

Department of the Army
Pamphlet 570-5

Manpower and Equipment Control

The Army Functional Dictionary— Manpower

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SUMMARY of CHANGE

DA PAM 570-5

The Army Functional Dictionary – Manpower

This revision--

- o Clarifies several terms, that is, when referring to the dictionary, the term Army Functional Dictionary (AFD) or dictionary should be used; when referring to the three-character codes or the coding process, use AFD code Standard Work Center Code (SWCC) or AFD coding (SWCC) process, respectively.
- o Eliminates the old five-character AFD coding structure; only the three-character coding structure remains.
- o Renumbers chapters 7 through 13 and tables 7-1 through 13-1 to allow for them to be listed in alphabetical order by their three-character AFD code (SWCC).
- o Begins to identify work center covered by manpower staffing standards by including a Manpower Staffing Standards System(MS-3) study number immediately following the work center definition. The MS-3 study number can be compared to appendix C to identify the study name and study proponent.
- o Provides wiring diagrams in figures 1-1 through 20-1 that depict the functional hierarchy of the dictionary and each function category, along with the different levels within the hierarchy, for example, from top to bottom, functional category, function, subfunction, more defined level, that is, actively or operation, and work center.
- o Changes the definitions for the following AFD codes (SWCC): ADE, ADF, ADG, ADH, BSC, DKD, ENA, ENB, ENC, ENE, ENF, ENG, JOA, JOB, KGB, KGC, KGD, KGE, KGF, KGG, KRA, KRB, KRC, KSA, KSB, KUC, KUD, KVA, LAC, LAD, LCA, MEA, MPB, MPC, NFA, NQB, NQD, NRA, PBD, PKA, PTC, PUA, PUB, PUE, PUF, PUH, PUJ, PUK, PUL, PUM, PUN, PUP, PUS, PVA, PVB, PVC, PVD, TFA, TFB, TFC, TFD, TFE, TGA, TGB, TJB, TKB, TNB, UFB, UGA, UNA, UNE, UNJ, UNK, URC, USC, UTB, UTC, UTD, UTE, UVB, XPA, XPB, and XPC.
- o Adds the definitions for the following AFD codes (SWCC): ADI, ADJ, ADK, ADL, ADM, BFB, DNH, DSA, DSB, ENH, ENI, FGG, HQC, HUH, KGZ, MPD, MRF, NRB, NRC, NRD, NRE, NSA through NSW, NSZ, PAD, QWD, RLA, RLB, TBD, TFF, TFG, TFH, THC, TKC, TNC, TPA, UMB, UMC, UMD, URG, URH, XPD, and XPE.
- o Deletes the following AFD codes (SWCC); AEY, AHY, AJY, APY, AQY, EBY, EHY, EJY, ELY, END, ENY, EPY, GCY, IDY, ILY, KFY, KHY, KJY, KJZ, KLY, KMY, KNY, KNZ, LKY, LMY, MUY, NCY, NDY, NGY, OCY, PJY, PKY, PLY, PNY, PQY, PVY, PWY, PYY, PZY, QCY, QFY, QFZ, QNY, RGY, RGZ, RKY, SEY, SFY, SJY, SKY, SMY, TCY, TDY, UDY, UFY, UKY, UKZ, ULY, UNY, UTY, UUY, VAY, VCY, VDY, WZY, XGY, XKY, and XPY.
- o Reserves for future use the following AFD codes (SWCC); BPC, BPD, BPF, BQC, BQF, BRB, BSA, BZC, ELC, FCJ, HAG, HAN, HBK, HHH, HHK, HSJ, HSM, IMB, IPA, IPC, JHN, KJA, KKA, KLF, KLG, KLH, KME, KNA, KNB, KUF, LHJ, LKA, LKE, LKF, LKJ, LKL, LLE, LTA, LTB, LTC, LTD, LTE, LXM, LYA, LYB, MHG, MMD, NCC, NCD, NMB, PRC, PUC, PUD, PUG, PUQ, PUT, PXC, QFA, QLJ, QLK, RGA, RKF, SDA, UKA, UKB, UND, UNG, UQB, XCF, XCN, XGB, XGC, YAM, and YAT.

Manpower and Equipment Control

The Army Functional Dictionary—Manpower

By Order of the Secretary of the Army:

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History. This UPDATE printing publishes a revision of this publication. This publication has been reorganized to make it compatible

with the Army electronic publishing database. No content has been changed.

Summary. This pamphlet is the Army Functional Dictionary—Manpower that gives work center titles, definitions (to include direct categories of work) and workload factors (with associated codes used for coding all work centers in the table of distribution and allowances (TDA) Army).

Applicability. This pamphlet applies to the Active Army, the Army National Guard, the U.S. Army Reserve, and Joint Defense Activities. It applies to all TDA organizations.

Proponent and exception authority. Not applicable.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users

will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this pamphlet is the Office of the Deputy Chief of Staff for Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to publications and Blank Forms) directly to Commander, U.S. Army Force Integration Support Agency (USAFISA), Fort Belvoir, VA 22060-5587.

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Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Use of the AFD • 1-4, page 1

AFD and work center • 1-5, page 1

Use of the AFD coding (SWCC) structure in universe identification • 1-6, page 2

General coding guidelines before manpower staffing standards are developed and applied • 1-7, page 2

General coding guidelines after manpower staffing standards are developed and applied • 1-8, page 3

Additional coding guidelines • 1-9, page 3

Changing the AFD • 1-10, page 3

Unit identification code (UIC) catalog(Also known as unit alignment coding (UAC) structure) • 1-11, page 4

Supplemental coding templates • 1-12, page 4

Code and title references and manpower staffing standards study list • 1-13, page 4

Chapter 2

Administration Functional Category—AFD Code (SWCC) A, page 4

General • 2-1, page 4

Administrative codes and definitions • 2-2, page 5

Chapter 3

Command and Command Support Functional Category—AFD Codes (SWCC) B and C, page 14

General • 3-1, page 14

Command and command support codes and definitions • 3-2, page 14

Chapter 4

Information Systems Management Functional Category—AFD Code (SWCC) D, page 29

General • 4-1, page 29

Information systems management codes and definitions • 4-2, page 30

Chapter 5

Engineering Functional Category—AFD Code (SWCC) E, page 39

General • 5-1, page 39

Engineering codes and definitions • 5-2, page 39

Chapter 6

Fiscal and Resource Management Functional Category—AFD Code (SWCC) F, page 46

General • 6-1, page 46

Fiscal and resource management codes and definitions • 6-2, page 46

Chapter 7

Acquisition Functional Category—AFD Code (SWCC) G, page 50

General • 7-1, page 50

Acquisition codes and definitions • 7-2, page 50

Chapter 8

Health Services Functional Category—AFD Code (SWCC) H, page 53

General • 8-1, page 53

*This pamphlet supersedes DA Pam 570-5, 24 July 1987.

Contents—Continued

Health services codes and definitions • 8–2, *page 53*

Chapter 9

Intelligence Functional Category—AFD Code (SWCC) I,
page 71

General • 9–1, *page 71*

Intelligence codes and definitions • 9–2, *page 71*

Chapter 10

Installation Facilities Engineering Functional Category—
AFD Code (SWCC) J, *page 79*

General • 10–1, *page 79*

Installation facilities engineering codes and definitions • 10–2,
page 79

Chapter 11

Logistics Functional Category—AFD Codes (SWCC) K, L,
M, and N, *page 91*

General • 11–1, *page 91*

Logistics codes and definitions • 11–2, *page 91*

Chapter 12

Manpower Functional Category—AFD Code (SWCC) O,
page 146

General • 12–1, *page 146*

Manpower codes and definitions • 12–2, *page 146*

Chapter 13

Personnel Functional Category—AFD Codes (SWCC) P, Q,
and R, *page 149*

General • 13–1, *page 149*

Personnel codes and definitions • 13–2, *page 149*

Chapter 14

Research and Development Functional Category—AFD
Code (SWCC) S, *page 180*

General • 14–1, *page 180*

Research and development codes and definitions • 14–2, *page 180*

Chapter 15

Security Functional Category—AFD Code (SWCC) T,
page 187

General • 15–1, *page 187*

Security codes and definitions • 15–2, *page 187*

Chapter 16

Training and Education Functional Category—AFD Code
(SWCC) U, *page 195*

General • 16–1, *page 195*

Training and education codes and definitions • 16–2, *page 195*

Chapter 17

Materiel Acquisition Functional Category—AFD Code
(SWCC) V, *page 207*

General • 17–1, *page 207*

Materiel acquisition codes and definitions • 17–2, *page 207*

Chapter 18

Civilian Trainee Programs Functional Category—AFD Code
(SWCC) W, *page 210*

General • 18–1, *page 210*

Civilian trainee programs codes and definitions • 18–2, *page 210*

Chapter 19

Operations, Plans, and Forces Functional Category—AFD
Code (SWCC) X, *page 211*

General • 19–1, *page 211*

Operations, plans, and forces codes and definitions • 19–2,
page 211

Chapter 20

Combined Functional Category—AFD Code (SWCC) Y,
page 221

General • 20–1, *page 221*

Combined functional category codes and definitions • 20–2,
page 221

Appendixes

A. AFD Code (SWCC) Reference, *page 228*

B. Title Reference, *page 243*

Glossary

Chapter 1 Introduction

1-1. Purpose

The Army Functional Dictionary—Manpower (AFD-M), which is governed by AR 570-5, is designed primarily to improve overall Army effectiveness in managing the development (universe identification) and application of manpower staffing standards (that is, to link manpower management to a common database). The AFD improves the accountability of the Planning, Programming, and Budgeting Execution System (PPBES)/manpower requirements determination process and provides the ability to track and analyze manpower resources by work center or function.

1-2. References

a. *Related publications.* (A related publication is merely a source of additional information. The user does not have to read it to understand this pamphlet.)

(1) AR 15-6, Procedures for Investigating Officers and Boards of Officers.

(2) AR 310-49, The Army Authorization Documents System (TAADS).

(3) AR 310-49-1, The Army Authorization Documents System (TAADS) Documentation Procedures and Processing.

(4) AR 570-4, Manpower Management.

(5) AR 570-5, Manpower Staffing Standards System.

(6) DA Pam 570-100-series, Manpower Staffing Standards.

b. *Referenced forms.*

(1) DA Form 2A, Personnel Qualification Record, Part 1—Enlisted Peacetime.

(2) DA Form 137, Installation Clearance Record.

(3) DA Form 428, Application for Identification Card.

(4) DA Form 1988, Request for Review of an Item.

(5) DA Form 2028, Recommended Changes to Publications and Blank Forms.

(6) DA Form 4187, Personnel Action.

(7) DD Form 1172, Application for Uniform Service Identification Card DEERS Enrollment.

(8) DD Form 1173, Uniform Service Identification and Privilege Card.

(9) DD Form 1299, Application for Shipment and/or Storage of Personal Property.

(10) DD Form 1348-1, Shipment Requests.

(11) DD Form 1384, Transportation Control/Movement Documents.

(12) SF 1164, Claim for Reimbursement for Expenditures on Official Business.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1-4. Use of the AFD

a. The Manpower Staffing Standards System (MS-3) (AR 570-5) is based on the principle that manpower requirements for work centers performing identical/similar functions or work should be developed and applied in a uniform manner. The AFD is a management tool to identify all locations/organizations where a particular work center exists across the TDA Army.

b. By using the AFD, management has the capability to compare Army-wide commonalities of organizations and functions by querying and retrieving manpower, financial, or other information from various management information systems. In addition to the AFD coding (SWCC) structure being used to identify in TAADS the universe for MS-3 studies, it is used to—

(1) Identify those work centers covered by MS-3 standards.

(2) Verify and monitor standards-based manpower requirements and authorizations.

(3) Facilitate comparative analysis within the TAA and FIA processes.

(4) Link the Army's manpower management system to various management information systems, for example, used as a basis to link TAADS to workload and man-hour reporting systems.

c. Policy for use of AFD codes standard work center code(SWCC) in the MS-3 process is in AR 570-5.

1-5. AFD and work center

a. The AFD is work center oriented and presently consists of 19 functional categories, for example, Administration, Logistics, Personnel, and Training and Education. The functional categories are aligned hierarchically so that they may be applied at any command level, from installation to Major Army Command (MACOM) to Headquarters, Department of the Army (HQDA). The functional hierarchy enhances the ability to define similar/like type work centers and functions across the tables of distribution and allowances (TDA) Army. This arrangement provides for a logical grouping of work center definitions without attempting to depict organizational structure.

(1) As shown here and in figures 1-1 through 20-1, the functional hierarchy provides for a logical grouping of work center definitions under, from top to bottom, functional category, function, subfunction, activity or operation, and work center.

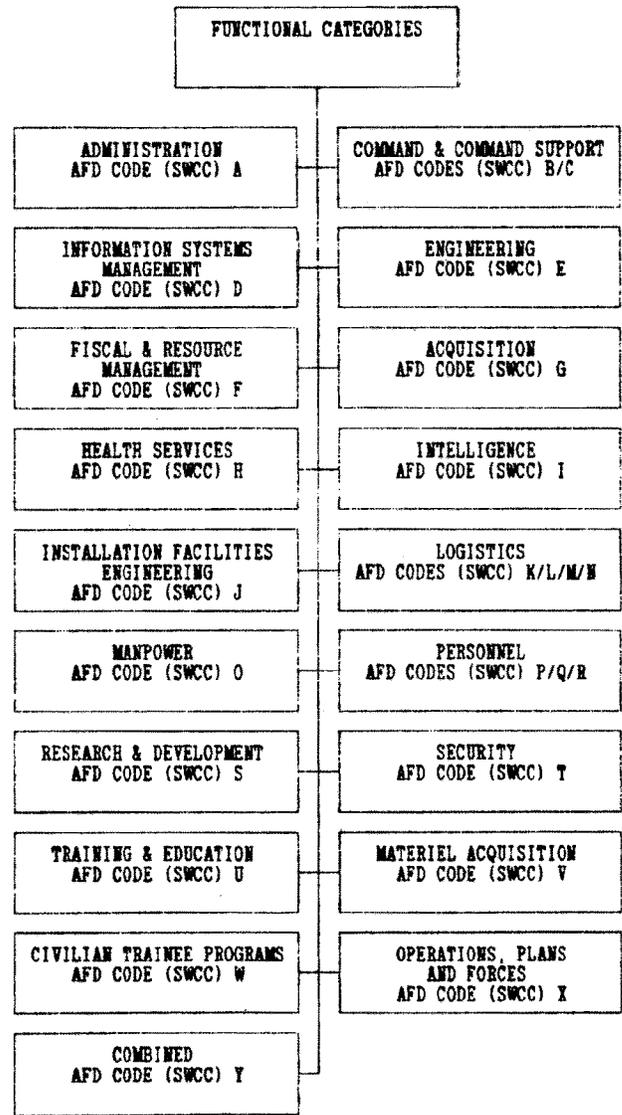


Figure 1-1. Army Functional Dictionary—Manpower categories

(2) The functional hierarchy is as follows:

(a) *Functional category.* Information Systems Management is the functional category.

(b) *Function.* Information Systems Operations is the function.

(c) *Subfunction.* Information System Site Operations is the subfunction.

(d) *More defined level/activity.* Automatic data processing (ADP) Management and Technical Support Activity is a more defined level activity.

(e) *Work center.* ADP Systems Analysis, Design, and Programming is the work center.

b. The AFD is a dictionary of work center titles and definitions with associated codes and, when available, direct categories of work and workload factors.

c. A work center is a group of personnel that use similar machines, processes, methods, and operations to perform homogeneous-type work, usually located in a centralized area. The work center is used to identify a relatively small activity within a broad organizational component or functional segment. Personnel within a work center perform work that basically contributes to the same end product or result; the duties are similar or closely related.

(1) Approved organizational structures, at the lowest level, for example, branch or section, usually provide logically defined work centers. For this reason, most, but certainly not all, TDA paragraphs equate to work centers.

(2) Another characteristic of a work center is its ability to produce an output that can be measured by one or more factors or indexes.

(3) A work center is usually identified as a group of workers under a single supervisor (often called chief, director, supervisor, etc.) and within the same TDA paragraph. A team with a leader should be considered a separate work center when the work, products, and services of that team are significantly different from that of other teams or different from that of other parts of the organization that the team resides in. To be coded as a work center, the team must also meet the work center definition stated under above. Two additional considerations when coding a team as a separate work center are—

(a) Whether or not a different MS-3 standard would be required for each team.

(b) Whether or not the requirement for the team is ongoing, that is, the team is not a short-term solution to a problem but instead it is a recurring, long-term mission requirement.

1-6. Use of the AFD coding (SWCC) structure in universe identification

a. Accurate universe identification provides the foundation for the MS-3 Program. It is critical to the development, application, and maintenance of standards and thus manpower management for areas where a MS-3 is applicable. The process of universe identification is continuous, beginning with the initial scheduling of staffing standards studies. Identifying the universe for a particular study involves the collection of information that permits the identification and classification by AFD code (SWCC) of work centers according to common attributes which impact manpower requirements.

b. For Army-wide standards, the proponent command must identify, by location, unit identification code UIC, and command, the work centers which have potential for MS-3 coverage. The proponent command or the HQDA functional proponent may submit a request to U.S. Army Force Integration Support Agency (USAFISA) for assistance in identifying, through TAADS, those specific Army-wide work centers to be considered during the preliminary phase. For command standards, the MS-3 community should use the AFD coding (SWCC) structure in Vertical—The Army Authorization Documents System (VTAADS) to identify the universe.

c. Section II of the TDA is the Army's official documentation for approved manpower requirements and other relevant manpower management data including MS-3 universe identification data. Accurate universe identification in TDA documents is the responsibility of the MS-3 and TAADS/documentation analysts. This data must

be continuously reviewed and updated as necessary. It is the official recording of the total MS-3 effort and the importance of maintaining its accuracy cannot be over emphasized.

1-7. General coding guidelines before manpower staffing standards are developed and applied

a. Effective use of this pamphlet requires a complete understanding of the functional hierarchy and the work center concept. The functional hierarchy is defined in 1-5 and is depicted in figures 1-1 through 20-1 of this pamphlet. A work center is also defined in AR 570-5 and in 1-5 of this chapter. It is important to remember that AFD codes (SWCC) are for work centers—not for any specific position, broad organizational component, major program, or broad function.

b. Even though the AFD code (SWCC) is placed on each line/position of the TDA, the code should be for the work center to which each line/position belongs, for example, a secretary assigned to the Office of the Provost Marshal should not be coded under the Administration functional category of the AFD, but instead, should be coded as part of the Provost Marshal work center (AFD code (SWCC) *TFF*). Another example would be a supply clerk assigned to the Military Police Company/Battalion work center. The supply clerk should not be coded under the Logistics functional category of the dictionary, but instead, should be coded as part of the Military Police Company/Battalion work center (AFD code (SWCC) *TFG*). In other words, indirect personnel will be coded the same as direct personnel that they support.

c. Usually, you will find that each paragraph has one supervisor and may be assigned a single AFD code (SWCC) except as explained below.

(1) Five common situations which may be more difficult to code are as follows:

(a) Multiple work centers within the same paragraph.

(b) A combined (limited staff) work center.

(c) An *orphaned* paragraph with no supervisor or similar paragraph by which to compare it against.

(d) Identical, *twin* paragraphs.

(e) An undefined (other) work center.

(2) Each coding situation is described below.

d. Sometimes multiple work centers appear within the same TDA paragraph. Multiple work centers within the same paragraph should not be confused with a single work center that is performing a mixture of combination of functions. To determine if multiple work centers exist, analyze the supervisory structure of the paragraph. Supervisory positions normally have supervisory or management titles specified in the position title and grade levels that are either officer, noncommissioned officer (NCO), or senior civilian. Of course, there may be some exceptions to these rules. A supervisor may simply be the senior worker, for example, team leader, that is directing the operations of the work center. The coding of teams was discussed earlier.

(1) Once the supervisory structure is identified, determine the requirements associated with each work center or assigned to each supervisor. Other data elements on the TDA should be useful in determining which requirements go with which supervisor. Input from the work centers or a best judgment may be the only recourse to immediately resolve this coding issue.

(2) Once each work center is clearly identified, each requirement should be coded with the same AFD code (SWCC) of that work center. Each work center must have a supervisor and a group of personnel that perform the mission. If multiple work centers exist in the paragraph, multiple AFD codes (SWCC) are permissible.

e. A common coding problem arises when there appears to be several work centers within the same TDA paragraph, but because the organization is small, several functions have been combined under one supervisor. A combined work center should not be confused with multiple work centers within the same paragraph. A combined work center should have only one AFD code (SWCC) documented against that work center in the paragraph.

(1) When a work center that performs a variety or combination of functions is not defined in the dictionary, it should be temporarily

coded as combined (limited staff) under the appropriate functional area of the dictionary. When a *Y* is used in the last position of any code, it represents a combined (limited staff) work center. Again, it should only be used temporarily and when a definition is not currently available that describes the mixture or combination of functions that are being performed by a single work center.

(2) The limited staff definition is to be used to identify a work center that is involved in two or more functional areas under the same functional category (for example, one work center performs all manpower functions of the unit). In this situation, AFD code (SWCC) *OZY* should be used. Anytime a limited staff definition is not available, the temporary definition other (a code ending with a *Z*) may be used.

(3) A work center that performs multiple functions which are not presently defined, but under the same functional category of the AFD (for example, Fiscal Management, Finance and Accounting, Budget, and Resource Management under the functional category of Fiscal and Resource Management), will use the limited staff code *FZY* until a new definition that defines the combination of functions can be developed and approved.

(4) A work center that performs work that is presently defined in two or more work center definitions, but under the same functional category and function (for example, Budget Staff, Budget Programming, Budget Execution and Systems, and Budget Operations, under the Budget Function and under the Fiscal and Resource Management functional category) will use the limited staff code *FFY* until a new definition can be developed and approved.

(5) A work center that performs activities that cross functional categories (for example, administration, finance, and personnel) will use the combined functional categories (chap 20) code beginning with a *Y* when a combined definition is not available under any of these functional categories.

f. Occasionally, an *orphaned* paragraph, without a supervisor or similar paragraph by which to compare it against, will show up on the TDA. When this situation exists, find a *parent* paragraph that resembles the orphan and assign the same AFD code (SWCC). In many instances, this will be the previous paragraph when it is in the same organizational directorate or division.

g. It is possible to have two or more work centers with the same AFD code (SWCC) in the same TDA document (under the same UIC). Occasionally, two or more identical *twin* paragraphs, performing the same operation and each with its own supervisor, require that the same AFD code (SWCC) be documented. For example, paragraph structures that separate teams and shifts or paragraphs that are separated based on geographics quite likely will show this coding pattern.

h. Work centers performing activities that are not defined in the dictionary will be coded with an AFD code (SWCC) ending in *Z*. To decide which *Z* will be used, determine what function is being performed within the work center, for example, Commercial Activities (CA) management studies, performance work statements, and cost studies. Once this is known, go to the appropriate functional category to select the most closely related function. In this example, the functional category will be Fiscal and Resource Management and the function most closely related to CA is Resource Management. Since a CA work center does not exist, the code *FGZ* Resource Management (Other) should be used temporarily until a work center definition can be developed and approved.

1-8. General coding guidelines after manpower staffing standards are developed and applied

a. Each manpower staffing standard must have an approved AFD code (SWCC) and all standard based requirements must be identified on the TDA with that code. Requirements are to be coded with this unique AFD code (SWCC) regardless of organizational configuration or even if the requirements covered by the standard appear under separate paragraphs of the TDA.

b. Use of AFD codes (SWCC) and definitions assigned to an MS-3 standard is not limited to any one particular MACOM or

organizational component. However, only those work centers covered by the MS-3 standard should use the codes and definitions. If other work centers are using the same AFD codes (SWCC) and these work centers were not included in the universe or not identified to apply the standard, requests should be made to the proponent command and lead team to include them in the universe if the standard is applicable. If the standard is not applicable, new definitions that more accurately define the work should be submitted for approval and assignment of new codes.

1-9. Additional coding guidelines

a. Like or similar work centers regardless of TDA document arrangement or MACOM or HQDA assignment should be coded the same. For example, Military Pay work centers regardless of arrangement or assignment should be coded with AFD code (SWCC) *FCA*.

b. Except for work centers covered by MS-3 standards, the definition need not fit the work center exactly. A careful examination of the definitions and, when available, workload factors/standards outputs and direct categories of work, should be made and the best available definition should be used. The code assigned to the best available definition is to be documented on the TDA.

c. When applying AFD codes (SWCC) and definitions, concentrate on the work that is being performed, not on the organization that the work center resides in or supports. The Army is in the business of coding work centers, not broad organizational components or individual positions.

d. Organizational names/identifiers such as school/academy, readiness group, military personnel office, civilian personnel office, medical center, medical activity, and laboratory may be included in work center titles and definitions as long as the names/identifiers are specifically tied to the UIC catalog. The UIC catalog has been coordinated with each MACOM. By permitting organizational names/identifiers to be included in work center titles and definitions, it will be easier to link work centers aligned by functional category under the AFD to the organizations of the Army. More consistency between MS-3 and the AFD and more accuracy in the TDA coding process will result. This procedure neither alters the functional hierarchy of the dictionary nor the requirement to code at the work center level. Likewise, this procedure in no way alters the way MS-3 standards are developed and applied.

1-10. Changing the AFD

a. The existing AFD (SWCC) definitions are designed to support the development (universe identification) and application of MS-3 standards. As standards are developed and decisions are made regarding mission changes and organizational alignment, changes will be necessary. When definitions or titles contained in this pamphlet warrant revision, DA Form 2028 (Recommended Changes to Publications and Blank Forms) may be submitted to U.S. Army Force Integration Support Agency, ATTN: MOFI-STD-O, Building 2588, Fort Belvoir, VA 22060-5587. When proposing a new title and definition, the category and function should be identified in which the new, proposed work center should be placed. Specific work center codes need not be proposed; these codes will be assigned as appropriate. If the proposed work center titles and definitions are to replace existing ones, this should be specifically noted on the DA Form 2028. A list of applicable UICs should also be submitted with each new or revised work center definition.

b. To expedite the approval process, the request should be submitted through the MACOM and, when appropriate, should be coordinated with the proponent command or lead team having pronopency for standards development and maintenance. A list of the proponent commands by category and function can be found in AR 570-5. When an MS-3 standards study is underway, any changes to existing work center titles and/or definitions should be held in abeyance until the direct categories of work and the work center descriptions have been fully developed.

c. MACOM-unique and Army-common MS-3 products (SDP, MEAS-PLAN, FIN-REP, and APPLAN) will be reviewed by USAFISA with the objective of ensuring more consistency between MS-3 and the AFD. Specific information on each study will be

collected, for example, study name, proponent, document, scope, and standard type. Information on each standard will also be collected, for example, standard name, direct categories of work, workload factors, AFD code (SWCC), and UICs. The work center description will be reviewed to evaluate the definitions in the dictionary.

(1) Work center definitions in this publication will be rewritten based on the direct categories of work documented in the work center descriptions. The coding process will be evaluated by using UICs. In general, this information will be useful in the MS-3 scheduling (universe identification) and standards application processes.

(2) New or revised work center definitions may be proposed during the MS-3 study. Work center definitions must include, at a minimum, direct categories of work and workload factors. Using the work center description, each direct category of work should be directly cited in the proposed definition along with a brief description of each. Whenever a significant difference in direct categories of work exists, different AFD codes (SWCC) will be assigned. Whenever the direct categories of work are basically the same, the same AFD code (SWCC) will be used.

