurance. This function includes production process proofing and verification, configuration management, risk management, control of test measurement, diagnostic equipment (i.e., selection and calibration), and corrective and preventive action. Corrective and preventive action may also include advising and collaborating with customers and suppliers to help integrate quality assurance practices into the manufacturing process.

SYSTEMS ACQUISITION. *The defense systems acquisition process provides for the development, demonstration, and production or procurement of Defense systems (e.g., weapon systems, equipment, materiel, and automated information systems) needed by defense managers and military warfighters to meet mission requirements. (See guidance in DoDD 5000.1.)*

F110 Systems Acquisition Management. This function includes the oversight, direction, and control of acquisition programs and subordinate Defense acquisition organizations and centers by developing and issuing policies; providing policy guidance (e.g., guidance on technology transfer, international cooperative programs, and industrial capabilities assessments); reviewing, analyzing, and evaluating program performance; allocating and distributing resources; and, mid- and long-range planning, programming, and budgeting. This includes work performed by Milestone Decision Authorities, Program Executive Officers, and other executives concerned with the review and approval of acquisition programs. It also includes acquisition reform and other operations essential to the systems acquisition process. This function excludes management headquarters oversight of Foreign Military Sales and Security Assistance coded Y310 and management headquarters oversight of procurement and contracting coded F310.

F120 Systems Acquisition—Program Management. This function includes efforts undertaken by Program Managers of defense acquisition programs to oversee and direct the development, demonstration, and production or procurement of defense systems. This includes program management of acquisition programs for weapon systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel. This excludes program management operations coded separately (e.g., contracting operations coded F320, technology transfer and international cooperative program management coded F140, foreign military sales and security assistance program

management coded Y315, and item management coded T120). Also, elements of research and development are coded R110-R999 and F150, test and evaluation operations are coded A610-A699, and program support outside the Program Office is coded F160.

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.

F150 Systems Acquisition—Demonstration and Development. This includes all research and development work not specifically covered by R120 (i.e., not identified as basic research, applied research, and advanced technology development). [This is part of RDT&E.] This includes, but is not limited to, the following:

- **Demonstration and Validation.** This includes efforts necessary to evaluate integrated technologies in as realistic an operating environment as possible to assess the performance or cost reduction potential of advanced technology. These efforts are system specific.
- **Engineering and Manufacturing Development.** This includes projects in engineering and manufacturing development but which have not received approval for full-rate production. This includes major line item engineering and manufacturing development projects.

F160 Systems Acquisition—Other Program Support. This function includes support provided to Program Managers by Integrated Product Teams (IPTs), Working-Level Integrated Product Teams (WIPTs), or other functional experts or teams as part of the Integrated Product Process Development (IPPD) of the defense acquisition system. This includes product assurance, financial and economic analysis, industrial capabilities assessments, technical integration efforts and technical information activities performed outside the Program Office (e.g., Joint Computer-Aided Acquisition and Logistics support (JCALS)), Human Systems Integration reviews, cost estimates, and other actions and reviews performed by functional experts as part of the systems acquisition process. This excludes research and development coded R110-R999 and F150, test and evaluation operations coded A620, systems requirements definition and validation coded Y215, foreign military sale operations coded Y315, and engineering support coded F520.

F199 Other Systems Acquisition Activities. This function includes systems acquisition activities not covered by other function codes.

TEST AND EVALUATION

A610 Management and Oversight of Test and Evaluation. This function includes the oversight, direction, and control of test and evaluation programs and subordinate Defense acquisition organizations and centers. This includes developing and issuing policies; providing policy guidance; and, reviewing, analyzing, and evaluating program performance.

A620 Developmental and Operational Test and Evaluation. This function includes conducting and managing all developmental test and evaluations (DT&E), live fire test and evaluations (LFT&E), Production Qualification Test and Evaluations (PQT&E), Foreign

Comparative Testing (FCT), or other types of test and evaluation necessary to support the systems acquisition process. This also includes conducting and managing a range of operationally oriented T&E activities conducted throughout a system's lifecycle. Included are: Initial Operational Test and Evaluation (IOT&E), Qualification Operational Test and Evaluation (QOT&E), and Follow-on Test and Evaluation (FOT&E). This also includes engineering support that is an inherent part of the test and evaluation process, but excludes recurring severable engineering operations (coded F520) that are performed in direct support of test and evaluation. [This is part of RDT&E.]

A630 Management and Support to Test and Evaluation. This function includes all efforts not reported elsewhere directed toward management and support of test and evaluation operations. This includes management of test and evaluation laboratories and facilities and other test and evaluation support to include target development; general test instrumentation; and, operation of test ranges. This excludes maintenance of test aircraft, ships, and other equipment coded with the applicable J and K codes and maintenance of test ranges coded Z993. This function also excludes severable support covered by other function codes (e.g., custodial services coded S410, building management coded S210, and engineering coded F520). [This is part of RDT&E.]

A699 Other Test and Evaluation Activities. This function includes test and evaluation activities not covered by other function codes. This includes acceptance testing and evaluation of supplies and materials (e.g., oil and fuel) to ensure products meet minimum requirements of applicable specifications, standards, and similar technical criteria.

PROCUREMENT AND CONTRACTING

F310 Procurement and Contracting Management. This function includes the oversight and direction of procurement and contracting organizations through developing policies; providing policy guidance; and, reviewing and analyzing solicitations and/or contracts. This also includes recommending and/or directing the acquisition process for the negotiation, award, and administration of contracts.

F320 Contract Administration and Operations. This function includes:

- Procurement of automated information systems, weapon systems, support systems (to include training devices and simulators), contractor systems (e.g., Quality Management System, Purchasing, Material Management and Accounting System, etc.), 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.

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

ENGINEERING. This includes engineering support for the acquisition and sustainment of weapon

systems, automated information systems, other military materiel, and all types of support equipment (to include training devices and simulators). This includes all types of engineering support to include, but not limited to, industrial, mechanical, aeronautical, electrical, electronic, automotive, nuclear, and marine.

F510 Sustainment Engineering Support. This function includes all systems engineering support that is performed during the sustainment phase of the system acquisition lifecycle.

F515 Engineering Support for Manufacturing and Production. This function includes all systems engineering support that is performed during the manufacturing and production phase of the system acquisition lifecycle.

F516 Engineering Support for Disposal. This function includes all systems engineering support that is performed during the disposal phase of the system acquisition lifecycle.

F520 All Other Engineering Support. This includes all other systems engineering support. This function is typically performed at Systems and Materiel commands, laboratories, research and development facilities, shipyards, contractor facilities (e.g., DCMA), and test and evaluation facilities. This excludes engineering support that is an inherent part of science and technology coded R120, systems acquisition research and development support coded F150, or test and evaluation coded A620, but includes recurring severable engineering operations that are performed in direct support of science and technology, systems acquisition research and development support, or test and evaluation.

GROUP 4—LOGISTICS

P110 Logistics Management. This function includes the oversight, direction, and control of subordinate logistics offices and agencies through developing and issuing logistics policies and providing policy guidance; reviewing, analyzing, and evaluating performance (e.g., logistics systems reinvention and modernization); and, conducting mid- and long-range planning. This function excludes Maintenance Management (coded P120), Management and Overview of Supply (coded T101) and Management and Oversight of Transportation (coded T701).

P115 Logistics Life Cycle Sustainment Activities. This function includes activities required for the planning and execution of programs that support and sustain systems from initial fielding, through operational life and disposal. This function excludes the contacting, engineering, test and evaluation, and acquisition functions coded in other groups.

P116 Multifaceted Logistics Activities. This function includes non-management activities involved in two or more of the following: maintenance, supply, or transportation.

P119 Other Logistics Activities. This function includes logistics activities not covered by other function codes.

MAINTENANCE

P120 Maintenance Management. This function includes the oversight, direction, and control of subordinate maintenance offices, agencies, and depots. This includes developing and issuing maintenance policies and providing policy guidance; reviewing, analyzing, and evaluating performance; and, conducting mid- and long-range planning.

***Organizational and Intermediate Repair and Maintenance of Military Equipment.** This includes repair and maintenance of military materiel authorized and performed by designated maintenance activities in support of using activities to include both direct and general repair and maintenance. Normally, this type of repair and maintenance is limited to replacement and overhaul of unserviceable parts, assemblies, or subassemblies. It includes: (1) organizational level*

repair and maintenance; (2) intermediate level repair and maintenance; and, (3) any testing conducted to check the repair procedures. It includes performance of depot-coded maintenance tasks at the organizational and intermediate level. Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, unmanned systems (UxS) etc., and related spares, repair parts, and support) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases, and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; communications systems coded W210-W299; transmission (radio/satellite) systems coded W320-W389 and office ADP equipment and software coded M900-M939. Activities engaged in organizational and intermediate repair and maintenance of military materiel are grouped according to the materiel predominantly handled.

J410 Organizational and Intermediate Repair and Maintenance Management. This function includes overseeing, directing, and controlling organizational or intermediate level repair and maintenance of military material from units, offices, and centers. This includes reviewing and evaluating performance of subordinate activities engaged in repair and maintenance operations listed below.

J501 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes maintenance and/or repair of drones, unmanned aircraft systems (UASs) and unmanned aerial vehicles (UAVs) of all types.

J502 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

J503 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment, including the mechanical, electronic, and communications equipment that is an integral part of missile systems.

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. It also includes the maintenance and/or repair of unmanned surface vehicles (USVs) and unmanned underwater vehicles (UUVs).

J505 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It includes the maintenance and/or repair of armament, fire control, electronic, and communications equipment that is an integral part of a combat vehicle. It also includes the maintenance and/or repair of unmanned ground systems (UGSs) combat vehicles.

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 includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment. It also includes the

maintenance and/or repair of unmanned ground systems (UGSs) non-combat vehicles.

J507 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronic and communications equipment. This includes maintenance of combat television and still cameras, audio and video recording equipment, and other electronic equipment. It excludes maintenance of electronic and communications equipment that is an integral part of another weapon/support system.

J511 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel handling equipment.

J518 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding Test Measurement and Diagnostic Equipment and Automated Test Equipment) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under J511 or any of the other specific functional categories.

J519 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in manufacturing, maintenance, supply processing, assembly, or research and development operations.

J520 Test, Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of TMDE, including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded J550.

J550 Software Support for Embedded and Mission Systems. This function includes organizational, intermediate, direct and general software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for portable maintenance aids and ATE, including development and update of test program sets. It also includes software support for unmanned systems (UxS).

J555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. It excludes maintenance of non-tactical ADPE not an integral part of a tactical communications system.

J560 Satellite/Space System Maintenance. This function includes activities for the repair and/or maintenance of satellites or other military space systems while on the ground (pre-launch or after recovery). Maintenance and repair of satellites or other military space systems includes mechanical, electronic, and communications equipment, as well as engines and/or rockets that are an integral part of the satellite or military space system.

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 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.

J600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes

the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. This includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline containers; other metal containers; and cargo nets and pallet systems.

J700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in J750.

J750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

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.

Depot Maintenance and Repair of Military Equipment. This includes depot maintenance and repair performed on military materiel including major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modernization efforts, modifications, testing (that is inherent to the depot maintenance), and reclamation, as required. Depot maintenance serves to support lower categories of maintenance. This includes operation of equipment (e.g., cranes) that is inherent to the depot maintenance process. It provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower level maintenance activities. (See DoDD 4151. 18 for further amplification of the category definitions reflected below.) Military materiel includes all items (including ships, tracked vehicles, wheeled vehicles, communications-electronics equipment, self-propelled weapons, aircraft, unmanned systems (UxS), etc., and related spares, repair parts, and support equipment) necessary to equip, operate, maintain, and support military activities. It excludes repair and maintenance of civil works facilities (e.g., dams and hydropower facilities); plants/utilities; and real property at installations, bases and other military facilities (e.g., fixed cranes at ocean terminals). It also excludes the repair and maintenance of non-deployable equipment at installations, bases and facilities such as medical and dental equipment coded H650; food supply (to include dining facility) equipment coded T180; communications systems coded W210-W299; transmission (radio/satellite) systems coded W320-W389; and office ADP Equipment and software coded M900-M939. Also, engineering support at depots is coded F510. Depot maintenance functions are identified by the type of materiel maintained or repaired.

K410 Depot Management. This function includes overseeing, directing, and controlling depot level repair and maintenance of military material within fixed (non-deployable) depots. Depot management includes reviewing and evaluating performance of subordinate activities engaged in depot repair and maintenance operations listed below.

K531 Aircraft. This function includes the maintenance and/or repair of aircraft and associated equipment. It includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft. It also includes drones, unmanned aircraft systems (UASs), and unmanned aerial vehicles (UAVs) of all types.

K532 Aircraft Engines. This function includes the maintenance and/or repair of aircraft engines that are repaired while not an integral part of the aircraft.

K533 Missiles. This function includes the maintenance and/or repair of missile systems and associated equipment. It also includes mechanical, electronic, and communications equipment

that is an integral part of missile systems.

K534 Vessels. This function includes the maintenance and/or repair of all vessels, including armament, electronics, and communications equipment, and any other equipment that is an integral part of a vessel. It also includes the maintenance and/or repair of unmanned surface vehicles (USVs) and unmanned underwater vehicles (UUVs).

K535 Combat Vehicles. This function includes the maintenance and/or repair of tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. It includes armament, fire control, electronics, and communications equipment that is an integral part of a combat vehicle. It also includes the maintenance and/or repair of unmanned ground systems (UGSs) combat vehicles.

K536 Non-Combat Vehicles and Equipment. This function includes the maintenance and/or repair of automotive equipment, such as tactical, support and administrative vehicles and all electronic and communications equipment that are an integral part of the 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; accessory overhaul; major component overhaul; and other motor vehicle maintenance. It includes railway equipment, including locomotives of any type or gauge, railway cars, and cabooses, as well as associated electrical equipment. It also includes the maintenance and/or repair of unmanned ground systems (UGSs) non-combat vehicles.

K537 Electronic and Communications Equipment. This function includes the maintenance and/or repair of deployable military mobile or portable electronics and communications equipment. It excludes electronic and communications equipment that is an integral part of another weapon/support system. It also excludes maintenance of non-deployable communications systems coded W210-W299 and maintenance of tactical and non-tactical ADPE coded K555 and M900-M939, respectively.

K539 Special Equipment. This function includes the maintenance and/or repair of construction equipment, portable cranes and related lifting devices, portable power generating equipment, and materiel-handling equipment.

K541 Industrial Plant Equipment. This function includes the maintenance and/or repair of plant equipment with an acquisition cost of \$3,000 or more that is used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items. This includes plant equipment used in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

K546 Test Measurement and Diagnostic Equipment (TMDE). This function includes the maintenance and/or repair of test, measurement, and diagnostic equipment (TMDE), including portable maintenance aids and equipment referred to as automated test equipment (ATE), as well as items such as electronic meters, armament circuit testers, and other specialized testers. Software support for ATE or portable maintenance aids is coded K550.

K549 Support Equipment. This function includes the maintenance and/or repair of ground support equipment (excluding TMDE and ATE) and such items as portable ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. It excludes equipment reported under any of the other specific functional categories.

K550 Software Support for Embedded and Mission Systems. This function includes the depot-level software support for embedded and mission systems to include software uploads and changes, as well as local generation of memory devices. It includes software support for

portable maintenance aids and ATE, including development and update of test program sets. It also includes software support for unmanned systems (UxS).

K555 Tactical Automatic Data Processing Equipment (ADPE). This function includes the maintenance and/or repair of tactical ADPE equipment that is not an integral part of a communications system. This function excludes maintenance of non-tactical ADPE.

K560 Satellite/Space System Maintenance. This function includes activities for the repair and/or maintenance of satellites or other military space systems while on the ground (pre-launch or after recovery). Maintenance and repair of satellites or other military space systems includes mechanical, electronic, and communications equipment, as well as engines and/or rockets that are an integral part of the satellite or military space system.

K570 Armament and Ordnance. This function includes the maintenance and/or repair of small arms; artillery and guns; nuclear munitions, CBR items; conventional ammunition; and all other ordnance items. It excludes armament that is an integral part of another weapon or support system and it does not include work performed at arsenals.

K575 Munitions. This function includes depot-level support of munitions, including maintenance, storage, issue and loading. It excludes support reported under any of the other specific functional categories and does not include work performed at ammunition plants.

K600 Metal and Other Containers, Textiles, Tents and Tarpaulins. This function includes the maintenance and/or repair of containers and intermodal systems, tents, tarpaulins, other textiles, and organizational clothing. It includes reusable metal containers of all kinds; component and shipping containers; MIL, SEA and ISO vans; specialized munitions containers; containerized ammunition distribution systems; gasoline, containers; other metal containers; and cargo nets and pallet systems.

