

October 8, 1974

NUMBER 1304.20



ASD(M&RA)

Department of Defense Directive

SUBJECT Enlisted Personnel Management Systems

- Refs.:
- (a) DoD Instruction 1300.10, "Enlisted Career Development and Grade Management Information Program (M&RA)", October 23, 1969
 - (b) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program", December 7, 1964 and DoD Manual 5000.12-M
 - (c) DoD Directive 1304.xx, "Award of Enlisted Personnel Bonuses and Proficiency Pays" (to be published)
 - (d) DoD Instruction 1304.xx, "Administration of Enlisted Personnel Bonus and Proficiency Pay Programs" (to be published)

I. PURPOSE

This Directive (a) establishes the Department of Defense objectives for Service enlisted personnel management; (b) specifies the minimum essential elements of a system; and (c) establishes a requirement for a Service enlisted personnel management plan.

II. APPLICABILITY

The provisions of this Directive apply to the Departments of the Army, Navy, and Air Force. The term "Service" refers to the Military Services (Army, Navy, Marine Corps, and Air Force) within those Departments.

III. POLICY

- A. General. Each Service shall develop a system that clearly delineates, for members and managers alike, the goals of enlisted personnel management. The objectives of the system are (a) to allow the Services to meet requirements for enlisted personnel in the various grades at ages conducive to effective performance; (b) to provide career opportunity that will attract and retain the number and caliber of enlisted personnel needed; and (c) to develop personnel goals

which will provide a common reference for policy, procedures and management of the enlisted resource.

- B. Management System. The minimum essential elements of an enlisted management system shall be:
1. Size and desired composition of the force by years-of-service,
 2. Annual accessions and reenlistments,
 3. Loss management,
 4. Grade distribution,
 5. Promotion points and opportunities, and
 6. Cost.

Each of these elements will be quantified and related to establish the most cost-effective configuration for each enlisted occupational grouping and the aggregated total enlisted force structure. These elements of personnel management should be systematically integrated through management by objectives.

- C. Management Plan. Each Service will maintain a long-range enlisted personnel management plan, encompassing a minimum of 5 years, that specifies the objectives of the enlisted management system. The nature of personnel flow (force renewal) required to sustain the active forces will be a major consideration. The plan will identify:
1. An objective distribution by length-of-service and pay grade for each occupational grouping of the force.
 2. That the objective configuration is, by some measure or measures, better than the current force.
 3. That it is feasible to make a transition from the existing to the objective force in a reasonable period of time at a reasonable cost.
 4. The policies and methods of implementation to effect the desired transition.
 5. The methodology for use of incentive pays as the plan forms the basis for submission and justification of incentive pay request in accordance with references (c) and (d).

IV. RESPONSIBILITIES

- A. The Assistant Secretary of Defense (Manpower and Reserve

Affairs) (ASD(M&RA)) shall be responsible for (1) reviewing, coordinating, and evaluating the Services' enlisted personnel management plans, and (2) making appropriate policy recommendations to the Secretary of Defense to include the specification of annual grade distributions. These responsibilities shall be fulfilled without taking the essentials of personnel management from the individual Services.

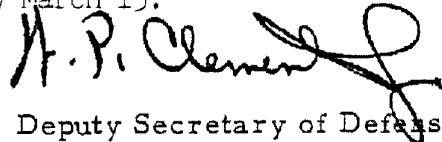
- B. Each Service shall be responsible for the preparation and maintenance of its enlisted personnel management plan.

V. REPORTS

- A. ASD(M&RA) will prescribe by a separate DoD issuance, the guidance and data to be reported in response to this Directive. Pending publication of such issuance, the requirements contained in DoD Instruction 1300.10 (reference (a)), will continue.
- B. The reports will prescribe the use of standard data elements to the extent they are applicable and available. All other data elements should be standardized by the Navy (assigned responsible agency) in accordance with DoD Directive 5000.11 and DoD Manual 5000.12-M (reference (b)).

VI. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Updated plans will be submitted annually to the Assistant Secretary of Defense (Manpower and Reserve Affairs) by March 15.


Deputy Secretary of Defense