1-11. Unit identification code (UIC) catalog(Also known as unit alignment coding (UAC) structure)

a. The UAC structure groups MACOM-unique and Army-common organizations by UIC, for example, garrisons/installations, military communities, depots, schools, laboratories, field operating agencies/activities, and subcomands. The UAC structure is available as part of the UIC catalog and is useful in evaluating the coding process.

b. The UAC structure will be the basis for the development of supplemental coding handbooks and coding templates. Additionally, the UAC structure is being used to evaluate the MS-3 scheduling (universe identification) and standards application processes.

1-12. Supplemental coding templates

a. Supplemental coding templates are being developed to link, for the first time, existing or documented organizational hierarchies/structures of the Army to the functional hierarchy and work centers of the dictionary. As previously stated, the UIC catalog (UAC structure) will be the basis for the development and design of supplemental coding templates. Some organizations will require organization-unique coding templates.

b. To enhance the usefulness of the coding templates, AFD codes (SWCC) that are covered by MS-3 standards will be identified. Relationships between AFD codes (SWCC) and AMSCO, MOS/civilian occupational codes, TDA paragraph headers/titles, MDEP, etc., will be documented. Work centers needing new definitions will also be identified.

c. Supplemental coding templates will take some of the subjectivity out of the coding process and will be useful in maintaining coding consistency and accuracy overtime and across MACOM. Supplemental coding templates should be used as a diagnostic tool by both MS-3 and TAADS/documentation analysts to help improve the accuracy and consistency of AFD coding (SWCC) across the TDA Army. Once automated, the supplemental coding templates will be used for MS-3 purposes and editing routines.

1-13. Code and title references and manpower staffing standards study list

Code and title references are shown in appendixes A and B. MS-3 studies that have been the source for rewriting work center definitions are shown in table 1-1.

a. Appendix A is an alphabetical list of work centers by AFD code (SWCC).

b. Appendix B is an alphabetical list of work centers by title(SWCC).

c. Table 1-1 is a partial list of MS-3 studies in which work center definitions have been created or rewritten.

**Table 1-1
MS-3 Study List**

MS-3 study number: 1 Study name: Flight Instructor Pilots Study proponent: TRADOC
MS-3 study number: 2 Study name: Flight Training Study proponent: TRADOC
MS-3 study number: 3 Study name: Personnel Proponent Study proponent: TRADOC
MS-3 study number: 4 and 5 Study name: Directorate of Engineering and Housing (DEH) Supply and Storage Division (Less USAREUR & USAREUR Unique) Study proponent: FORSCOM
MS-3 study number: 6 Study name: Readiness Groups Study proponent: FORSCOM
MS-3 study number: 7 Study name: Army Training Center, Recruit Training (Committee Group Instructors) Study proponent: TRADOC
MS-3 study number: 8 Study name: ROTC Region Study proponent: TRADOC
MS-3 study number: 9 Study name: Training Management Study proponent: TRADOC
MS-3 study number: 10 and 11 Study name: U.S. Army Reception Stations & Battalions Study proponent: TRADOC
MS-3 study number: 12 and 13 Study name: Military Personnel Office (MILPO) & Military Personnel Division Study proponent: FORSCOM
MS-3 study number: 14 Study name: School Secretary Study proponent: TRADOC
MS-3 study number: 15 Study name: Provost Marshal (PM) Study proponent: FORSCOM
MS-3 study number: 16 Study name: Real Estate Function Study proponent: COE
MS-3 study number: 17 Study name: Transportation Study proponent: FORSCOM
MS-3 study number: 18 Study name: Operation of U.S. Army Commissaries (CONUS) Study proponent: TSA
MS-3 study number: 19 Study name: Training Department Overhead Study proponent: TRADOC
MS-3 study number: 20 Study name: Satellite Communications Terminal Activities Study proponent: ISC
MS-3 study number: 21 Study name: New Equipment Training Study proponent: AMC

Chapter 2 Administration Functional Category—AFD Code (SWCC) A

2-1. General

This chapter lists administrative work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define administrative work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

2-2. Administrative codes and definitions

Administrative work center titles and definitions are listed in table 2-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 2-1 depicts the functional hierarchy of the administration functional category.

**Table 2-1
Administrative Work Center Codes**

AFD code (SWCC)	Title and definition
—	<i>Administration functional category.</i>
—	<i>Administration Management function.</i>
AAA	<i>Administration Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for administration management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
AAB	<i>Administration Program Analysis.</i> Work center is involved in the review and analysis of administration programs, including analytical and statistical consulting services.
AAC	<i>Administration Operations.</i> Work center is involved in the management and control of administrative programs, systems, support and services, including publications management; postal and courier services; field printing operations; and records, forms, and duplicating services. At Army Staff and/or FDA level, includes heraldic services, administration of physical disability program and administrative support of special medical programs.
AAZ	<i>Administration Management (Limited staff).</i> Involvement with two or more Administration Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
AAZ	<i>Administration Management (Other).</i> Work center is involved in other areas of Administration Management which are not adequately described in the definitions under Administration Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Administrative Systems function.</i>
ABA	<i>Administrative Systems Development.</i> Work center is involved in the analysis of existing administrative systems, determination of future requirements, and development of new system specifications.
ABB	<i>Administrative Systems Management Staff.</i> Work center is involved in the management and operation of manual and automated administrative systems and the forecasting of future system requirements.
ABY	<i>Administrative Systems (Limited staff).</i> Involvement with two or more Administrative Systems work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
ABZ	<i>Administrative Systems (Other).</i> Work center is involved in other areas of Administrative Systems that are not adequately described in the definitions under Administrative Systems. (For temporary use only, a DA Form 2028 is required.)
—	<i>Administrative Support Management function.</i>

**Table 2-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Records and/or Micrographics Management subfunction.</i>
ACA	<i>Records and Forms Control.</i> Work center is involved in installation-level records management and forms control programs; management of correspondence, reports, files, and directives; and control of micrographics, copying and word processing systems and equipment. <i>Workload factors.</i> a. Number of personnel supported. b. Total population in units supported.
ACB	<i>Micrographics.</i> Work center is involved in conversion of source documents, including printed copy, tape and disk, to microfilm or microfiche; duplication of microforms; production of printed copy from microforms; and retrieval of information on microforms. <i>Workload factor.</i> Monthly average of frames produced, microforms duplicated, and paper copies reproduced.
ACC	<i>Records and/or Micrographics Management Staff.</i> Work center is involved in program management for micrographics and documentation, organization, maintenance, and disposition of Army records.
ACY	<i>Records and/or Micrographics (Limited staff).</i> Involvement with two or more Records and/or Micrographics Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
ACZ	<i>Records and/or Micrographics (Other).</i> Work center is involved in other areas of Records and/or Micrographics Management that are not adequately described in the definitions under Records and/or Micrographics Management. (For temporary use only, a DA Form 2028 is required.)
ADA	<i>Duplication Services.</i> Work center is involved in the operation of a central duplicating facility and associated reproduction equipment; preparation of offset masters; and final assembly and distribution of printed materials. <i>Workload factor.</i> Total number of copies reproduced (deliverable form) during specified reporting period.
ADB	<i>Administrative Support.</i> Work center is involved in general administration that contributes to and supports the management of organizations, programs, and functions, including requests for personnel, security, and other administrative actions; correspondence, documents, orders, and reports applicable to the functions supported; printing and reproduction services; maintenance of directives, publications, records, and files; receipt and distribution of mail; requests for travel and transportation, and coordination of matters with other staff and support functions such as personnel, safety, facilities maintenance, and supply. <i>Workload factor.</i> Manpower required (total manpower required in all activities for which administrative support is provided).
ADC	<i>Administrative Support Management Staff.</i> Work center is involved in the management of administrative support areas, including correspondence; records and forms; official mail distribution; administrative channels of communication; duplication services; and micrographics programs.

**Table 2-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ADD	<i>Administrative/Management for Supply/Services.</i> Work center that performs programming, budgeting, costing, and other Army command management functions. Determines cost ceilings. Develops management improvement and inter-service support programs. Controls correspondence and interprets administrative directives. Processes administrative actions pertaining to military and civilian personnel. Performs general office services; operates mail desk; maintains files, controls classified documents; processes travel and transportation requests; obtains printing and duplication services; and procures, stores, issues, and disposes of supplies and equipment for the supply organization. Keeps records and prepares and submits required reports.
ADE	<i>Administrative/Management for Transportation.</i> Work center is involved in management support to include providing programming/budgeting services, consolidating funding input requirements, developing transportation and resource management policies/procedures/directives, investigating internal/external operational efficiencies, and receiving requests/determining requirements for commercial activity (CA) reviews; provides administrative support by reviewing/distributing/tracking incoming/outgoing correspondence/mail, and processing personnel administrative actions; and provides property book services by maintaining property books, performing as real property custodian, and maintaining receiptable (sic) card accounts. (MS-3 Study 17) <i>Workload factor.</i> A position required in a transportation work center.
—	<i>School Secretary subfunction.</i>
ADF	<i>Office of the School Secretary.</i> Work center is involved in management to include directing, planning, coordinating, and controlling the School Secretary function, developing directives and budget estimates, resolving complaints/grievances, reviewing incoming/outgoing correspondence, reports, and statistical data, administering personnel, and receiving/assisting visiting officials. (MS-3 Study 14) <i>Workload factor.</i> Population supported (staff, faculty, and requirements in subordinate work centers).
ADG	<i>Administrative Support Activities for Schools.</i> Work center is involved in administrative support to include monitoring military assignments, managing military personnel actions, preparing military awards, and processing correspondence/orders; performs records management by managing forms, publications, files, and microform/office copier programs, processing requests for printing and Freedom of Information Act (FOIA), and maintaining publications library; and handles distribution by processing incoming/outgoing distribution, preparing daily reading files, and controlling classified material. (MS-3 Study 14) <i>Workload factor.</i> Staff and faculty.
ADH	<i>Distribution Support Activities for Schools.</i> Work center is involved in processing incoming/outgoing distribution to include preparing daily reading files, and/or controlling classified material. (MS-3 Study 14) <i>Workload factor.</i> Staff and faculty or population supported.
ADI	<i>Training Department Administrative Support.</i> Work center is involved in administration to include providing word processing/typing and personnel support, operating word processing equipment and copying machines, processing correspondence, maintaining suspense/unclassified/classified files, making distribution, and providing publications/blank forms and general assistance; and handles resource documentation for manpower and funding management. (MS-3 Study 19) <i>Workload factors.</i>

**Table 2-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	a. An assigned person supported. b. A work center supported. c. A suspense action maintained.
ADJ	<i>Administrative Support to Readiness Group.</i> Work center is involved in unit administration by maintaining directives/publications/personnel rosters/suspense actions/unclassified files/classified materials/appointment records, supporting users of reproduction equipment, controlling keys, preparing personnel requisitions, managing publications/forms, typing communications, processing distribution, and operating duplicating machines; handles personnel and finance actions by processing input for Standard Installation/Division Personnel System (SIDPERS) data base/civilian time and attendance and military leave, preparing personnel awards/promotion actions/financial documents, managing officer evaluation reports/enlisted evaluation report (OER/EER) actions, receiving assignments and reassignment records, assisting with in/out processing, providing reenlistment counseling, and monitoring Army Sponsorship Program; provides supply support by maintaining accountability for items on hand receipt and managing the self-service supply account; and provides budget support by consolidating/reviewing annual budgets, projecting expenditures, and maintaining current usage data. (MS-3 Study 6) <i>Workload factor.</i> Personnel assigned to units supported.
ADK	<i>Personnel and Administrative Support for Reserve Officer Training Corps (ROTC).</i> Work center is involved in the management of personnel to include reviewing incoming/outgoing distribution and reports/statistical data, developing budget estimates, inspecting facilities, and investigating (ground/work center) accidents/incidents. (MS-3 Study 8) <i>Workload factor.</i> Not applicable—constant manpower.
ADL	<i>Administrative Support for Reserve Officer Training Corps (ROTC).</i> Work center is involved in providing administrative services to include operating the mail room, providing distribution/messenger/duplication/word processing services, maintaining stock of forms/publications and reference library, reviewing and authenticating correspondence, conducting records/forms/publications management programs and mail cost control program, managing printing services, and processing orders; provides technical services by administering FOI/privacy/family educational rights and privacy acts, administering equal employment opportunity (EEO)/safety/security/suggestion/serious incident/alcohol and drug abuse (ADA) prevention and control/race relations and equal opportunity/savings bond/education/bomb threat/acquisition and storage of information programs, administering unit fund/wiretap, investigative monitoring, and eavesdrop activities/Subversion and Espionage Directed Against U.S. Army and Deliberate Security Violations (SAEDA)/crime prevention, monitoring ADP or word processing security, and providing income tax/voting assistance; and conducts command inspections. (MS-3 Study 8) <i>Workload factor.</i> Total number of cadets enrolled in the Senior ROTC Program.
ADM	<i>Administration Support for Military Personnel.</i> Work center is involved in administration to include typing correspondence, preparing word processing equipment, operating copying machines, processing unclassified distribution, establishing/maintaining files/material, equipment accounts, stock of blank forms, and appointment records, disposing of classified material, and controlling finance and accounting submissions. (MS-3 Studies 12 & 13) <i>Workload factor.</i> Average monthly number of personnel authorizations assigned to serviced organization, that is, population served.

**Table 2-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ADY	<i>Administrative Support Management (Limited staff).</i> Involvement with two or more Administrative Support Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
ADZ	<i>Administrative Support Management (Other).</i> Work center is involved in other areas of Administrative Support Management that are not adequately described in the definitions under administrative support management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Heraldic Services function.</i>
AEA	<i>Heraldic Support Operations.</i> Work center is involved in research and studies for development of heraldic policy; processing inquiries concerning heraldic items and display of the national flag; maintenance of heraldic library; and advice to Government agencies and other nations concerning the country's heraldic program and traditions.
AEB	<i>Historical Heraldic Data.</i> Work center is involved in maintenance of historical nomenclature and numerical designations for active and reserve Army units.
AEC	<i>Heraldry Creative Services.</i> Work center is involved in design of heraldic items; preparation of illustrations for manufacturing and display purposes; research required to design items; and matters relating to official symbolism and the laws and principles of heraldry.
AED	<i>Heraldic Design and Illustration.</i> Work center is involved in production of drawings, paintings, and illustrations for Army directives and other publications and for use in developing prototypes and displays; developing and maintaining flag and guidon patterns; and preparing certificates and grants of arms.
AEE	<i>Heraldic Sculpture and Display.</i> Work center is involved in model production and estimating costs for development of medals, medallions, badges, insignia, and plaques; production of finished plaques; and design/preparation of heraldic displays.
AEF	<i>Heraldic Technical Support.</i> Work center is involved in heraldic engineering and procurement support; oversight of standard item and tool development for mass productions; and development of specifications for heraldic items.
AEG	<i>Heraldic Services Management Staff.</i> Work center is involved in formulation and execution of programs concerning flags and other designated heraldic items (non-uniform); heraldic service to DOD and Government agencies; and maintenance of historical data on active and Reserve Army units.
AEZ	<i>Heraldic Services (Other).</i> Work center is involved in other areas of Heraldic Services that are not adequately described in the definitions under Heraldic Services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Publications Management function.</i>
AFA	<i>Publications Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for publications management. This includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
AFB	<i>Publishing.</i> Work center is involved in publishing programs, including development of standards for forms, publications, and graphics.
AFC	<i>Editing.</i> Work center is involved in editorial review of written material and overall improvement of Army publications, including the establishment of optimum distribution levels.
—	<i>Field Printing subfunction.</i>

**Table 2-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Printing Plant Operations.</i>
AGA	<i>Composition.</i> Work center is involved in manual and automatic typesetting and operation of photocomposition and electronic composing machines; preparation of final and magnetic copy for reproduction; and assembly and edit of final copy. <i>Workload factor.</i> Monthly average of pages prepared.
AGB	<i>Printing.</i> Work center is involved in the operation of printing machinery and production of printed materials.
AGC	<i>Bindery.</i> Work center is involved in preparing finished printed products, including folding, collating, stapling, punching, trimming, packing, and forwarding to distribution points or centers. <i>Workload factor.</i> Monthly average of production units completed by press and reproduction centers.
AGD	<i>Printing Plant Management Staff.</i> Work center is involved in the operation of printing plants, including distribution of completed work.
AGY	<i>Printing Plant Operations (Limited staff).</i> Involvement with two or more printing plant operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
AGZ	<i>Printing Plant Operations (Other).</i> Work center is involved in other areas of Printing Plant Operations that are not adequately described in the definitions under Printing Plant Operations. (For temporary use only, a DA Form 2028 is required.)
AHA	<i>Field Printing Management Staff.</i> Work center is involved in the management of field printing and duplicating programs, including establishment, disestablishment, or transfer of printing production facilities and control of printing equipment.
AHZ	<i>Field Printing (Other).</i> Work center is involved in the other areas of Field Printing that are not adequately described in the definitions under Field Printing. (For temporary use only, a DA Form 2028 is required.)
—	<i>Publications Distribution subfunction.</i>
AJA	<i>Publications Center Operations.</i> Work center is involved in receipt, storage, inventory, and distribution of publications and blank forms.
AJB	<i>Publications Registry/Depository.</i> Work center is involved in operation of registries/depositories for documents and publications pertaining to foreign governments and treaty organizations. Includes distribution center operations, exercise of authority to reproduce materials and review of cases involving breaches of security.
AJC	<i>Publications Distribution Management Staff.</i> Work center is involved in inventory management, initial distribution and supply, stock control, storage/packaging, and transportation of Army publications; determination of initial distribution schemes and stock requirements; and processing requests for Defense Supply Agency publications.
AJZ	<i>Publications Distribution (Other).</i> Work center is involved in other areas of Publications Distribution that are not adequately described in the definitions under Publications Distribution. (For temporary use only, a DA Form 2028 is required.)
AKA	<i>Publications Control.</i> Work center is involved in the management and control of Army-wide publications programs and field printing services.
AKY	<i>Publications Management (Limited staff).</i> Involvement with two or more publications management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 2-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
AKZ	<i>Publications Management (Other).</i> Work center is involved in other areas of Publications Management that are not adequately described in the definitions under Publications Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Postal Services function.</i>
ALA	<i>Postal Services Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Postal Services. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
ALB	<i>Postal Operations.</i> Work center is involved in administration, operation, and technical support of the military postal service; development of a postal training program for the military services; processing U.S. Postal Service claims against the military services; establishment/disestablishment of military postal offices; accreditation of postal clerks.
ALC	<i>Joint Military Postal Activities.</i> Work center is involved in providing liaison for DOD components with local and regional postal officials, customs officials, and commercial/military transportation officials; and providing instructions to local/regional postal officials for processing, routing, and dispatching military postal service mail.
ALD	<i>Postal and Directory Services.</i> Work center is involved in postal functions at installation level, including mail distribution, locator files, directory service, and investigation of mail losses.
—	<i>Mail Distribution subfunction.</i>
AMA	<i>Mail Room.</i> Work center is involved in receipt and routing of incoming and outgoing official written communications; maintenance of suspense control file and registered and classified document control file; maintenance of reference file and central reference library; and installation messenger service. Also includes personal mail service to DOD and other Government agency personnel. Includes central and unit mail rooms; excludes message traffic accounted for under information systems management. <i>Workload factors.</i> a. Monthly average number of separate pieces of mail handled. b. Total number of mail rooms operated.
AMB	<i>Mail Distribution Management Staff.</i> Work center is involved in response to public correspondence; ordinary and accountable mail and special messenger services; and compilation and publication of staff directories.
AMY	<i>Mail Distribution (Limited staff).</i> Involvement with two or more mail distribution work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
AMZ	<i>Mail Distribution (Other).</i> Work center is involved in other areas of Mail Distribution that are not adequately described in the definitions under mail distribution. (For temporary use only, a DA Form 2028 is required.)
ANA	<i>Courier Service.</i> Work center is involved in secure and expeditious transportation and delivery of qualified classified materiel requiring controlled handling.
ANB	<i>Postal Services.</i> Work center is involved in official and personal mail services for DOD and other Government agencies entitled to military postal services.
ANY	<i>Postal Services (Limited staff).</i> Involvement with two or more Postal Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, DA Form 2028 is required.)

**Table 2-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ANZ	<i>Postal Services (Other).</i> Work center is involved in other areas of Postal Services that are not adequately described in the definitions under postal services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Physical Disability Administration function.</i>
APA	<i>Physical Disability Administration Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for physical disability administration. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
APB	<i>Physical Disability Medical Evaluations.</i> Work center is involved in conduct of medical reviews and evaluations as part of a physical evaluation board or subsequent medical review thereof to determine physical fitness for retention or separation from the Army due to physical disability.
APC	<i>Physical Disability Operations.</i> Work center is involved in operation and management of the Army Physical Disability Evaluation System and related programs. Includes administrative review, analysis, processing, and preparation of records of physical evaluation proceedings, or reporters transcriptions of physical evaluation board hearings.
APZ	<i>Physical Disability Administration (Other).</i> Work center is involved in other areas of physical disability administration that are not adequately described in the definitions under physical disability administration. (For temporary use only, a DA Form 2028 is required.)
—	<i>Special Administrative Medical Support function.</i>
AQA	<i>Special Administrative Medical Support Staff.</i> Work center is involved in research to identify study subjects for special medical studies; identification of exercise and battle-area personnel and the duration of their assignments to specific areas; respond to requests for information concerning medical disorders; and research on behalf of individuals regarding special medical studies.
AQZ	<i>Special Administrative Medical Support (Other).</i> Work center is involved in other areas of special administrative medical support that are not adequately described in the definitions under special administrative medical support. (For temporary use only, a DA Form 2028 is required.)
ARA	<i>Medical Treatment Facility Administration.</i> Work center is involved in providing administrative services to accomplish the mission of medical treatment facility. This includes common staff responsibilities internal to the work center. <i>Workload factor.</i> Full-time equivalents (FTE) man-months.
ARB	<i>In-patient Administration.</i> Work center is involved in review of clinical records for completeness and accuracy; administrative control of patients and beds; maintenance of patient control files, patient suspense files, and bed status; consultation with patients concerning medical boards; storage of patients' clothing and baggage; prepares birth and death certificates, notification of appropriate organization of patients admitted from duty, unauthorized absence, travel, leave, liberty, pass, or other status; initiation of third party liability action; clearance of out-going and deceased patients; maintenance of patient locator file; and general administrative support of hospital staff and patients. <i>Workload factor.</i> Occupied bed days.

Table 2-1
Administrative Work Center Codes—Continued

AFD code (SWCC)	Title and definition
ARC	<i>Out-patient Administration.</i> Work center is involved in the development and implementation of administrative and supply procedures and programs used throughout the outpatient care function; administration of health benefits information program; centralized appointment systems, maintenance of demographic and appointment date; reception of ambulatory patients and referral to various clinical services; determination of eligibility for care and treatment; administrative control over active consultations referred to the facility. This includes common staff responsibilities internal to the work center.
AZY	<i>Administration (Limited staff).</i> Involvement with two or more administration functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
AZZ	<i>Administration (Other).</i> Work center is involved in other areas of administration that are not adequately described in the definitions under administration. (For temporary use only, a DA Form 2028 is required.)