K700 Portable Troop Support Equipment. This function includes the maintenance and/or repair of deployable equipment used to house and support DoD personnel at deployed locations, including dining facilities, shelters, appliances and related equipment. Deployable medical and dental equipment is reported separately in K750.

K750 Portable Field Medical and Dental Equipment. This function includes the maintenance and/or repair of deployable medical and dental equipment.

K999 Depot Repair and Maintenance of Other Equipment. This function includes depot repair, maintenance, modification, or overhaul of military materiel not addressed by other function codes.

SUPPLY OPERATIONS

T101 Management and Overview of Supply. This function includes managing supply programs and/or overseeing, directing, and controlling subordinate supply organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range planning.

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 (CIIP), and petroleum, oils and lubricants (POL) resale points.
- Central Issue Facilities (CIF). Operation of Central Issue Facilities 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, expediting, 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.

T120 Wholesale/Depot Supply Operations. This function includes management or operation of centralized logistics materiel management functions that provide worldwide materiel, supplies, and services for assigned end items or commodities. This includes all basic materiel management operations including provisioning, acquisition, and repair requirements determination; asset management; development of retail allowances; retrograde tracking; and customer support. This encompasses the planning and management of logistics support to include operations performed by item managers of defense components and sub-systems who oversee stock and develop purchase requests for items and material after development and deployment. This activity accepts and validates customer requirements; considers existing workload, available capability, and capacity to plan near- and long-term activities to optimize workloads, product quality, and production rates; controls, acquires, allocates and manages resources; and, develops production requirements to maintain materiel and facilities. Sustaining engineering is coded F510.

T130 Storage and Warehousing. This function includes receiving wholesale materiel into depots and other storage and warehousing facilities, providing care for supplies, and issuing and shipping materiel. This excludes retail supply operations coded T110 and storage and warehousing of publications coded T150. It includes materiel receiving and any additional services that may be required. This includes generating confirmation of materiel receipt; preparing materiel for shipment; and managing and caring for materiel in storage. While in storage, the materiel may be moved among various warehouses or moved to maintenance facilities to be upgraded. This includes packing and preparation of materiel for shipment if necessary before being sent to receiving activities. It may also include shipping, depending on where the materiel is being sent. As the actual movement of materiel is accomplished, distribution status information is provided for workload planning.

- Receipt of supplies and related documentation and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt.
- Packing and Crating of Household Goods. This includes packing and crating operations incident to the movement or storage of household goods.
- Shipping. This includes the delivery of stocks withdrawn from storage to shipping. This includes onloading and offloading of stocks from transportation carriers; blocking, bracing, dunnage, checking, tallying, and materiel handling in the central shipping area; and related documentation and information operations.
- Care, Rewarehousing, and Support of Materiel. This includes all actions that must be taken to protect stocks in storage. This includes physical handling, temperature

control, assembly placement and preventive maintenance of storage aids, and realigning stock configuration. This also includes providing for the movement of stocks from one storage location to another and related checking, tallying, and handling, and other general storage support operations.

- Preservation and Packaging. This includes operations to preserve, re-preserve, and pack materiel to be placed in storage or to be shipped.
- Kitting. This includes building kits of repair parts to support phased maintenance requirements for deployed units.
- Unit and Set Assembly and Disassembly. This includes operations to gather or bring together items of various nomenclature (parts, components, and basic issue items) and group, assemble, or restore them to or with an item of another nomenclature (such as parent end item or assemblage) to permit shipment under a single document. This also includes blocking, bracing, and packing preparations within the inner shipping container; physical handling and loading; and reverse operation of assembling such units.
- Special Processing of Non Stock Fund-Owned Materiel. This includes special processing actions described below that must be performed on Inventory Control Point (ICP)-controlled, nonstock fund-owned materiel using regular or special maintenance tools or equipment. This includes disassembly or reassembly of reserviceable ICP-controlled materiel being readied for movement, in-house storage, or out-of-house locations (such as a port to a commercial or DoD-operated maintenance or storage facility or a property disposal or demilitarization activity). These operations include blocking, bracing, cushioning, and packing.
- Packing and Crating. This includes placing supplies in their final, exterior containers ready for shipment. This includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. It also includes all physical handling, unloading, and loading of materiel within the packing and shipping area; checking and tallying material in and out; all operations incident to packing, repacking, or recrating for shipment (including on-line fabrication of tailored boxes, crates, bit inserts, blocking, bracing and cushioning shrouding, overpacking, containerization, and the packing of materiel in transportation containers).
- Other Storage and Warehousing. This includes all other storage and warehousing actions except cataloging.

T140 Supply Cataloging. This function includes preparing supply catalogs and furnishing cataloging data on all items of supply for distribution to all echelons worldwide. This includes catalog files preparation and revision of all item identifications for all logistics functions; compilation of federal catalog sections and allied publication; and, development of federal item identification guides and procurement identification descriptions. It also includes providing for the printing and publication of federal supply catalogs and related allied publications.

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.

T160 Bulk Liquid Storage. This function includes operation and maintenance of bulk

petroleum storage facilities and other liquid storage facilities to include the maintenance and repair of liquid fuel dispensing systems. This includes operation of off-vessel discharging and loading facilities, fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within or between storage facilities or extended to using agencies and handling of drums within bulk fuel activities. This function excludes fuel supply services reported under code T165.

T165 Distribution of Petroleum Oil and Lubricant Products. This function includes the distribution of petroleum/oil/lubricant products to include fueling. It includes operation of trucks and hydrants.

T167 Distribution of Liquid, Gaseous and Chemical Products. This function includes the distribution of liquid oxygen and liquid nitrogen.

T175 Troop Subsistence. This function includes the acquisition, management, and delivery of food and related items in support of military dining facilities and troop feeding programs worldwide. It includes management of combat/deployment rations. It also includes the development of menus and troop subsistence allowances.

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 coded H350.

T180 Military Clothing. This function includes the order, receipt, storage, issue, and alteration of military clothing and the repair of military shoes. It excludes repair of organizational clothing reported under codes J600 and K600 and Military Exchange operations coded G013.

T185 Ordnance Supply. This function includes the support of conventional inventory management: ordnance support management; requirements determination; fleet ordnance positioning; allowance establishment and processing; oversight for receipt, segregation, storage and issue; demilitarization and disposal; and coordination and tracking of ammunition, weapons, combat systems and 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 crossdecking, ordnance storage and inventory management, traffic management, ammunition segregation and inspection, prepositioning support, quick response teams, and ordnance support 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 covered by the J and K codes.

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

TRANSPORTATION

T701 Management and Overview of Transportation. This function includes overseeing, directing, and controlling transportation programs and subordinate organizations. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and, allocating and distributing resources.

T710 Traffic/Transportation Management Services. This function includes the procurement of freight, household goods, and passenger services from commercial “for hire” transportation providers and from organic providers for all modes of transportation. This includes the review, approval, and signing of documents related to the obligation of funds; selection of mode or carrier; evaluation of carrier performance; adjudication of personal property claims; and, carrier suspension. This excludes administrative transportation services at installations, bases and other military facilities for air transportation (coded T810), water transportation (coded T811), rail transportation (coded T812), and motor vehicle transportation (coded T824).

T800 Ocean Terminal Operations. This function includes the operation of terminals that transfer cargo between overland and sealift transportation and the handling of government cargo through commercial and military ocean terminals.

- Pier Operations. This includes stevedore and shipwright carpentry operations supporting the loading, stowage, and discharge of cargo and containers on and off ships, and supervision of operations at commercial piers and military ocean terminals.
- Breakbulk Cargo Operations. This includes the stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of non-containerized cargo.
- Cargo Handling. This includes operation of barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area. This also includes cargo load planning, documentation, and routing.
- Port Cargo Operations. This includes loading and unloading railcars and trucks; packing, repacking, crating, warehousing, and storage of cargo moving through the terminal; and, stuffing and unstuffing containers.
- Vehicle Preparation. This includes the preparation of government and privately owned vehicles for ocean shipment; inspection and stowage of vehicles in containers; transportation of vehicles to the pier; and the process and issue of import vehicles to the owners.
- Lumber Operations. This includes the segregation of reclaimable lumber from dunnage removed from ships, railcars, and trucks; removal of nails; evening of lengths; inspection; and, return of the lumber to inventory for reuse. It also includes the receipt, storage, and issue of new lumber.
- Materiel Handling Equipment (MHE) Support. This includes delivering MHE to user agencies and performing onsite fueling. Maintenance of material handling equipment is coded J511 and K539.
- Crane Maintenance. This includes maintenance of barge derricks, gantries, and fixed cranes that support vessels and terminal cargo operations.
- Other Ocean Terminal Operations. This includes ocean terminal operations other than those identified above.

Transportation Services

T810 Air Transportation Services. This function includes management and operation of aircraft that are assigned to commands, bases, installations, and DoD facilities for movement of personnel and supplies. Aircraft maintenance is coded J501 and K531. This excludes medical

transportation services coded H710.

T811 Water Transportation Services. This function includes management and operation of watercraft that are assigned to commands, bases, installations, and other DoD facilities for movement of personnel and supplies. This includes tug operations but excludes recreational watercraft operations coded G055. Watercraft maintenance is coded J504 and K534.

T812 Rail Transportation Services. This function includes management and operation of rail equipment assigned to commands, bases, installations, and other DoD facilities for movement of personnel, supplies, equipment, and other products. Maintenance of railway equipment is coded J506 and K536. Maintenance and repair of railroad facilities is coded Z997.

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 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 (coded T800); civil works projects (coded Q420-Q999); fueling services (coded T165); or the repair, maintenance, and construction of real property (coded Z991-Z999). This also excludes medical transportation services coded H710. Maintenance of motor vehicles is code J506 and K536.

T826 Air Traffic Control. This function includes air traffic control operations at installations, bases and other DoD facilities. Air traffic control for military operations is coded using the applicable M code. Maintenance of deployable air traffic control equipment (e.g., equipment in mobile or portable shelters) is coded J507 and K537. Maintenance of fixed air traffic control equipment at installations, bases, and other facilities is coded Z992.

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

GROUP 5—PRODUCTS MANUFACTURED OR FABRICATED. *This group of functions includes manufacturing, assembly, and fabrication of equipment, materials, products and items. This excludes manufacturing and fabrication operations that are inherent to depot maintenance and repair functions.*

X931 Ordnance. This function includes the assembly and manufacture of ammunition and related products.

X932 Products Made from Fabric or Similar Materials. This function includes the assembly and manufacture of clothing, accessories, and canvas products as well as rope cordage and twine products.

X933 Container Products and Related Items. This function includes the design and fabrication or manufacture of wooden boxes, crates, and other containers. This includes the fabrication of fiberboard boxes and assembly of paperboard boxes with metal straps. It excludes on-line fabrication of boxes and crates that are part of the storage and warehousing function coded T130.

X938 Communications and Electronic Products. This function includes the assembly of communications and electronic products. This excludes the installation of new or modified computing hardware and software (coded M900-M939) and communications systems (coded

W210-W299).

X939 Construction Products. This function includes the operation and maintenance of quarries and pits, including crushing, mixing, and concrete and asphalt batching plants.

X944 Machined Parts. This function includes the assembly and manufacture of machined parts.

X999 Other Products Manufactured and Fabricated. This function includes the manufacture or fabrication of all systems, equipment, products, or items not addressed by other function codes.

GROUP 6—INSTALLATION/FACILITY MANAGEMENT AND UTILITY PLANT OPERATION AND MAINTENANCE

INSTALLATION/FACILITY MANAGEMENT

S100 Management and Oversight of Installations. This function includes oversight, direction, and control of subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; and conducting mid- and long-range planning.

S200 Installation, Base, or Facility Management. This function includes oversight, administration, and control of subordinate activities at an installation, base, or other DoD facility to include oversight of services provided to tenants. This function involves the management of support activities from more than one functional group (to include preparation, real property management and accountability, management and oversight of multifunction contracts). This function includes master planning, energy management, and any emergency planning not addressed by Y220. This function is typically performed by installation, base, and facility commanders and directors and that part of their support staff that perform management functions not addressed by other function codes.

S210 Facility Management. This function includes planning, programming, funding for minor construction, maintenance, and repair of government buildings, real property, 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-W399 and M92X. This also excludes local storage and supply operations (e.g., requisition, receipt, storage, issuance, and accountability) coded T110.

S310 Housing Management. This function includes planning programming, and funding for minor construction, maintenance, and repair of government housing and associated grounds and surfaced areas; the administration (to include leasing) and operation of DoD housing facilities; and the administration (to include contract administration) of 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, family housing, and Unaccompanied Personnel Housing (UPH) to include UPH leased by the Government from private owners, Federal Housing Administration (FHA) or Veteran Affairs (VA) 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 S719. It includes the moving and handling of unaccompanied personnel housing furnishings and equipment except operations covered by function codes W210-W399

and M92X. 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.

Building and Housing Management. *This includes services provided to building and/or housing tenants.*

S410 Custodial Services. This function includes janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.

S420 Collection and Disposal of Solid Waste. This function includes trash and other refuse collection, recycling, and disposal services. This excludes the operation of incinerators, sanitary landfills, or regulated dumps coded S730.

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

S450 Laundry and Dry Cleaning Operations. This function includes the operation and maintenance of laundry and dry cleaning facilities.

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 W210-W399 and equipment that is considered real property coded Z991 and Z992). It also excludes local supply services coded T110.

UTILITY PLANT OPERATION AND MAINTENANCE. *This set of functions is concerned with the operation and maintenance of water pumping plants, purification plants, and distribution systems, wastewater pumping plants, treatment plants and sewage collection systems; industrial waste disposal systems; electric distribution systems, transformers and generating systems; natural gas distribution systems; cold storage plants, air conditioning and heating plants and distribution systems; combined heat and power plants; miscellaneous refrigeration; heating plants and distribution; and, central and installed air compressors. This includes maintenance and repair of above ground and underground storage facilities, provisions for the physical "tie-in" or "connection" to the source system when it replaces a failed or failing existing system. This also includes maintenance and repair of standby generating plant equipment, all heating equipment not already identified, ventilating fans, evaporative cooling systems, and similar support equipment and systems. It does not include the maintenance and repair of installed utility equipment that is used only for the building in which it resides. It includes active and inactive facilities. The operation and maintenance of bulk liquid storage facilities is coded T160. The operation and maintenance of quarries, pits, and asphalt plants is coded X939.*

S725 Electrical Plant and Distribution Systems Operation and Maintenance. This function includes the provision of electric energy and/or the operation and maintenance of main electric generating plants and distribution systems at active and inactive installations. It excludes operation of auxiliary generators, portable generators, frequency changers, electric motor-driven generator sets and rectifiers, unless installed as generating plant accessory equipment.

S726 Heating Plant and Distribution Systems Operation and Maintenance. This function includes the provision of steam and hot water and/or the operation and maintenance of boiler plants, high pressure and heating plants, combined heat and power plants, and systems of all

types and capacities and distribution systems at active and inactive installations. It also includes the handling, storage and consumption of coal or other bulk fuels.

S727 Water Plant and Distribution Systems Operation and Maintenance. This function includes the provision of water and/or operation and maintenance of water treatment plants and distribution systems. This includes pumping at treatment and source pumping plants; impounding reservoirs; and all wells, cisterns, springs, chlorinators, and chemical feeders located in the pumping plants that are used to produce and distribute filtered water at active and inactive installations.

S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance. This function includes the provision for sewage disposal and/or operation and maintenance of sanitary and industrial wastewater pumping and treatment plants and distribution systems at active and inactive installations. This also includes the provision for portable latrines.

S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance. This function includes the operation and maintenance of air conditioning plants, cold storage plants, heat pumps, and ice manufacturing plants of all tonnage capacities and distribution systems at active and inactive installations.

S730 Incinerator Plant and Sanitary Landfill Operations. This function includes the operation and maintenance of incinerators, sanitary landfills, regulated dumps, and the performance of all related major refuse collection and disposal services.

S780 Natural Gas Distribution Systems. This function includes the operation and maintenance of natural gas distribution systems at active and inactive installations.

S799 Other Utility Plant and Distribution Systems Operation and Maintenance. This function includes utility plant and distribution systems operation and maintenance (to include purchase from a private firm or public municipality for the physical "tie-in" or "connection" to the source system) that are not addressed by other function codes.

GROUP 7 – SECURITY, LAW ENFORCEMENT AND PRISON/CONFINEMENT FACILITIES

SECURITY/LAW ENFORCEMENT

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 insider threat and other 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, insider threat 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, resources and weapons to include nuclear and conventional arms, ammunition, and explosives (CAAE). 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 Protection Agency law enforcement officers also falls under this category.
- 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.

