

Manpower Frequently Asked Questions:

If you have a question that is not addressed, please email me and I will try to answer it to the best of my ability and as quickly as possible. Tracy.Robison@orport.ang.af.mil

What is an EA?

It stands for **Employment Authorization**. It indicates a permanent resource that NGB and the Adjutant General have funded.

What is the PMF?

The PMF stands for **Position Management File**. It is a continually changing document. We download information from our personnel system that lists all the positions, requirements, EA's, pay grades, and individual names assigned to a particular organization. It is organized by Command Unit Paragraph and Line numbers (Army) and Unit FAC/Position Numbers (Air). As the full-time document, it is related to the Military Unit Documents but also retains a stand-alone authority as well.

How often does the PMF get distributed?

It is reconciled on a monthly basis and given to the Army Directorates and Air Wing/COG HR Liaisons to disseminate at their discretion.

How do I read the PMF?

The Army personnel should be receiving the Unit Paragraphs for which you are responsible as a supervisor. It will have all your required positions and all the EA's you are authorized as well as the temporary position and personnel that you have on board. The Air personnel should work with the HR Liaisons to review their sections routinely.

If I am a supervisor, how do I get a copy of the PMF?

If you do not currently receive a copy of the PMF and think you should, please discuss it with your Directorate or HR Liaison or contact me in HR and we will provide it to you.

How do I fill out an SF52?

There is a link on the Manpower site that breaks down the different actions that are requested and how to submit it to the HRO.

What does the Army RRC do?

The RRC discusses personnel and equipment resources to insure we are allocating manpower efficiently and effectively to support our various missions.

What drives manpower?

For the Army, we get information from the yearly voucher, the Staffing Guides and the Blue book. These three elements drive the force, positions and personnel that we are allowed to have. For the Air Force, we get information primarily from the voucher and the UMD-A.