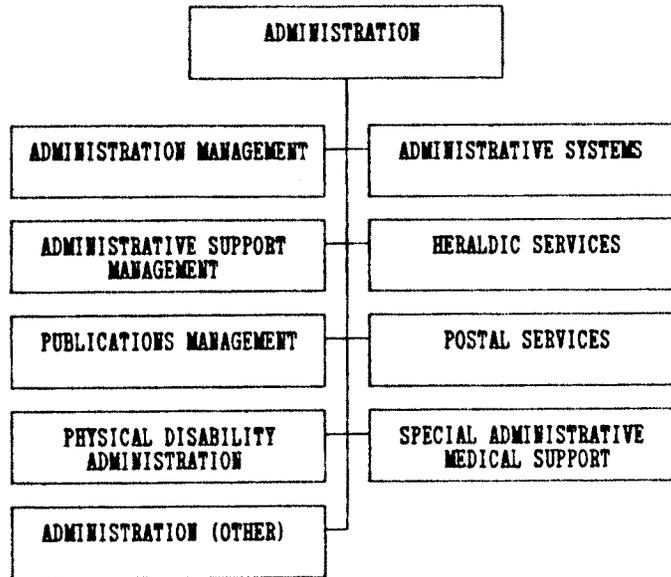


Figure 2-1. Administration functional hierarchy

Functional
Category

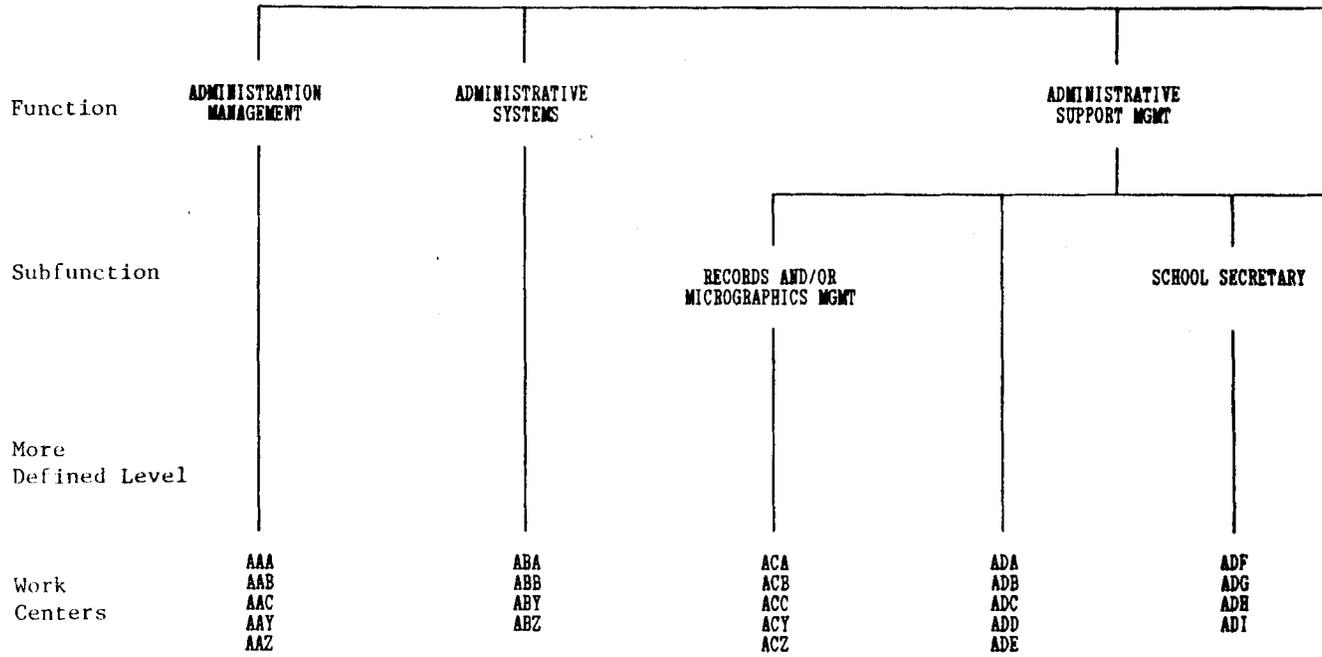


Figure 2-1. Administration functional hierarchy -Continued

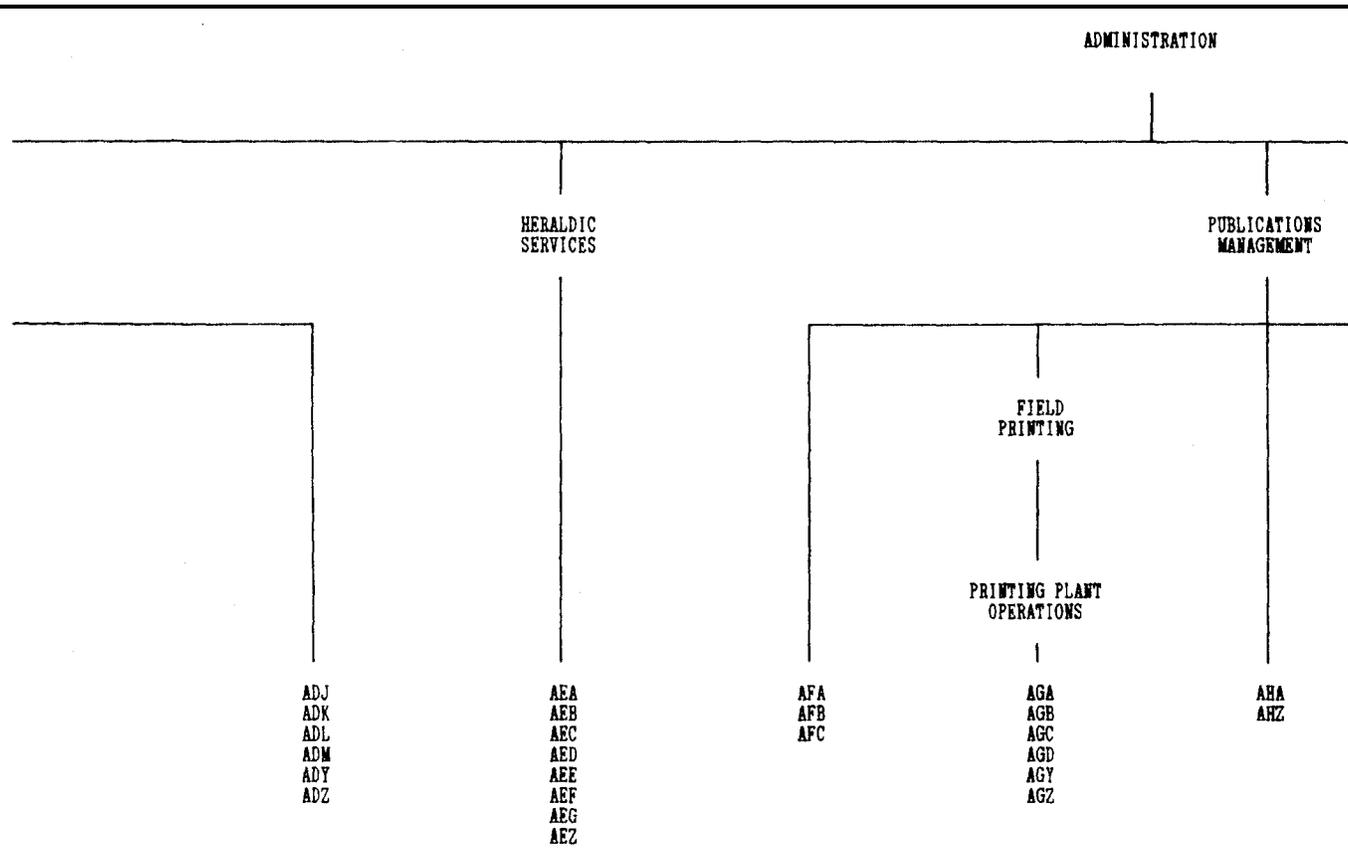


Figure 2-1. Administration functional hierarchy—Continued

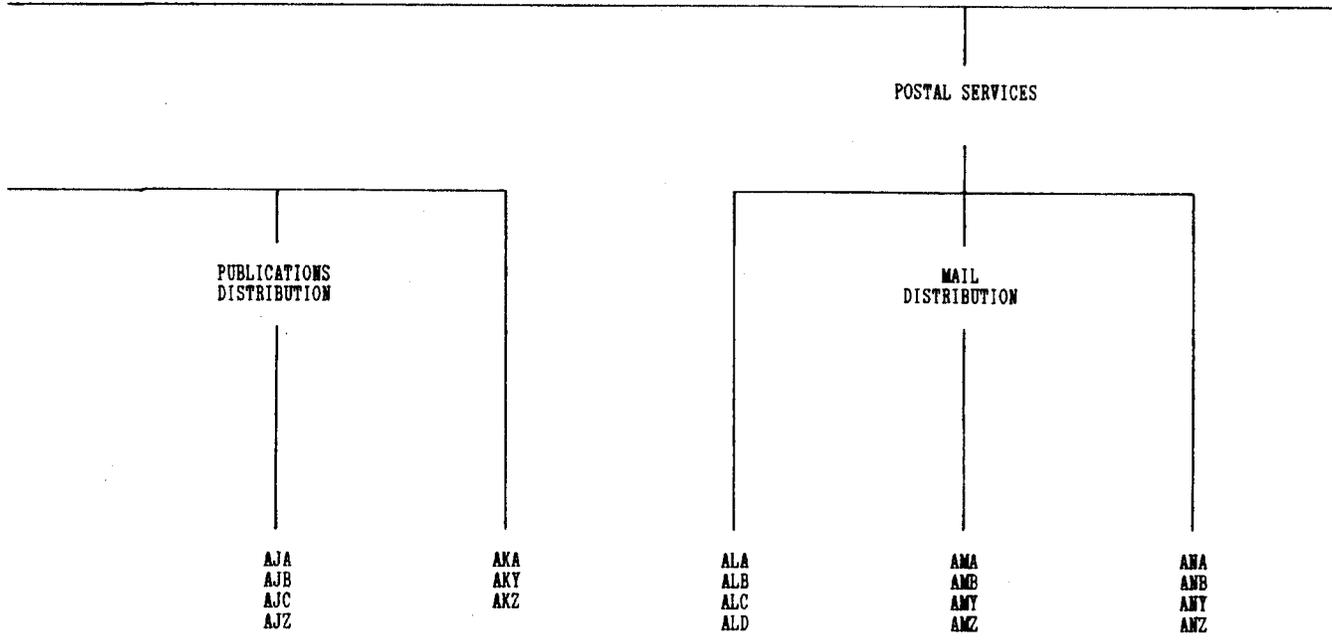


Figure 2-1. Administration functional hierarchy-Continued

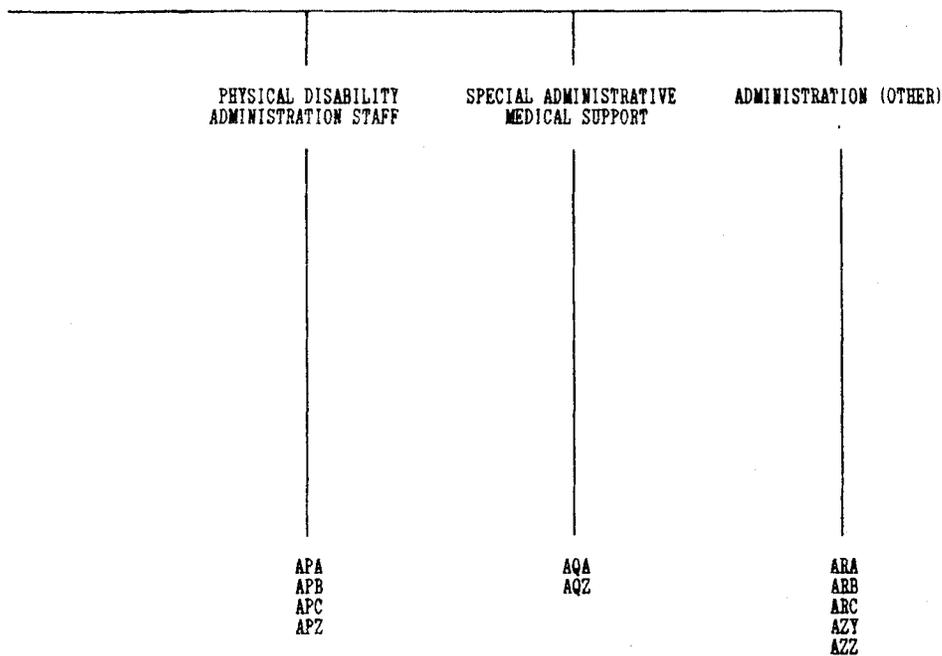


Figure 2-1. Administration functional hierarchy—Continued

Chapter 3 Command and Command Support Functional Category—AFD Codes (SWCC) B and C

3-1. General

This chapter lists command and command support work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define command and command support work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

3-2. Command and command support codes and definitions

Command and command support work center titles and definitions are listed in table 3-1. The table is arranged in alphabetical order by AFD code SWCC.

Table 3-1
Command and Command Support Work Center Codes

AFD code (SWCC)	Title and definition
—	Command and Command Support functional category.
—	Command function.
BAA	Headquarters Command Support. Work center is involved in the exercise of command of personnel assigned to the headquarters and non-divisional elements with diversified missions. Includes security of the headquarters, administrative, housing, dining supply, and training facilities and support; military discipline; housekeeping; and welfare support for assigned personnel.
BAB	Subcommunity Command Activities. Work center is involved in the management of nucleus-designated installation support activities for geographically dispersed installations and units.

Table 3-1
Command and Command Support Work Center
Codes—Continued

AFD code (SWCC)	Title and definition
BAC	Installation Coordination Activities. Work center is involved in the management of requests for installation improvements and routine support beyond tenant unit capabilities. Activities include managing the installation security program and civil disturbance back-up force; maintaining the abandoned vehicle lot; and assigning responsibility for operation and use of dining facilities used by units of more than one command. Also allocates troop billets and manages Self-Help Program, Conservation Program and environmental enhancement and protection activities.
BAD	Courts and Boards. Work center is involved in administrative and technical support of military court and board actions, including courts-martial and nonjudicial punishment; appellate and sentence procedures; reports of investigation; administrative discharge; confinement; reports of survey; line of duty determinations; and surveys and claims actions where misuse of funds or other resources is suspected. These activities support command elements and are not related to Judge Advocate/Staff Judge Advocate functions.
BAE	Reserve Component Support. Work center is involved in administrative, logistic, training, and other support provided to Reserve Components. Includes coordination between headquarters or installation active component managers and Reserve Component units. Does not apply to advisor or coordinator functions limited to one category (for example, Logistics, Personnel, and Fiscal and Resource Management), which will be charged to the most appropriate function code. Positions or functions qualified for use of this code must provide Reserve Component support to two or more categories.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BAF	<i>Liaison.</i> Work center is involved in liaison with other Army commands; other armed services (U.S. and foreign); Federal, State, and local governments; and foreign governments.
BAG	<i>Host-Tenant/Interservice Support.</i> Work center is involved in coordination, processing, and publication of host-tenant, interservice and interdepartmental support agreements involving Army units. Includes surveillance of stipulatory support levels and resolution of differences between parties to agreements.
BAH	<i>Command Management Staff.</i> Work center is involved in the exercise of authority and responsibility to command and manage resources and operations to accomplish the assigned missions of military organizations. Includes the Chief of Staff, Army; commander, commandant or director and where authorized, deputies, associated, technical/scientific advisors, assistants, sergeants major and immediate secretarial and other support staff. At appropriate levels, includes the Chief of Staff and administrative section of the command. Excludes the direct command of medical and recruiting activities and staff elements separately identified such as Judge Advocate, Public Affairs, Inspector General, and Chaplain.
—	<i>Medical Command subfunction.</i>
BBA	<i>Medical Command Staff.</i> Work center is involved in command and control of Army Medical Department elements; command of hospitals and attached medical treatment facilities; development, execution, and review of affiliation agreements with local, public, and private health care facilities and programs; supervision of care, treatment, and welfare of patients. <i>Workload factor.</i> Full-time equivalents (FTE) man-months.
BBB	<i>Special Medical Staff.</i> Work center is involved in providing specialized staff services to command, command staff, assigned/attached personnel and the patient population of medical treatment facility. May include activities such as quality assurance/risk management and infection control. Also includes common staff responsibilities internal to the work center. <i>Workload factor.</i> Full-time equivalents (FTE) man-months.
BBC	<i>Medical Staff Direction and Development.</i> Staff type work center is involved with policy and program formulation. Includes program coordination and monitorship; procedures development, evaluation and standardization; and provision of staff supervision of health care functions. <i>Workload factor.</i> Full-time equivalents man-months.
BBZ	<i>Medical Command (Other).</i> Work center is involved in other areas of Medical Command that are not adequately described in the definitions under Medical Command. (For temporary use only, a DA Form 2028 is required.)
BCA	<i>Liaison/Mission and Installation Support.</i> Work center is involved in liaison with other Army commands, State, and local governments, and various functional elements within one command. Also includes responsibilities for administering the provisions of current Inter/Intra-Service Support Agreements; and responsibilities for planning, developing and directing mission and installation support operations.
BCB	<i>Medical Advice and Liaison.</i> Work center is involved in the presentation of advice to commanders and their staffs regarding health services matters and performing liaison between these commanders and activities. <i>Workload factor.</i> Full-time equivalents man-months.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BCC	<i>Manpower Command Staff.</i> Work center is involved in providing direction and program management to the Manpower Staffing Standards System (MS-3), the Manpower Requirements Criteria System (MARC), and the Manpower Survey Program. Supervises the conduct of manpower surveys, the documentation of modification table of organization and equipment (MTOEs), TDAs, and Mobilization TDAs for Army. Army elements of Joint Staffs. Ensures compliance with approved policies in the documentation of structure, manpower requirements and authorizations of all Army active components, Army National Guard (ARNG), and U.S. Army Reserve (USAR) organizations. Provides a check on all TDA requirements for which authorizations are requested in the Total Army Analysis (TAA) process. Provides recommendations of policy pertaining to manpower requirements determination and documentation.
BCY	<i>Command (Limited staff).</i> Involvement with two or more Command work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BCZ	<i>Command (Other).</i> Work center is involved in other areas of Command that are not adequately described in the definitions under Command. (For temporary use only, a DA Form 2028 is required.)
—	<i>Protocol function.</i>
BDA	<i>Protocol Management Staff.</i> Work center is involved in administration of customs and regulations pertaining to domestic and diplomatic formality, precedence and etiquette, including reception of official visitors; conducting of conferences, ceremonies and special events; and general officer protocol.
BDY	<i>Protocol (Limited staff).</i> Involvement with two or more Protocol work centers, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BDZ	<i>Protocol (Other).</i> Work center is involved in other areas of Protocol that are not adequately described in the definitions under Protocol. (For temporary use only, a DA Form 2028 is required.)
—	<i>Public Affairs function.</i>
—	<i>Public Affairs Staff subfunction.</i>
BEA	<i>Public Affairs Clearance Review.</i> Work center is involved in the review of speeches, briefings, publications, films, video tapes, or other materials, including obtaining final approval/clearance for publication or delivery outside the Department of Defense.
BEB	<i>Public Affairs Management.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Public Affairs. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
BEY	<i>Public Affairs Staff (Limited staff).</i> Involvement with two or more Public Affairs/Staff work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BEZ	<i>Public Affairs Staff (Other).</i> Work center is involved in other areas of Public Affairs/Staff that are not adequately described in the definitions under Public Affairs/Staff. (For temporary use only, a DA Form 2028 is required.)

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BFA	<i>Public Affairs Community Relations.</i> Work center is involved in the development, coordination, and conduct of community relations, including contact with civilian associations and civic and Government leaders; coordination of requests for use of Army personnel, bands, exhibits and equipment in parades, ceremonies, burials and special events; engagement of military speakers, and displays at community functions; tours of installations for civilian groups; assistance to youth and civic organizations, educational institutions and amateur clubs in public events. Also includes response to public inquiries regarding Army activities, and information to service and family members concerning local community programs.
BFB	<i>Advertising and Public Affairs for ROTC.</i> Work center is involved in market analysis to include defining/aligning goals and developing plans, estimating potential markets, and developing and evaluating market surveys; performs recruiting by defining goals, developing and monitoring special recruitment, compiling and reviewing enrollment data, interviewing and advising ROTC prospects, and monitoring detachment plans; conducts advertising by designing sales aids, distributing recruiting publicity items/training material, conducting training, monitoring leads expediting and dissemination system, and coordinating Gold Bar Recruiter and High School Recruiting Programs; performs advertising funds management by developing budget data, distributing/adjusting budget allocations, and processing expense documents and requests for printing services; handles public affairs by conducting the region news program and public affairs activity, and coordinating audiovisual support and planning for basic/advanced camp; conducts command inspections; and coordinates field/professional nurse advanced camp. (MS-3 Study 8) <i>Workload factors.</i> a. Total number of states and territories. b. Total number of host detachments and extension centers.
—	<i>Media Relations subfunction.</i>
BGA	<i>Electronic Media Services.</i> Work center is involved in local, national, and international electronic media support, including still and motion pictures, video tapes and audio productions; arrangement for photographic and electronic media coverage of newsworthy events; facilitation of the flow of information to radio and television; coordination on all electronic and photographic media activities; and development and implementation of media-related training programs.
BGB	<i>Media Initiatives.</i> Work center is involved in the development and execution of strategies to gain accurate coverage of Army activities, policies and programs in external media; coordination of media activities, including interviews, news conferences, receptions and editorial boards; selection of news media representatives to travel with senior Army officials; conduct of an editorial board program; and development of public affairs initiatives, including methods of communications.
BGC	<i>Media Relations Management Staff.</i> Work center is involved in the development and implementation of print and electronic media plans, policies, and programs, including release of information on Department of Army activities to local, national, and international news media; interviews, briefings and conferences for news media; administration of the Hometown News Program; and translation of host nation news media reports of interest at overseas installations.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BGY	<i>Media Relations (Limited staff).</i> Involvement with two or more media relations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BGZ	<i>Media Relations (Other).</i> Work center is involved in other areas of Media Relations that are not adequately described in the definitions under Media Relations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Command Information Programs subfunction.</i>
BHA	<i>Command Information Publications.</i> Work center is involved in publication of post and unit newspapers, periodicals, pamphlets, brochures, bulletin board information, fact sheets, and other data.
BHB	<i>Command Information Programs Management Staff.</i> Work center is involved in the development and implementation of command information plans, policies, programs, and materials. Includes publishing of printed materials; management of Post Command Information (CI) broadcast facilities; production of radio and television programs and slide presentations; audience surveys; research into management of matters of public concern; and program evaluation.
BHY	<i>Command Information Programs (Limited staff).</i> Involvement with two or more Command Information programs work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BHZ	<i>Command Information Programs (Other).</i> Work center is involved in other areas of Command Information Programs that are not adequately described in the definitions under Command Information Programs. (For temporary use only, a DA Form 2028 is required.)
—	<i>Broadcasting Media subfunction.</i>
BJA	<i>Army Broadcasting Management.</i> Work center is involved in management of the Armed Forces Radio and Television Service networks and mini-TV systems outside the continental United States OCONUS. <i>Workload factors.</i> a. Number of personnel required. b. Total number of personnel required in subordinate units.
BJB	<i>Broadcasting Media Management Staff.</i> Work center is involved in operation of the CI programs through the use of radio and television products.
BJZ	<i>Broadcasting Media (Other).</i> Work center is involved in other areas of Broadcasting Media that are not adequately described in the definitions under Broadcasting Media. (For temporary use only, a DA Form 2028 is required.)
BJA	<i>Public Affairs Operations.</i> Work center is involved in command information, public information, and community relations. Includes publications of Army newspapers; supervision of programs for the preparation and release of information through various information media; and liaison with all news media outlets and the civilian community.
BKY	<i>Public Affairs (Limited staff).</i> Involvement with two or more Public Affairs work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BKZ	<i>Public Affairs (Other).</i> Work center is involved in other areas of Public Affairs that are not adequately described in the definitions under Public Affairs. (For temporary use only, a DA Form 2028 is required.)
—	<i>Equal Employment Opportunity function.</i>