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 administering security education/motivation programs, overseeing and monitoring security violations/incidents, and conducting security oversight activities. This does not include information system security or cybersecurity functions and activities identified in Group 18-Information Capabilities.

- 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.

S560 Protective Services Operations. This function includes the protection and escort of designated high-risk personnel. The appropriate headquarters must approve this function designation.

S440 Fire Prevention and Protection. This function includes fire suppression, fire prevention, fire protection, and emergency responses (to include crash/search and rescue operations). This also includes fire station administration and operations.

Security Compliance/Law Enforcement 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 re-investigation 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.

I520 Criminal Investigative Services. This function includes conducting felony investigations. Conducting criminal investigations includes the conduct, supervision and management of all steps required to investigate criminal activities, e.g., interviews/interrogations, information gathering, polygraph, crime scene examination, forensic analysis, etc. The laboratories conducting forensic examinations are also included. Also included are investigative support, e.g., investigative assistants and analysis. This function is limited to organizations such as the Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations and the Defense Criminal Investigative Service (DCIS). This function excludes law enforcement operations performed at installations and bases coded S500-S520 and Counterintelligence coded M310. This function also may include cyber forensics if conducted as part of a criminal investigation. Cyber forensics conducted outside of criminal investigations should be coded as M932.

I530 Industrial Security. Industrial security regulates work that takes place in the private sector or in Government-owned/contractor operated facilities. It applies principles of personnel, physical and information security. This function includes the administration, oversight, clearance processing, security survey, and annual assurance of the security of contractor facilities involved in the National Industrial Security Program. This includes operations undertaken to ensure that appropriate security safeguards are in place and followed throughout the life cycle of classified procurement programs (i.e., from inception through final delivery). It includes assessing the level of protection afforded classified information by employees of private sector contractors, universities, and research firms. This encompasses educating private sector employees who will be safeguarding classified information; approving security containers for storing classified information; accrediting automated information systems that process classified information; and, providing advice and assistance to the security office and contractor employees. This also includes assisting the contractor in investigating security violations and ensuring that the transfer of classified information between nations is accomplished following the appropriate safeguards.

I540 Acquisition Security. Acquisition security includes the planning and integration of all

security methods and procedures into the development, demonstration, and production or procurement of defense systems to ensure holistic protection. This includes acquisition programs for weapons systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel to protect systems and related sensitive technology, technical data to include research data with military applications, classified information (including SAP, SCI, Collateral), and support systems from foreign intelligence collection, unauthorized disclosure, sabotage, theft, or damage throughout a system's life cycle. This function includes efforts to develop and provide tailored countermeasures to mitigate vulnerabilities to systems and associated sensitive resources/information from loss, damage, destruction, or compromise based on the systematic evaluation of security risks, costs and benefits. This also encompasses ensuring international programs security requirements are met by all parties, to include Defense Industry, U.S., and foreign customers for the protection of Government property, classified and/or Controlled Unclassified Information, and sensitive Critical Controlled Assets (CCA) pursuant to international cooperative efforts and/or foreign military sales programs.

PRISON AND CONFINEMENT FACILITY OPERATIONS

S719 Confinement Facility Operations. This function includes the administration and operation of DoD level 1 facilities that provide for the confinement of casual, pre-trial, and short-term prisoners; and, the temporary confinement of intermediate and long-term prisoners eligible for transfer.

S720 Prison Operations. This function includes the administration and operation of DoD level 2 and 3 facilities that provide for the intermediate and long-term confinement of prisoners. This includes all correction activities for the rehabilitation of personnel confined in prisons and other facilities providing intermediate and long-term confinement.

S722 Detention of Enemy Prisoners of War (EPW). Retained Personnel (RP). Civilian Internees (CI) and other Detainees (OD). This includes the administration and operation of facilities that provide for the detention of EPW, RP, CI, and other detainees. This includes all activities supporting the function.

OTHER

S724 Other Security, Law Enforcement, and Prison/Confinement Facility Activities. This function includes any other security, law enforcement, or prison/confinement facility activities performed at Installations/Facilities not covered by other function codes above.

GROUP 8—ENVIRONMENT, SAFETY, AND NATURAL RESOURCE SERVICES. This functional group is concerned with environmental management and natural resource services; safety and occupational health; explosives safety; response to hazardous material mishaps; and pest management on military installations, bases, and facilities. It excludes civil work projects and programs coded with the applicable Q function codes.

E110 Environmental Security Management. This function includes overseeing, directing, and controlling programs and subordinate organizations concerned with one or more of the following areas: environmental management; sustainability; safety and occupational health; explosives safety; hazardous materiel; and, pest management. This includes conducting mid- and long-range planning, programming, and budgeting; developing and issuing policies; providing policy guidance; reviewing, analyzing, evaluating and reporting on program performance; and, allocating and distributing resources.

E120 Environmental and Natural Resource Services. This function includes operations that ensure compliance with statutory and regulatory environmental requirements at military installations, bases, and facilities to include, but not limited to, pollution prevention, Clean Air Act Compliance, Clean Water Act Compliance, Safe Drinking Water Act Compliance, Resource Conservation and Recovery Act Compliance. It also includes hazardous materials and waste management; environmental restoration—cleanup management (to include cleanup at active and closing bases); management of the conservation of natural, historical, archeological and cultural resources; application of up-to-date environmental technology; environmental assessment and planning; and, other similar operations. This also includes natural resource projects that take place at military installations, bases, and facilities that are environmental compliance/conservation related. This includes efforts that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or ground water table, erosion control, and mineral deposit management at installations. It excludes maintenance of natural resources that are not environmental compliance/conservation related that are coded Z993. Also, this does not include the management of civil works projects covered by the Q function codes.

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, reviews and illness and injury trend analyses. This excludes occupational health services coded E225.

E225 Occupational Health Services. This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in military operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation support. This excludes collection and disposal of hazardous material coded S430 and health services provided by health clinics coded H203.

E230 Explosives Safety. This function includes Explosives Safety and Munitions Risk Management (ESMRM). ESMRM integrates both explosives safety and risk management tenets and requirements into operational planning, logistics, training, and operations when DoD military munitions are present or planned for. The ESMRM goal is to enhance military effectiveness in support of the mission while protecting personnel, property, and military equipment from potential consequences of accidents/mishaps involving DoD military munitions. Explosives Safety and ESMRM manage risks from DoD military munitions across the entire lifecycle. The lifecycle includes RDT&E, manufacturing, procurement, transportation, handling, storage, surveillance, maintenance, demilitarization, training, and during operations. Explosives safety also includes munitions response activities on DoD installations and formerly used defense sites (FUDS)

E250 Response to Hazardous Material Mishaps. This function includes crisis or emergency response and clean-up operations for hazardous material spills and mishaps. This excludes the routine collection and disposal of hazardous material coded S430.

S435 Pest Management. This function includes prevention and control of disease vectors and pests that may adversely affect the DoD mission or military operation; the health and well-being of people; or structures, material, or property. This includes response to, capture, and disposition of uncontrolled, dangerous and disabled animals or remains.

E999 Other Environmental Security Activities. This function includes environmental security activities not covered by other function codes.

GROUP 9—REAL PROPERTY PROJECT MANAGEMENT, MAINTENANCE AND CONSTRUCTION

REAL PROPERTY PROGRAM AND PROJECT MANAGEMENT

Z101 Corps of Engineers Program and Project Management. This function includes managerial and executive level activities associated with delivering individual Civil Works, Military Programs, and support for other projects (project management) or an aggregate of projects (program management) to U.S. Corps of Engineers (USACE) customers. This includes managing the development and justifying, defending, and executing a project or an aggregate of projects. Work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are accomplished at the division office level.

Z110 Management of Major Construction of Real Property. This function includes the supervision, inspection, and administration of contract construction work; technical assistance in contract negotiations; preparation of contract modifications; and, surveillance of construction projects. This includes the collection of engineering and design technical data; conduct of construction reviews before contract award; quality assurance of ongoing construction; documentation and commissioning for transfer of completed work to the appropriate agency; and, the technical and policy review of such work. This function includes, but is not limited to, performance by USACE. Within USACE, project work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and, quality assurance reviews are performed at the division office.

Z120 Real Estate/Real Property Acquisition. This function includes acquiring real property or interest in real property by purchase, lease, condemnation, exchange, gift, or transfer/permit. This includes the approval, disapproval, and/or control of real estate planning reports, acquisition directives, surveys, maps, title evidence, title insurance, appraisals, non-standard estates, condemnation assemblies, relocation applications, offers to sell, final title opinions, environmental reports, cultural-historical reports, and other real estate acquisition documents such as deeds and leases. This also includes negotiations for, and acceptance or rejection of, offers and counteroffers and determinations on the value to be paid for the acquisition of real property. It also includes the authority for proposed acquisitions, title status, direct purchase or condemnation decisions, relocation assistance payments and claims, settlement in court cases, gross value estimates in project decision documents, and risk assessments. It also includes preparation of various real estate documents which may be done in-house or, if performed by contractors, includes contract management. This function includes, but is not limited to, performance by USACE. Within USACE, decisions and management functions are typically performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global and is not performed at the installation.

Title, Outgranting, and Disposal of Real Estate/Real Property. *These functions include management of the title, outgranting, and disposal of real estate and real property. This entails the approval, disapproval, and/or control of real estate leases, licenses, permits, or easements granting use of real property, Reports of Availability, encroachment trespass resolutions, Reports of Excess, deeds divesting DoD of the title, transfer documents transferring control of real property to another federal agency, timber harvesting, surveys, maps, and appraisals. These functions also include management, programming, budgeting, negotiating, accepting or rejecting*

availability or excess status of real property and the authority for proposed actions, claims, settlement in court cases, terms of agreements, dispute resolution, and risk assessments.

Z135 Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects.

This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. These decisions and management functions are performed at the USACE district and division offices, HQ USACE, or Department of the Army Secretariat. The Corps real estate work is global.

Z138 Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects. This function includes projects at installations, bases, and defense facilities.

Architect-Engineering Services. *The management and oversight of engineering activities typically includes quality assurance and other activities associated with the production of studies, plans, designs, specifications, drawings and value engineering. This includes field exploratory and investigative work, geological reports, the measurement and location of natural and man-made physical features and legal boundaries, and the technical and policy review of this work. This also includes management and oversight of private contractor engineering and design work to include the preparation of project scope and cost estimates to support the programming and budgeting process; preparation of cost estimates for the evaluation of contract bids and proposals; negotiations; and, the technical and policy review of such work. Projects may require professional services such as archeologists, biologists, procurement specialists, economists, accountants and auditors as well as engineers and architects. At the national project level, this may also require partnering and coordinating with industry groups, professional societies, other federal, state, and local agencies in the development of programs, studies, plans, guidance, and projects. The development of architectural and engineering reports, studies, and designs are predominately performed by private contractors providing professional services. The in-house development of architectural and engineering reports, studies and designs is typically limited to that required for maintaining the expertise necessary for establishing policies and procedures; programming and project definition; selection, management, and oversight of private contractors; quality assurance; and technical and policy review. These functions exclude engineering services that support the Defense systems acquisition process coded F510.*

Z145 Architect-Engineering-National Projects. This function includes projects that transcend state boundaries (e.g., such as those typically performed by USACE) and are not confined to an installation, base, or facility. This includes the management and oversight of engineering activities for the military, civil works, and environmental programs and support for other programs. Within USACE, work is performed and decisions are approved at the project level and performance and decisions receive supervisory review at the district level. Quality assurance reviews are performed at the division office level.

Z148 Architect-Engineering-Local Projects. This function includes projects at installations, bases, and defense facilities. This typically includes development of architectural and engineering reports, studies, and designs; criteria and design review; and, processing of airfield and air space clearance waivers and master plans.

Z199 Other Real Property Program and Project Management Activities. This function includes real property program and project management activities not addressed by other function codes.

REAL PROPERTY MAINTENANCE, REPAIR AND CONSTRUCTION

Z991 Minor Construction, Maintenance and Repair of Family Housing and Structures.

This function includes the alteration and repair (i.e., minor construction) and associated design

services for family housing and structures. This function includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair to interior heating equipment (including heat sources under 750,000 BTU capacity); and repair to appliances (to include installed food service and related equipment). It includes repair of air conditioning and refrigeration systems under a 5-ton capacity and repair of other equipment affixed as part of the building and not included in other activities. This function also includes repair to fencing, flagpoles, and other miscellaneous structures associated with family housing and the rehabilitation of family housing for tenant change and emergency service work.

Z992 Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing. This function includes the alteration and repair (i.e., minor construction) and associated design services for buildings and structures other than family housing. It includes exterior and interior painting and glazing; roofing; tiling; flooring; screens and blinds repair; and interior plumbing. It includes electrical repair (to include elevators, escalators, and moving walks); repair of interior heating equipment; and repair to installed building equipment (to include installed food service and related equipment). It includes repair to air conditioning and refrigeration units under a 5-ton capacity; and repair of other equipment affixed as part of the building and not included in other activities (e.g., air traffic control equipment, medical equipment, and training simulators). It also includes repair to fencing, flagpoles, guard and watchtowers, grease racks, unattached loading ramps, training facilities other than buildings, monuments, grandstands and bleachers, elevated garbage racks, and other miscellaneous structures.

Z993 Maintenance and Repair of Grounds. This function includes the maintenance, repair, protection and development of land, water, and the renewable natural resources; fish and wildlife habitats; training areas and ranges; administration of agriculture and grazing leases and management expenses for forest areas, except when environmental compliance/conservation related. Maintenance of natural resources that are environmental compliance/conservation related are coded E120.

- **Grounds (Improved).** This includes the maintenance and repair of improved grounds, including lawns, drill fields, parade grounds, athletic and recreational areas, cemeteries, other ground areas, landscape and windbreak plants, turf grass, ground cover plantings, crushed rock and gravel blankets, and storm and accessory drainage systems. These grounds are normally subject to annual fixed requirements for grounds maintenance measures consisting of seeding, fertilizing, policing, watering, mowing, weed control, pruning, dust control, and other essential grounds operations.
- **Grounds (Other than Improved).** This includes the maintenance and repair of small arms ranges, artillery ranges, antenna fields, drop zones, maneuver areas, testing and artillery ranges, igloo yards, safety and security zones, and firebreaks. It also includes grounds such as wildlife conservation areas, deserts, swamps, ponds, lakes, streams, estuaries for fish and waterfowl habitats, and similar areas. These grounds are normally subjected to maintenance measures such as open drainage and watersheds to preclude erosion and sedimentation; planting vegetation, utilization of structural measures and non-vegetative surface treatments to control dust, erosion, and surface water; mowing, prescribed burning and herbicides to control weeds, brush, vegetative fire hazard and poisonous plants; and, cleanup of storm damage. This applies to all active and inactive facilities.

Z994 Maintenance and Repair of Surfaced Areas. This function includes the maintenance and repair of all rigid, flexible, and miscellaneous graded and stabilized (other than grassed)

pavements used for vehicular, aircraft, and pedestrian traffic, and appurtenances. It includes concrete, bituminous, gravel, stabilized, graded, or other hard surfaced (e.g., cobblestone, and paving block) streets, service drives, alleys, sidewalks, open storage areas, parking areas, aircraft runways, aircraft taxiways, aircraft aprons, heliports, hardstands, vehicular, pedestrian, and railroad bridges, training bridges, railroad trestles and appurtenances such as shoulders, culverts, storm drainage features, sub-grade drains, footbridges, and covered walks not attached to a building. It also includes traffic control signs and markings, pavement numbering and marking, and tie-down anchors. It includes paving, pothole/crack repair, inspection, sealing, painting, and other related activities and sweeping and snow removal from streets and airfields. This applies to all active and inactive facilities.

Z997 Maintenance and Repair of Railroad Facilities. This function includes maintenance, repair and alterations of narrow and standard gauge two-rail tracks including spurs, sidings, yards, turnouts, frogs, switches, ties, ballasts, and roadbeds, with accessories and appurtenances, drainage facilities, and trestles.

Z998 Maintenance and Repair of Waterways and Waterfront Facilities. This function includes maintenance, repair, and alterations of approaches, turning basin, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments, and similar waterfronts and waterways. It excludes waterways maintained by the U.S. Army Corps of Engineers civil works rivers and harbors programs and maintenance of natural resources that are environmental compliance/conservation related that are coded E120. It also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.

Z999 Maintenance, Repair and Minor Construction of Other Real Property. This function includes maintenance, repair, alteration, and minor construction of real property not addressed by other function codes.