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BLA	<i>Equal Employment Opportunity Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Equal Employment Opportunity. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
BLB	<i>Equal Employment Opportunity Operations.</i> Work center is involved in development, implementation, and administration of equal employment opportunity/affirmative action programs concerning civilian employees.
BLY	<i>Equal Employment Opportunity (Limited staff).</i> Involvement with two or more Equal Employment Opportunity work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BLZ	<i>Equal Employment Opportunity (Other).</i> Work center is involved in other areas of Equal Employment Opportunity that are not adequately described in the definitions under Equal Employment Opportunity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Organizational Effectiveness function.</i>
BMA	<i>Organizational Effectiveness Management Staff.</i> Work center is involved in the evaluation and advancement of organizational effectiveness, including surveys, data collection, and behavioral science analysis relative to leadership, motivation, management, and job satisfaction.
BMZ	<i>Organizational Effectiveness (Other).</i> Work center is involved in other areas of Organizational Effectiveness that are not adequately described in the definitions under Organizational Effectiveness. (For temporary use only, a DA Form 2028 is required.)
—	<i>Inspection function.</i>
BNA	<i>Inspection Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Inspections. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
BNB	<i>Inspection Operations.</i> Work center is involved in general, functional, special, technical, and follow-up inspections of activities and facilities. Includes assistance to individuals and organizations through explanation/instruction of applicable processes, procedures, and systems associated with identified problems and their causes; manual and mechanized inspection reporting; and follow-up inspections and performance of special studies, surveys, and inquiries.
BNC	<i>Assistance and Investigation.</i> Work center is involved in performance of investigations and response to requests for assistance. Includes investigations, inquiries, studies, and surveys in specific areas; conduct of follow-up visits; and analysis of data to detect trends.
BND	<i>Inspector General Activities.</i> Work center is involved in inquiries, investigations and inspections pertaining to performance of mission and state of discipline, efficiency, morale, esprit de corps, and economy. Includes general, functional, special, technical, and follow-up inspections; investigations into complaints and grievances; and requests for assistance. Excludes security and criminal investigations.
BNY	<i>Inspection (Limited staff).</i> Involvement with two or more Inspection work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BNZ	<i>Inspection (Other).</i> Work center is involved in other areas of Inspection that are not adequately described in the definitions under Inspection. (For temporary use only, a DA Form 2028 is required.)
—	<i>Legal Services function.</i>
BPA	<i>Legal Services Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Legal Services Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Civil Law subfunction.</i>
—	<i>Acquisition Law activities.</i>
BPB	<i>Contract/Logistics Law.</i> Work center is involved in the interpretation of procurement regulations; analysis of contract formation problems; implementation of Federal contracting preference policies; utilization of special contract methods; and analysis of legal aspects of contract law problems peculiar to Government procurement.
BPC	<i>Reserved for future use.</i>
BPD	<i>Reserved for future use.</i>
BPE	<i>Intellectual Property Law.</i> Work center is involved in the provision of legal advice on all matters and issues involving patent, copyright, and trademark law.
BPF	<i>Reserved for future use.</i>
BPG	<i>Acquisition Law Management Staff.</i> Work center is involved in the provision of legal advice regarding the acquisition, utilization, and disposition of supplies, systems, and services.
BPY	<i>Acquisition Law activities (Limited staff).</i> Involvement with two or more Acquisition Law work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BPZ	<i>Acquisition Law activities (Other).</i> Work center is involved in other areas of Acquisition Law that are not adequately described in the definitions under Acquisition Law activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Litigation activities.</i>
BQA	<i>Military Personnel Law Litigation.</i> Work center is involved in litigation of lawsuits concerning the Army's personnel policies and procedures, including promotion, retention, and separations of uniformed personnel; collateral attacks on courts-martial, retirement, and back pay claims; constitutional torts against military personnel; and conscientious objectors.
BQB	<i>Civilian Personnel Law Litigation.</i> Work center is involved in litigation of lawsuits concerning the Army's civilian personnel policies and procedures, including equal employment opportunity; handicap and age discrimination; reductions in force; adverse civilian personnel actions; discipline and termination; Admiralty Law; installation closings; and union challenges to contracting.
BQC	<i>Reserved for future use.</i>
BQD	<i>Tort Law/Medical Law Litigation.</i> Work center is involved in litigation of lawsuits against Department of the Army concerning medical malpractice; Government contractor negligence; vehicle accidents; firing range mishaps; constitutional torts; exposure to toxic chemicals; and other litigation involving the Federal Tort Claims Act or the Medical Care Recovery Act.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BQE	<i>General Law Litigation.</i> Work center is involved in litigation of lawsuits against Department of the Army involving contracts; bankruptcies; Freedom of Information Act/Privacy Act; garnishments; Right to Financial Privacy Act; and de facto debarments.
BQF	<i>Reserved for future use.</i>
BQG	<i>Litigation Management Staff.</i> Work center is involved in the representation of Department of the Army in lawsuits in that the Army has an interest, including preparation of investigation reports and trial and appellate briefs; liaison with Department of Justice and other Federal and State agencies on litigation matters; and court presentation of Government cases or assistance to other legal agency attorneys in court presentations.
BQZ	<i>Litigation activities (Other).</i> Work center is involved in other areas of Litigation that are not adequately described in the definitions under Litigations activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Labor Law activities.</i>
BRA	<i>Labor-Management Relations.</i> Work center is involved in the provision of advice and representation to commanders and other officials on issues concerning management rights; negotiability of bargaining proposals; and management obligations in relationships with unions.
BRB	<i>Reserved for future use.</i>
BRC	<i>Labor Law Management Staff.</i> Work center is involved in the interpretation and enforcement of Federal Labor Standards compliance by Department of the Army and civilian contractor performing under Army contracts for construction and repair, supplies, and services.
BRY	<i>Labor Law activities (Limited staff).</i> Involvement with two or more Labor Law work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BRZ	<i>Labor Law activities (Other).</i> Work center is involved in other areas of Labor Law that are not adequately described in the definitions under Labor Law activities. (For temporary use only, a DA Form 2028 is required.)
BSA	<i>Reserved for future use.</i>
BSB	<i>Environmental Law.</i> Work center is involved in Department of the Army compliance with Federal statutes concerning environmental law, including the National Environmental Policy Act, Comprehensive Environmental Response Compensation and Liability Act, Resource Conservation and Recovery Act, Toxic Substances Control Act, Clean Air Act, Federal Water Pollution Control Act, and Noise Control Act; review of installation environmental impact statements and environmental assessments; coordination with State and Federal agencies; and review of developments in statutory, regulatory and case law.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BSC	<i>Real Estate Law.</i> Work center is involved in real estate support to include providing legal advice on regulations/laws/court rulings, conducting litigation, and answering Congressional inquiries; provides civil works/military acquisition support by researching/securing title evidence, reviewing/performing title curative work, developing contractual information for title evidence contracting, closing tract in fee/easement acquisitions, coordinating condemnation proceedings and post-condemnation judgments/settlements/final title opinion actions, and reviewing instruments for legal sufficiency; provides civil works/military management and disposal support by preparing out-grant easement or lease deeds, reviewing documents or disposal instruments for legal sufficiency, preparing encroachment/miscellaneous agreements and reports, and coordinating encroachment litigation; provides civil works/military appraisal support by providing legal advice/consultations; provides civil works/military planning support by providing advice on pre-authorization studies and various memorandums; and investigates/processes claims against the Government. (MS-3 Study 16) <i>Workload factor.</i> Average number of acquisition support actions.
BSD	<i>Civil Law Management Staff.</i> Work center is involved in the provision of legal advice and representation in all aspects of acquisition law; litigation; labor law and labor counseling; regulatory law; and environmental law.
BSY	<i>Civil Law (Limited staff).</i> Involvement with two or more Civil Law work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BSZ	<i>Civil Law (Other).</i> Work center is involved in other areas of Civil Law that are not adequately described in the definitions under Civil Law. (For temporary use only, a DA Form 2028 is required.)
—	<i>Military Law subfunction.</i>
—	<i>Criminal Law activities.</i>
BTA	<i>Government Representation.</i> Work center is involved in the preparation and presentation of Government cases in military justice proceedings, including investigation, interviews, and preparation of briefs; coordination with law enforcement officials and commanders; and actual presentation in court.
BTB	<i>Soldier Representation.</i> Work center is involved in the preparation and presentation of defendant's case in military justice proceedings including investigation and interviews; preparation of briefs, statements, motions, memoranda of law and appeal documents; and paralegal support.
BTC	<i>Judiciary Support.</i> Work center is involved in paralegal support to the U.S. Army Judiciary, including legal research and preparation of legal memoranda and opinions, reports, and dockets.
BTD	<i>Criminal Law Management Staff.</i> Work center is involved in the administration of military justice; preparation of actions, orders, briefs, opinions, records of trial, and other documents; determination of evidentiary/legal sufficiency of court-martial charges; preparation and presentation of Government case; legal sufficiency reviews of administrative punishment and summary and special courts-martial; military justice ancillary actions (for example, sentence deferment, confinement deferment, and excess leave); discharges for the good of the service; and final actions on court-martial sentences for accused under local command jurisdiction.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BTY	<i>Criminal Law activities (Limited staff).</i> Involvement with two or more Criminal Law work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BTZ	<i>Criminal Law activities (Other).</i> Work center is involved in other areas of Criminal Law that are not adequately described in the definitions under Criminal Law activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Administrative Law activities.</i>
BUA	<i>Legislative Law.</i> Work center is involved in the interpretation and application of proposed legislation and regulations; drafting of proposed legislation and executive orders; advice concerning effect of proposed legislation and executive orders; preparation of proposed reports in response to requests by Congressional committees for comment on legislation; and review of Title 10 U.S.C. Section 938 actions.
BUB	<i>General Law.</i> Work center is involved in interpretation and application of law, regulations, and directives concerning Freedom of Information Act, Privacy Act, and other Government information practice; intelligence activities; military installation law; support to civilian activities and authorities; security; Standards of Conduct; prohibited activities; conflicts of interest; gifts and donations; private organizations; Army Community Service Programs; Army uniform and appearance standards; non-appropriated instrumentalities; postal matters; commercial activities; finance and accounting and disbursing; medical law; U.S. Military Academy; and mobilization.
BUC	<i>Personnel Law.</i> Work center is involved in the interpretation and application of law, regulations and directives concerning promotions, retention, separations, grade determinations, reductions in grade, bars to reenlistment, orders to active duty, appointments, immigration and naturalization, and other personnel issues.
BUD	<i>Administrative Law Management Staff.</i> Work center is involved in the interpretation and application of law, regulations and directives affecting management, administration and conduct of functions, including personnel, safety, security, training, intelligence activities, installations law, legislation, and information law, and legal sufficiency reviews of reports of survey, line of duty investigations and other AR 15-6 investigations.
BUY	<i>Administrative Law activities (Limited staff).</i> Involvement with two or more Administrative Law work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BUZ	<i>Administrative Law activities (Other).</i> Work center is involved in other areas of Administrative Law that are not adequately described in the definitions under Administrative Law activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>International Law activities.</i>
BVA	<i>Operational Law.</i> Work center is involved in the legal review of military operational plans and advice to commanders concerning legal issues in both Army and Joint plans to ensure compliance with the law of land warfare.
BVB	<i>Status of Forces Agreements/Treaty Law.</i> Work center is involved in the provision of advice on international law matters and foreign jurisdiction over U.S. personnel, including liaison with foreign prosecutors; negotiations for release of foreign jurisdiction over U.S. personnel; observation of trials of U.S. personnel before foreign tribunals; service of civil and criminal process documents; and translation and interpretation of documents.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BVC	<i>International Law Management Staff.</i> Work center is involved in the provision of advice on international law matters and foreign jurisdiction over U.S. personnel, including review of operational plans, advice on law and of land warfare; and other international law implications of military operations.
BVY	<i>International Law activities (Limited staff).</i> Involvement with two or more International Law work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BVZ	<i>International Law activities (Other).</i> Work center is involved in other areas of International Law that are not adequately described in the definitions under International Law activities. (For temporary use only, a DA Form 2028 is required.)
BWA	<i>Legal Assistance.</i> Work center is involved in legal assistance to soldiers and dependents and other eligible persons concerning contracts; real property and deeds; wills, estate planning and survivors' benefits; debtor-creditor relations; separations, divorces, adoptions, and family law; landlord-tenant law; consumer protection; powers of attorney; Soldiers and Sailors Civil Relief Act and state taxation of income and property; personal finance and consumer affairs; and state laws. Includes administration of preventive law programs; liaison with local civilian attorneys, courts, and professional organizations; and notary services.
BWB	<i>Military Law Management Staff.</i> Work center is involved in the administration of the military justice system; all areas of administrative law, international law, including the law of land warfare; and delivery of legal assistance to soldiers, dependents and others eligible for legal assistance.
BWY	<i>Military Law (Limited staff).</i> Involvement with two or more Military Law work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BWZ	<i>Military Law (Other).</i> Work center is involved in other areas of Military Law that are not adequately described in the definitions under Military Law. (For temporary use only, a DA Form 2028 is required.)
—	<i>Claims subfunction.</i>
BXA	<i>Foreign/Maritime Claims.</i> Work center is involved in the processing and investigation of existing or potential claims for or against the United States arising from the activities of the United States Armed Forces in foreign countries and from activities of the Army Corps of Engineers on navigable waters. Included are investigation, adjudication, and preparation of detailed legal memoranda, and advice to Army foreign claims commissions.
BXB	<i>General Claims.</i> Work center is involved in the processing and investigation of existing or potential claims for or against the United States involving alleged negligence of Department of the Army personnel, including vehicle accidents, wrongful death, personal injury, and constitutional torts.
BXC	<i>Medical Claims.</i> Work center is involved in the processing and investigation of existing or potential claims against the United States involving alleged medical malpractice by Department of the Army personnel and conduct of risk management programs at Army medical facilities.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BXD	<i>Personnel Claims/Recovery.</i> Work center is involved in the processing and investigation of existing or potential claims for or against the United States, including third party claims arising from activities of the Army, DOD, non-appropriated funds and Army National Guard personnel while engaged in duty or training; counsel of claimants and process of claims by military and civilian personnel for personal injury, death loss or damage of household goods and other personal property; process of claims against carriers, insurers, warehousemen and other third parties; and final adjudication, including litigation reports, concerning suits in favor of and against the United States arising from the operation of the Army and its agencies.
BXE	<i>Claims Management Staff.</i> Work center is involved in the processing and investigation of existing or potential claims for or against the United States, including third party claims from activities of the Army, DOD, non-appropriated funds and Army National Guard personnel while engaged in duty or training.
BXY	<i>Claims (Limited staff).</i> Involvement with two or more Claims work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BXZ	<i>Claims (Other).</i> Work center is involved in other areas of Claims that are not adequately described in the definitions under Claims. (For temporary use only, a DA Form 2028 is required.)
BYA	<i>Legal Services Operations.</i> Work center is involved in management, operation, and delivery of legal services, including all aspects of civil law, military law, and claims. Includes legal advice in all areas of law; administration of military justice; administrative support to military judiciary; legal support for litigation involving the Department of the Army; and assistance to other Government legal agencies.
BYY	<i>Legal Services (Limited staff).</i> Involvement with two or more Legal Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BYZ	<i>Legal Services (Other).</i> Work center is involved in other areas of Legal Services that are not adequately described in the definitions under Legal Services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Chaplaincy function.</i>
BZA	<i>Chaplaincy Activities Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Chaplaincy Activities. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
BZB	<i>Chaplaincy Plans and Programs.</i> Work center is involved in the formulation and management of chaplaincy plans and programs; denominational and ecclesiastical relations; religious facilities planning and coordination; professional development and training of chaplain personnel; family life programs; U.S. Army Chaplain Board operations; chaplain branch combat developments, force integration and doctrine development; and surveillance, assessment and evaluation of chaplain religious functions, including worship services, pastoral counseling and religious education.
BZC	<i>Reserved for future use.</i>

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BZD	<i>Chaplaincy Staff Operations.</i> Work center is involved in the implementation and supervision of chaplaincy programs and religious functions; denominational and ecclesiastical relations coordination; chaplain professional development and training; coordination and implementation of chaplain and chaplain candidate recruitment and accession; coordination of chaplain personnel management; development of chaplain and chaplain assistant force integration initiatives; and supervision of family life programs.
BZE	<i>Chaplaincy Personnel and Ecclesiastical Relations.</i> Work center is involved in the personnel management of chaplains, including promotion programs; chaplain and chaplain candidate recruitment and accession; transfers, separations, retirements, assignments and reassignments; and career development and training selection.
BZF	<i>Chaplaincy Pastoral and Religious Activities.</i> Work center is involved in the operation of religious, pastoral support and religious education programs. Includes denominational and ethnic worship services, rites, sacraments, ordinances, and other observances; military community observances and services; religious education groups and Sabbath schools; religious community fellowship and study programs; pastoral visitation and counseling; marriage and family counseling and intervention; soldier and family training programs; parish development; professional development training for chaplains, chaplain assistants, religious volunteers and civilian staff personnel; recruitment of religious volunteers, lay leadership and lay ministries; development and support of choirs and choral groups; religious retreats and days of recollection; workshops and training on religious and moral dimensions of military life, marriage and youth cultures; and family life programs.
BZG	<i>Medical Facility Chaplaincy Activities.</i> Work center is involved in the provision of a comprehensive program to meet the varied and special needs of patients and staff. Includes bedside patient care, religious instruction, pastoral counseling, premarital and marital counseling, and communion. Also includes development and maintenance of worship and devotion parish programs for patients, families and staff; participation in interdisciplinary programs for patients, families and staff; participation in interdisciplinary programs and training of health care providers, recruitment, training, and supervision of lay volunteer ministers; and performance of hospital staff duties.
BZH	<i>Medical Facility Pastoral Education Management.</i> Work center is involved in the design, management, administration, and evaluation of the Clinical Pastoral Education (CPE) program, including academic and clinical work of CPE resident chaplains and accreditation maintenance of the facility. Also includes service as pastoral and education consultant to department and other medical facility staff; direct pastoral care to patients, families, and staff including visitation, worship, and counseling; and performance of other facility staff duties.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
BZJ	<i>Chaplaincy.</i> Work center is involved in the overall management of chaplain programs pertaining to religion and religious education, services, and functions in support of the morale and spiritual and moral welfare of active and retired military personnel, their families and authorized civilian employees. Includes self-development training; professional and laity workshops and seminars; moral leadership training; individual and group pastoral counseling; professional training in the art of preaching and chaplain-associated military skills; clinical pastoral education; theological and organizational development; and other related programs. Also includes initiation and surveillance of procurement, maintenance, and replacement of religious facilities; initiation and management of non-personal service contracts in support of religious programs; personnel management of chaplains, including recruitment, accession and promotion; and management and operation of family life programs.
BZY	<i>Chaplaincy Activities (Limited staff).</i> Involvement with two or more Chaplaincy Activities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
BZZ	<i>Chaplaincy Activities (Other).</i> Work center is involved in other areas of Chaplaincy Activities that are not adequately described in the definitions under Chaplaincy Activities. (For temporary use only, DA Form 2028 is required.)
—	<i>Small Business function.</i>
CAA	<i>Small Business Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Small Business. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
CAB	<i>Small Business Operations.</i> Work center is involved in the small and disadvantaged business utilization programs.
CAY	<i>Small Business (Limited staff).</i> Involvement with two or more Small Business work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
CAZ	<i>Small Business (Other).</i> Work center is involved in other areas of Small Business that are not adequately described in the definitions under Small Business. (For temporary use only, a DA Form 2028 is required.)
—	<i>History function.</i>
CBA	<i>History Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for History. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>History Activities subfunction.</i>
CCA	<i>Museum/Art Operations.</i> Work center is involved in the operation and management of Army museums, historical artifacts, and Army art collection, including collection, identification, and cataloging of items for use in museums and exhibits, procuring and accounting for historical artifacts and Army art; development of exhibits; educational services such as information pamphlets, lectures, tours; development and preservation of historical monuments and sites; and certification of Army museums. <i>Workload factors.</i> a. Number of artifacts and articles displayed. b. Average number of hours of operations per day, days/week. c. Average number of visitors per month.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>d. Number of exhibits.</i>
CCB	<i>History Activities Staff.</i> Work center is involved in the preparation of periodic historic reports of Army organizations. Includes research, writing, and publishing historical reviews, monographs and special studies; conduct of research studies; and provision of historical information and services to military, other Federal agencies, private organizations and the general public; and matters involving museums, historical properties and memorization.
CCY	<i>History Activities (Limited staff).</i> Involvement with two or more History Activities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
CCZ	<i>History Activities (Other).</i> Work center is involved in other areas of History Activities that are not adequately described in the definitions under History Activities. (For temporary use only, a DA Form 2028 is required.)
CDA	<i>History Operations.</i> Work center is involved in the preparation and use of historical data, studies, monographs and books, and administration of the Army Historical Program; organizational history, lineage, and honors; and establishment and maintenance of museums and historical services.
CDY	<i>History (Limited staff).</i> Involvement with two or more History work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
CDZ	<i>History (Other).</i> Work center is involved in other areas of History that are not adequately described in the definitions under History. (For temporary use only, a DA Form 2028 is required.)
—	<i>Legislative Liaison function.</i>
CEA	<i>Legislative Inquiries.</i> Work center is involved in the preparation of responses to Congressional and other special interest inquiries. Includes research and coordination required to formulate a complete and accurate response. Applies only to work centers engaged full-time in these responsibilities. Not applicable to work centers responding to inquiries only on an as-required basis, or receiving inquiries, monitoring progress, and forwarding responses to originators.
CEB	<i>Legislative Liaison Management Staff.</i> Work center is involved in the formulation, coordination, and management of policies and programs concerning the Army's relations with Congress, including provision of advice on the status of congressional affairs affecting the Army; information on Army policies and operations in response to congressional inquiries; liaison between the Army and Committees of Congress; and reporting on legislative and investigative actions of interest to the Army.
CEZ	<i>Legislative Liaison (Other).</i> Work center is involved in other areas of Legislative Liaison that are not adequately described in the definitions under Legislative Liaison. (For temporary use only, a DA Form 2028 is required.)
—	<i>Audit function.</i>
CFA	<i>Audit Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Audit. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
CFB	<i>Audit Operations.</i> Work center is involved in the conduct of audits of all Army units and functions in all management and operational areas; analysis of audit results; and issuance of audit reports.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
CFC	<i>Audit Management.</i> Work center is involved in the management and provision of internal audit services extended to all Army organizational elements and covering all aspects of management, operations, and related controls.
CFZ	<i>Audit (Other).</i> Work center is involved in other areas of Audit that are not adequately described in the definitions under Audit. (For temporary use only, a DA Form 2028 is required.)
—	<i>Internal Review function.</i>
CGA	<i>Internal Review Management.</i> Work center is involved in the management and operation of organizational internal audit programs, including reviews of special problem areas on an exception basis; special analysis surveys and studies in areas of operations of particular interest to the organization; liaison and coordination with representatives of external Government/defense and other audit entities; audit follow-up systems monitoring and evaluating compliance with agreed-to recommendations contained in both internal and external audit reports; and audit liaison programs to facilitate local efforts of external audit organizations. These work centers are internal to the organizations served at all levels of command.
CGY	<i>Internal Review (Limited staff).</i> Involvement with two or more internal review work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
CGZ	<i>Internal Review (Other).</i> Work center is involved in other areas of internal review that are not adequately described in the definitions under Internal Review. (For temporary use only, a DA Form 2028 is required.)
—	<i>Safety function.</i>
CHA	<i>Safety Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for the Safety Program. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
CHB	<i>Installation/Community Ground Safety.</i> Work center is involved in the operation and management of an installation/community ground safety program. Includes conduct of safety surveys, inspections and assistance programs; maintenance of accident reports and analyses, operation of safety promotion, award, and suggestion programs; and participation in installation construction projects to ensure compliance with all safety standards. Also includes implementation and monitoring compliance of occupational health and safety programs; systems safety and explosives safety; physical protection equipment safety; vision and hearing conservation safety programs; and chemical-agent safety programs.
CHC	<i>Aviation Safety.</i> Work center is involved in the implementation and management of aviation safety programs. Includes aircraft accident investigations; analyses of aircraft accident reports, preliminary reports of aircraft mishaps and aircraft accident statistics; administration of aircraft accident prevention education; development of local aircraft safety policies; aviation training and education; and acts on all safety communications; and identifies and analyzes potential problems. Also maintains pre-accident plans and aircraft accident records; monitors Aviation Life Support Equipment (ALSE) and related survival training program; conducts flight safety inspections to include airfields and heliports; and conducts the Flight Safety Hazard Program to include evaluating reports, publicizing Operational Hazard Reports (OHR), investigating OHR events and processing OHR information.

**Table 3-1
Command and Command Support Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
CHD	<i>Military/Civil Works Safety.</i> Work center is involved in the operation and management of the military/civil works safety program. Includes evaluating safety procedures for such activities as hydroelectric power plants, locks, and dams; construction sites, blasting areas, tunneling, underwater activities, and dredging. Also conducts safety surveys of field and project offices; reviews contractor's accident and project safety plans and performance records; and evaluates medical and occupational safety program.
CHE	<i>Government-Owned/Contractor Operated Activities Safety.</i> Work center is involved in the monitorship and evaluation of contractor's safety program. Includes preparation of accident trend analysis and reports, conduct of safety inspections to include periodic construction inspections, presentation of safety briefings and management of civilian safety career program. Also monitors Occupational Health and Safety Program for contractor compliance.
CHF	<i>Explosive Safety.</i> Work center is involved in the operation and management of the explosive safety program. Includes development and implementation of ammunition and explosive standards and procedures; the integration of explosive safety concepts, plans, policies, and procedures within the cycle management of ammunition and explosives.
CHG	<i>Medical Safety.</i> Work center is involved in the operation and management of a medical safety program. Includes hospital safety surveillance, conduct of periodic safety surveys; administration of employee safety training program; and administration of hospital safety plan and policies.
CHH	<i>Safety Management.</i> Work center is involved in the administration of a comprehensive Ground and Aviation Safety Program. Includes the dissemination of materials affecting safe practices and safety standards; identification of unsafe and unhealthy working conditions; analyses of causative factors and development and coordination of corrective actions; collection, analyses, and dissemination of information concerning accident experience. Coordinates accident prevention measure designed to advance effectiveness of the program, such as training, physical protective equipment, the hazard reporting program, radiation protection, and coordination with health specialists concerning vision and hearing conservation and safe levels of exposure to hazardous materials.
CHJ	<i>Materiel Safety.</i> Work center is involved in assuring Army systems and life cycle controls are designed to minimize the risk to the soldier, public and environment, and to minimize mission loss due to accidents. These activities include establishing safety criteria for the system, managing systems safety program to assure all hazards are eliminated or controlled to an acceptable level before fielding, tracking the systems safety performance for its entire life cycle, and assuring safe disposal of the system. The disciplines most actively involved in assurance of materiel safety are system safety engineers, health physicists, human factors engineers, industrial hygienist, and environmental engineers.
CHY	<i>Safety (Limited staff).</i> Involvement with two or more Safety work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
CHZ	<i>Safety (Other).</i> Work center is involved in other areas of Safety that are not adequately described in the definitions under Safety. (For temporary use only, a DA Form 2028 is required.)

Table 3-1
Command and Command Support Work Center
Codes—Continued

AFD code (SWCC)	Title and definition
CZY	<i>Command and Command Support (Limited staff)</i> . Involvement with two or more Command and Command Support functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
CZZ	<i>Command and Command Support (Other)</i> . Work center is involved in other areas of Command and Command Support that are not adequately described in the definitions under Command and Command Support. (For temporary use only, a DA Form 2028 is required.)