GROUP 10—CIVIL WORKS

Q120 Civil Works Management. This function includes oversight, direction, and control of the nation's water and related environmental resources, civil work projects and programs, and/or subordinate civil works management offices. The civil works management function is performed by the U.S. Army Corps of Engineers and the Corps district and division offices. This function includes developing and issuing civil works policies and providing policy guidance; reviewing and evaluating program performance of subordinate organizations; allocating and distributing resources; or conducting mid- and long-range planning, programming, and budget for civil works activities.

Q220 Water Regulatory Oversight and Management. This function includes activities involved in administration and enforcement of navigable waterways regulatory programs; restoration and maintenance of chemical, physical, and biological water integrity; and control of permits pertaining to work, structures, and discharges in or over navigable waters and their tributaries. This includes the administration, enforcement, and permitting activities associated with the Rivers and Harbors Act of 1899, Sections 9, 10 and 13; Clean Water Act, Section 404; and Marine Protection, Research and Sanctuaries Act, Section 103. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are done at the division office level.

Q240 Natural Resources Oversight and Management. This function includes oversight (to include contract management) for the orderly protection, control, utilization, and renewal of natural resources at water resource development projects, including the interpretation of government policy and enforcement of rules and regulations (i.e., CFR Title 36 citation authority). Also included are sampling and/or control of obnoxious vegetation in navigable waters, tributary streams, connecting channels, and allied waters. This includes fish protection and management, fish spawning/rearing/releasing operations, wildlife conservation/management, and forest and soils management. This concerns projects that transcend state boundaries and are not confined to an installation. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q260 Civil Works Planning Production and Management. This function includes all operations performed by either in-house or contractor personnel involved in developing river basin plans and other water resource plans for separable areas within river basins and the technical review of this work. This includes feasibility studies for improving rivers, tributary streams, harbors, waterways, and related land areas for navigability, flood damage reduction, recreation, fish and wildlife protection, water quality, shore protection, hydroelectric power, and water supply. This also includes environmental and economic studies that are part of the planning process, and all flood plain management activities. Within USACE, work is performed and decisions approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q420 Bank Stabilization. This function includes restoration and repair of stream/river banks on navigable waterways and flood control channels. This includes placement of rip rap, excavation and grading for mats, mat casting, mat loading, mat towing, mat laying, and construction/placement of other structures. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are conducted at the division office level.

Q440 Maintenance of Open Waterways for Navigation. This function includes all activities, including contract management and oversight, associated with maintenance of open waterways operated for the purpose of navigation. Maintenance of open waterways includes dredging, drift and debris removal, clearing and snagging operations, removal of wrecks, repair of river training works, and operation and maintenance of dredges, tow boats, and other floating plants. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q460 Maintenance of Jetties and Breakwaters. This function includes all activities, including contract management and oversight, associated with maintenance of project-related jetties and breakwaters for navigation purposes such as patching of cracks in concrete, repair of eroded sections including replacement of stone, ballast, foundation, and other component materials. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level.

Q520 Operation and Maintenance of Locks and Bridges. This function includes all activities, including contract management and oversight, associated with operation and maintenance of navigation lock structures and associated facilities and equipment. This

includes opening and closing the gates to permit transit of vessels and giving directions to vessel pilots transiting locks. This includes maintenance and repair (including emergency repairs) of locks and surrounding areas, such as embankments and spillways and operation and maintenance of moveable bridge spans over navigable waterways necessary for the transit of vessels. It also includes enforcement of laws, rules, and regulations on site at locks on critical and non-critical waterway segments. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at locks and bridges are coded Z993.

Q540 Operation and Maintenance of Dams. This function includes dam operations performed by persons currently having authority to make final decisions on the release of water from dams, such as the operation of spillway gates and other outlet works, for flood control or maintenance of a navigation pool. This function also includes routine maintenance of dams and associated structures such as spillways, embankments, outlet works, levees, pumping stations, and other structures and/or management of contracts providing for routine as well as non-routine maintenance. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at dams are coded Z993.

Q560 Operation and Maintenance of Hydropower Facilities. This function includes all activities, including contract management and oversight, associated with the operation and maintenance of hydropower facilities. This function includes hydroelectric generators, turbines, transformers, switchgear, conductors, insulators, control equipment, supervisory control and data acquisition systems, computers, spare parts, pumps, water supply systems, communication systems, oil systems, sewage systems, heating and air conditioning systems, and related structures (e.g., switchyards and intake facilities). This function also includes making final decisions on the release of water from dams, such as the operation of hydropower turbines, spillway gates and other outlet works, for flood control or maintenance of a navigation pool. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at hydropower facilities are coded Z993.

Q580 Operation and Maintenance of the Washington Aqueduct. This function includes all operations and maintenance performed at the Washington Aqueduct. It includes the treatment and distribution of water to ensure an adequate and potable water supply to the federal establishment in Washington, D.C.; Arlington County, VA; the City of Falls Church, VA; and other parts of Fairfax County. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the division office level. Maintenance and repair of grounds and surfaced areas at the Washington Aqueduct are coded Z993.

Q620 Operation and Maintenance of Recreation Areas. This function includes operation of recreational sites at water resource development projects, to include interpretation of government policy or enforcement of rules and regulations (i.e., CFR Title 36 citation authority). This includes operation of the recreation features of the project, and management of contracts that provide operation and maintenance support. Within USACE, work is performed and decisions are approved at the project level; performance and decisions receive supervisory review at the district level; and quality assurance reviews are performed at the

division office level.

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

GROUP 11—MILITARY COMMUNITY AND FAMILY PROGRAMS

FORCE RESILIENCY PROGRAMS

B910 Force Resiliency Programs Management. This function includes oversight, direction, and control of force resiliency programs (such as equal opportunity, suicide prevention, personnel risk reduction, sexual assault prevention and response, and drug demand reduction programs) and subordinate offices and centers. Management operations typically include development and issuance of policies; providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

B920 Force Resiliency Program Operations. This function includes operations performed by equal opportunity diversity management, suicide prevention, personnel risk reduction, sexual assault prevention and response, drug demand reduction and other force resiliency program offices and centers. This includes program operations necessary for implementation and monitoring of program activities.

B999 Other Force Resiliency Activities. This function includes force resiliency activities not covered by other function codes.

COMMISSARY AND MILITARY EXCHANGE OPERATIONS. *This includes functions that provide all ordering, receipt, storage, stocks and retailing for military commissaries and Exchanges. This excludes procurement of goods for issue or resale.*

G006 Commissary and Military Exchange Management. This function includes directing, controlling, supporting and overseeing the DoD worldwide commissary system and military exchanges and their organization, processes, and procedures to include personnel, funds, facilities, supplies, and equipment. It includes developing and issuing policies and procedures for operations, merchandising, and marketing, as well as procedures for logistics, distribution, transportation and readiness planning when they are unique to the commissary and exchange businesses. It also includes reviewing and evaluating program performance; allocating and distributing resources; and, conducting mid- and long-range planning and programming.

G008 Commissary Operations. Elements performing this function order, obtain, process and retail groceries and other items directly to authorized patrons. It includes reporting to the region staff or to the region director on day-to-day operations and services provided to customers. Elements are accountable for all assets and ordering of all equipment and supplies while maintaining high standards of health and safety, and providing quality products and services to DeCA's patrons.

G013 Military Exchange Operations. This function includes ordering, receipt, storage, stockage, and retailing of clothing and other items. This includes stores operated by the Army and Air Force Exchange Services, Navy Exchange Services and Marine Corps Exchange Services.

MILITARY COMMUNITY AND FAMILY SUPPORT SERVICES. *Military Community and Family Support Services includes management and operations functions within the direction of Family Support Services programs, Child and Youth programs, and Morale, Welfare, and Recreation programs and related non-appropriated fund instrumentalities.*

G050 Military Community and Family Support Services Management. This function

includes oversight and direction of Military and Family Support Services Programs, Child Care and Youth Programs, Morale, Welfare, and Recreation (MWR) programs, and related non-appropriated fund instrumentalities (NAFIs). As part of the management function, centrally managed MWR functions are provided that either support Service-level NAFIs, or provide consolidated support for field activities. (For example, the Military Services manage central non-appropriated fund (NAF) contract services for field activities, central investment of NAFs, centrally managed insurance and human resource programs for NAFs, and centrally managed information technology functions. Most of the personnel involved in these central functions are paid by NAFs.)

G060 Military and Family Readiness Support Center Services. This function includes family services provided primarily by the Installation Military and Family Readiness Support Centers, as defined in DoDI 1342.22. Services are broken into three categories: baseline services, services directed by other directives and instructions that can be provided in Family Readiness Support Centers and additional programs and services unique to the Service or the local environment. Further descriptions of the services provided in these three categories are contained in DoDI 1342.22. These services are in direct support of command priorities and include:

Baseline Services (i.e., all DoD Family Centers provide):

- Deployment Assistance
- Information and Referral
- Relocation Assistance
- Personal Financial Management
- Employment Assistance
- Outreach
- Personal and Family Life Education
- Crisis Assistance
- Volunteer Coordination
- Spouse Education and Career Opportunities
- Emergency Family Assistance

- ◆ **Other Services.** Without relieving other DoD elements of their obligation to perform functions mandated by statute or DoD policy, Family Readiness Support Centers may provide other family support system programs including, but not limited to the following:

- Non-Medical Individual and Family Counseling
- Transition Assistance Program (defined in DoDI 1332.35)
- Family Advocacy Program (defined in DoDI 6400.1). Note: Family advocacy intervention services are sometimes managed by the installation health services activity.

G061 Exceptional Family Member Programs. This function includes Exceptional Family Member Programs (defined in DoDI 1342.12 and DoDI 1342.22) provided through Installation level programs in Family Readiness Support Centers.

MORALE, WELFARE, AND RECREATION (MWR) SERVICES. These functions include MWR program activities that provide for the fitness, esprit de corps and quality of life of Service

members, their families, DoD civilians, and other authorized patrons. MWR activities are grouped into categories by funding source. MWR activities are supported non-appropriated fund instrumentality (NAFI) operations and use both appropriated funds (APFs) and non-appropriated funds (NAFs) as funding sources. DoDI 1015.10 provides full descriptions of the activities included and support authorized for activities within each of the three categories.

- *Category A: Mission Sustaining Programs – These functions promote physical and mental well-being of Service members and are requirements that support accomplishment of the basic military mission.*
- *Category B: Basic Community Support Programs – These functions satisfy the basic physiological and psychological needs of Service members and their families, providing, to the extent possible, support systems that make DoD installations temporary hometowns for a mobile military population.*
- *Category C: Revenue Generating Programs – These functions include activities that are self-supporting through NAF revenue generating capability and provide outlets for pursuit of individual recreational interests.*

G020 MWR Mission Sustaining Programs Management. This function includes oversight and direction of MWR Category A mission sustaining programs.

G021 MWR Mission Sustaining Programs Operations. This function includes activities typically performed to operate MWR Category A mission sustaining programs.

G022 MWR Community Support Programs Management. This function includes oversight and direction of MWR Category B community support programs.

G023 MWR Community Support Programs Operations. This function includes activities typically performed to operate MWR Category B community support programs.

G024 MWR Revenue Generating Programs Management. This function includes oversight and direction of MWR Category C revenue generating programs.

G025 MWR Revenue Generating Programs Operations. This function includes activities typically performed to operate MWR Category C revenue generating programs.

CHILD AND YOUTH PROGRAMS. *These functions include four types of programs that support youth and children (Child Development Programs, School Age Care Programs, Family Child Care, and Youth Programs). These programs are supported by both APFs and NAFs, and are defined as MWR Category B activities, as described in DoDI 1015.10. They are funded with a minimum of 65 percent APFs and 35 percent NAFs.*

G066 Child Development Early Care and Education Program Management. This function includes oversight, personnel management, facility management, direction, and control of early care and education classroom, and developmental activities above the classroom level (e.g., Child Development Center Director or Assistant Director). This also includes management and direct staff support. Center-based care provides services for infants, toddlers, preschoolers and kindergarten-aged children. Requirements and standards for these programs are specified in DoDI 6060.02.

G067 Child Development Early Care and Education Program Activities. This function includes the direct conduct of infant through preschool curricula and developmentally appropriate practice to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas. Requirements and standards for these programs are specified in DoDI 6060.02.

G068 School Age Care Programs Management. This function includes oversight, personnel

management, facility management, direction, and control of care and education classroom, and developmental activities above the classroom level (e.g., Director or Assistant Director) for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoDI 6060.02.

G069 School Age Care Programs Activities. This function includes the direct conduct of education classroom and developmental activities for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures. Requirements and standards for these programs are specified in DoDI 6060.02.

G070 Youth Programs Management. This function includes oversight, personnel management, facility management, direction and control of a full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the “hub” for most activities. Requirements and standards for these programs are specified in DoDI 6060.04.

G071 Youth Programs Activities. This function includes the direct conduct of school aged children (ages 5-18) in the implementation of a full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition of children to adulthood. The Youth Center serves as the “hub” for most activities.

G072 Child and Youth Training and Curriculum Support. This function includes staff training and coaching, oversight of early care, school age care and education classroom, youth programs, and curriculum development and implementation above the classroom level (e.g., Training and Curriculum Specialist). Requirements for these programs are specified in 10 U.S.C 1792

G073 Family Child Care. This function includes activities for home-based care provided by an individual who has met specific standards and has been certified to provide these services. Requirements and standards for these programs are specified in DoDI 6060.02.

G074 Resource and Referral. This function includes activities required to assist Service members and their families in obtaining child care utilizing Resource and Referral services.

SOCIAL SERVICE PROGRAMS

G080 Homeowners’ Assistance Program. This function includes management of the DoD-wide Homeowners’ Assistance Program for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and approval or disapproval of the disbursement of federal funds, claims, and appeals of value or eligibility. This function is performed by three USACE districts, USACE divisions, HQ USACE, Department of the Army, or OSD depending on the size or controversial nature of the action.

G090 Employee Relocation Assistance Program. This function includes management of the DoD-wide program for employee relocation assistance for DoD employees. Operations include programming and budgeting; administering contracts; accepting or rejecting entitlement eligibility; and, approval or disapproval of the disbursement of federal funds, claims, and appeals. This includes oversight of contractor support for (1) home sales services (to include employee contract, description of services, title search, residential appraisals, market assistance, purchase, equity advance, and settlement); (2) home finding assistance (to include rental assistance, buying assistance, and mortgage counseling); and, (3) related services consisting of various reporting requirements. This function is performed by the USACE districts and divisions and overseen by HQ USACE.

G105 Recreational Library Operations. This function includes all services provided by recreational libraries to include audio and visual information collections, computer-based information systems, and Internet information sources. These information resources support off-duty education, professional military education, and recreational needs of the military community. This includes library service centers that provide support to geographically separated units. These programs are supported as part of the MWR program and are funded as Category A activities.

G210 Postal Services. This function includes post office operations in overseas areas operated as an extension of the United States Postal Service. This function includes postal services to military and other authorized personnel. It also includes providing liaison with civil postal authorities; the monitoring, regulation, and operations necessary to ensure the integrity of military mail transport; and, financial transactions for stamp stock and money order forms.

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.

G902 Casualty Assistance and Mortuary Affairs. This function encompasses caring for deceased personnel on an individual basis during war and in peacetime circumstances that cause mass fatalities. There are several services provided as part of this function in the case of both the individual and mass fatality such as:

- Notification, support and counseling of the Next of Kin of military casualties. A full description of casualty responsibilities is found in DoDI 1300.18.
- Preparation of the remains and transportation to the place of interment. Remains of individual fatalities in the U.S. are prepared in commercial mortuaries. Individual fatalities occurring overseas and mass fatalities are prepared in either the overseas mortuaries or the aerial port mortuaries. In mass fatalities, identification is a key element in the preparation process. Transportation from overseas locations is by military or commercial transportation with a uniformed escort. Transportation within the U.S. is on commercial air transportation, escorted by a uniformed member.
- Interment and Military Funeral Honors. Funeral homes provide interment services. The parent Service of the deceased, as mandated by law, provides Military Funeral Honors.

G910 Temporary Lodging Services. This function includes operations that provide for temporary lodging to include providing accommodations for official travelers on temporary duty, temporary lodging during permanent change of station, and lodging for unofficial authorized travelers on space available basis. Lodging is supported by a combination of APFs and NAFs generated from fees charged for accommodations. Funding policy for temporary lodging is outlined in DoDI 1015.12. This function excludes family housing and permanent unaccompanied housing (to include housing referral) coded S310.

G999 Other Social Services. This function includes social services not addressed by other function codes.