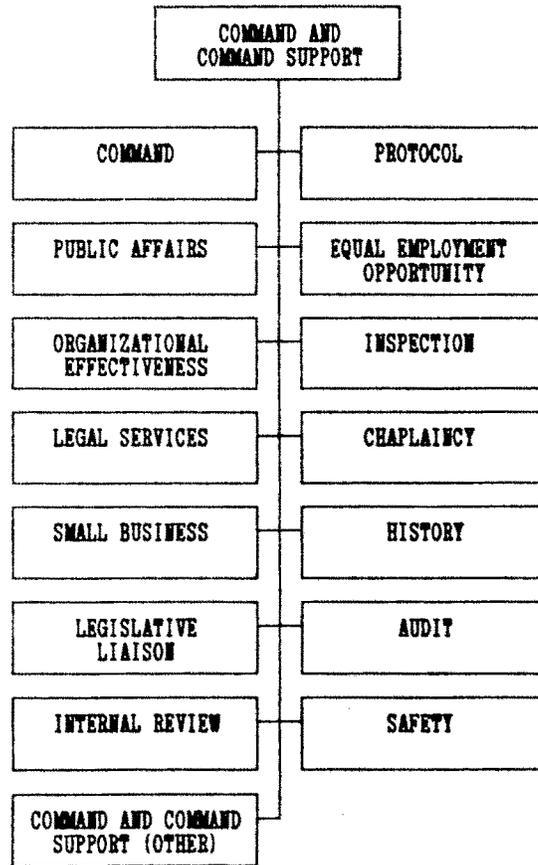


Figure 3-1. Command and Command Support functional hierarchy

Functional
Category

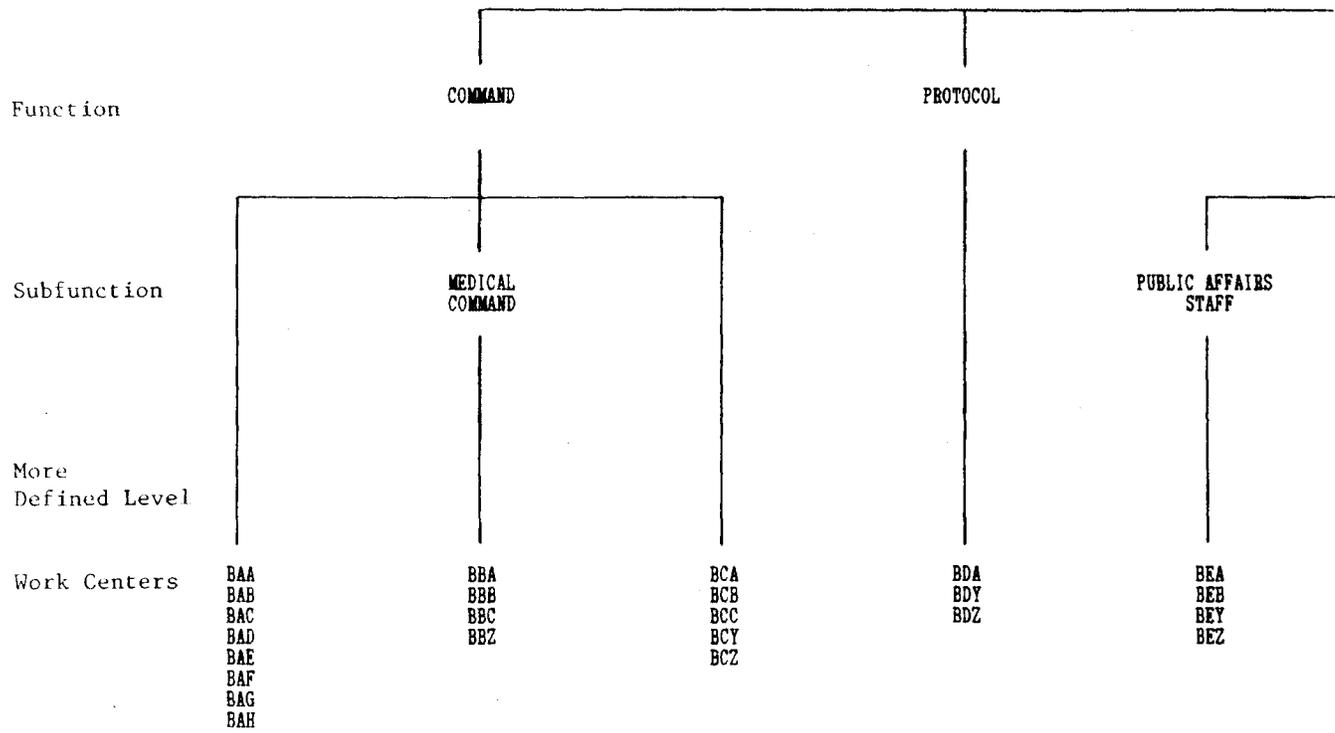


Figure 3-1. Command and Command Support functional hierarchy—Continued

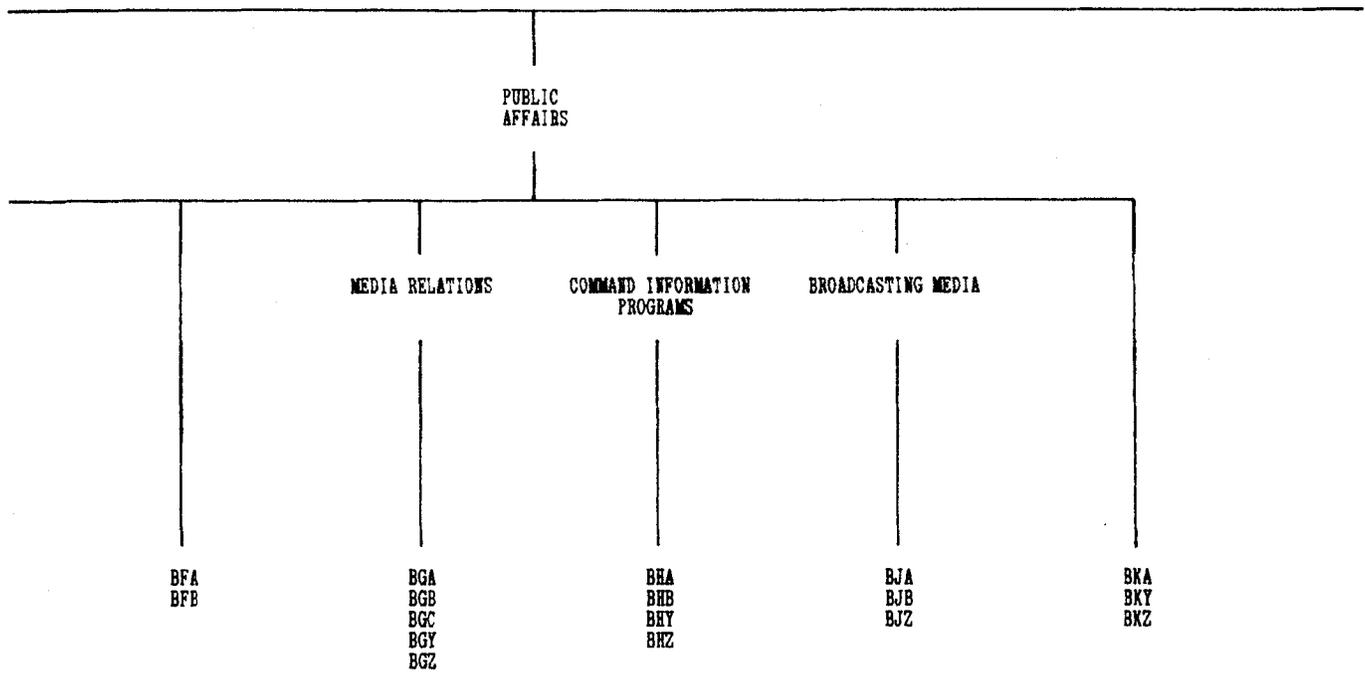


Figure 3-1. Command and Command Support functional hierarchy—Continued

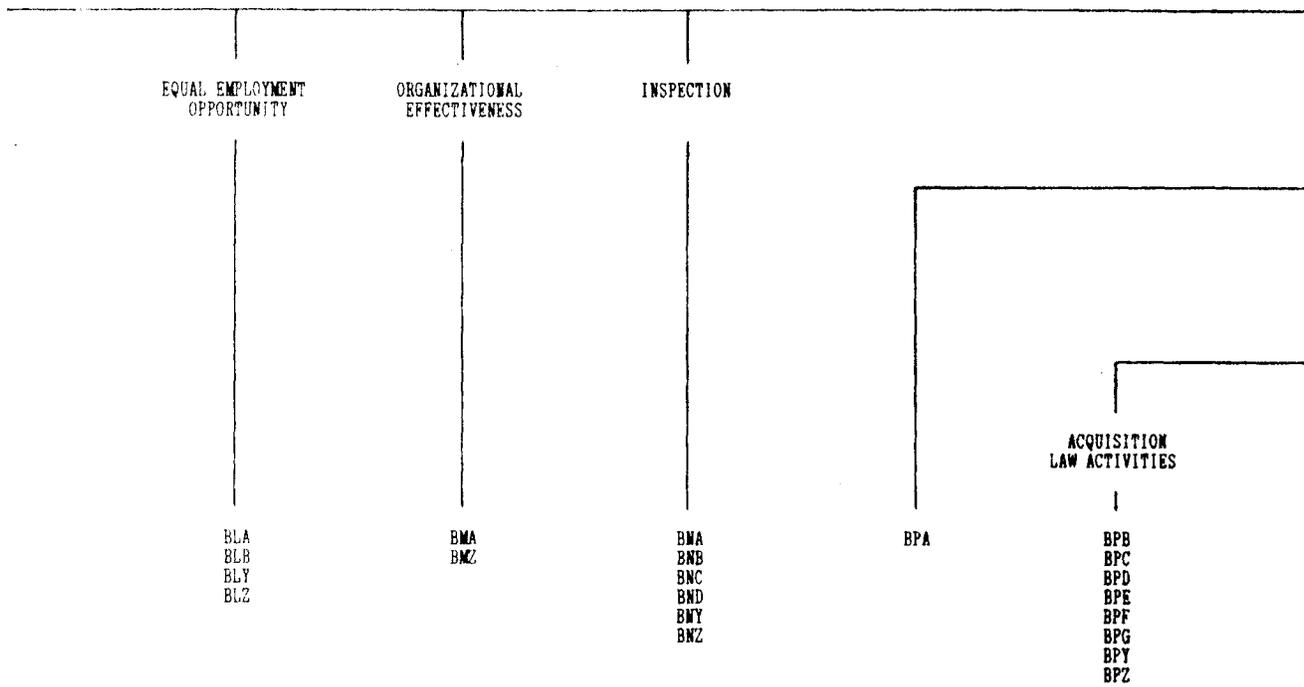


Figure 3-1. Command and Command Support functional hierarchy—Continued

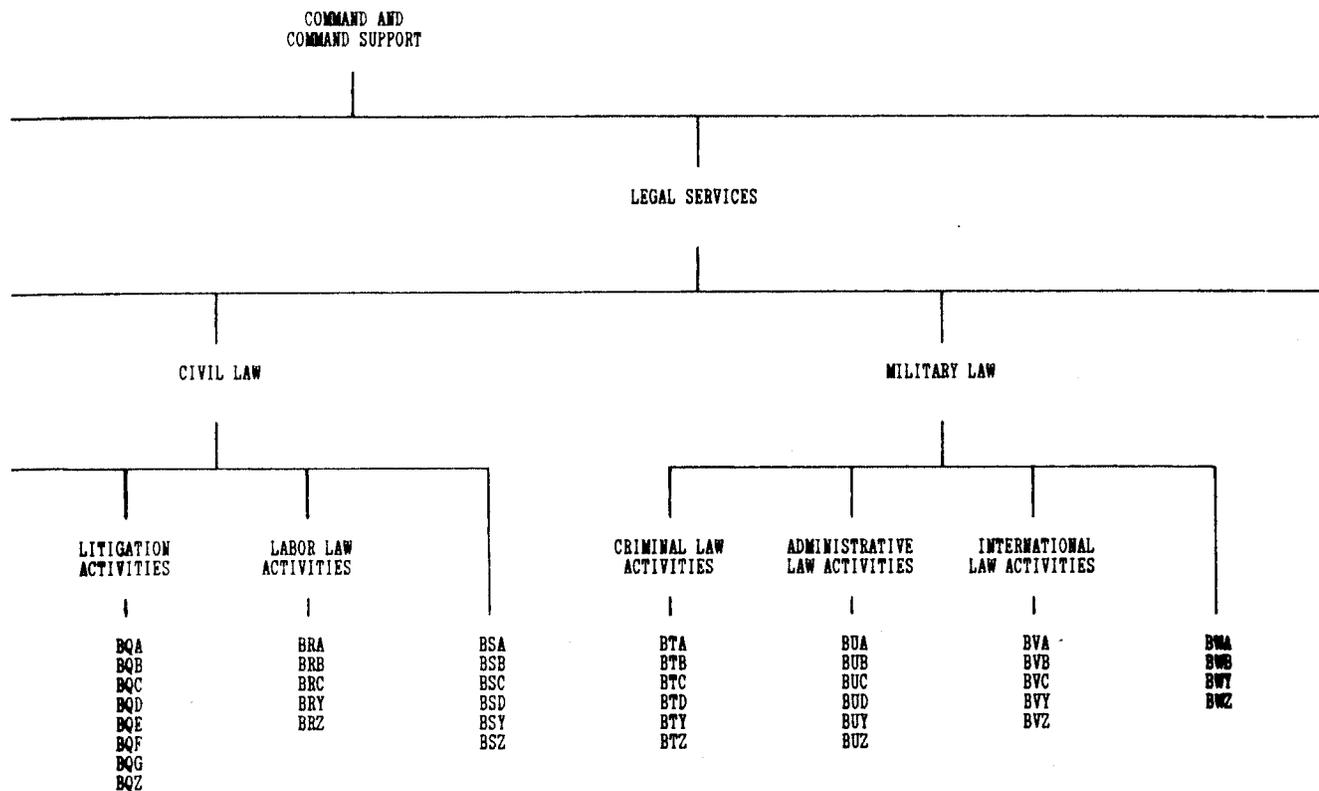


Figure 3-1. Command and Command Support functional hierarchy—Continued

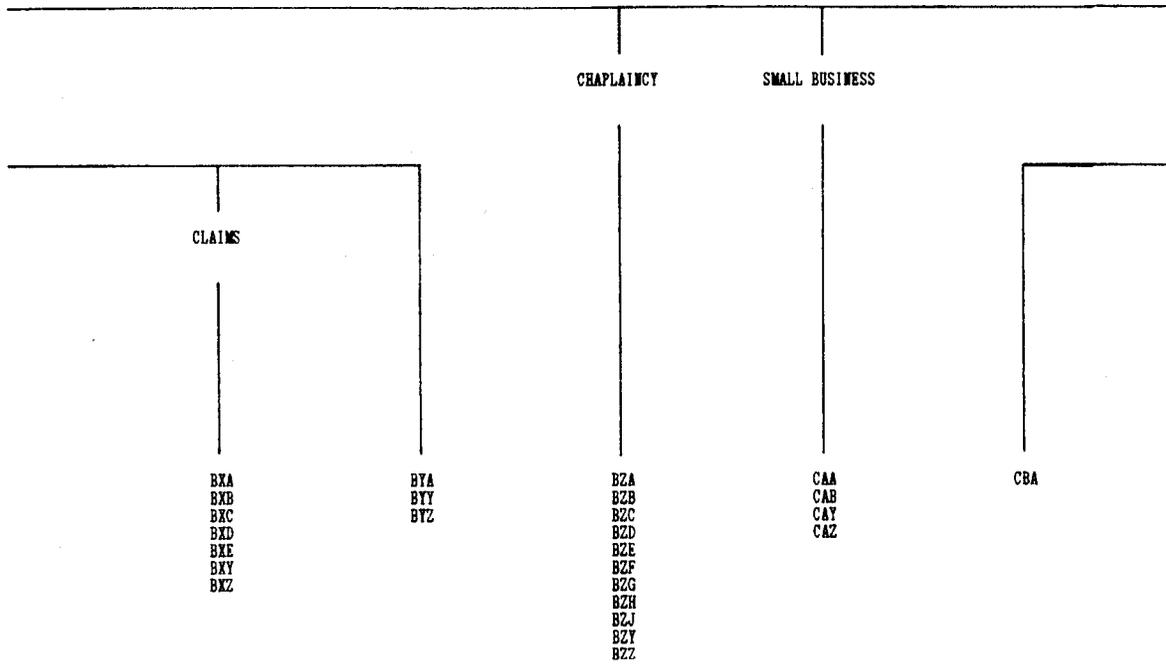


Figure 3-1. Command and Command Support functional hierarchy—Continued

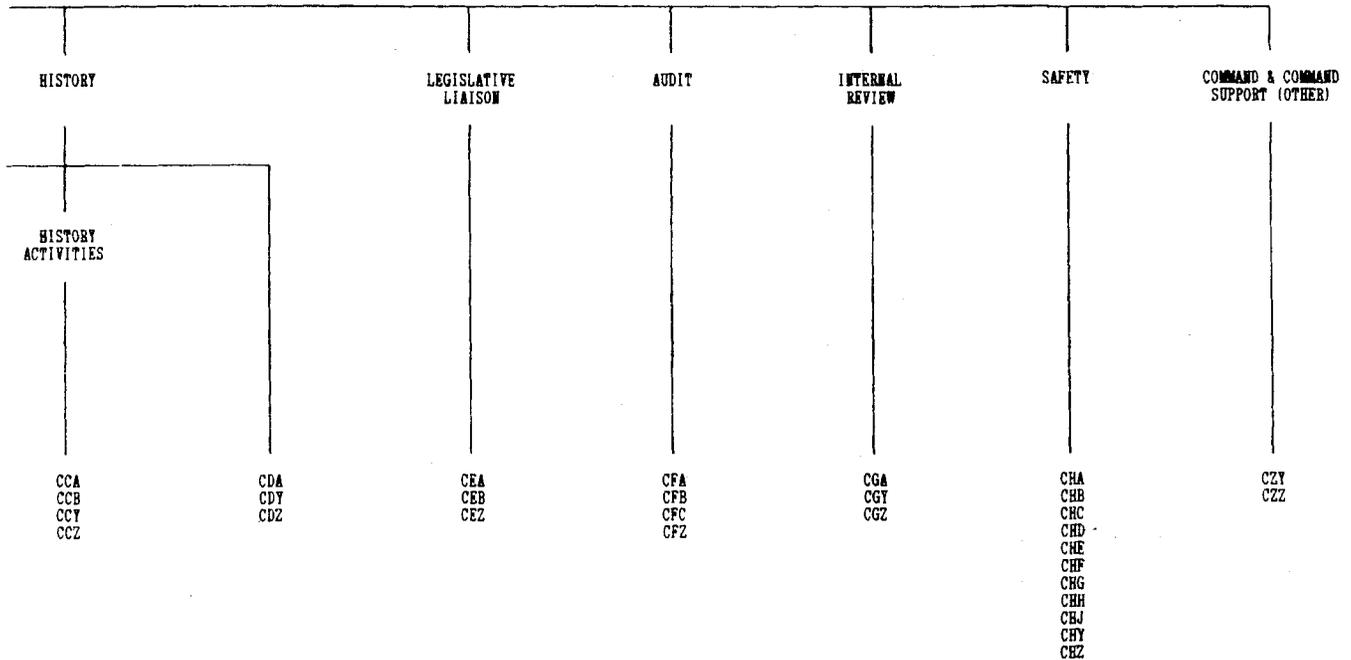


Figure 3-1. Command and Command Support functional hierarchy—Continued

Chapter 4 Information Systems Management Functional Category—AFD Code (SWCC) D

4-1. General

This chapter lists information systems management work center

titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define information systems management work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

4-2. Information systems management codes and definitions

Information systems management work center titles and definitions are listed in table 4-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 4-1 depicts the functional hierarchy of the information systems management functional category.

**Table 4-1
Information Systems Management Work Center Codes**

AFD code (SWCC)	Title and definition
—	<i>Information Systems Management Functional Category.</i>
—	<i>Information Management Function.</i>
DAA	<i>Information Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Information Management. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
DAB	<i>Information Systems Management and Support.</i> Work center is involved in the management assistance and support of information management systems, including data automation resources and operations; communications activities, including installation and field telecommunication systems, air traffic control and command and control networks; audiovisual system support; electronic mail technology; information systems architecture design and control; software development, support and maintenance; information management systems, including operational, administrative and other systems; and the integration and compatible interface of various functional or mission-oriented information systems.
DAC	<i>Information Management Activities.</i> Work center is involved in the management and control of information management programs, including standard and special application information systems operations; air traffic control programs; audiovisual support functions; information system site operations comprised of communications and data processing elements; and the integration/interface of various information systems.
DAY	<i>Information Management (Limited staff).</i> Involvement with two or more Information Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
DAZ	<i>Information Management (Other).</i> Work center is involved in other areas of Information Management that are not adequately described in the definitions under Information Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Information Systems Operations Function.</i>
DBA	<i>Information Systems Operations Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Information System Operations. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Special Application Information Operations Subfunction.</i>
DCA	<i>Fixed Special Application Information Operations.</i> Work center (fixed) is involved in contingency and special application information system missions, activated only in times of stress; and one of a kind or special application information system activities not under standardized, multi-location system management.
DCB	<i>Mobile Special Application Information Operations.</i> Work center (mobile) is involved in contingency and special application information system missions, activated only in time of stress; and one of a kind or special application information system activities not under standardized multi-location system management.

**Table 4-1
Information Systems Management Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
DCC	<i>Special Application Information Operations Staff.</i> Work center is involved in the operation of contingency and other special application information system missions not under standardized, multi-location system management.
DCZ	<i>Special Application Information Operations(Other).</i> Work center is involved in other areas of Special Application Information Operations that are not adequately described in the definitions under Special Application Information Operations.(For temporary use only, a DA Form 2028 is required.)
DDA	<i>Standard Information Systems Operations.</i> Work center is involved in operation, unit-level maintenance and support of standardized, multi-location information systems and facilities, including data automation, voice/data transmission, air traffic control, and audiovisual systems.
—	<i>Air Traffic Control (ATC) Activities Subfunction.</i>
DEA	<i>Air Traffic Control Activities Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Air Traffic Control. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
DEB	<i>Air Traffic Control Office Operations.</i> Work center is involved in management and operational control of air traffic control facilities.
DEC	<i>Flight Following (FOC/FCC).</i> Work center is involved in the surveillance of in-flight aircraft within designated areas or en route flight paths by radio and surveillance radar. Includes coordination with other air traffic control agencies during flight operations; maintenance of administrative logs and records; and unit-level equipment maintenance.
DED	<i>Control Tower Operations.</i> Work center is involved in airfield control of air traffic by radio, radar, and visual communications. Includes control of vehicular traffic on or in the vicinity of the airfield; preflight and in-flight assistance; limited approach control service; maintenance of administrative logs and records; and unit-level equipment maintenance.
DEE	<i>Ground Control Approach (GCA).</i> Work center is involved in airfield control of aircraft in radar approach and landing patterns via surveillance/precision approach radar and radio-telephone communications. Includes maintenance of administrative logs and records and unit-level equipment maintenance.
DEF	<i>Radar Approach Control (RAC).</i> Work center is involved in airfield control of air traffic within airspace of defined limitations via surveillance/precision radar and radio-telephone, including en route, terminal approach and departure procedures and non-radar approach control services when radar capability is lost. Includes maintenance of radar computer software, administrative logs and records, and unit-level equipment maintenance.
DEG	<i>Air Traffic Control Equipment Support.</i> Work center is involved in on-site maintenance of air traffic control navigational aids equipment authorized in control tower, ground control approach, and radar approach control facilities.
DEH	<i>Air Traffic Control.</i> Work center is involved in the control of ground and in-flight movement of aircraft through operation of airfield navigational facilities, including control towers, radar systems and facilities, and operations/coordination centers.
DEY	<i>Air Traffic Control Activities (Limited staff).</i> Involvement with two or more Air Traffic Control work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 4-1
Information Systems Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
DEZ	<i>Air Traffic Control Activities (Other)</i> . Work center is involved in other areas of Air Traffic Control that are not adequately described in the definitions under Air Traffic Control. (For temporary use only, a DA Form 2028 is required.)
—	<i>Audiovisual Activities Subfunction.</i>
DFA	<i>Audiovisual Activities Staff</i> . Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Audiovisual Activities. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
DFB	<i>Still and Motion Picture Photography</i> . Work center is involved in the operation and maintenance of still and motion picture photography equipment and photographic laboratory to produce prints, transparencies, motion pictures and aerial films, and black-and-white and color art work.
DFC	<i>Television Production and Engineering</i> . Work center is involved in production and direction of broadcast and closed circuit television programs; consultation concerning presentations; planning and creating presentations; assistance in script development; and installation and unit and intermediate level maintenance of television production systems and equipment.
DFD	<i>Graphic Arts</i> . Work center is involved in design, creation and preparation of illustrations and two and three-dimensional visual-aid products prepared manually or by computer or other automated equipment. Includes representations, charts, graphs, posters, brochures, covers, visual material for television, motion pictures, publications, presentations, and exhibits.
DFE	<i>Displays and Devices</i> . Work center is involved in the fabrication and reproduction of multimedia displays and exhibits, mock-ups, terrain models, manipulative devices, computer graphics and computer-based devices that generate or assist in generation of audiovisual imagery.
DFF	<i>Audiovisual Support Services</i> . Work center is involved in the operation of an audiovisual library; provision of facilities and equipment for briefings, ceremonies, training, etc.; and training and assistance to users in preparation of materials and the use and application of audiovisual equipment.
DFG	<i>Medical Illustration and Photography</i> . Work center is involved in the preparation of illustrations and production of photography of medical subjects for use in medical training and education programs.
DFH	<i>Audiovisual Management</i> . Work center is involved in the management of audiovisual programs, including still and motion picture photography, television production and engineering, graphic arts, displays and exhibits, models and various manipulative or computer-based devices. Includes operation of an audiovisual library and other facilities; storage and issue of audiovisual equipment on a temporary basis; and training and other assistance to equipment users.
DFY	<i>Audiovisual Activities (Limited staff)</i> . Involvement with two or more Audiovisual Activities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
DFZ	<i>Audiovisual Activities (Other)</i> . Work center is involved in other areas of Audiovisual Activities that are not adequately described under Audiovisual Activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Information Systems Site Operations Subfunction.</i>

**Table 4-1
Information Systems Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
DGA	<i>Information Systems Site Operations Staff</i> . Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Information System Site Operations. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Switching Management Activities.</i>
DHA	<i>Automatic Digital Network (AUTODIN) Switching</i> . Work center is involved in central switch acceptance, processing and transmission of record communications to and from connected tributary switches and other data networks; and unit-level equipment maintenance and associated technical control, including diagnostic routines.
DHB	<i>Automatic Voice Network (AUTOVON) Switching</i> . Work center is involved in central switch acceptance, processing and transmission of voice communications to and from connected terminals and other AUTOVON switches; and unit-level equipment maintenance and associated technical control, including diagnostic routines.
DHC	<i>Automatic Secure Voice Communication (AUTOSEVOCOM) Switching</i> . Work center is involved in operation and unit-level maintenance of long-haul secure voice switches and terminals.
DHD	<i>Switching Management Staff</i> . Work center is involved in the management of automatic digital and voice network switching systems.
DHZ	<i>Switching Management Activities (Other)</i> . Work center is involved in other areas of Switching Management that are not adequately described in the definitions under Switching Management Activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Radio Activities.</i>
DJA	<i>Multi-channel Radio Activities</i> . Work center is involved in the operation, unit-level maintenance, and support of multi-channel radio systems and equipment to include microwave and troposcatter (sic). Includes transmitters, multiplexers, receivers, and auxiliary power equipment and vehicles for mobile activities.
DJB	<i>Single Channel Radio Activities</i> . Work center is involved in the operation, unit-level maintenance, and support of single channel radio systems and equipment to include frequency modulation (FM) and amplitude modulation (AM). Includes transmitter, receiver, and auxiliary power equipment and vehicles for mobile activities. (Excludes those single channel activities used for engineering of multi-channel systems.)
DJC	<i>Contingency Radio Operations</i> . Work center is involved in the operation and unit-level maintenance of single channel radios dedicated solely for use in contingency operations. Includes those activities involving the operations and maintenance of radio receivers and transmitters not normally in full operation until a contingency has been declared. Includes CONUS MACOM command nets.
DJD	<i>Military Affiliate Radio System (MARS)</i> . Work center is involved in operation and unit-level maintenance of single channel radio systems employing voice, teletype, and continuous wave (CW) operators, including sponsored emergency communications on a local, national, and international basis; auxiliary communications for military, Federal, civil, and/or disaster officials; and morale, welfare, official record, and voice communications traffic for Armed Forces and authorized U.S. Government civilian personnel. Includes both military supported MARS stations and civilian volunteer (affiliate) member stations.

**Table 4-1
Information Systems Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
DJE	<i>Radio Operations Staff.</i> Work center is involved in operation, unit-level maintenance and support of high frequency microwave, troposcatter (sic) and other transmitter and receiver equipment, including auxiliary power equipment at remote sites. (Excludes satellite communications and command and control networks.)
DJZ	<i>Radio Activities (Other).</i> Work center is involved in other areas of Radio Activities that are not adequately described in the definitions under Radio Activities. (For temporary use only, a DA Form 2028 is required.)
DKA	<i>Command and Control Network.</i> Work center is involved in unit-level maintenance and analysis of command, control and communications networks and systems.
DKB	<i>Communications Technical Control Activities.</i> Work center is involved in providing maximum effective transmission and circuit operation of communication and electronic systems, including AUTODIN and AUTOVON systems. Includes circuit routing and restoral of circuits and channels. (Excludes technical control elements that are integral to AUTODIN and AUTOVON switching centers.)
DKC	<i>Range Communications—Electronics Operations.</i> Work center is involved in operation and unit-level maintenance of fixed-wire systems in support of troop training ranges and in transmission and receipt of information-related weapons system testing.
DKD	<i>Satellite Communications Terminal Activities.</i> Work center is involved in equipment operations to include digital communications subsystem operations, initiating/receiving voice and teletypewriter orderwire (sic) communications/messages, coordinating with technical control facility, performing equipment checks/measurements/tests/readings/adjustments, monitoring satellite down link and changing monitor logs, configuring/reconfiguring equipment, initiating satellite access, issuing/destroying cryptographic material, and preparing operations documentation; performs scheduled/unscheduled preventive/corrective maintenance; administers quality control and evaluation by maintaining technical publications, performing evaluations, tests, and inspections, maintaining files, and preparing deficiency reports; and maintains materiel control by receiving stock/supplies, maintaining bench stock/prescribed load lists/expendable/high turnover items and technical/reference material, processing parts requisitions, controlling turn-in and direct exchange/repair cycle assets and high priority requisitions, and performing supply liaison. (MS-3 Study 20) <i>Workload factors.</i> a. Basic equipment configuration standing alone or collocated as duals or triples. b. Total number of up and down converters. c. Total number of specified pieces of equipment installed. d. Total number of Digital Communications Subsystems (DCSS) racks and major components. e. Number of line items of satellite communications (SATCOM) supply responsibility.
—	<i>Telephone Activities.</i>
DLA	<i>Switchboard Operations.</i> Work center is involved in operation of telephone switchboards, including directory and information service; special call placement, switching, and handling; and toll ticketing and special signaling such as alert and bugle calling.

**Table 4-1
Information Systems Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
DLB	<i>Telephone Inside Plant Activities.</i> Work center is involved in central switch acceptance, processing, and transmission of voice communications via switching equipment; includes unit-level maintenance, activation and deactivation of telephone cable pairs, and by operation of a test board.
DLC	<i>Telephone Installation.</i> Work center is involved in installation, removal, relocation and repair of telephone instruments, key system equipment, intercommunications systems house wiring, and special purpose telephones.
DLD	<i>Cable, Wire, and Pole Support.</i> Work center is involved in maintenance, and repair and replacement of poles and overhead, underground, and open cable, either wire or fiber.
DLE	<i>Telephone Activity Management Staff.</i> Work center is involved in management of providing installation telephone service.
DLY	<i>Telephone Activities (Limited staff).</i> Involvement with two or more Telephone Activity work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
DLZ	<i>Telephone Activities (Other).</i> Work center is involved in other areas of Telephone Activities that are not adequately described in the definitions under Telephone Activities. (For temporary use only, a DA Form 2028 is required.)
DMA	<i>Telecommunications Center Operations.</i> Work center is involved in terminal processing of record communications by manual and semi-automated telecommunications centers. Includes receiving, delivering and servicing of message traffic; off-line encryption and decryption; traffic analysis and operation of manual and automated equipment; and unit-level maintenance.
DMB	<i>Automated Multimedia—Media Exchanges (AMME) Activities.</i> Work center is involved in terminal processing of record communications by AMME elements, including operations, traffic analysis, site management, and unit-level maintenance of exchanges and connected remote terminals.
DMC	<i>Miscellaneous Communications—Electronics (C-E) Support.</i> Work center is involved in operation, unit-level maintenance and support of public address systems, television cable and antennas, intrusion alarm systems, paging systems, etc. (Excludes satellite, microwave, airfield, multi-channel, cryptographic, ciphony, telecommunications, telephone and automatic digital and voice network switching system (that is, AUTODIN, AUTOVON, and AUTOSEVOCOM equipment).)
DMD	<i>Communications—Electronics (C-E) Equipment Installation.</i> Work center is involved in the installation and modification of communications—electronics equipment; review of Engineering Installation Plans (EIP) and Bills of Material (BOM) to ensure completeness; and installation, modification, rehabilitation, and reconstitution of communications—electronics equipment. Excludes installation of signal distribution frames, equipment racks, bins, and shelving.
DME	<i>Area Communications—Electronics (C-E) Support.</i> Work center is involved in area wide supply and unit-level repair of information system components.
DMF	<i>Labor Service.</i> Work center is involved in inspection, installation, and recovery of communications wire, lines, cable distribution systems, and radio transmission antennas and associated structures. Includes operational in stock of cable, parts, hardware, and test equipment.