GROUP 12—EDUCATION AND TRAINING. *This functional group addresses the management and provision of institutional education and training of DoD civilian and military personnel and their dependents. This includes all dependent education (grades pre-K through 12) and all DoD civilian and military individual training conducted at education and training establishments, as well as transition training for new weapon systems when the training is provided by instructors*

assigned to the training establishment (e.g., mobile training teams). (Training and education activities may also be provided to contractor and foreign national personnel.) Training provided by training instructors assigned to units under the operating commands (e.g., Troop Schools, Fleet Readiness Squadrons, Afloat Training, and post-graduate flying training) is coded using the "M" codes. Students, cadets, and trainees in the Individuals account (as defined in DoDI 1120.11) are not coded with a function code. Functions marked by an asterisk indicate that the definitions (below) conform to individual military training programs reported in the Military Manpower Training Report.

MILITARY EDUCATION AND TRAINING

U001 Management and Oversight of Military Education and Training. This function includes overseeing, directing, and controlling education and training programs and/or subordinate education and training establishments (schools, institutions, academies, colleges, and universities). This includes developing and issuing policies and providing policy guidance; reviewing and evaluating performance; allocating and distributing resources; or conducting mid- and long-range planning. (Generally, this manpower is reported under DoD PE codes 804779 and 805798.)

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. 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.)

U150 Multiple Category Training.* One-Station Unit Training (OSUT), a formal Army training program that meets the training objectives of both recruit and initial skill training in certain skill areas for new Active and Reserve enlisted entrants through a single course at a single training institution. (Generally, this manpower is reported under DoD PE code 804761.)

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 occurs 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.)

Professional Development Education.* *This category of institutional training includes educational courses conducted at Service institutions to broaden the outlook and knowledge of personnel or to impart knowledge in advanced academic disciplines.*

U510 Professional Military Education (PME).* The conduct of instruction at junior, intermediate, and senior military service schools and colleges and enlisted leadership programs. (Generally, this manpower is reported under DoD PE code 804751).

U520 Graduate Education (Fully Funded, Full-Time).* (Generally, this manpower is reported under DoD PE code 804752).

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" codes.

CIVILIAN EDUCATION AND TRAINING

U605 Management and Oversight of Civilian Education and Training. This function includes oversight, direction, and control of training, education, and developmental programs and/or subordinate organizations. This training and education is primarily provided to DoD civilian personnel but may also be provided to military, contractor, dependent, or foreign national personnel, or other federal, state, or local government employees. Management functions include planning, programming, budgeting, policy issuance, policy development, and quality assurance. This function does not include management of institutions under U620 (i.e., programs, schools, centers, academies, colleges, universities, and civilian career management systems).

U620 Management of Civilian Institutional Training, Education, and Development. This function includes oversight, direction, and control of training, education, and developmental operations at institutional training facilities serving primarily DoD civilian audiences, but also including military, contractor, dependent, or foreign national personnel and other federal, state, or local government employees. This function includes planning, programming, budgeting, policy issuance, policy development, and quality assurance at education and training institutions (e.g., schools, centers, academies, colleges, universities, and civilian career management centers providing civilian training and education).

U630 Acquisition Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for defense acquisition training courses.

U640 Civil Works Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for civil works training courses.

U650 Intelligence Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for intelligence training courses.

U660 Medical Training, Education, and Development. This function includes the design, development, delivery of instruction, and instructional support for medical training courses.

U699 Other Civilian Training, Education and Development. This function includes the design, development, delivery of instruction, and instructional support for all other subject areas.

DEPENDENT EDUCATION

U710 Management and Oversight of Dependent Education. This function includes oversight, direction, and management of dependent education. This education is provided to dependents of DoD personnel but may also be provided to eligible dependents of other federal agencies and vendors under DoD contract. Management functions include planning, programming, budgeting, and establishing policy and curriculum.

U720 Dependent Education Field Management. This function includes oversight, direction, and control of classroom education, and developmental activities above the classroom level (e.g., Deputy Directors, District Superintendents, and Principals). This also includes management and direct staff support when the type of work performed is inextricably tied to, and not severable from, the field management function. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

U760 Dependent Education—Teacher Instruction. This includes the direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U770 Dependent Education—Substitute Instruction. This includes the temporary direct conduct of pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U780 Dependent Education—Aides for Instruction. This includes the direct assistance to teachers conducting pre-kindergarten through grade 12 courses of instruction to dependents of DoD civilians stationed overseas and military personnel both stateside and overseas.

U799 Other Dependent Education Activities. This includes dependent education activities not covered by other function codes. School bus transportation is coded T824; health clinic services are coded H203; library services are coded Y850; building management is coded S210; custodial services are coded S410; and food services are coded T177.

GROUP 13—HEALTH SERVICES. *This functional group addresses the management and provision of medical and dental care to active military members, family members, and retirees as well as overseas civilian employees and their family members. This includes all inpatient and outpatient care provided in fixed treatment facilities. Care provided by medical units that are part of combat service support should be coded using the applicable M codes.*

H010 Health Services Management. This function includes overseeing, directing, and controlling health service programs and subordinate health service organizations (hospitals, health clinics and dispensaries). Health Services Management activities include developing and issuing policies and providing policy guidance; reviewing and evaluating program performance; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

H050 Hospital/Clinic Management. This function includes overseeing, directing, and

controlling medical services within fixed treatment facilities (e.g., hospitals, dispensaries, and clinics). It includes reviewing and evaluating performance of operations; allocating and distributing resources; or, conducting mid- and long-range planning, programming and budgeting for the hospital, health clinic, or dispensary.

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).

H102 Surgical Care. Surgical care includes inpatient care and consultative evaluation in the surgical specialties, including obstetrics, gynecology, ophthalmology and otorhinolaryngology. It also includes the coordination of health care delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.

H106 Pathology Services. This function includes the operation of laboratories providing comprehensive clinical and anatomical pathology services; DoD military blood program and blood bank services; epidemiology consultations; DoD DNA registry; toxicology services; and, area reference laboratory services.

H107 Radiology Services. This function includes diagnostic and therapeutic radiologic services to inpatients and outpatients, including the processing, examining, interpreting, storage, and retrieval of radiographs, fluorographs, and radiotherapy (e.g., nuclear medicine).

H108 Pharmacy Services. This function includes services that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.

H113 Dental Care. Dental care includes in and outpatient oral examinations, patient education, diagnosis, treatment, and care including all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry, and radiodontics.

H116 Veterinary Services. This function includes a complete zoonosis control program; complete medical care for government-owned animals; and veterinary medical support for animals used for biomedical research and development. This also includes support to other federal agencies when requested and authorized for assistance as part of a comprehensive animal preventive medicine program.

H119 Preventive Medicine. This function includes operation of wellness or holistic clinics (preventive medicine), information centers, and research laboratories for disease prevention and control. This includes screening procedures (e.g., HIV), smoking cessation clinic services, immunizations, community and family health services, early intervention program services, health promotion services and health risk assessments.

H125 Rehabilitation Services. This function includes occupational and physical therapy services. It includes the care and treatment for in and outpatients whose ability to function is impaired or threatened by disease or injury. Rehabilitation services concern impairments related to neuro-musculoskeletal, pulmonary, and cardiovascular systems. Services are performed to evaluate the function and impairment of these systems and to select and apply therapeutic procedures to maintain, improve, or restore these body functions.

H127 Alcohol and Drug Rehabilitation. This function includes operation of alcohol treatment facilities (to include urine testing for drug content) and drug/alcohol counseling centers. This also includes support for Alcohol Abuse Prevention and Control Programs (AAPCP), Alcohol/Drug Abuse Programs, and Alcohol Abuse Residential Treatment programs.

H203 Ambulatory Care Services. This function includes all outpatient care in fixed treatment

facilities not included elsewhere and same day medical services provided by health clinics (to include medical health clinics at defense facilities and schools). This function excludes occupational health services coded E225.

H250 Medical and Dental Devices Development. This function includes the design and construction of orthopedic appliances such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications. This includes the design and construction of dental devices such as preparing casts and models; repairing dentures; fabricating transition, temporary, or orthodontic appliances and finishing dentures. It also includes the construction of optical devices (e.g., glasses).

H350 Hospital Food Services and Nutritional Care. This function includes hospital food services for inpatients (to include operation and administration of food preparation and serving facilities) for inpatients. It also includes dietetic treatment, counseling of patients, and nutritional education. This function excludes non-clinical food preparation for outpatients coded T177.

H450 Medical Records and Medical Transcription. This function includes medical transcription, filing, and maintaining of medical records.

H650 Hospital Supplies and Equipment. This function includes providing or arranging for supplies, equipment, and certain services necessary to support the mission of the medical facility. Responsibilities include procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, maintenance, disposition, and accounting for designated medical and non-medical supplies and equipment. This includes central sterile supply and clinic handling of hazardous medical materials (HAZMAT) and waste. This function excludes collection and disposal of HAZMAT coded S430, laundry services coded S450, custodial services coded S410, and refuse handling coded S420. It also excludes maintenance of fixed medical and non-medical equipment coded Z992.

H710 Medical Transportation Services. This function includes all ground, helicopter, and fixed wing transportation for personnel who are injured, sick, or otherwise require both emergency and non-emergency medical treatment, including standby duty in support of military activities and ambulance bus services. This excludes maintenance of medical transportation vehicles coded J506 and K536.

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).

GROUP 14—COMMAND AND CONTROL. *This functional group addresses activities that provide effective direction and control of combatant military operations. This includes dedicated operational headquarters and associated command and control systems.*

OPERATIONAL COMMAND AND CONTROL

M120 Combatant Commander Command Authority. This function includes overseeing, directing, and controlling the planning for employment of global or theatre-level U.S. Military Forces at the U.S. Combatant Command level. This includes the non-transferable (Title 10, U.S.C. section 164) command authority exercised only by the Combatant Commanders of Unified and Specified Combatant Commands, and direct staff support when the support is inherent to the command process. This includes planning, directing, and controlling joint and combined military operations; developing and implementing logistics and security assistance plans, programs, policies, and procedures in support of war and peacetime operations;

improvements to joint operational capability and interoperability; and, evaluations of military forces, plans, programs, and strategies and force structure requirements. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M145 Military Department Command Authority. This function includes overseeing, directing, and controlling the planning for, and the employment of global or theatre-level forces at the Military Department Component level (e.g., HQ USAREUR, HQ USAFE, HQ MARFOREUR and HQ NAVEUR). This includes command authority exercised by the commanders of the component commands of the Military Services supporting the Combatant Commands. Support functions that are separately identifiable and severable are coded using the appropriate support function code.

M150 Support to the Combatant Commanders—Information Sharing Systems. This function includes support from decision support services or systems (e.g., meteorological, geophysical, oceanographic, intelligence, forces, command) provided to the Combatant Commanders for military operations, exercises or other activities by organizations/ activities not in the operating forces. This function is performed by DISA (e.g., Global Command and Control System) and other activities not in the operating forces.

M155 Operational Contract Support (OCS). This function involves the synchronization of contracted support and integration and oversight of contractor personnel and associated equipment in command-directed military operations. It includes:

- Planning and organizing to conduct OCS
- Assessing available commercial capabilities and recommending options to support the commander's operational objectives
- Developing, validating and prioritizing requirements
- Planning for the use of contracted support and assessing associated risk
- Managing OCS information
- Providing operational perspective to contracting officials
- Advising commanders in coordinating common contracting actions
- Planning contractor management to support, integrate, and account for contractor personnel and associated equipment during operations and deployment/redeployment

This function also includes managing OCS programmatic and force development efforts; developing and issuing OCS policies and doctrine; providing guidance; and reviewing, analyzing, and evaluating program performance [DoD Instruction 3020.41 and Joint Publication 4-10, *Operational Contract Support*]

UNMANNED SYSTEMS OPERATIONAL COMMAND AND CONTROL

M170 Unmanned Systems Command and Control Activities. This function includes overseeing, directing, controlling and planning for the employment of unmanned systems (including aerial, ground, surface, and underwater) as the primary function of the billet. These include advising, planning, coordinating, directing, controlling and integrating unmanned systems in military operations; remote operation/piloting; managing the use of system payloads (sensors, communications, weapons, and cargo); and execution of the launch and recovery of unmanned systems (UxS). Supporting functions that are separately identifiable and severable (e.g., acquisition, maintenance, intelligence, etc.) are coded using the appropriate support function code.

M179 Other Unmanned Systems Command and Control Activities. This function includes unmanned systems command and control activities not addressed by the other function code above. Unmanned systems include all types; drones, aircraft/aerial (UAS/UAV), ground (UGV), surface (USV), and underwater (UUV) systems. Supporting functions that are separately identifiable and severable (e.g., acquisition, maintenance, intelligence, etc.) are coded using the appropriate support function code.

M199 Other Operational Command and Control Activities. This function includes operational command and control activities not addressed by one of the other function codes and not in the operating forces.

GROUP 15—COMBAT AND OTHER COMBAT SUPPORT/SERVICE SUPPORT

M415 Combat. Engaging in armed fighting or the use of force, to include deadly force (e.g., firepower and destructive capabilities), with the intent/mission to defeat enemy forces (including insurgents and terrorists), seize and/or hold terrain, or gain land, air or sea superiority on behalf of the U.S.

- **Offensive Combat Operations**—combat operations designed primarily to defeat the enemy. Forms of offensive operations are undertaken to seize, retain and exploit the initiative and to achieve air, land or sea superiority. Offensive techniques include pursuit, movement to contact, attack, and exploitation.
- **Defensive Combat Operations**—combat operations designed to defeat an attacking enemy or to nullify or reduce the effect of an attack. Defensive operations also may achieve one or more of the following: gain time, concentrate forces elsewhere; wear down enemy forces as a prelude to offensive operations; and retain tactical or strategic objectives (e.g., air base defense).

M480 Combat Support. Fire support and operational assistance provided to combat elements. (JP 4-0) Functions that provide operational assistance to the combat forces and which are part, or prepared to become part of a theater, command, or task force formed for combat operations.

M510 Combat Service Support. The essential capabilities, functions, activities, and tasks necessary to sustain all elements of operating forces in theater at all levels of war. Within the national and theater logistics systems, it includes, but is not limited to, that support rendered by service forces in ensuring the aspects of supply, maintenance, transportation, health services, and other services required by aviation and ground combat troops to permit those units to accomplish their mission in combat. CSS encompasses those activities in all levels of war that produce sustainment to all operating force on the battlefield. (JP 4-0)

GROUP 16—HOMELAND DEFENSE

M610 Homeland Defense Operations. The protection of United States sovereignty, territory, domestic population and critical infrastructure against external threats and aggression or other threats as directed by the President. The Department of Defense is responsible for Homeland Defense. Homeland Defense includes missions such as domestic air defense. The Department recognizes that threats planned or inspired by "external" factors may materialize internally. The reference to "external threats" does not limit where or how attacks could be planned and executed. The Department is prepared to conduct Homeland Defense mission whenever the President, exercising his Constitutional authority as Commander in Chief, authorizes military actions. (JP 3-26) Achieving these objectives requires a layered defense to

Detect, Deter, Prevent and Defeat external threats. This includes (1) National Air and Space Defense, (2) National Land Defense (3) National Maritime Defense and (4) Cyber Defense. (These four Mission sets and the strategy below are taken from the Department of Defense Homeland Security Joint Operating Concept (JOC).)

It is a layered and comprehensive defense, divided into three regions. The three regions are:

Forward Regions – Foreign land areas, sovereign airspace and waters outside the Homeland. This objective can be obtained through preemptive attack, or in conjunction with major combat operations, stability operations and/or strategic deterrence.

Approaches – Conceptual region extending from the limits of the Homeland to the boundaries of the Forward Regions based on intelligence. DoD's objective is to detect, deter, prevent, and defeat transiting threats as far from the Homeland as possible. This objective is achieved through surveillance and reconnaissance, missile defense, air defense, land defense and maritime interception.

Homeland – The Homeland is a physical region that includes the 50 states, US territories and possessions in the Caribbean Sea and Pacific Ocean, and the immediate surrounding sovereign waters and airspace. DoD's objective in this region is to detect, deter, prevent, and defeat aggression and defend against external threats. This objective is achieved through air and space defense, land defense, maritime defense, and cyber defense.

- Law Enforcement Activities. This includes responsibilities under Chapter 15 of title 10, U.S.C., to restore order, enforce federal authority, and protect peoples' rights; responsibilities under section Chapter 18 of title 10, U.S.C., to provide military support for civilian law enforcement agencies; and responsibilities under section 831 of title 18, U.S.C., to provide assistance to the Attorney General for prohibited transactions involving nuclear materials.

GROUP 17—SPACE

M800 Space Management and Oversight. This function includes the oversight, direction and control of activities and operations responsible for the U.S. military space programs. This includes developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating performance; conducting or reviewing mid- and long-range planning, programming, and budgeting; allocating resources; and, conducting or reviewing mid- and long-range planning for operations and integration of U.S. military space programs. It typically includes oversight and approval of mission analyses and materiel requirements; analysis of the utilization of military resources; and assessments of those infrastructure operations that directly support the U.S. military space program's operational, strategic, and business planning.

M805 Space Operations Command and Control. This function includes overseeing, directing, controlling, and planning for the employment of space assets and capabilities to provide services in support of military operations around the globe. This function includes the command and control (C2) of day-to-day operations, planning, integration, and coordination of military space operations with other organizations and agencies within and outside the DoD. These organizations and agencies may include but are not limited to the National Space Defense Center, Joint Navigation Warfare Center, Missile Warning Center, Joint OPIR Planning Center, SATCOM Integrated Operations Environment, and Air Force Space Aggressors.

M810 Space Operations. Includes functions designed to deter, defend against, and if necessary, defeat efforts to interfere with or attack U.S. or allied space systems (National Space Policy, Jun 28, 2010). As described in JP 3-14, U.S. military space operations is comprised of

mission areas including: space situational awareness; space control; position, navigation, and timing; environmental monitoring; missile warning; nuclear detonation detection; satellite operations, intelligence, surveillance, and reconnaissance, and satellite communications.

- Space Situational Awareness. Involves characterizing the space capabilities operating within the terrestrial environment and the space domain that provide the requisite foundational, current, and predictive knowledge and characterization of space objects and the operational environment upon which space operations depend.
- Space Control. Consists of operations to ensure freedom of action in space. This includes offensive space control, defensive space control and navigation warfare.
- Position, Navigation, and Timing. Consists of operations to ensure assured position, navigation, and timing systems for precise and accurate geolocation, navigation, and time reference services from space-based global navigation satellite systems.
- Environmental Monitoring. Consists of space-based environmental sensing to support the development of forecasts and assessments of the space environment; meteorological and oceanographic factors to provide forecasts and assessments of environmental impacts of terrestrial weather; and environmental monitoring support provided to space operations.
- Missile Warning. Consists of space-based and terrestrial sensors that provide warning of a missile attack against North America to national leaders as well as attacks against multinational partners in other geographic regions.
- Nuclear Detonation Detection. Consists of capabilities that provide a persistent, global, and integrated sensor capability to provide surveillance coverage of critical regions of the globe and provide early warning, characterization, and assessment recommendations to national senior leaders and allies of nuclear detonations to support threat determination and follow-on decision making.
- Satellite Operations. Consists of activities that enable the telemetry, tracking, commanding, maneuver, configuration, operation, state-of-health monitoring, sustainment of on-orbit satellite operations, and maintenance sub-functions. This includes activities for payload operations such as monitoring and commanding of the satellite payload to collect data and provide capability in the operational environment. This also includes servicing of satellites through rendezvous and proximity operations as well as on-orbit servicing.
- Intelligence, Surveillance, and Reconnaissance. This function should be coded with the appropriate intelligence function code from the Intelligence subgroup in Group 18-Information Capabilities.
- Satellite Communications. This function should be coded with the appropriate transmission services function code from the Communications, Transmission, and Decision Support Services subgroup in Group 18-Information Capabilities.

M820 Spacelift and Reconstitution. Includes programs and activities that enable the ability to deliver payloads (satellites or other materials) into space. Military spacelift (typically space launches) includes operations to deploy, sustain, augment, or reconstitute satellite constellations supporting U.S. military operations, national security objectives, and/or commercial customers. This function includes range operations that provide launch campaign support, pre-launch testing, launch traffic control, scheduling services, and ground facilities as well as spacecraft recovery operations. This function does not include acquisition functions which should be coded with the appropriate acquisition function code from Group 3-Systems Acquisition, Test and Evaluation, Engineering, and Contracting.

M899 Other Space Activities. This function includes space activities not addressed by one of the other space function codes.

GROUP 18 – INFORMATION CAPABILITIES. *This functional group addresses activities that plan and execute information operations, both offensive and defensive, involving the integrated use of Military Information Support Operations (MISO), Civil Military Operations (CMO), Public Affairs, Intelligence, Cyberspace Operations, and Communications.*

MILITARY INFORMATION SUPPORT OPERATIONS (MISO). *This functional group performs “planned operations to convey selected information and indicators to foreign audiences to influence their emotions, motives, objective reasoning, and ultimately the behavior of foreign governments, organizations, groups, and individuals in a manner favorable to the originator’s objectives” (JP 3-13).*

M201 – Military Information Support Operations Management/Oversight. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting. These functions are specific to MISO and special care should be taken not to confuse MISO functions with Civil-Military Operations (M211/M212) or Public Affairs functions (Y501/Y515).

M202 – Military Information Support Operations Program Activities and Operations. This function includes providing advice and counsel to respective leadership, staff and subordinate MISO activities and operations in formulating decisions, policies, and positions regarding MISO issues and issue management. This function includes advising; planning; target audience analysis; series development; product development, design, approval, and distribution; and assessment. Products may include broadcasts via radio, television and/or the Internet; text messaging; leaflet drops; and loudspeaker operations. These functions are specific to MISO and special care should be taken not to confuse MISO functions with Civil-Military Operations (M211/M212) or Public Affairs functions (Y501/Y515).

CIVIL-MILITARY OPERATIONS (CMO). *This functional group performs activities by designated civil affairs forces that “establish, maintain, influence, or exploit relations between military forces, indigenous populations, and institutions, by directly supporting the attainment of objectives relating to the reestablishment or maintenance of stability within a region or host nation” (JP 3-57).*

M211 – Civil Military Operations Management/Oversight. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting. These functions are specific to CMO and special care should be taken not to confuse CMO functions with Military Information Support Operations (M201/M202) or Public Affairs functions (Y501/Y515).

M212 – Civil Military Operations Program Activities and Operations. This function includes providing advice and counsel to respective leadership, staff and subordinate CMO activities and operations in formulating decisions, policies, and positions regarding CMO issues and issue management. This function includes advising, planning, coordinating, execution, activity supervision/management and assessing civil affairs operations. These functions are specific to CMO and special care should be taken not to confuse CMO functions with Military Information Support Operations (M201/M202) or Public Affairs functions (Y501/Y515).

PUBLIC AFFAIRS. *Public affairs activities and operations ensure the free flow of information regarding the policies, programs, and priorities of the DoD and its leadership, including the Secretary and Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff, the heads of DoD Components, and other Departmental leaders, to American citizens and the general public, the news media, the military and civilian audiences internal to the DoD, other government agencies, and non-government organizations and associations. This communications function is conducted through various public affairs programs, notably public information, media relations, community relations, command/internal information, and various outreach efforts that enhance the understanding of DoD issues by external and internal audiences.*

Y501 Public Affairs Management. This function includes oversight, direction, and control of the respective Public Information, Command/Internal Information, and Community Relations Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting. This function includes providing advice and counsel to respective senior 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 also includes serving as the official spokesperson at the respective organizational level on public issues and interests. Public Affairs deals with issues of public interest and communicating with and informing the internal DoD and external publics on those issues. This function does not include oversight of liaison support for protocol matters concerning official visits, ceremonies, and events that are coded Y525. It also excludes oversight of legislative liaison work performed as part of the legislative affairs activity coded Y610.

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, and magazine publication; community relations programs; speakers bureaus; press releases and stories; broadcasting; Worldwide Web and other Internet operations, products, and services; media relations and operations; public communication and correspondence; and command and internal information and communications. Public Affairs deals 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 coded Y620 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 which are coded using the appropriate M codes. **G220 Military Bands Program and Activities**. This function includes operations necessary for the organization, planning, and provisioning of military bands and for performances at military functions and special events.

G221 Military Band Management. This function includes oversight, direction, and control of military band programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for military bands; oversight, review, and evaluation of program performance; allocation and distribution of resources; and mid- and long-range planning, programming, and budgeting.

VISUAL INFORMATION. *This includes the production, distribution, and life cycle management of products and services that effectively communicate information through visual and/or aural means. This includes still photography, motion picture photography, video or audio recording, graphic arts, visual presentation services, and the associated support processes.*

Y560 Visual Information Management. This function includes the oversight, direction, and control of the Visual Information and Combat Camera Programs. Functional objectives are achieved through the development and issuance of programmatic policy and policy guidance for Visual Information and Combat Camera Programs; oversight, review, and evaluation of program performance of subordinate organizations; allocation and distribution of resources; and, mid- and long-range planning, programming, and budgeting.

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, and budgeting; and 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. Combat Camera operations are coded using the appropriate M codes.

INTELLIGENCE

M301 Intelligence Management and Oversight. This function includes oversight, direction, and control of subordinate organizations or units through developing and issuing guidance; reviewing and evaluating program performance; planning and conducting exercises; allocating and distributing resources; and conducting mid- and long-range planning, programming, and budgeting.

M302 Intelligence Policy and Coordination. This function includes the formulation, coordination, and implementation of both intelligence and counterintelligence policy and their associated interagency liaison activities, to ensure that they support national security policy.

M310 Counterintelligence. This function includes the collection of information and activities conducted to detect, identify, assess, exploit, penetrate, degrade, and counter or neutralize espionage, intelligence collection, sabotage, subversion, assassination and terrorists activities

conducted for or on behalf of foreign powers, organizations, persons, or their agents directed against U.S. national security interest or DoD and its personnel, information, materiel, facilities, and activities as defined in DoD Directive 5240.2. It includes counterintelligence (CI) preliminary inquiries and investigations; CI operations; CI collection; CI analysis and production; CI functional services; as well as other activities that directly support CI functions and missions.

M311 Human Intelligence (HUMINT). This function includes the tasking, collection, processing, exploitation, analysis and dissemination of foreign information by trained human intelligence collectors from people and multimedia to identify elements, intentions, composition, strength, dispositions, tactics, equipment, personnel and capabilities. It uses human sources as a tool and a variety of collection methods, both passively and actively, to gather information to satisfy the Commander's intelligence requirements and cross-cue other intelligence disciplines. This function includes the following subcategories:

- Interrogation. This function entails the systematic process of using approved interrogation approaches to question a captured or detained person to obtain reliable information to satisfy intelligence requirements (JP 2-0) consistent with applicable law.
- Source Operations. This function entails the development of information through the direct and indirect questioning of overt or clandestine sources.
- Debriefing. This function entails the process of questioning cooperative human sources to satisfy intelligence requirements.

M313 Signals Intelligence (SIGINT). This function includes intelligence produced by exploiting foreign communications systems and non-communications emitters. Intelligence is derived from communications, electronic, and foreign instrumentation signals. (JP 2-0) This includes the tasking, collection, processing, exploitation, analysis and dissemination of intelligence derived from signals and the analysis of signals. It also includes maintenance, modification and modernization of the related systems. This function includes the following subcategories:

- Communications Intelligence (COMINT). Intelligence and technical information derived from collecting and processing intercepted foreign communications passed by radio, wire, or other electromagnetic means. COMINT may include imagery, when pictures or diagrams are encoded by a computer network/radio frequency method for storage and/or transmission (JP 2-0).
- Electronic Intelligence (ELINT). Intelligence derived from the interception and analysis of non-communications emitters (e.g., radar). ELINT consists of two subcategories; Operational ELINT (OPELINT) and Technical ELINT (TEHCELINT).
- Operational ELINT (OPELINT) is concerned with operationally relevant information such as the location, movement, employment, tactics, and activity of foreign non-communications emitters and their associated weapon systems.
- Technical ELINT (TEHCELINT) is concerned with the technical aspects of foreign non-communications emitters such as signal characteristics, modes, functions, associations, capabilities, limitations, vulnerabilities, and technology levels.
- Foreign Instrumentation Signals Intelligence (FISINT). The technical analysis of data intercepted from foreign equipment and control systems such as telemetry, electronic interrogators, tracking/fusing/arming/firing command systems, and video data links.

M316 Geospatial Intelligence (GEOINT). This function includes the collection, processing, exploitation, analysis, production, dissemination and storage of geospatial information, products, and services to describe, assess, and visually depict physical features and

geographically referenced activities on the Earth. Geospatial data are derived from imagery processing and analysis and from non-imagery geospatial information acquisition and processing. The data are used to create databases, maps, charts, and other geospatial products and services. This includes maintenance, modification, and modernization of existing systems that do not add new capabilities. This function includes the following subcategories:

- Imagery. A likeness or presentation of any natural or man-made feature or related object or activity and the positional data acquired at the same time the likeness or representation was acquired, including products produced by space-based national intelligence reconnaissance systems, and likenesses or presentations produced by satellites, airborne platforms, unmanned aerial vehicles, or other similar means. This does not include handheld photography.
- Imagery Intelligence (IMINT). The technical, geographic, and intelligence information derived through the interpretation or analysis of imagery and collateral materials. It includes the exploitation of imagery data derived from sensors such as:
 - Electro-optical (EO)
 - Radar
 - Infrared (IR)
 - Multi-spectral
 - Laser
- Geospatial Information. The geographic location and characteristics of natural or constructed features and boundaries on the Earth, including:
 - Statistical data
 - Remote sensing, mapping, and surveying technologies
 - Mapping, charting, geodetic data
 - Related products

M320 Open Source Intelligence (OSINT) Collection/Processing. This function includes the collection and processing of open source information that any member of the public can lawfully obtain by request, purchase, or observation. Open sources includes foreign media/broadcasts, publications, commercial databases, unofficial and draft documents, published and unpublished reference material, research, “cloud” databases, web-based networking platforms or repositories. It also includes the transformation of collected open source information into forms or formats which can be analyzed for intelligence significance, and the related information handling and filtering tools for selecting open source data. This includes maintenance, modification, and modernization of existing collection and processing systems that do not add new capabilities. Not included are resources required exclusively for language exploitation and the production, storage, and distribution of mapping, charting, and geodesy products and services coded M316.

M324 Multidisciplinary Collection and Processing. This function includes the collection, processing, exploitation, analysis and dissemination of intelligence information by a system or method that uses information from two or more intelligence disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.

M326 Intelligence Communications and Filtering. This function includes the receipt, selection, filtering, and forwarding of data from intelligence collection systems and other systems to the point of processing. It also includes maintenance, modification, and modernization of existing communication and filtering systems required to mine, compile and

route data.

M328 All Source Analysis. This function includes the analysis, evaluation, synthesis, and interpretation of information from all sources to include HUMINT, SIGINT, MASINT, OSINT, TECHINT, and GEOINT data into finished intelligence products.

M330 Intelligence Production, Integration and Analytic Tools. This function includes profiling intelligence information and building and shaping finished intelligence products, analytic tools and data-bases that support all-source analysis. Not included are the tools used by other intelligence disciplines. Intelligence products may include:

- Warning
- Current Intelligence
- General Military Intelligence
- Target Intelligence
- Scientific and Technical Intelligence
- Counterintelligence
- Estimative Intelligence
- Identity Intelligence

M334 Intelligence Planning, Requirements Management and Tasking. This function includes identification, registration, systematic review, prioritization, Intelligence Augmentation (IA), Request for Forces (RFF), and Operational Needs Statement (ONS), of both present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or clandestine capabilities and systems for action; and verification of completion of the assigned action.

M335 Measurement and Signature Intelligence (MASINT). This function includes the collection, processing, exploitation, analysis and dissemination of information produced by quantitative and qualitative analysis to support signature development and analysis, to perform technical analysis, and to detect, characterize, locate, and identify the specific characteristics of events and fixed/dynamic targets. MASINT systems use various scientific disciplines and advanced technologies to measure or exploit unique characteristics or signatures. Advanced processing and exploitation techniques also use data collected by other collection disciplines. This also includes maintenance, modification, and modernization of MASINT collection systems.

M336 Technical Intelligence (TECHINT). This function includes the collection, processing, exploitation, and analysis of foreign materiel and scientific information. TECHINT includes the acquisition of foreign equipment or foreign scientific/technological information, assessment of its capabilities and vulnerabilities and analysis of foreign technological threat capabilities, limitations, and vulnerabilities. This may include the production of products used by U.S. weapons developers, countermeasure designers, tacticians, and operational forces to prevent technological surprise, neutralize an adversary's technological advantage(s), enhance force protection, and support the development and employment of effective countermeasures to newly identified adversary equipment.

M337 Identity Intelligence (I2) Applications. This function includes the combination of synchronized applications of biometrics, forensics, and captured documents and media capabilities with intelligence and identity management processes to establish identity, affiliations and authorizations in order to deny anonymity to the adversary and protect U.S. and partner nation assets, facilities, and forces.