**Table 4-1
Information Systems Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
DMG	<i>Antenna Support.</i> Work center is involved in installation, inspection, modification, and repair of radio antennas and associated structures.
DMH	<i>Information Systems COMSEC Logistics.</i> Work center is involved in supply, support, and repair of communications security (COMSEC) equipment, components, and material.
—	<i>Automatic Data Processing Management and Technical Support Activities.</i>
DNA	<i>Automatic Data Processing Input/Output Control.</i> Work center is involved in receipt, batch control, routing, and distribution of all data processing products. Includes maintenance of a job history and a library of program folders and run books.
DNB	<i>Automatic Data Processing Scheduling.</i> Work center is involved in the preparation and adjustment of job processing schedules, including production planning, forecasting and scheduling; establishment and control of the processing sequence; and allocation of processing resources.
DNC	<i>Automatic Data Processing Computer Operations.</i> Work center is involved in the operation of data processing equipment, including computers and all peripheral support equipment. Includes retrieval and use of magnetic tape/disk resources for applications processing of data.
DND	<i>Automatic Data Processing Systems Analysis, Design, and Programming.</i> Work center is involved in computer programming in support of information systems and system applications. Includes analysis and implementation of new systems and applications programs; review and analysis of existing systems and applications programs; evaluation of various programming methods and procedures; and initial test and ongoing maintenance of computer programs.
DNE	<i>Automatic Data Processing Data Conversion.</i> Work center is involved in operation of keypunch and other punched card machines to include sorters, collators, reproducers, and interpreters. Includes control-panel wiring and operation of key-to-tape/key-to-disk devices, optical character reader and other special-purpose data entry devices.
DNF	<i>Automatic Data Processing Library Control.</i> Work center is involved in maintenance and storage of tapes, disk packs, and other machine-readable media. Includes maintenance of catalogs and file systems.
DNG	<i>ADP Management and Technical Support Management Staff.</i> Work center is involved in the management of data processing functions, including computer operations, unit-level maintenance elements, and data processing technical support activities such as production control, database management, data codes, and tape/disk libraries. Includes developing equipment, communication, and environmental support plans for data processing systems.
DNH	<i>Automation Support for Reserve Officer Training Corps (ROTC).</i> Work center is involved in program development to include conducting feasibility studies, developing program specifications/documentation/user menus, writing programs, performing program tests, installing programs, training personnel, and providing ADP security; and administrators/schedules ADP operations to include providing maintenance. (MS-3 Study 8) <i>Workload factor.</i> Average monthly number of user identification codes issued and active.

**Table 4-1
Information Systems Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
DNY	<i>ADP Management and Technical Support Activities (Limited staff).</i> Involvement with two or more ADP Management and Technical Support Activity work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
DNZ	<i>ADP Management and Technical Support Activities (Other).</i> Work center is involved in other areas of ADP Management and Technical Support that are not adequately described in the definitions under ADP Management and Technical Support Activities. (For temporary use only, a DA Form 2028 is required.)
DPA	<i>Information Systems Site Activities.</i> Work center is involved in nontactical information management services, including record and voice communications, information transmission, data processing services, and computer software support organic to data processing installations or organizations.
DPY	<i>Information Systems Site Operations (Limited staff).</i> Involvement with two or more Information Systems Site Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
DPZ	<i>Information Systems Site Operations (Other).</i> Work center is involved in other areas of Information Systems Sites Operations that are not adequately described in the definitions under Information Systems Site Operations. (For temporary use only, a DA Form 2028 is required.)
DQA	<i>Information Systems Operations Activities.</i> Work center is involved in programs and projects related to installation, operation, and unit-level maintenance of information systems and facilities. Includes operations and services in all areas of the information management mission.
DQZ	<i>Information Systems Operations (Other).</i> Work center is involved in other areas of Information Systems Operations that are not adequately described in the definitions under Information Systems Operations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Battlefield Automation Function.</i>
DRA	<i>Post Deployment Software Support(PDSS)/Battlefield Automated Systems (BAS) Management.</i> Work center is involved in the overall management of (PDSS) and BAS functions. These functions include developing and acquiring computer hardware and software for weapon systems requiring tactical/embedded battlefield automated computer systems and post deployment sustaining (support) of tactical computer resources for such systems.
DRB	<i>Post Deployment Software Support(PDSS)/Battlefield Automated Systems (BAS) Software Engineering.</i> Work center is involved in providing software engineering, configuration management, and data management for PDSS/BAS. Includes software testing, Independent Verification and Validation(IV&V), and software configuration and data management.
DRC	<i>Post Deployment Software Support(PDSS)/Battlefield Automated Systems (BAS) Development and Acquisition Engineering.</i> Work center is involved in coordinating and controlling the development and acquisition of tactical computer resources for weapon systems throughout the system life cycle to assure maximum standardization and interoperability of tactical computer hardware and software for weapon systems requiring embedded tactical computers. This includes activities associated with Command, Control, Communications and Intelligence (C3I), and interoperability for both Air Defense and Land Combat Missile Systems.

Table 4-1
Information Systems Management Work Center
Codes—Continued

AFD code (SWCC)	Title and definition
DRD	<i>Deployed Systems Sustainment.</i> Work center is involved in providing Post Deployment Software Support to fielded systems, including BAS simulations and training devices.
DRZ	<i>Battlefield Automation (Other).</i> Work center is involved in other areas of Battlefield Automation that are not adequately described in the definitions under Battlefield Automation. (For temporary use only, a DA Form 2028 is required.)
DSA	<p><i>Military Personnel Automation I.</i> Work center is involved in controlling/distributing input/output and providing data reduction; maintains, manages, and monitors numerous files; performs program analysis by maintaining libraries, adding/deleting program decks, maintaining current listings, reviewing standard information retrieval capability for users (SIRCUS) output, scheduling SIRCUS programs, evaluating SIRCUS requests, writing computer programs, coordinating with CIRCUS users, preparing cards for input to library update runs, performing associated administrative functions, analyzing user specifications/accuracy and logic, evaluating/implementing alternatives, coordinating with data transcribers, researching system problems, releasing input for cycles, preparing cycle data documentation, maintaining AUTODIN logs, and managing security systems; maintains personnel files Single Project Funding (SPF) by advising data originators, verifying presence of TDRs, reviewing change reports, resolving personnel transaction register errors/out of balances, and resolving personnel strength zero balance reports; and provides internal/user training to include performing unit inspections. (MS-3 Studies 12 and 13)</p> <p><i>Workload factors.</i></p> <p>a. Average monthly number of initial transactions processed.</p> <p>b. Average monthly number of military units served.</p>
DSB	<p><i>Military Personnel Automation II.</i> Work center is involved in controlling/distributing input/output and providing data reduction; and maintains personnel files (SPF) by advising data originators, verifying presence of TDRs, reviewing change reports, resolving personnel transaction register errors/out of balances, and resolving personnel strength zero balance reports. (MS-3 Studies 12 and 13)</p> <p><i>Workload factor.</i> Average monthly number of initial transactions processed.</p>
DZY	<i>Information Systems Management (Limited staff).</i> Work center is involved in two or more Information Systems Management functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
DZZ	<i>Information Systems Management (Other).</i> Work center is involved in other areas of Information Systems Management that are not adequately described in the definitions under Information Systems Management. (For temporary use only, a DA Form 2028 is required.)

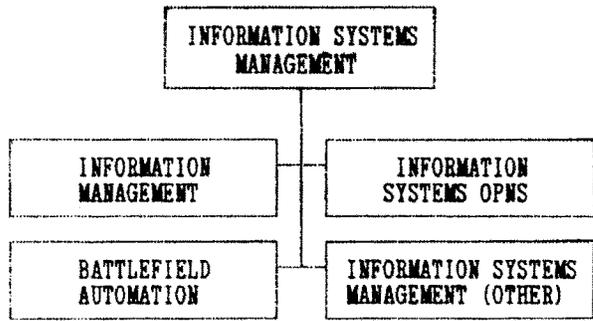


Figure 4-1. Information Systems Management functional hierarchy

Functional
Category

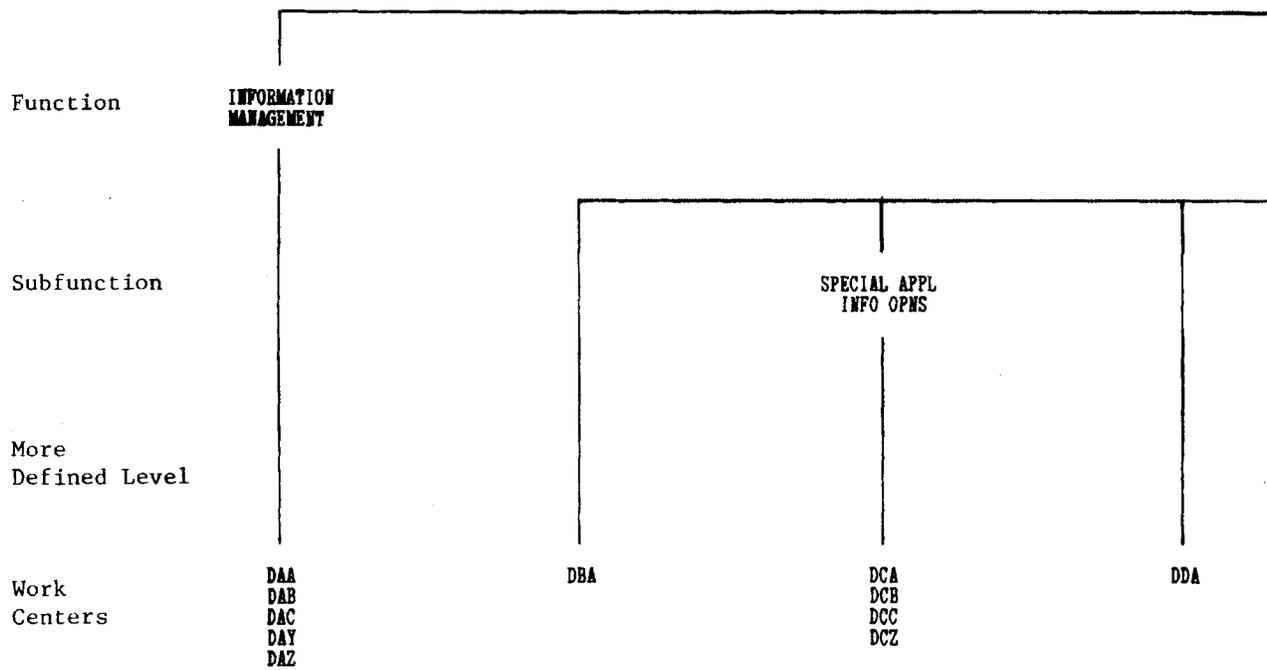


Figure 4-1. Information Systems Management functional hierarchy—Continued

AIR TRAFFIC CONTROL
(ATC) ACTIVITIES

DEA
DEB
DEC
DED
DEE
DEF
DEG
DEH
DEY
DEZ

AUDIOVISUAL ACTIVITIES

DFA
DFB
DFC
DFD
DFE
DFF
DFG
DFH
DFY
DFZ

DGA

SWITCHING MGMT
ACTIVITIES

DHA
DHB
DHC
DHD
DHZ

Figure 4-1. Information Systems Management functional hierarchy—Continued

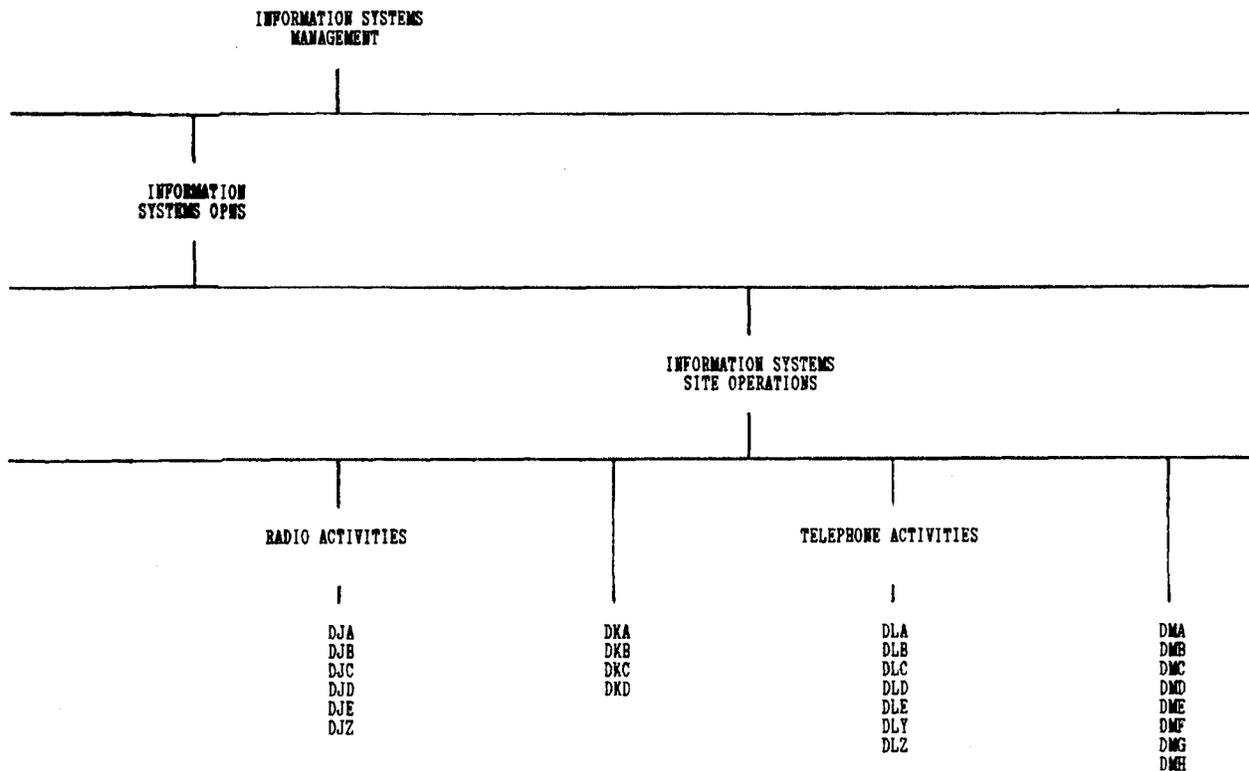


Figure 4-1. Information Systems Management functional hierarchy—Continued

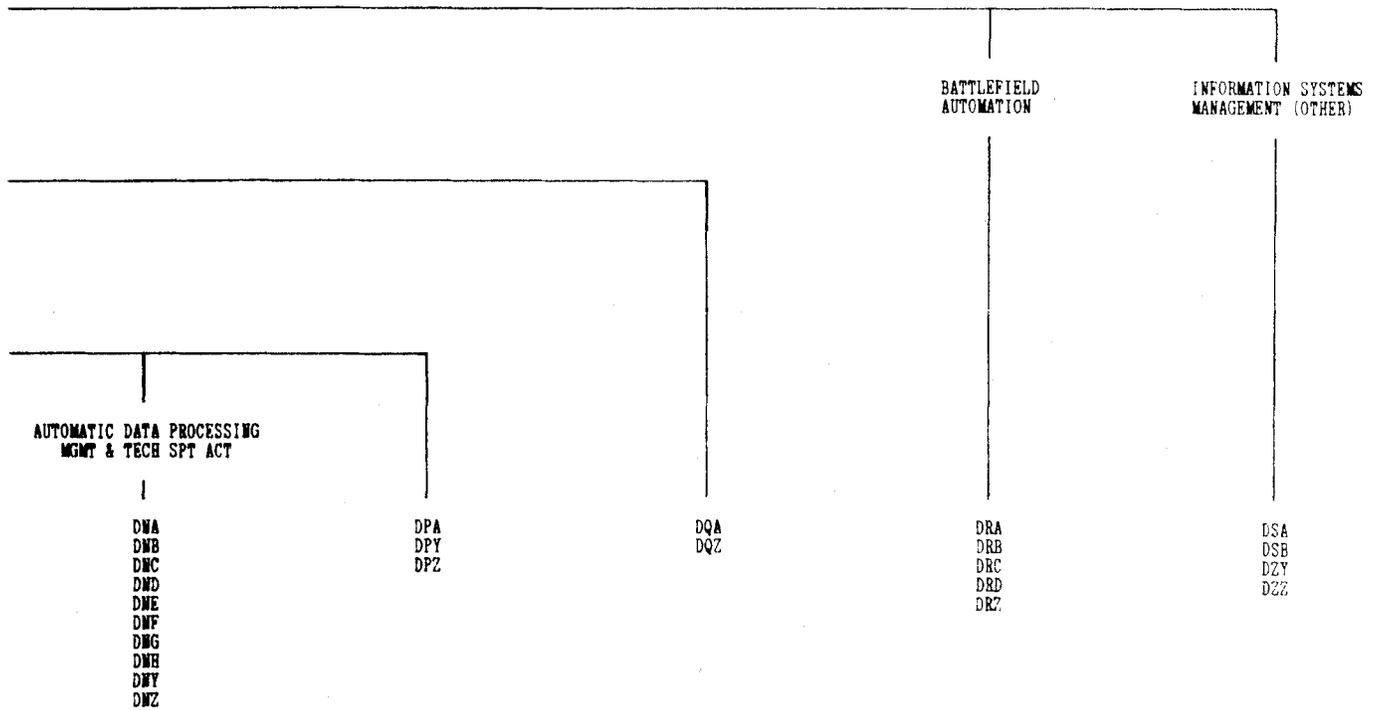


Figure 4-1. Information Systems Management functional hierarchy—Continued

Chapter 5 Engineering Functional Category—AFD Code (SWCC) E

5-1. General

This chapter lists engineering work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define engineering work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

5-2. Engineering codes and definitions

Engineering work center titles and definitions are listed in table 5-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 5-1 depicts the functional hierarchy of the engineering functional category.

Table 5-1
Administrative Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Engineering Functional Category.</i>
—	<i>Engineering Management Function.</i>
EAA	<i>Engineering Management Staff.</i> Staff type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Engineering Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.

Table 5-1
Administrative Work Center Codes—Continued

AFD code (SWCC)	Title and definition
EAB	<i>Engineering Management Activities.</i> Work center is involved in the management and control of engineering programs, civil works planning, engineering operations, water resource operations, construction, real estate, and emergency management programs. Includes research and development in the areas of combat engineering, military and civil engineering, construction, and water resource development and management.
EAY	<i>Engineering Management (Limited staff).</i> Involvement with two or more Engineering Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
EAZ	<i>Engineering Management (Other).</i> Work center is involved in other areas of Engineering Management that are not adequately described in the definitions under Engineering Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Civil Works Planning Function.</i>
EBA	<i>Civil Works Planning Staff.</i> Staff type work center is involved in formulation and execution of plans, programs, policies, and procedures for Civil Works Planning. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
EBB	<i>Flood Plain Management.</i> Work center is involved in the development of flood plain information; provision of technical services/guidance for flood plain lands; conduct of studies to improve methods to prevent/mitigate flood damage; and the study of flood insurance programs and requirements. <i>Workload factors.</i>

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<p>a. Number of services provided and studies performed.</p> <p>b. Average number of services provided and studies performed in a specified period of time.</p>
EBC	<p><i>Environmental Analysis.</i> Work center is involved in environmental studies of engineering projects before initiation. Environmental considerations include air, water, noise, hazardous waste generation/disposal, land use, socioeconomic effect, and impact on endangered species and historical/archeological sites. Includes project oversight for environmental program compliance and environmental assessments/environmental impact statements.</p> <p><i>Workload factors.</i></p> <p>a. Number of impact statements prepared/reviewed.</p> <p>b. Average number of statements prepared/reviewed in a specified period of time.</p> <p>c. Number of studies performed.</p> <p>d. Average number of studies conducted in a specified period of time.</p>
EBD	<p><i>Socioeconomic Analysis.</i> Work center is involved in developing guidelines/procedures concerning economic, social, and institutional aspects of navigation and related harbor considerations; hydroelectric power; municipal and industrial water supply; river basins (irrigation); coastal harbors and estuaries; shore erosion and tidal processes; estuary environment; and urban and agricultural flood control.</p> <p><i>Workload factors.</i></p> <p>a. Number of studies.</p> <p>b. Average number of studies conducted in a specified time.</p>
EBE	<p><i>Civil Works Planning Activities.</i> Work center is involved in developing river basin plans and other water resource plans for separable areas within river basins. Includes feasibility studies for improving rivers and tributary streams, harbors, waterways and related land areas for navigability, flood damage reduction, recreation, fish and wildlife protection, water quality, and shore protection hydroelectric power and water supply.</p>
EBZ	<p><i>Civil Works Planning (Other).</i> Work center is involved in other areas of Civil Works Planning that are not adequately described in the definitions under Civil Works Planning. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Engineering Operations Function.</i></p>
ECA	<p><i>Engineering Operations Staff.</i> Staff type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Engineering Operations. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.</p>
ECB	<p><i>General Engineering.</i> Work center is involved in relocations, cost estimating, sanitary engineering, recreational facility design, mapping, surveying, remote sensing, and military and foreign assistance programs.</p>
ECC	<p><i>Electrical and Mechanical Engineering.</i> Work center is involved in electrical and mechanical engineering aspects of planning, design, construction, and operation phases of projects, including installation and testing of electrical and mechanical equipment.</p>

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ECD	<p><i>Geo-technical Engineering.</i> Work center is involved in the development of technical standards for engineering geology and rock/soil mechanics; embankment and excavated slope stability; earthquake engineering; under-seepage, settlement, drainage, earth pressures, and slope protection; and other geo-technical engineering subjects. Includes geological/geophysical investigation; grouting technology; riprap and armor stone quality and sources; tunnels and special excavations; dewatering; and round effects of seismic events.</p>
ECE	<p><i>Hydraulic and Hydrologic Engineering.</i> Work center is involved in the provision of technical guidance/support in the application of hydraulic design and hydrologic engineering concerning flood, wind, tide, river, estuary, and coastal processes; collection of stream-flow, tide and sedimentation data; and development of plans and conduct of research, design, construction, and operation phases of hydraulic/hydrologic programs involving structures, waterways, and other maritime elements.</p>
ECF	<p><i>Civil/Environmental Engineering.</i> Work center is involved in the development of civil and environmental engineering criteria, policy and standards for military construction, and review of road, railroad, port, airfield, storage facility, and land survey program requirements.</p>
—	<p><i>Structural Engineering Subfunction.</i></p>
EDA	<p><i>Health Facility Design and Development.</i> Work center is involved in the management of the design and development of the medical aspects for Military Construction, Army(MCA) Health Facility Construction Projects to include mobilization facilities. Includes development, coordination, and review of medical design input for MCA construction of new, replacement, additions, renovation, alteration, and upgrade projects for health facilities.</p>
EDB	<p><i>Structural Engineering Operations.</i> Work center is involved in the structural, architectural, and related design and engineering; preparation of study, concept, and design proposals; and review and approval of heating, ventilation, water distribution, plumbing, refrigeration, fire protection, and other system designs.</p>
EDY	<p><i>Structural Engineering (Limited staff).</i> Involvement with two or more Structural Engineering work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
EDZ	<p><i>Structural Engineering (Other).</i> Work center is involved in other areas of Structural Engineering that are not adequately described in the definitions under Structural Engineering. (For temporary use only, a DA Form 2028 is required.)</p>
EEA	<p><i>Master Planning.</i> Work center is involved in the development and maintenance of installation master plans and mobilization construction plans; development of military construction programs and associated budget documentation; and technical coordination for the planning/programming, design and execution phases of military construction projects. Also includes liaison with District Engineer for master planning, military construction project design, and technical support.</p>
EFA	<p><i>Engineering Management Activities.</i> Work center is involved in the management and control of general, military, electrical, mechanical, geo-technical, hydraulic, civil or environmental, and structural engineering.</p>
EFY	<p><i>Engineering Operations (Limited staff).</i> Involvement with two or more Engineering Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
EFZ	<i>Engineering Operations (Other).</i> Work center is involved in other areas of Engineering Operations that are not adequately described in the definitions under Engineering Operations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Water Resource Operations Function.</i>
EGA	<i>Water Resource Operations Staff.</i> Staff type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Water Resource Operations. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
EGB	<i>Hydropower Operations.</i> Work center is involved in control of power production at multi-purpose dam sites that include hydroelectric power-generating plants; and operation and maintenance of dams and dam outlet works. <i>Workload factors.</i> a. Average number of KW/HRs of production. b. Maintenance by type and frequency. c. Average number of units requiring maintenance during a specified period of time.
—	<i>Waterways Navigation Subfunction.</i>
EHA	<i>Water Regulatory Operations.</i> Work center is involved in administration and enforcement of navigable waterways regulatory programs; restoration/maintenance of chemical/physical/biological water integrity; and control of permits pertaining to work, structures and discharges in or over navigable waters and their tributaries. <i>Workload factors.</i> a. Average number of permits processed. b. Average number of inspections performed. c. Average number of enforcement actions required in a specified period of time.
EHB	<i>Floating Operations.</i> Work center is involved in channel patrols, soundings, surveys, and emergency buoying; maintenance of existing channels and new channel dredging operations; and operation and maintenance of dredging and attendant plants, including tugs, crew boats, tenders, and survey vessels. <i>Workload factors.</i> a. Average number of cubic yards dredged. b. Average number of repairs by type, in a specified period of time. c. Number of channel patrols/soundings/surveys.
EHC	<i>Water Resources Management.</i> Work center is involved in stewardship of natural and recreational resources including multiple-use management of forests, fish and wildlife, range land, wetland, soils, and water; protection of endangered species of plants and animals; protection of natural, archaeological, historic, and cultural resources; operation and maintenance of developed recreation facilities, and management of public use of project lands; enforcement of rules and regulations to provide for visitors safety and security; and application of legislated environmental regulations to land stewardship programs. <i>Workload factors.</i> a. Average number of visitors per day per month. b. Total number of facilities maintained by type. c. Total number of acres managed. d. Shoreline miles of project.