- Captured Document and Media Exploitation (DOMEX). Processed and exploited captured documents and media may provide valuable information such as adversary plans,

intentions, locations, capabilities, and status. Captured documents and media include all media capable of storing fixed information to include computer storage material.

- **Biometrics-enabled Intelligence (BEI).** Applied BEI supports the identification of individuals and their disposition at the point of encounter. BEI and corresponding I2 products support the persistent identification and targeting of adversaries, which enable a range of military and civilian functions.
- **Forensics-enabled Intelligence (FEI).** The collection, processing, analysis, and interpretation of forensic material and data as well as associated contextual data that informs a decision maker's needs with individualized information concerning events, ideology, and persons of interest.

M340 Cyber Intelligence. This function includes the collection, processing, exploitation, and analysis of information to produce intelligence on network operation, activities, and cyber threats. Threats include activities, plans, capabilities and intentions of adversaries; identifying current and emerging threat vectors planned or utilized for cyber-attack operations; identifying specific technical data to provide the nature and character of deployed malware, system/product weaknesses, and effects; identify ongoing criminal activities; and issues pertaining to operations at all levels in the cyber domain.

M399 Other Intelligence Activities. This function includes intelligence activities not covered by one of the other function codes.

CYBERSPACE OPERATIONS

M900 Cyberspace Policy, Management and Oversight. This function includes management of computing and cyberspace operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and cyberspace operations/warfare (e.g., Information Assurance/Computer Network Defense and Computer Network Attack and Exploitation).

OFFENSIVE CYBERSPACE OPERATIONS (OCO). *These functions provide for cyberspace operations "intended to project power in and through cyberspace" (JP 3-12).*

M910 Offensive Cyberspace Operations Management and Oversight. This function includes the management of cyberspace offensive operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace offensive operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of cyberspace offensive operations.

M911 Offensive Cyberspace Operations. This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission

assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.

M919 Other Offensive Cyberspace Operations. This function includes any other offensive cyberspace operations functions not included above.

DoD INFORMATION NETWORK (DODIN) OPERATIONS. *These function provide for the operations to secure, configure, operate, extend, maintain, and sustain DoD cyberspace to create and preserve confidentiality, availability, and integrity” (JP 3-12) of the DoD globally interconnected, end-to-end set of information capabilities, and associated processes that support warfighters, policy makers, and support personnel, including owned and leased communications and computing systems and services, software (including applications), data, security services, other associated services, and national security systems.*

M920 DODIN Operations Management and Oversight. This function includes the management of DoD computing and DoD Information Network operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and DoD Information Network operations.

M921 Computer System Operations/Management. This function includes the installation of new or modified hardware/software; managing accounts, permissions, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory.

M922 Database Operations/Management. This function includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and data mining/data warehousing.

M923 Network Infrastructure Operations/Management. This function includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network switches, routers, servers, firewalls, and other associated equipment; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and installing, testing, maintaining, and upgrading network operating systems software.

M924 Knowledge Management. This function includes web site design, structure, maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries such as SharePoint or other knowledge management applications.

M925 Technical Support/Service Desk Operations/Management. This function includes moves/adds/changes (MACs); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware

maintenance and repair; and backup and recovery operations.

M926 Research, Testing, Development and Evaluation (RTD&E) Operations/Management. This function includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.

M927 Network Architecture Engineering/Planning. This function includes conducting needs analyses to define opportunities for new or improved infrastructure and/or applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining network and/or systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and ensuring the integration and implementation of applications, databases, networks, and related systems.

M929 Other DODIN Operations Activities. This function includes any other DoD Information Network operations functions not included above.

DEFENSIVE CYBERSPACE OPERATIONS (DCO). *These functions provide passive and active cyberspace operations intended to “preserve the ability to utilize [friendly] cyberspace capabilities and protect data, networks, cyberspace-enabled devices, and other designated systems by defeating on-going or imminent malicious cyberspace activity.” (JP 3-12).*

M930 Cyber Security/Defense Management and Oversight. This function includes the management of cyberspace security and defense of DoD Information Network systems and operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of cyberspace security and defense of infrastructures, architecture, and DoD Information Network operations.

M931 Infrastructure Support. This function includes measures that protect and defend information and information systems and infrastructure by ensuring their confidentiality, integrity, availability, authentication, and nonrepudiation. This includes operations that provide for the restoration of information systems by incorporating protection, detection, reaction and response capability. This includes system/network protection; perimeter defense; infrastructure security controls; server and host based security systems/controls; intrusion detection and monitoring; and firewall administration within the Department of Defense information systems and computer network.

M932 Incident Response/Forensics. This function includes measures in response to reported incidents found on the DoD information system and computer network. This includes operations that provide for the investigation of suspicious or unauthorized activity; forensics activity; identification, analysis, and cataloging of unauthorized software or malware; and restoration of information systems after identification and removal of unauthorized software/malware.

M933 Information Systems Security Operations/Management. This function includes the installation, operation, and maintenance of security controls in support of Defensive Cyber

Operations. This includes the coordination with network and system administrators to ensure the implementation of information security measures in support of DoD information systems and computer network operations; advise leadership and management on the security posture of the networks within their charge; provide security control recommendations and implementations in order to facilitate the certification and accreditation process for approved systems, applications, and networks; audit information systems and users to ensure established security policies and controls are adhered to according to governing regulations; vulnerability management through automated tool sets; incident handling capabilities throughout information systems; log analysis and correlation to detect network and system intrusions; and certification and accreditation in coordination with information system managers.

M934 Communications Security (COMSEC)/Cryptographic Key Management. This function includes day-to-day operation of the DoD's COMSEC material control. This includes the coordination and provision of symmetric and asymmetric key products to support communications and command and control systems; collaboration with communications planners for the development of communications plans, instructions and support; provide information regarding new or revised COMSEC policies and procedures; train and inspect COMSEC users; monitor and maintain COMSEC material allowances; and perform COMSEC account audits and inspections to assess adherence to prescribed instructions.

M935 Hardware/Software Assessment. This function includes analyzing systems requirements; evaluating new software applications, new systems, and programming technologies; conduct security and vulnerability testing of new hardware and software applications; assuring software security quality and functionality; writing and maintaining certification, analysis and accreditation documentation for all authorized hardware and software. This does not include program management of defense acquisition systems coded F310 and F120.

M936 Security Architecture/Planning/Engineering. This function includes conducting needs analyses to define opportunities for new or improved cyberspace security and defense infrastructure and/or applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining network and/or security and defense systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and ensuring the integration and implementation of applications, databases, networks, and related systems.

M937 Security/Vulnerability Assessment. This function includes measures that protect and defend information and information systems and infrastructure through assessment. This includes risk and vulnerability assessments; readiness assessments; security evaluations and audits; security policy enforcement; and, contingency plans and disaster recovery procedures.

M939 Other Cyber Security/Defense Activities. This function includes any other cyberspace security and defense activity functions not included above.

COMMUNICATIONS, TRANSMISSION, AND DECISION SUPPORT SERVICES

W100 Communications, Transmission and Decision Support Services Management. This function includes managing communications, transmission, and decision support services programs and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range communication, transmission, and decision support services planning, programming, and budgeting; and/or

allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; knowledge management; and policy, planning, and implementation of communications/transmission systems infrastructure and decision support services architecture/infrastructures.

COMMUNICATIONS SERVICES. *This includes functions that provide transport services (communications) such as long haul, wide and local area voice, digital and video communications. This includes the design, development, installation, and maintenance of voice, digital and video communications capabilities, services, and systems. This excludes communication services for military operations coded with the applicable M code and maintenance of deployable military communication equipment coded J507, K537, or with the applicable M code.*

W210 Telephone Systems. This function includes common-user and administrative telephone systems at DoD installations and activities. It includes communication services for telephone consoles (to include cellular/satellite systems); range communications; emergency action consoles; the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data; and similar communication networks that require use of a telephone system.

W220 Telecommunication Centers. This function includes communication services for non-deployable telecommunication centers to include non-deployable radios, automatic message distribution systems, technical control facilities, and other electronic systems integral to the communications center.

W299 Other Telecommunications Systems. This function includes communication services for telecommunications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic telecommunications equipment; distribution plants that provide higher speed, transport services (to include long haul, wide and local area telecommunications services and capabilities); and, other telecommunication capabilities.

TRANSMISSION SERVICES. *This includes tactical and non-tactical transmission (radio/satellite) services for mission area application.*

W320 Transmission Systems Operation. This function includes transmission services for systems and supporting electronic equipment for electromagnetic transmission spectrum (e.g., High Frequency (HF), Super High Frequency (SHF), Ultra High Frequency (UHF), and Very High Frequency (VHF)), Troposcatter and satellite band (e.g., AEHF, KU, KA, X and L) communications. This includes the planning, coordinating, operation and support of stationary, mobile, and portable electronic communications equipment.

W330 Transmission Spectrum Management. This function includes the planning, coordination, implementation, administration, and supervision of policy and guidance for effective and efficient use of the electromagnetic spectrum. This function includes support for international, national, DoD, Joint and Service level spectrum policy, allocations and frequency assignment procedures; spectrum supportability and certification procedures; coordination of Host Nation Approval (HNA); radio theory; spectrum analysis and engineering effects of electromagnetic compatibility (EMC); and determination, mitigation and resolution of electromagnetic interference (EMI).

W389 Other Transmission System Services. This function includes transmission services for communications systems and supporting electronic equipment not included above. This includes stationary, mobile, and portable administrative electronic communications

equipment; radio, wireless, and cellular communications systems; satellite/terrestrial systems; distribution plants that provide higher speed, transport services (to include long haul, transmission electromagnetic spectrum and capabilities); and, other communication capabilities.

DECISION SUPPORT SERVICES. *This includes functions that provide information as a service (such as weather for aircraft/airfield operations) and is not Information Operations as defined by JP 3-13.*

W430 Mapping and Charting. This function includes operations performed by non-intelligence components involved in the planning, policy, oversight, budget, and operational activities that determine the position, course, and distance traveled by vehicles, ships, aircraft, and spacecraft. This includes operations associated with the Global Positioning System (GPS) and other systems intended to improve navigation/positioning capabilities. It also includes operations that determine the size and shape of the earth, the positions of points on its surface, and for describing variations of the earth's gravity field, as well as designing, compiling, printing, and disseminating cartographic and geodetic products.

W440 Meteorological and Geophysical Services. This function includes operations performed by non-intelligence components involved in the planning, policy, budget, and operational activities associated with terrestrial weather, space environment, climate, oceanography, physics of the earth, and other meteorological activities. This function includes weather operations for the Army, Navy, Air Force, and Marines, the Defense Meteorological Satellite Program, and other related operations. This excludes operations that directly support the operating forces (coded M150).

W499 Other Decision Support Services. This function includes information operation services not addressed by other function codes above.

Appendix C: Defense Cyber Workforce Framework Crosswalk

This crosswalk has been created to assist the defense cyber workforce requirement coding efforts. Function codes and cyber work roles are not necessarily a one-to-one match, however; function codes should be coded independently from work roles. In some cases, the cyber work roles will help inform the appropriate function code. In other cases, the cyber work roles could correspond with a different function code, depending on the preponderance of the function performed in that billet.

Table 4. Defense Cyber Workforce Framework Crosswalk

** The Defense Cyber Workforce roles are from the Defense Cyber Workforce Advisory Group Preliminary Alignment dtd 02 Dec 2018. **						
DCWF Workforce Roles		Crosswalk	CNA Draft Function Codes			
Code	Title		Group	Code	Title	Description
Cyber IT Work Roles						
411	Technical Support Specialist		18	M925	Technical Support/Service Desk Operations/Management	This function includes moves/adds/changes (MACs); break/fixes; installation; trouble-shooting; user assistance; local training; problem tracking, resolving and diagnosing; software and hardware maintenance and repair; and backup and recovery operations.
421	Database Administrator		18	M922	Database Operations/Management	This function includes analyzing and defining data requirements and specifications; designing, developing, implementing, modifying, and managing databases; defining and developing data flow diagrams; building and maintaining data dictionaries; developing physical data models; and data mining/data warehousing.
422	Data Analyst		18	M923	Network Infrastructure Operations/Management	This function includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network switches, routers, servers, firewalls, and other associated equipment; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and installing, testing, maintaining, and upgrading network operating systems software.
431	Knowledge Manager		18	M924	Knowledge Management	This function includes web site design, structure, maintenance, and monitoring web site functionality, security, and integrity. This includes web sites that can be linked to and integrated with associated databases and digital document libraries such as SharePoint or other knowledge management applications.

441	Network Operations Specialist		18	M923	Network Infrastructure Operations/Management	This function includes the design, development, testing, quality assurance, configuration, installation, integration, maintenance, and/or administration of cable plants and network systems (LANs, WANs, MANs, and internet/intranet systems). This includes defining and maintaining physical network architecture and infrastructure; configuring and optimizing network switches, routers, servers, firewalls, and other associated equipment; analyzing network workload; monitoring network performance; diagnosing problems; ensuring proper load balancing; developing backup and recovery procedures; and installing, testing, maintaining, and upgrading network operating systems software.
451	System Administration		18	M921	Computer System Operations/Management	This function includes the installation of new or modified hardware/software; managing accounts, permissions, and access to systems and equipment; monitoring the performance, capacity, serviceability, and recoverability of installed systems; implementing security procedures and tools; resolving hardware/software interface and interoperability problems; and, maintaining systems configuration and inventory.
621	Software Developer		18	M926	Research, Testing, Development and Evaluation (RTD&E) Operations/Management	This function includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.
632	Systems Developer		18	M926	Research, Testing, Development and Evaluation (RTD&E) Operations/Management	This function includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.
641	Systems Requirements Planner		18	M927	Network Architecture/Planning	This function includes conducting needs analyses to define opportunities for new or improved infrastructure and/or applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining network and/or systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and ensuring the integration and implementation of applications, databases, networks, and related systems.

651	Enterprise Architect		18	M927	Network Architecture/Planning	This function includes conducting needs analyses to define opportunities for new or improved infrastructure and/or applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining network and/or systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and ensuring the integration and implementation of applications, databases, networks, and related systems.
661	Research & Development Specialist		18	M926	Research, Testing, Development and Evaluation (RTD&E) Operations/Management	This function includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.
671	System Testing and Evaluation Specialist		18	M926	Research, Testing, Development and Evaluation (RTD&E) Operations/Management	This function includes analyzing systems requirements; writing code, testing and debugging applications; assuring software quality and functionality; writing and maintaining program documentation; developing compilers, assemblers, utility programs, and operating systems; and evaluating new software applications, new systems, and programming technologies. This does not include program management of defense acquisition systems coded F310 and F120.
CyberSecurity Work Roles						
212	Cyber Defense Forensics Analyst		18	M932	Incident Response/Forensics	This function includes measures in response to reported incidents found on the DoD information system and computer network. This includes operations that provide for the investigation of suspicious or unauthorized activity; forensics activity; identification, analysis, and cataloging of unauthorized software or malware; and restoration of information systems after identification and removal of unauthorized software/malware.
461	Systems Security Analyst		18	M933	Information Systems Security Operations/Management	This function includes the installation, operation, and maintenance of security controls in support of Defensive Cyber Operations. This includes the coordination with network and system administrators to ensure the implementation of information security measures in support of DoD information systems and computer network operations; advise leadership and management on the security posture of the networks within their charge; provide security control recommendations and implementations in order to facilitate the certification and accreditation process for approved systems, applications, and networks; audit information systems and users to ensure established security policies and controls are adhered to according to governing regulations; vulnerability management through automated tool sets; incident handling capabilities throughout

						information systems; log analysis and correlation to detect network and system intrusions; and certification and accreditation in coordination with information system managers.
511	Cyber Defense Analyst		18	M933	Information Systems Security Operations/Management	This function includes the installation, operation, and maintenance of security controls in support of Defensive Cyber Operations. This includes the coordination with network and system administrators to ensure the implementation of information security measures in support of DoD information systems and computer network operations; advise leadership and management on the security posture of the networks within their charge; provide security control recommendations and implementations in order to facilitate the certification and accreditation process for approved systems, applications, and networks; audit information systems and users to ensure established security policies and controls are adhered to according to governing regulations; vulnerability management through automated tool sets; incident handling capabilities throughout information systems; log analysis and correlation to detect network and system intrusions; and certification and accreditation in coordination with information system managers.
521	Cyber Defense Infrastructure Support Specialist		18	M931	Infrastructure Support	This function includes measures that protect and defend information and information systems and infrastructure by ensuring their confidentiality, integrity, availability, authentication, and nonrepudiation. This includes operations that provide for the restoration of information systems by incorporating protection, detection, reaction and response capability. This includes system/network protection; perimeter defense; infrastructure security controls; server and host based security systems/controls; intrusion detection and monitoring; and firewall administration within the Department of Defense information systems and computer network.

531	Cyber Defense Incident Responder		18	M932	Incident Response/Forensics	This function includes measures in response to reported incidents found on the DoD information system and computer network. This includes operations that provide for the investigation of suspicious or unauthorized activity; forensics activity; identification, analysis, and cataloging of unauthorized software or malware; and restoration of information systems after identification and removal of unauthorized software/malware.
541	Vulnerability Assessment Analyst		18	M937	Security/Vulnerability Assessment	This function includes measures that protect and defend information and information systems and infrastructure through assessment. This includes risk and vulnerability assessments; readiness assessments; security evaluations and audits; security policy enforcement; and, contingency plans and disaster recovery procedures.
611	Authorizing Official/Designating Representative		18	M933	Information Systems Security Operations/Management	This function includes the installation, operation, and maintenance of security controls in support of Defensive Cyber Operations. This includes the coordination with network and system administrators to ensure the implementation of information security measures in support of DoD information systems and computer network operations; advise leadership and management on the security posture of the networks within their charge; provide security control recommendations and implementations in order to facilitate the certification and accreditation process for approved systems, applications, and networks; audit information systems and users to ensure established security policies and controls are adhered to according to governing regulations; vulnerability management through automated tool sets; incident handling capabilities throughout information systems; log analysis and correlation to detect network and system intrusions; and certification and accreditation in coordination with information system managers.
612	Security Control Assessor		18	M937	Security/Vulnerability Assessment	This function includes measures that protect and defend information and information systems and infrastructure through assessment. This includes risk and vulnerability assessments; readiness assessments; security evaluations and audits; security policy enforcement; and, contingency plans and disaster recovery procedures.
622	Secure Software Assessor		18	M935	Hardware/Software Assessment	This function includes analyzing systems requirements; evaluating new software applications, new systems, and programming technologies; conduct security and vulnerability testing of new hardware and software applications; assuring software security quality and functionality; writing and maintaining certification, analysis and accreditation documentation for all authorized hardware and software. This does not include program management of defense acquisition systems coded F310 and F120.

631	Information Systems Security Developer		18	M935	Hardware/Software Assessment	This function includes analyzing systems requirements; evaluating new software applications, new systems, and programming technologies; conduct security and vulnerability testing of new hardware and software applications; assuring software security quality and functionality; writing and maintaining certification, analysis and accreditation documentation for all authorized hardware and software. This does not include program management of defense acquisition systems coded F310 and F120.
652	Security Architect		18	M936	Security Architecture/Planning	This function includes conducting needs analyses to define opportunities for new or improved cyberspace security and defense infrastructure and/or applications; identifying requirements; conducting feasibility studies and trade-off analyses; defining network and/or security and defense systems scope and objectives; developing overall functional and technical requirements and specifications; evaluating and recommending sources for systems components; and ensuring the integration and implementation of applications, databases, networks, and related systems.
722	Information Systems Security Manager		18	M933	Information Systems Security Operations/Management	This function includes the installation, operation, and maintenance of security controls in support of Defensive Cyber Operations. This includes the coordination with network and system administrators to ensure the implementation of information security measures in support of DoD information systems and computer network operations; advise leadership and management on the security posture of the networks within their charge; provide security control recommendations and implementations in order to facilitate the certification and accreditation process for approved systems, applications, and networks; audit information systems and users to ensure established security policies and controls are adhered to according to governing regulations; vulnerability management through automated tool sets; incident handling capabilities throughout information systems; log analysis and correlation to detect network and system intrusions; and certification and accreditation in coordination with information system managers.
723	COMSEC Manager		18	M934	Communications Security (COMSEC)/Cryptographic Key Management	This function includes day-to-day operation of the DoD's COMSEC material control. This includes the coordination and provision of symmetric and asymmetric key products to support communications and command and control systems; collaboration with communications planners for the development of communications plans, instructions and support; provide information regarding new or revised COMSEC policies and procedures; train and inspect COMSEC users; monitor and maintain COMSEC material allowances; and perform COMSEC account audits and inspections to assess adherence to prescribed instructions.

Cyber Effects Work Roles						
112	Mission Assessment Specialist		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
121	Exploitation Analyst		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
131	Target Developer		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
132	Target Network Analyst		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.

133	Target Reporter		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
141	Warning Analyst		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
321	Access Network Operator		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
322	Interactive Operator		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.

332	Cyber Operations Planner		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
333	Partner Integration Planner		18	M911	Offensive Cyber Operations	This functions includes actions taken through the use of computers and/or computer networks to disrupt, deny, degrade, or destroy information resident in computers and computer networks, or the computers and networks themselves by minimizing or eliminating the capability or threat from an adversary to use their computer systems, computer networks and techniques to disrupt, deny, degrade, or destroy friendly computers and/or networks through cyberspace. Offensive operations include mission assessment and planning, exploitation analysis, targeting (analysis, development, reporting), and attack/fires.
Intelligence (Cyber) Work Roles						
151	Multi-Disciplined Language Analyst		18	M324	Multidisciplinary Collection and Processing	This function includes the collection, processing, exploitation, analysis and dissemination of intelligence information by a system or method that uses information from two or more intelligence disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.
111	All-Source Analyst		18	M328	All Source Analysis	This function includes the analysis, evaluation, synthesis, and interpretation of information from all sources to include HUMINT, SIGINT, MASINT, OSINT, TECHINT, and GEOINT data into finished intelligence products.
311	All-Source Collection Manager		18	M324	Multidisciplinary Collection and Processing	This function includes the collection, processing, exploitation, analysis and dissemination of intelligence information by a system or method that uses information from two or more intelligence disciplines. This includes maintenance, modification, and modernization of existing collection/processing systems that do not add new capabilities.
312	All-Source Collection Requirements Manager		18	M334	Intelligence Requirements Management and Tasking	This function includes identification, registration, systematic review, prioritization, Intelligence Augmentation (IA), Request for Forces (RFF), and Operational Needs Statement (ONS), of both present and future intelligence requirements; assignment of resulting tasks to collection, analysis, counterintelligence, or clandestine capabilities and systems for action; and verification of completion of the assigned action.

331	Cyber Intelligence Planner		18	M340	Cyber Intelligence Planning	This function includes the collection, processing, exploitation, and analysis of information to produce intelligence on network operation, activities, and cyber threats. Threats include activities, plans, capabilities and intentions of adversaries; identifying current and emerging threat vectors planned or utilized for cyber-attack operations; identifying specific technical data to provide the nature and character of deployed malware, system/product weaknesses, and effects; identify ongoing criminal activities; and issues pertaining to operations at all levels in the cyber domain.
Cyber Enablers Work Roles						
Leadership						
732	Privacy Compliance Manager		18	M900	Cyberspace Policy, Management and Oversight	This function includes management of computing and cyberspace operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and cyberspace operations/warfare (e.g., Information Assurance/Computer Network Defense and Computer Network Attack and Exploitation).
751	Cyber Workforce Developer and Manager		1	Y245	Manpower Management Operations	This function includes manpower operations typically performed by manpower offices, centers, and field operating agencies 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.

752	Cyber Policy and Strategy Planner		18	M900	Cyberspace Policy, Management and Oversight	This function includes management of computing and cyberspace operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and cyberspace operations/warfare (e.g., Information Assurance/Computer Network Defense and Computer Network Attack and Exploitation).
901	Executive Cyber Leadership		18	M900	Cyberspace Policy, Management and Oversight	This function includes management of computing and cyberspace operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and cyberspace operations/warfare (e.g., Information Assurance/Computer Network Defense and Computer Network Attack and Exploitation).
Training and Education						
711	Cyber Instructional Curriculum Developer		12	U550	Training Development and Support for Military Education & 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.)

712	Cyber Instructor		12	U300	Specialized Skill Training	<p>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:</p> <ul style="list-style-type: none"> • 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 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.
Legal/Law Enforcement						
211	Forensic Analyst **Note: I520 is used since this is under Law Enforcement (inferring criminal activity). M932 should be used for non-criminal investigation activities.		7	I520	Criminal Investigative Services	<p>This function includes conducting felony investigations. Conducting criminal investigations includes the conduct, supervision and management of all steps required to investigate criminal activities, e.g., interviews/interrogations, information gathering, polygraph, crime scene examination, forensic analysis, etc. The laboratories conducting forensic examinations are also included. Also included are investigative support, e.g., investigative assistants and analysis. This function is limited to organizations such as the Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations and the Defense Criminal Investigative Service (DCIS). This function excludes law enforcement operations performed at installations and bases coded S500-S520 and Counterintelligence coded M310. This function also may include cyber forensics if conducted as part of a criminal investigation. Cyber forensics conducted outside of criminal investigations should be coded as M932.</p>

221	Cyber Crime Investigator		7	I520	Criminal Investigative Services	This function includes conducting felony investigations. Conducting criminal investigations includes the conduct, supervision and management of all steps required to investigate criminal activities, e.g., interviews/interrogations, information gathering, polygraph, crime scene examination, forensic analysis, etc. The laboratories conducting forensic examinations are also included. Also included are investigative support, e.g., investigative assistants and analysis. This function is limited to organizations such as the Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations and the Defense Criminal Investigative Service (DCIS). This function excludes law enforcement operations performed at installations and bases coded S500-S520 and Counterintelligence coded M310. This function also may include cyber forensics if conducted as part of a criminal investigation. Cyber forensics conducted outside of criminal investigations should be coded as M932.
731	Cyber Legal Advisor		1	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, 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.
Acquisition						
801	Program Manager		3	F120	Systems Acquisition - Program Management	This function includes efforts undertaken by Program Managers of defense acquisition programs to oversee and direct the development, demonstration, and production or procurement of defense systems. This includes program management of acquisition programs for weapon systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel. This excludes program management operations coded separately (e.g., contracting operations coded F320, technology transfer and international cooperative program management coded F140, foreign military sales and security assistance program management coded Y315, and item management coded T120). Also, elements of research and development are coded R110-R999 and F150, test and evaluation operations are coded A610-A699, and

						program support outside the Program Office is coded F160.
802	IT Project Manager		3	F120	Systems Acquisition - Program Management	This function includes efforts undertaken by Program Managers of defense acquisition programs to oversee and direct the development, demonstration, and production or procurement of defense systems. This includes program management of acquisition programs for weapon systems and associated support equipment (including training systems), automated information systems, and other equipment and materiel. This excludes program management operations coded separately (e.g., contracting operations coded F320, technology transfer and international cooperative program management coded F140, foreign military sales and security assistance program management coded Y315, and item management coded T120). Also, elements of research and development are coded R110-R999 and F150, test and evaluation operations are coded A610-A699, and program support outside the Program Office is coded F160.
803	Product Support Manager		4	P115	Logistics Life Cycle Sustainment Activities	This function includes activities required for the planning and execution of programs that support and sustain systems from initial fielding, through operational life and disposal. This function excludes the contacting, engineering, test and evaluation, and acquisition functions coded in other groups.
804	IT Investment /Portfolio Manager		18	M900	Cyberspace Policy, Management and Oversight	This function includes management of computing and cyberspace operations and/or overseeing, directing, and controlling subordinate organizations through developing and issuing policies; providing policy guidance; reviewing, analyzing, and evaluating program performance; conducting mid- and long-range cyberspace operations planning, programming, and budgeting; and/or allocating and distributing resources. This includes strategic and capital planning; performance assessments; business process reengineering; risk analysis; and policy, planning, and implementation of computing infrastructures, architecture, and cyberspace operations/warfare (e.g., Information Assurance/Computer Network Defense and Computer Network Attack and Exploitation).

805	IT Program Auditor		3	F100	Quality Assurance	This function includes production process proofing and verification, configuration management, risk management, control of test measurement, diagnostic equipment (i.e., selection and calibration), and corrective and preventive action. Corrective and preventive action may also include advising and collaborating with customers and suppliers to help integrate quality assurance practices into the manufacturing process.
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Appendix D: Offices/SMEs Consulted

Table 5. Offices/SMEs consulted

Services and Joint Staff

Army - ASA (M&RA) and FMSA

Navy - ASN (M&RA), OPNAV N1, NAVSEA

Air Force - Manpower Personnel and Services (A1)

USMC - DC (M&RA) and TFSD

Joint Staff - J1 and J8

Functional Focus Areas

Cyber - DOD CIO and PCA, DON CIO

Security Cooperation - SCW Working Group

Operational Contract Support - OCS Plans and Programs Office and J4

Unmanned Systems - Navy, Marine Corps, and AF Aviation SMEs

Space - Joint Staff (J5), AF Manpower Requirements Division

Force Resiliency - OSD (P&R) Office of Force Resiliency

Personnel Security/Insider Threat - Office of the Under Secretary of Defense for Intelligence (OUSD(I)), Office of the Director for Defense Intelligence, Intelligence and Security (DDI(I&S)), Counterintelligence and Security Directorate (CI&S)

Other DoD Offices/Agencies

Defense Contract Management Agency (DCMA)

Deputy Chief Management Officer (DCMO) Business Enterprise Architecture

Defense Civilian Personnel Advisory Service (DCPAS) Expeditionary Civilian Program Office

DCPAS Planning & Accountability Office

Defense Logistics Agency

Defense Media Activity

Defense Technology Security Administration

Fourth Estate Manpower Tracking System (FMTS) Program Management Office

Office of the Under Secretary of Defense (Comptroller)

Washington Headquarters Service

OFCMs

Acquisition Workforce

Contracting

PQM

Education

Engineering (Not Construction)

Environmental Management

Facilities Engineering & Management
Financial Management
Intelligence
Law Enforcement
Logistics
Medical
Military Community & Family Support
Safety & Public Safety
Public Affairs
Science & Technology

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Abbreviations

AFMD	Air Force Manpower Directorate
ASA M&RA	Assistant Secretary of the Army, Manpower & Reserve Affairs
ASN M&RA	Assistant Secretary of the Navy, Manpower & Reserve Affairs
BSO	Budget Submitting Office
CEW	Civilian Expeditionary Workforce
CIO	Chief Information Officer
CJCS	Chairman of the Joint Chiefs of Staff
CMO	Civil Military Operations
CS	control station
DC M&RA	Deputy Commandant for Manpower & Reserve Affairs
DCMA	Defense Contract Management Agency
DCMO	Deputy Chief Management Officer
DCO	Defensive Cyberspace Operations
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data System
DCWF	DoD Cyber Workforce Framework
DLA	Defense Logistics Agency
DoD	Department of Defense
DODIN	DOD Information
DON CIO	Department of the Navy Chief Information Office
FAC	Functional Account Code
FIPT	Functional Integrated Product Teams
FMSA	Force Management Support Agency
FMTS	Fourth Estate Manpower Tracking System
FPAC	Functional Predictive Analytics Code
IA	Information Assurance
ICS	Inventory for Contracted Services
IG/CA	Inherently Governmental and Commercial Activities
IO	Information Operations
JP	Joint Publication
KSAs	knowledge, skills, and abilities
M&RA	Manpower and Reserve Affairs
MHA	Major Headquarters Activities
MISO	Military Information Support Operations

MHQ	management headquarters
MPES	Manpower Programming and Execution System
MWR	Morale, Welfare, and Recreation
NAVAIR	Naval Air Systems Command
NAVSEA	Naval Sea Systems Command
NCWF	NICE Cybersecurity Workforce Framework
NDAA	National Defense Authorization Act
NICE	National Initiative for Cybersecurity Education
NIST	National Institute of Standards and Technology
OCO	Offensive Cyberspace Operations
OCS	operational contract support
OFCM	OSD Functional Community Manager
OFR	Office of Force Resiliency
OIG	Office of the Inspector General of the Department of Defense
OMB	Office of Management and Budget
OPFOR	operating forces
OSD	Office of the Secretary of Defense
OUUSD P&R	Office of the Under Secretary of Defense for Personnel and Readiness
PCA	Principal Cyber Advisor
PE	program element
PQM	Production, Quality, and Manufacturing
SCWDP	Security Cooperation Workforce Development Program
SME	subject matter expert
SP	Special Publication
TFM&RS	Total Force Manpower & Resources Directorate
TFMMS	Total Force Manpower Management System
TFSD	Total Force Structure Division
TFSMS	Total Force Structure Management System
UxS	Unmanned system or systems
WHS	Washington Headquarters Service

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