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
EHD	<i>Waterways Navigation Operations.</i> Work center is involved in the operation and maintenance of navigation locks and adjacent dams, control structures and bridges; operation of snag boats and hydrographic survey systems; topographical, construction, and hydrographic surveys; preparation and maintenance of navigation charts; and compilation of commercial waterway statistics.
EHZ	<i>Waterways Navigation (Other).</i> Work center is involved in other areas of Waterways Navigation that are not adequately described in the definitions under Waterways Navigation. (For temporary use only, a DA Form 2028 is required.)
EJA	<i>Water Resource Operations Activities.</i> Work center is involved in the operation and maintenance of water resource development projects; hydroelectric power plants; lock and dam structures; recreation areas and acquired natural resources; and associated materiel and equipment storage facilities.
EJZ	<i>Water Resource Operations (Other).</i> Work center is involved in other areas of Water Resource Operations that are not adequately described in the definitions under Water Resource Operations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Construction Function.</i>
EKA	<i>Construction Staff.</i> Staff type work center is involved in the formulation and execution of plans, programs, policies, and procedures for construction. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Construction Program Management Subjunction.</i>
ELA	<i>Construction Supervision and Inspection.</i> Work center is involved in the surveillance of construction projects; collection of engineering and design technical data; conduct of constructional reviews before contract award; inspection of ongoing construction; and documentation for transfer of completed work to appropriate agency.
ELB	<i>Construction Contract Administration.</i> Work center is involved in the administration of contract construction work; technical assistance in contract negotiations; and preparation of construction contracts and modifications.
ELC	<i>Reserved for future use.</i>
ELD	<i>Construction Program Management Staff.</i> Work center is involved in the management of construction programs; construction and inspection contract compliance; and administration and technical control of construction contract work.
ELZ	<i>Construction Program Management (Other).</i> Work center is involved in other areas of Construction Program Management that are not adequately described in the definitions under Construction Program Management. (For temporary use only, a DA Form 2028 is required.)
EMA	<i>Construction Management.</i> Work center is involved in the management and execution of design and construction (including civil works construction) programs for the Army, Air Force, Navy, DOD, other Federal agencies, and foreign governments.
EMY	<i>Construction (Limited staff).</i> Involvement with two or more Construction work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
EMZ	<i>Construction (Other).</i> Work center is involved in other areas of Construction that are not adequately described in the definitions under Construction. (For temporary use only, a DA Form 2028 is required.)
—	<i>Real Estate Function.</i>

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ENA	<p><i>Real Estate Management.</i> Work center is involved in management to include planning, directing, and administering real estate operations, applying policies and directives, providing liaison, reviewing/verifying/approving/denying required reports/appeals, overseeing field operations, reviewing/endorsing incoming and outgoing correspondence, answering queries, and conducting special projects. (MS-3 Study 16)</p> <p><i>Workload factor.</i> Not applicable—see application plan.</p>
ENB	<p><i>Real Estate Acquisition.</i> Work center is involved in civil works/military acquisition to include acquiring real properties and/or interests by purchase, condemnation, and transfer/permit; obtains civil works/military in-leasing by securing new leases/lease renewals and modifications, managing leased properties, and terminating old leases; provides civil works/military relocation assistance/counseling to include processing relocation assistance applications and appeals; obtains recruiting facilities in-leasing by securing new leases/lease renewals and relocation new leases, terminating old leases, and managing recruiting facilities programs; administers the homeowners' assistance program by preparing installation closure potential impact reports, processing assistance applications and appeals, and making case closures; processes civil service employee reimbursement claims; conducts mobilization planning by providing non-industrial facility program data, developing real estate appendixes, and participating in mobilization exercises; and processes/handles local cooperation agreements. (MS-3 Study 16)</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Average monthly number of civil works/military acquisition actions (including non-recruiting facilities in-leasing). Average monthly number of recruiting facility in-leasing actions. Average monthly number of local cooperation agreements signed.
ENC	<p><i>Real Estate Appraisal.</i> Work center is involved in performing civil works/military staff appraisals to include preparing gross appraisals, real estate/lease and other interest/improvement appraisal reports; conducts/monitors civil works/military appraisal contracting effort by developing/maintaining qualified professional appraisers lists, preparing statements of work, soliciting proposals, selecting contractors, negotiating contracts, and monitoring contractor performance; performs planning document/appraisal reviews; and attends trail/settlement negotiations. (MS-3 Study 16)</p> <p><i>Workload factor.</i> Average monthly number of planning document/appraisal reviews completed.</p>
ENE	<p><i>Real Estate Management and Disposal.</i> Work center is involved in civil works/military property management to include conducting out-grant program, conducting utilization/compliance inspection programs, and resolving encroachment problems; handles civil/military disposal by disposing of excess real and improvement/marketable properties; and processes restoration claims. (MS-3 Study 16)</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Average number of civil works/military out grants (major and minor), including contractual services, processed monthly. Average number of disposal (real property) transactions completed monthly. Average number of encroachment cases completed monthly. Average number of utilization inspections completed monthly.

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ENF	<p><i>Timber Harvesting and Disposal.</i> Work center is involved in liaison with host installations to include providing orientations to host installation staff or visitors, providing liaison with host installation foresters, and maintaining installation schedules; provides contract administration for timber disposal and management by performing market research, evaluating potential timber sale areas, preparing invitations for bids (IFB) and disposal plans, supporting IFB advertisements, soliciting informal bids, conducting pre-harvest conferences, monitoring purchaser's performance, coordinating with installation activities, recording harvesting progress, and certifying compliance with contracts; and handles small sales of forest products by issuing/monitoring permits. (MS-3 Study 16)</p> <p><i>Workload factor.</i> Average monthly number of timber harvesting contracts awarded.</p>
ENG	<p><i>Real Estate Planning and Control.</i> Work center is involved in civil works/military planning support to include performing pre-authorization investigations, preparing real estate memorandums and reports; provides civil works/military cadastral support by performing staff cartography, preparing/reviewing legal descriptions, and contracting cadastral services; provides civil works/military tract register maintenance and audits by preparing/updating tract registers, preparing audit assemblies, and responding to information requests; provides real estate fiscal control and reporting by preparing real estate budget and funds management documentation and various other real estate/real property reports; provides manpower and personnel planning by reviewing/analyzing/preparing manpower reports, determining manpower requirements, preparing personnel actions, and recording current status; maintains central files and mail distribution by maintaining central real estate filing system and processing incoming/outgoing mail; and provides work processing support. (MS-3 Study 16)</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Average monthly number of audit actions, fiscal control reports, and manpower actions. Average monthly number of staff cartographic actions. Total computed requirements for all real estate work centers.
ENH	<p><i>Real Estate Staff (CONUS).</i> Work center is involved in acquisition, management, and disposition of real estate, real property, and interests in real property for Army military projects to include planning, programming, and coordinating MACOM and/or subordinate installation peculiar real estate requirements; participates in site selection visits; assists in various types of acquisition actions, such as purchases, leases, permits, licenses, out grants, transfers, exchanges, and donations of real estate/property; manages and coordinates military domestic family housing requirements; develops and manages a program for the management and disposal of real estate resources; provides technical expertise and guidance pertaining to closure, partial closure, inactivation, disposal, and out granting for non-governmental use of MACOM and/or subordinate installation real estate and real property to include the performance of utilization inspections; and prepares, reviews, submits, and maintains documentation, reports, regulations, and information systems files pertaining to real estate activities with the MACOM and/or at subordinate installations.</p>

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ENI	<i>Real Estate Staff (OCONUS)</i> . Work center is involved in the development of policies, procedures, standards, and criteria for the conduct of real estate activities; exercises overall direction of real estate programs to support elements of the command; interfaces, at host government level, on matters pertaining to real estate acquisitions; negotiates basis working agreements that implement North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA); coordinates requirements for acquisition, disposal, or transfer of real estate; monitors settlements of claims and recoupment of residual values; reviews and approves/disapproves host nations master planning actions that affect U.S. installations to include negotiating agreements for alternate facilities and managing the alternative construction program in Germany; administers the U.S. forces restricted area program in Germany; and develops plans for wartime conduct of real estate functions.
ENZ	<i>Real Estate (Other)</i> . Work center is involved in other areas of Real Estate that are not adequately described in the definitions under Real Estate. (For temporary use only, a DA Form 2028 is required.)
—	<i>Emergency Management Function</i> .
EPA	<i>Emergency Management Staff</i> . Staff type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Emergency Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
EPB	<i>Domestic Emergencies</i> . Work center is involved in the development and coordination of emergency plans maintenance of facilities and resources necessary to ensure operational readiness and proficiency for domestic emergencies, including natural disaster, civil disturbances and hazardous material spills; and disaster relief and assistance programs, including flood emergency operations and support to Federal, State, and local government agencies for recovery activities.
EPC	<i>National Security Emergency Planning</i> . Work center is involved in the development of contingency plans for mobilization, continuity of Government and support of deployed military elements; development, participation in and evaluation of readiness exercises and training programs; prioritization and allocation of preparedness funds; and development of plans and programs for the prioritization and allocation of water and water support resources.
EPD	<i>Emergency Management Activities</i> . Work center is involved in the management of domestic and national security emergency programs; coordination and publication of emergency plans; oversight of engineering and related operational readiness for actual situations and exercises; management of mobilization readiness programs, including training and operational plans for all contingencies; and performance assessment and formulation of remedial action programs.
EPZ	<i>Emergency Management (Other)</i> . Work center is involved in other areas of Emergency Management that are not adequately described in the definitions under Emergency Management. (For temporary use only, a DA Form 2028 is required.)
EZY	<i>Engineering (Limited staff)</i> . Work center is involved with two or more Engineering functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 5-1
Administrative Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
EZZ	<i>Engineering (Other)</i> . Work center is involved in other areas of Engineering that are not adequately described in the definitions under Engineering. (For temporary use only, a DA Form 2028 is required.)

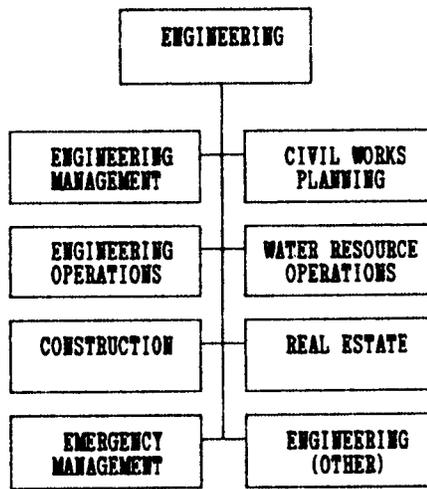


Figure 5-1. Engineering functional hierarchy

Functional
Category

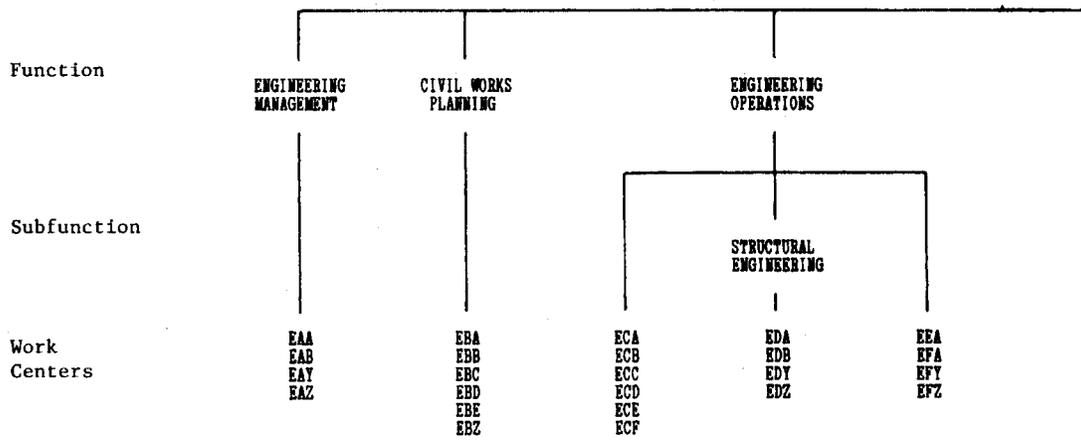


Figure 5-1. Engineering functional hierarchy—Continued

**Table 6-1
Fiscal and Resource Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
FCC	<i>Disbursing.</i> Work center is involved in receipt and disbursement of cash, checks, bonds, and negotiable instruments. Includes actions related to non-receipt of checks and bonds and returned undeliverable checks and bonds. <i>Workload factor.</i> Total number of collection and disbursement vouchers processed.
FCD	<i>Travel Pay.</i> Work center is involved in the administration of travel pay programs; settlements of various entitlements based on proper documentation, including permanent and temporary moves by military and civilian personnel. <i>Workload factor.</i> Total number of advance payments, settlement vouchers, and Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business) documents processed.
FCE	<i>Commercial Accounts.</i> Work center is involved in financial processing of accounts for all goods and services received from commercial firms, Government agencies, and individuals. <i>Workload factors.</i> a. Total number of payment and pre-certified vouchers processed. b. Total number of transportation documents (freight/passenger warrants, drayage, packing, and crating) processed.
FCF	<i>Retirement Pay.</i> Work center is involved in the administration of retired soldier pay programs, including establishment, adjustment, and termination of retired pay, allotment and annuity accounts of soldiers, dependents, and beneficiaries; operation of a debt management collection program; processing and review of statements of employment of retired Regular Army officers and warrant officers and identification of potential statute/regulation violations; processing of claims against the Government regarding travel accounts of retired soldiers, their dependents and beneficiaries, and DA civilians; disbursing and accounting service in support of retired pay programs; processing of writs of garnishment and wage assignments; administration of accounts of mentally incompetent soldiers with guardians and trustees; processing of claims by former soldiers and retired soldiers concerning correction of military records and former spouses' entitlements; and participation in joint studies of all retired pay systems in development of a single DOD standardization system. <i>Workload factor.</i> Number of retired pay accounts maintained.
FCG	<i>Job Corps Pay.</i> Work center is involved in the administration of the U.S. Department of Labor's Job Corps pay programs, including establishment, control and pay of living allowances, readjustment allowances and allotment accounts of Job Corps personnel; maintenance of records and payment to individual personnel accounts; establishment and maintenance of fiscal records for expenditure of funds from Department of Labor appropriations; development and administration of workshop training for all Job Corps Centers; and maintenance of controls required for reimbursement of the U.S. Army Finance and Accounting Center for services and supplies furnished. <i>Workload factor.</i> Number of Job Corps pay accounts maintained.
FCH	<i>Local National Pay.</i> Work center is involved in the administration of local national civilian pay programs in foreign countries, including verification of eligibility for special pay programs; review and audit of hiring, detail, termination, and other personal processing forms; control of time and attendance records; and maintenance of personal financial records.

**Table 6-1
Fiscal and Resource Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
	<i>Workload factor.</i> Number of local national pay accounts maintained.
FCJ	<i>Reserved for future use.</i>
FCK	<i>Finance Operations Staff.</i> Work center is involved in pay, examination, and disbursing programs; generation of pay documents; initiation of pay adjustment actions; examination of pay accounts; and maintenance of personal financial records.
FCY	<i>Finance Operations (Limited staff).</i> Involvement with two or more Finance Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
FCZ	<i>Finance Operations (Other).</i> Work center is involved in other areas of Finance Operations that are not adequately described in the definitions under Finance Operations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Accounting Subfunction.</i>
FDA	<i>Accounts Control.</i> Work center is involved in the review and control of all accounting documents; establishment of account and transaction control totals; and maintenance of control journals and general ledgers. <i>Workload factor.</i> Number of documents processed.
FDB	<i>Accounts Maintenance.</i> Work center is involved in the review and adjustment of funding programs, obligations, and disbursements; examination of cost ceilings and allotments; and certification of funds availability and propriety of obligation. <i>Workload factor.</i> Number of transactions processed.
FDC	<i>Accounts Analysis/Reconciliation.</i> Work center is involved in the analysis and reconciliation of financial reports and documents and initiation of required adjustment actions. <i>Workload factors.</i> a. Number of actions reviewed. b. Number of recomputations (sic) prepared. c. Number of reconciliations prepared.
FDD	<i>Accounting Operations.</i> Work center is involved in accounting programs, including accounts control, maintenance, and analysis; reconciliation of all interrelated financial records; and allocation and distribution of expenses against operating budget funds.
FDY	<i>Accounting (Limited staff).</i> Involvement with two or more Accounting Work Centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
FDZ	<i>Accounting (Other).</i> Work center is involved in other areas of Accounting that are not adequately described in the definitions under Accounting (For temporary use only, a DA Form 2028 is required.)
FEA	<i>Non-appropriated Fund Accounting.</i> Work center is involved in centralized accounting programs for nonappropriated fund (NAF) activities. <i>Workload factors.</i> a. Number of active NAF employee pay accounts maintained. b. Number of checks issued in payment of obligations. c. Number of validated transactions input to NAF system.

**Table 6-1
Fiscal and Resource Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
FEB	<i>Internal Control Programs.</i> Work center is involved in the Army internal control programs concerning efficient and effective management of resources through a comprehensive system of accounting and administrative controls. Includes surveillance and integration of financial management initiatives such as improvement of internal controls, cash management improvement, increased debt collection and reduced unliquidated (sic) obligations; conduct of internal control reviews and vulnerability assessments; analysis of possible material weaknesses in internal accounting and administrative control systems; surveillance of issues regarding compliance with principles, standards and requirements of accounting systems; and oversight of plans and schedules for correction of identified weaknesses.
FEC	<i>Finance Network Quality.</i> Work center is involved in the preparation and execution of plans and operating policies for financial services quality assurance programs. Includes assistance to organizations and installations in services provided to military, civilian, and commercial accounts; measurement of quality, effectiveness, and efficiency of services in all financial and accounting functional areas; coordination of quality assurance schedules; review of assurance team reports; analysis of deficient condition trends; test, appraisal, and validation of automatic data processing (ADP) system programming modifications; operation of the Finance Network Evaluation System (FINES); compilation of data concerning financial transaction effectiveness; determination of the accuracy and propriety of collections, disbursements, and adjustment documents; identification and reporting of bonus recoupment data; examination and adjustment of accounts not under full systems control; validation of financial transactions potentially subject to fraud or improper payment; and activation and operation of the U.S. Army Financial Support Activity under emergency conditions.
FED	<i>Finance and Accounting Transportation Operations.</i> Work center is involved in the management of finance and accounting programs in support of transportation operations. Includes reimbursement of common carriers and vendors for transportation services and meal tickets; accounting for disbursements and collections; recovery of overpayments; processing of reimbursement claims for shipment of household goods (HHG) made by out-of-service members; adjudication and collection of excess costs incurred in shipment of household goods; adjudication and collection of discrepancy reports for damage to Government property lost or damaged in transit; and maintenance of the Army Management Fund for Transportation.
FEE	<i>Finance and Accounting Operations.</i> Work center is involved in financial services and accounting programs; accounts maintenance, control and reconciliation; military and civilian pay, travel pay, disbursing and commercial accounts; central accounting for nonappropriated funds (NAF) activities; and quality assurance oversight of all finance and accounting activities.
FEY	<i>Finance and Accounting (Limited staff).</i> Involvement with two or more Finance and Accounting work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
FEZ	<i>Finance and Accounting (Other).</i> Work center is involved in other areas of Finance and Accounting that are not adequately described in the definitions under Finance and Accounting. (For temporary use only, a DA Form 2028 is required.)
—	<i>Budget Function.</i>

**Table 6-1
Fiscal and Resource Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
FFA	<i>Budget Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Budget. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
FFB	<i>Budget Programming.</i> Work center is involved in the budget formulation; program review and associated budget estimates; consolidation of field inputs by appropriation; and preparation and presentation of budget documents. <i>Workload factors.</i> a. Number of separate budget accounts maintained. b. Total population served by budget programming.
FFC	<i>Budget Execution and Systems.</i> Work center is involved in the distribution of approved budget funds; development of fund control and reporting systems; and reprogramming of funds on execution of the budget. <i>Workload factors.</i> a. Number of separate budget accounts maintained. b. Number of reprogramming actions required. c. Total population served by budget programming.
FFD	<i>Budget Research and Studies.</i> Work center is involved in the research of budget policies and procedures; review of budget plans and programs; analysis of budgetary impacts and reprogramming actions; and studies of historical and programmed budget actions.
FFE	<i>Budget Operations.</i> Work center is involved in operation of budget systems, including budget programming, formulation, review, execution, research, and studies.
FFY	<i>Budget (Limited staff).</i> Involvement with two or more Budget work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
FFZ	<i>Budget (Other).</i> Work center is involved in other areas of Budget that are not adequately described in the definitions under Budget. (For temporary use only, a DA Form 2028 is required.)
—	<i>Resource Management Function.</i>
FGA	<i>Resource Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Resource Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
FGB	<i>Management Analysis.</i> Work center is involved in the review and analysis of methods and procedures; personnel, facility, and equipment utilization; organizational structure and workload distribution; and standard measures of economy and efficiency. <i>Workload factors.</i> a. Number of major functional areas monitored. b. Total population served.
FGC	<i>Cost Analysis.</i> Work center is involved in the review and analysis of organizational, functional, program, and system costs; analysis of actual versus projected costs; preparation of cost estimates for current and programmed organic functions; and review of commercial/industrial versus organic work performance estimates.

**Table 6-1
Fiscal and Resource Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
FGD	<p><i>Productivity Improvement.</i> Work center is involved in the study of personnel and unit productivity and their enhancement; impact and improvement of working environments; systems and procedures used in other government agencies and in commercial/industrial operations; impact of varying levels of quality assurance, inspection, and other forms of management control; and design, promotion, and installation of initiatives designed to improve input/output relationships, and measurement of productivity and productivity enhancements.</p> <p><i>Workload factor.</i> Number of major functional areas monitored.</p>
FGE	<p><i>Resource Management Activities.</i> Work center is involved in analysis and improvement and overall management of organizational funds, manpower, equipment, property, and facilities; methods and standards of performance; analysis of costs as applied to specific programs or systems; and measurement and improvement of personnel productivity.</p>
FGF	<p><i>Medical Resource Management.</i> Work center is involved in planning, programming, budgeting, and managing resources. Includes allocating resources based on actual/projected inpatient/outpatient workload; devising mathematical formulas and conducting functional and organizational studies to improve efficiency and efficacy ratios in the measurement of medical/dental care productivity; measuring resource intensity of various diagnostic related groups to achieve a balanced allocation of resources to satisfy diverse hospital patient profiles resultant from respective case mix, population served, and medical specialties employed. Includes administrative and financial actions associated with medical claims; manages the medical expense performance reporting system, which depicts workload, cost and manpower at the work center level; directs or participates in economic/cost analysis associated with planning new, additional or renovated medical and dental facilities; involved in management and operation of: fiscal, economic, and budget programs; research and review; finance/accounting and disbursing systems and procedures; elements of resource management including productivity measurement/improvement; management and cost analysis and review; methods improvement and review of commercial/industrial activities.</p>
FGG	<p><i>Resource Management for Reserve Officer Training Corps (ROTC).</i> Work center is involved in the program and budget activities to include developing/executing/maintaining/coordinating programs and the budget, participating in program budget advisory committee, and maintaining scholarship financial assistance programs; provides management by conducting/directing management studies/reviews/analyses, administering management programs, for example, information control/internal control/command productivity management programs, providing telecommunications services, managing organizational structure to include UIC/manpower resources, and maintaining support agreements; provides logistical support by maintaining property book, obtaining supplies/equipment and DOD address codes, processing inventory adjustments/common table of allowance/demilitarized weapons requests, administering Army surplus property/indemnity bonding/energy conservation programs, directing investigation (report of surveys), coordinating administrative/maintenance support, arranging air travel, issuing publications, monitoring contractor (custodial) performance, and conducting logistical assistance visits; and conducts command inspections. (MS-3 Study 8)</p> <p><i>Workload factor.</i> Total number of cadets with scholarships enrolled in the Senior ROTC Program.</p>

**Table 6-1
Fiscal and Resource Management Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
FGY	<p><i>Resource Management (Limited staff).</i> Involvement with two or more Resource Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
FGZ	<p><i>Resource Management (Other).</i> Work center is involved in other areas of Resource Management that are not adequately described in the definitions under Resource Management. (For temporary use only, a DA Form 2028 is required.)</p>
FZY	<p><i>Fiscal and Resource Management (Limited staff).</i> Involvement with two or more Fiscal and Resource Management functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
FZZ	<p><i>Fiscal and Resource Management (Other).</i> Work center is involved in other areas of Fiscal and Resource Management that are not adequately described in the definitions under Fiscal and Resource Management. (For temporary use only, a DA Form 2028 is required.)</p>

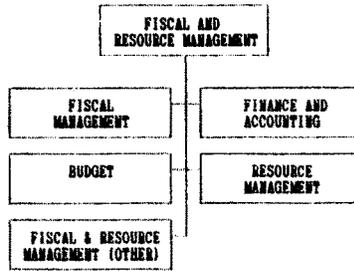


Figure 6-1. Fiscal and Resource Management functional hierarchy

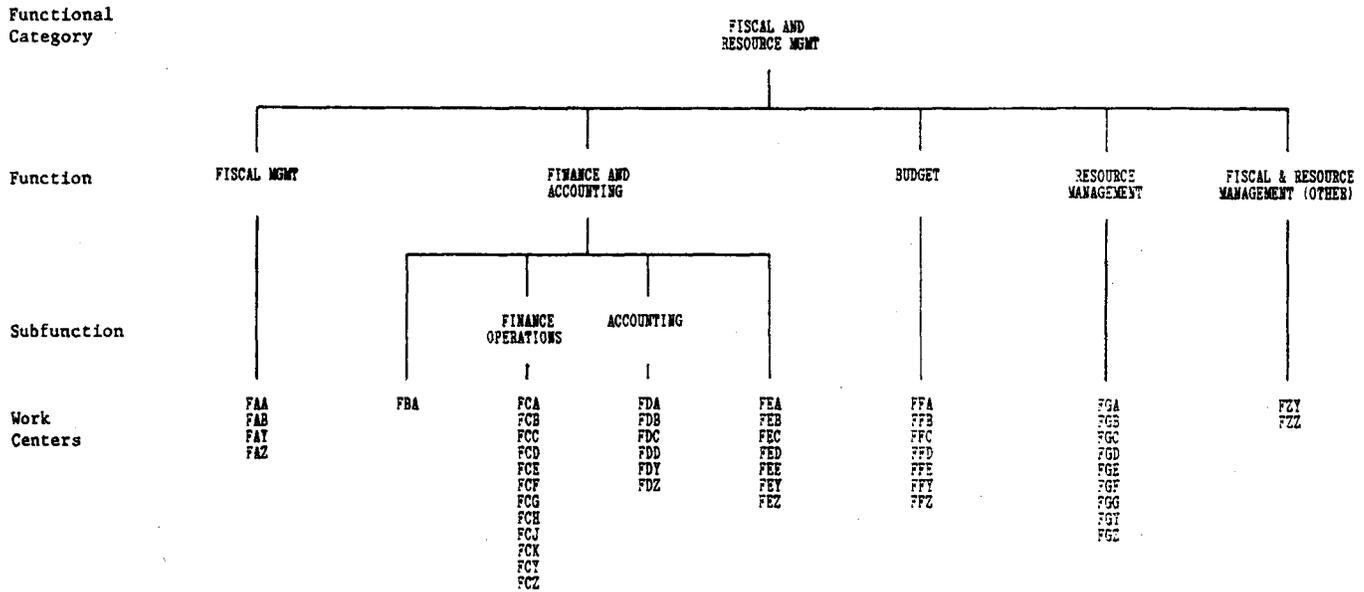


Figure 6-1. Fiscal and Resource Management functional hierarchy—Continued

Chapter 7 Acquisition Functional Category—AFD Code (SWCC) G

7-1. General

This chapter lists acquisition work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define acquisition work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

7-2. Acquisition codes and definitions

Acquisition work center titles and definitions are listed in table 7-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 7-1 depicts the functional hierarchy of the acquisition functional category.

Table 7-1
Acquisition Work Center Codes

AFD code (SWCC)	Title and definition
—	Acquisition Functional Category.
—	Acquisition Management Function.

Table 7-1
Acquisition Work Center Codes—Continued

AFD code (SWCC)	Title and definition
GAA	Acquisition Management Staff. Staff-type work center is involved in the formulation and execution of plans, programs, policies, and, procedures for Acquisition Management. Includes long-term planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	Acquisition Management Operations Subfunction.

Table 7-1
Acquisition Work Center Codes—Continued

AFD code (SWCC)	Title and definition
GBA	<i>Source Selection.</i> Work center is involved in the identification and selection of nongovernmental sources of systems, assemblies, components, parts, materials, supplies, utilities, construction, and services for use by military activities and contractors. Includes establishment and evaluation of criteria; distribution of solicitation documents; receipt of bids; designation of source selection authority and source selection board; evaluation of proposal/bid and debrief of unsuccessful officers/bidders; selection board administration; selection and notification of source; preparation and maintenance of bidders lists; maintenance of source catalog library; and administration of special source programs such as small and disadvantaged business set-asides. <i>Workload factor.</i> Total number of documents processed.
GBB	<i>Contract Pricing and Cost Analysis.</i> Work center is involved in the performance of cost/price reviews of initial proposals/contract awards, terminations, settlements, and modifications; actions to obtain reviews, or coordinate independent cost estimates, price analyses or cost studies, audits, pre-award surveys, legal and other related staff actions; and tracking of economic trends that affect military contracting. <i>Workload factor.</i> Average number of reviews processed in a specified time.
GBC	<i>Contracting.</i> Work center is involved in the execution of formal binding contracts between the U.S. Government and private suppliers of commodities and services, including preparation of contract; preparation of determinations and findings; securing approval of determinations and findings; negotiation/renewal of contracts and agreements; and issuance of delivery orders. <i>Workload factor.</i> Average number of contracts processed in a specified time.
GBD	<i>Contract Administration.</i> Work center is involved in the administration of contracts to ensure compliance with contractual requirements; coordination and processing of payment requests; maintenance of contract files; processing requests for modification in content, deliverables and schedules; closeout of completed or terminated contracts; evaluation of contract or compliance; and processing of damage claims against contractors on Government-owned, contractor-operated (GOCO) equipment, and cargo and other materiel. <i>Workload factor.</i> Average number of contracts processed in a specified time.
GBE	<i>Purchasing.</i> Work center is involved in the acquisition of supplies, services, or construction valued at less than \$25,000. Includes purchase and delivery orders, (imprest) fund transactions, and other documents.
GBF	<i>Acquisition Management Operations Staff.</i> Work center is involved in the management of purchasing and contracting for systems, assemblies, components, parts, materials, supplies, utilities, construction, and services for use by military activities, and contractors. Including source selection, contracting, contract administration, and price and cost analysis.
GBY	<i>Acquisition Management Operations (Limited staff).</i> Involvement with two or more Acquisition Management Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
GBZ	<i>Acquisition Management Operations (Other).</i> Work center is involved in other areas of Acquisition Management Operations that are not adequately described in the definitions under Acquisition Management Operations. (For temporary use only, a DA Form 2028 is required.)

Table 7-1
Acquisition Work Center Codes—Continued

AFD code (SWCC)	Title and definition
GCA	<i>Contract Surveillance.</i> Work center is involved in the surveillance of subordinate activities to ensure compliance with procurement policy, statutes, regulations, and propriety of contracts and contracting procedures. Includes issuance and maintenance of charters designating contracting officers.
GCB	<i>Acquisition Career Program Management.</i> Work center is involved in the support of the functional chief and the functional chief's representative by identifying, organizing, developing, implementing, monitoring, and evaluating Army-wide procurement career program management in a manner that is responsive to individual procurement career program employees as well as acquisition mission requirements.
GCC	<i>Acquisition Management Control.</i> Work center is involved in the management and control of purchasing and contracting programs involving acquisition of materials, supplies, utilities, construction, and services for use by military activities and contractors. Includes supervision of all phases of acquisition, including source selection, pricing, cost analysis, and contract surveillance.
GCZ	<i>Acquisition Management (Other).</i> Work center is involved in other areas of Acquisition Management that are not adequately described in the definitions under Acquisition Management. (For temporary use only, a DA Form 2028 is required.)
GZY	<i>Acquisition (Limited staff).</i> Involvement with two or more Acquisition functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
GZZ	<i>Acquisition (Other).</i> Work center is involved in other areas of Acquisition that are not adequately described in the definitions under Acquisition. (For temporary use only, a DA Form 2028 is required.)

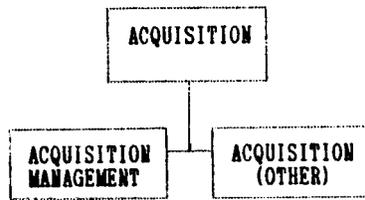


Figure 7-1. Acquisition functional hierarchy

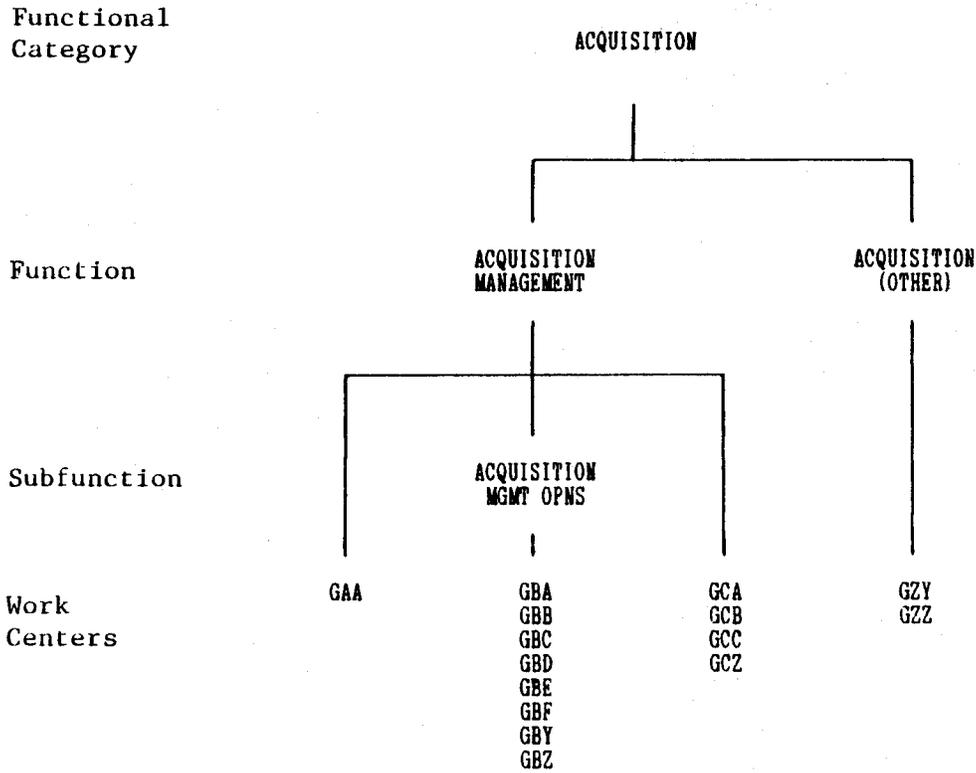


Figure 7-1. Acquisition functional hierarchy—Continued

Chapter 8
Health Services Functional Category—AFD Code
(SWCC) H

8-1. General

This chapter lists health services work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define health service work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

8-2. Health services codes and definitions

Health services work center titles and definitions are listed in table 8-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 8-1 depicts the functional hierarchy of the health services functional category.

Table 8-1
Health Services Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Health Services Functional Category.</i> (Any Command may use Health Services codes for medical functions/work centers not defined elsewhere in this dictionary.)
—	<i>Inpatient Care Function.</i>
HAA	<i>General Medical Ward.</i> Work center is involved in providing nursing care for medical inpatients suffering from disease and illness in two or more of the following specialties/subspecialties: Internal/General Medicine, Cardiology, Coronary Care, Dermatology, Endocrinology, Gastroenterology, Hematology, Intensive Care (Medical), Nephrology, Neurology, Oncology, Pulmonary/Upper Respiratory Diseases Rheumatology, and nursing service personnel collaborating with physicians and other health care providers for inpatients care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAB	<i>Cardiology Ward.</i> Work center is involved in providing nursing care for inpatients with cardiovascular disease, coronary angiography, and exercise stress-testing and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAC	<i>Coronary Care Unit.</i> Work center is involved in the monitoring and treatment of inpatients in the acute stage of myocardial infraction or with other clinical situations involving life-threatening cardiac arrhythmias or conditions requiring intensive observation and care by nursing service personnel collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAD	<i>Dermatology Ward.</i> Work center is involved in providing nursing care for inpatients suffering from dermatological conditions; and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.

Table 8-1
Health Services Work Center Codes—Continued

AFD code (SWCC)	Title and definition
HAE	<i>Endocrinology Ward.</i> Work center is involved in providing nursing care for inpatients suffering from diseases of the endocrine system and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAF	<i>Gastroenterology Ward.</i> Work center is involved in providing nursing care for inpatients suffering from diseases or injuries of the gastro-intestinal tract and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAG	<i>Reserved for future use.</i>
HAH	<i>Medical Intensive Care Unit.</i> Work center is involved in providing intensive nursing care to critically ill inpatients who are suffering from acute and life-threatening medical conditions (not including coronary care patients) that require monitoring with specialized equipment and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAJ	<i>Nephrology Ward.</i> Work center is involved in providing nursing care for inpatients who are suffering from renal diseases and disorders; management of inpatients with renal failure who are undergoing hemodialysis; and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAK	<i>Neurology Ward.</i> Work center is involved in providing nursing care for inpatients with neurological disorders and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAL	<i>Oncology Ward.</i> Work center is involved in providing nursing care for patients suspected of, or diagnosed as, having a benign or malignant tumor and collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts, and assisting with seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAM	<i>Pulmonary/Upper Respiratory Diseases Ward.</i> Work center is involved in providing nursing care for inpatients with diseases disorders of the pulmonary system; collaborating with physicians and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAN	<i>Reserved for future use.</i>

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HAP	<i>Medical Evaluation Ward.</i> Work center is involved in providing nursing care, evaluation and clinical assessment for patients who have HTLV III antibody or a disease due to compromised immune system, and suffering from medical/psychological problems that require comprehensive and continuous care by nursing service personnel; and collaborating with physician and other health care providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAQ	<i>Medical/Surgical Ward.</i> Work center is involved in providing nursing care to medical and surgical patients requiring comprehensive care by nursing service personnel; collaborating with physician and other health care providers for inpatient care; initiating and assisting with discharge planning and rehabilitation efforts; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAR	<i>Medical/Surgical/Coronary Intensive Care Unit.</i> Work center is involved in providing nursing care to medical, surgical, and coronary patients requiring comprehensive and continuous care by nursing service personnel; monitoring patients with specialized equipment; performing difficult and demanding patient advocacy tasks; collaborating with physicians and other health care providers for inpatient care; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HAS	<i>Light/Minimal Care Ward.</i> Work center is involved in providing supportive care to patients who have limited health problems that prevent the resumption of normal activities but who are self-supporting and ambulatory. These patients are in transition from inpatient to outpatient or non-patient status.
HAZ	<i>Inpatient Care (Other).</i> Work center is involved in other areas of Inpatient Care that are not adequately described in the definitions under Inpatient Care. (For temporary use only, a DA Form 2028 is required.) <i>Workload factor.</i> Occupied Bed Days.
—	<i>Inpatient Surgical Care Function.</i>
HBA	<i>General Surgical Ward.</i> Work center is involved in providing nursing care to surgical inpatients in two or more of the following specialties/sub-specialties—General Surgery, Cardiovascular and Thoracic Surgery, Intensive Care Surgical, Neurosurgery, Ophthalmology, Oral Surgery, Otorhinolaryngology, Pediatric Surgery, Plastic Surgery, Proctology, Urology, and nursing service personnel providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physicians and other health care providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBB	<i>Cardiovascular and Thoracic Surgical Ward.</i> Work center is involved in providing surgical and post-operative nursing care to inpatients with diseases and injuries of the cardiovascular system and of the chest and providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HBC	<i>Intensive Care Surgical Unit.</i> Work center including Trauma units is involved in providing intensive nursing care to patients with shock, trauma, and other post-operative life threatening conditions, requiring the use and monitoring of specialized equipment and drug therapies; providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBD	<i>Neurosurgical Ward.</i> Work center is involved in providing nursing care for surgical inpatients with injuries or mass lesions of the skull, brain, spinal cord, or peripheral nerves; and providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBE	<i>Ophthalmology Surgical Ward.</i> Work center is involved in providing nursing care for surgical inpatients with disorder of the eye and providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBF	<i>Oral Surgical Ward.</i> Work center is involved in providing nursing care for inpatients with oral infections, facial bone fractures or other abnormalities of the mouth and jaw, oral maxillofacial surgery involving dental and associated facial structure; providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBG	<i>Otorhinolaryngology Surgical Ward.</i> Work center is involved in providing nursing care for inpatients with injuries, disease or disorders of the ear, nose and throat and general anatomic area of the head and neck (exclusive of neurosurgical, dental and ophthalmologic condition); surgical procedures for facial nerve disease/trauma and diseases of the ear; corrective cosmetic surgery for acquired or congenital deformities; micro-surgery of the temporal bone; maxillofacial surgery; and surgery of the sinuses, tonsils, adenoids, and vocal cords; providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HBH	<i>Pediatric Surgical Ward.</i> Work center is involved in providing nursing care for inpatient infants and children requiring general surgical and post-operative care and providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBJ	<i>Plastic Surgery Ward.</i> Work center is involved in providing nursing care for inpatients with plastic and reconstructive problems; surgery to restore or aid in healing wounded, disfigured or unsightly parts of the body; providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBK	<i>Reserved for future use.</i>
HBL	<i>Urology Surgical Ward.</i> Work center is involved in providing nursing care for inpatients suffering from genitourinary diseases or disorders and providing pre- and post-operative care for surgical inpatients; providing continuous and comprehensive care by nursing service personnel; initiating and assisting with rehabilitation efforts; collaborating with physician and other health care providers; and assisting seriously ill/terminal patients and their families in coping with the illness. <i>Workload factor.</i> Occupied Bed Days.
HBZ	<i>Inpatient Surgical Care (Other).</i> Work center is involved in other areas of Inpatient Surgical Care that are not adequately described in the definitions under Inpatient Surgical Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Obstetrical and Gynecological Care (Inpatient) Function.</i>
HCA	<i>Gynecology Ward.</i> Work center is involved in providing specialized inpatient nursing care for gynecological patients. <i>Workload factor.</i> Occupied Bed Days.
HCB	<i>Obstetrics Ward.</i> Work center is involved in providing nursing care for obstetrical inpatients; providing ante partum (sic), delivery, and post partum (sic) care to maternity patients, new born infants, and has responsibility for the operation and maintenance of the labor and delivery suite/room. <i>Workload factor.</i> Occupied Bed Days.
HCC	<i>Obstetrics and Gynecology Ward.</i> Work center is involved in providing specialized inpatient nursing care for obstetrical and gynecological patients. <i>Workload factor.</i> Occupied Bed Days.
HCZ	<i>Obstetrical and Gynecological Care (Other).</i> Work center is involved in other areas of Obstetrical and Gynecological Care that are not adequately described in the definitions under Obstetrical and Gynecological Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Pediatric Care (Inpatient) Function.</i>
HDA	<i>Pediatrics Ward.</i> Work center involved in providing specialized inpatient care for children and infants requiring comprehensive and continuous nursing care. <i>Workload factor.</i> Occupied Bed Days.
HDB	<i>Newborn Nursery.</i> Work center is involved in providing specialized inpatient care for newborn infants requiring comprehensive and continuous nursing care.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Workload factor.</i> Occupied Bed Days(bassinets).
HDC	<i>Neonatal Intensive Care Unit.</i> Work center is involved in providing specialized care for critically ill newborn infants suffering from acute and life-threatening medical conditions that require intensive and comprehensive nursing care. <i>Workload factor.</i> Occupied Bed Days(bassinets).
HDD	<i>Pediatric Intensive Care Unit.</i> Work center is involved in providing specialized care to infants and children suffering from acute and life-threatening medical conditions that require intensive and comprehensive nursing care. <i>Workload factor.</i> Occupied Bed Days.
HDZ	<i>Pediatric Care (Other).</i> Work center is involved in other areas of Pediatric Care that are not adequately described in the definitions under Pediatric Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Orthopedic Care (Inpatient) Function.</i>
HEA	<i>Orthopedic Ward.</i> Work center is involved in providing nursing care for inpatients with diseases, disorders, and injuries of the musculoskeletal system; provides post-operative care abnormal conditions of bones, joints, muscles, fasciae, and tendons; care and treatment of bone infections and other infected orthopedic cases; care and treatment of fractures and associated soft tissue injuries; and operation of a cast room with facilities for application, alteration, and removal of plaster casts, splints, and various forms of traction required in the treatment of orthopedic conditions. <i>Workload factor.</i> Occupied Bed Days.
HEB	<i>Podiatry Ward.</i> Work center is involved in providing nursing care for inpatients with disorders of the foot or requiring foot surgery. <i>Workload factor.</i> Occupied Bed Days.
HEC	<i>Orthopedics/Podiatry Ward.</i> Work center is involved in providing nursing care for inpatients involving multiple specialties. <i>Workload factor.</i> Occupied Bed Days.
HEZ	<i>Orthopedic Care (Other).</i> Work center is involved in other areas of Orthopedic Care which are not adequately described in the definitions under Orthopedic Care. (For temporary use only, DA Form 2028 is required.)
—	<i>Behavioral Science Care Function.</i>
HFA	<i>Psychiatric Ward.</i> Work center is involved in providing specialized nursing care for inpatients with mental disorders, psychotic, or neurotic disorders requiring protective custody to prevent injury to themselves or to others; development of therapeutic regimens; and conducting individual or group therapy sessions. <i>Workload factor.</i> Occupied Bed Days.
HFB	<i>Residential Treatment Facility.</i> Work center is involved in providing nursing care, evaluation, and clinical assessment of the nature and extent of individual alcohol and drug problems; and medical care during detoxification and withdrawal phases and counseling services. <i>Workload factor.</i> Occupied Bed Days and Visits.
HFZ	<i>Behavioral Science Care (Other).</i> Work center is involved in other areas of Behavioral Science Care that are not adequately described in the definitions under Behavioral Science Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Ambulatory Medical Care Function.</i>

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HGA	<i>Internal Medicine Clinic.</i> Work center is involved in comprehensive primary medical care, examination, diagnostic services, care and treatment of inpatients and outpatients with internal diseases; health care planning; surveillance and maintenance of patient health; maintenance of medical records; and follow-up care for selected post-operative patients and nursing support. <i>Workload factor.</i> Visits.
HGB	<i>Allergy Clinic.</i> Work center is involved in comprehensive primary medical care, examination, diagnostic services, care and treatment of inpatients and outpatients with disorders of allergenic origin. Includes preparation and review of case histories and the acquisition of data through interviews and testing; interpretation of findings and determination of types and duration of therapy; and preparation of allergy treatment extracts and serum kits; and maintenance of medical records. <i>Workload factor.</i> Visits.
HGC	<i>Cardiology Clinic.</i> Work center is involved in comprehensive primary medical care, examination, diagnostic services, care and treatment of inpatients and outpatients with diseases and injuries (nonsurgical) of the cardiovascular system; maintenance of medical records; follow-up care for selected patients; and nursing service support. <i>Workload factor.</i> Visits.
HGD	<i>Diabetes Clinic.</i> Work center is involved in comprehensive primary medical care, examination, diagnostic services, care and treatment of inpatients and outpatients with diabetes and related diseases; maintenance of medical records; follow-up care for selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGE	<i>Endocrinology (Metabolism) Clinic.</i> Work center is involved in comprehensive primary medical care, examination, diagnostic services, care and treatment of inpatients and outpatients with diseases and injuries of the endocrine glands and disorders involving internal secretions and metabolic functions of the body; maintenance of medical records; follow-up care for selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGF	<i>Gastroenterology Clinic.</i> Work center is involved in comprehensive primary care, examination, diagnostic services, care and treatment of inpatients and outpatients with diseases and injuries (nonsurgical) of the stomach and intestinal tract; maintenance of medical records; follow-up care selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGG	<i>Hematology Clinic.</i> Work center is involved in comprehensive primary care, examination, diagnostic services, care and treatment of inpatients and outpatients with diseases of the blood. Includes operation and maintenance of hematology laboratory in support of the hematology clinic; maintenance of medical records and nursing service support. <i>Workload factor.</i> Visits.
HGH	<i>Hypertension Clinic.</i> Work center is involved in comprehensive primary care, examination, diagnostic services, care and treatment of inpatients and outpatients with hypertensive diseases; maintenance of medical records; and nursing service support. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HGJ	<i>Nephrology Clinic.</i> Work center is involved in comprehensive care, examination, diagnostic services, and treatment of inpatients and outpatients with organic diseases and disorders of the renal system; maintenance of pertinent medical records; follow-up care for selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGK	<i>Neurology Clinic.</i> Work center is involved in comprehensive primary medical care, examination, diagnostic services, care and treatment of inpatients and outpatients with organic diseases and disorders of the nervous system; maintenance of medical records; follow-up care for selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGL	<i>Nutrition Clinic.</i> Work center is involved in nutrition counseling to inpatients and outpatients; follow-up outpatient visits that may include home visits.
HGM	<i>Oncology Clinic.</i> Work center is involved in comprehensive primary care, examination, diagnostic services, care and treatment of inpatients and outpatients with tumors; maintenance of medical records; follow-up care selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGN	<i>Pulmonary Disease Clinic.</i> Work center is involved in comprehensive primary care, examination, diagnostic services, care and treatment of inpatients and outpatients with pulmonary disease and other problems of the chest cavity; maintenance of medical records; follow-up care selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGP	<i>Rheumatology Clinic.</i> Work center is involved in comprehensive primary care, examination, diagnostic services, care and treatment of inpatients and outpatients with diseases and injuries (nonsurgical) of the joints and muscles; maintenance of medical records; follow-up care selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGQ	<i>Dermatology Clinic.</i> Work center is involved in comprehensive primary care, examination, diagnostic services, care and treatment of inpatients and outpatients with skin diseases and injuries including minor dermatological surgical procedures; maintenance of medical records; follow-up care selected post-operative patients; and nursing service support. <i>Workload factor.</i> Visits.
HGR	<i>Infectious Disease Clinic.</i> Work center is involved in comprehensive primary medical care examination, diagnostic services, care and treatment of inpatients and outpatients with infectious diseases; maintenance of medical records, and nursing service support. <i>Workload factor.</i> Visits.
HGS	<i>Allergy and Immunology Clinic.</i> Work center is involved in comprehensive primary medical care examination, diagnostic services, care and treatment of inpatients and outpatients with allergenic origin, and the immunity system; maintenance of medical records, and nursing service support. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HGT	<i>Oncology and Hematology Clinic.</i> Work center is involved in comprehensive primary medical care examination, diagnostic services, care and treatment of inpatients and outpatients with diseases of the blood and treatment of tumors; maintenance of medical records, and nursing service support. <i>Workload factor.</i> Visits.
HGU	<i>Pulmonary-Infectious Clinic.</i> Work center is involved in comprehensive primary medical care examination, diagnostic services, care and treatment of inpatients and outpatients with infectious pulmonary disease and other diseases of the chest cavity; maintenance of medical records, and nursing service support. <i>Workload factor.</i> Visits.
HGZ	<i>Ambulatory Medical Care (Other).</i> Work center is involved in other areas of Ambulatory Medical Care that are not adequately described in the definitions under Ambulatory Medical Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Ambulatory Surgical Care Function.</i>
HHA	<i>General Surgery Clinic.</i> Work center is involved in the examination, diagnostic services, and treatment to include minor surgical procedures and proper medical disposition of inpatients and outpatients, follow-up care for selected post-operative patients health counseling, guidance and rehabilitation; and clinical and consultation services. <i>Workload factor.</i> Visits.
HHB	<i>Cardiovascular and Thoracic Surgery Clinic.</i> Work center is involved in the examination, diagnostic services, care and surgical treatment of inpatients and outpatients with diseases and injuries of the heart, circulatory system and chest; follow-up care for selected post-operative patients health counseling guidance and rehabilitation; and clinical and consultation services. <i>Workload factor.</i> Visits.
HHC	<i>Neurosurgery Clinic.</i> Work center is involved in the examination, diagnostic services, care and surgical treatment of inpatients and outpatients with organic diseases, and disorders of the skull, brain, spinal cord or peripheral nerves; follow-up care for selected post-operative patients health counseling guidance and rehabilitation; and clinical and consultation services. <i>Workload factor.</i> Visits.
HHD	<i>Ophthalmology Clinic.</i> Work center is involved in the examination, diagnostic service, care and treatment of inpatients and outpatients with diseases and injuries of the eye; follow-up care for selected post-operative patients health counseling guidance and rehabilitation; and clinical and consultation services. <i>Workload factor.</i> Visits.
HHE	<i>Organ Transplant Clinic.</i> Work center is involved in the examination, diagnostic services, care and treatment of inpatients and outpatients with diseases and injuries of organs that require transplant; follow-up care for selected postoperative patients health counseling guidance and rehabilitation; and clinical and consultation services. <i>Workload factor.</i> Visits.
HHF	<i>Otorhinolaryngology Clinic.</i> Work center is involved in the examination, diagnostic services, care and treatment of inpatients and outpatients with injuries and disorders of the ear, nose, and throat; follow-up care for selected post-operative patients health counseling guidance and rehabilitation; and clinical and consultation services. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HHG	<i>Plastic Surgery Clinic.</i> Work center is involved in the examination and evaluation of inpatients and outpatients who are in need of plastic or reconstructive surgery, post-operative follow-up, and removal of sutures. <i>Workload factor.</i> Visits.
HHH	<i>Reserved for future use.</i>
HHJ	<i>Urology Clinic.</i> Work center is involved in the examination, diagnostic services, care and treatment of inpatients and outpatients with diseases and injuries of the genital organs and urinary tract; follow-up for selected post-operative patients health counseling guidance and rehabilitation; and clinical and consultation services. <i>Workload factor.</i> Visits.
HHK	<i>Reserved for future use.</i>
HHZ	<i>Ambulatory Surgical Care (Other).</i> Work center is involved in other areas of Ambulatory Surgical Care that are not adequately described in the definitions under Ambulatory Surgical Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Obstetrical and Gynecological (Outpatient) Care Function.</i>
HJA	<i>Obstetrics Clinic.</i> Work center is involved in the examination, diagnostic services, care and treatment to include minor surgical procedures and medical disposition of obstetrical inpatients and outpatients with prenatal disorders; follow-up care for selected post-operative patients; health care planning; surveillance and maintenance of patient health; counseling and guidance; and health education, rehabilitation, and prevention of disease. <i>Workload factor.</i> Visits.
HJB	<i>Gynecology Clinic.</i> Work center is involved in the examination, diagnostic services, care and treatment of inpatients and outpatients with diseases, disorders, and injuries of the female reproductive system; follow-up care for selected post-operative patients; health care planning; surveillance and maintenance of patient health; counseling and guidance; and health education, rehabilitation, and prevention of disease. <i>Workload factor.</i> Visits.
HJC	<i>Family Planning Clinic.</i> Work center is involved with planning and conducting individual and group conferences for patients and families, providing counseling and education for the promotion and maintenance of health; identify health care services, agencies and resources available to the family; and makes appropriate referrals. Also includes examination, diagnostic services, care, and treatment of patients with infertility and endocrine disorders. <i>Workload factor.</i> Visits.
HJD	<i>Obstetrics/Gynecology Clinic.</i> Work center is involved in the examination, diagnostic services, care, and treatment of obstetrical and gynecology inpatients and outpatients. <i>Workload factor.</i> Visits.
HJZ	<i>Obstetrical and Gynecological Care (Other).</i> Work center is involved in other areas of Obstetrical and Gynecological Care which are not adequately described in the definitions under Obstetrical and Gynecological Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Pediatric Care (Outpatient) Function.</i>
HKA	<i>Pediatric Clinic.</i> Work center is involved in the examination, diagnostic services, care of inpatient and outpatient infants, children, and teenagers for treatment of minor illnesses, accidents, and developmental problems; participation in programs for parent and child health education, accident and disease prevention; and nutrition and family relationship. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HKB	<i>Adolescent Clinic.</i> Work center is involved in the examination, diagnostic services, care of inpatient and outpatient adolescents with diseases and injuries; surveillance and maintenance of patient health; patient/parent counseling and guidance; health education, to include Family Planning; rehabilitation and prevention of diseases; and clinical and consultation services. <i>Workload factor.</i> Visits.
HKC	<i>Well Baby Clinic.</i> Work center is involved in the examination, diagnostic services, care, and treatment of newborn inpatients and outpatients. Includes assistance and participation in programs for parent education; counseling in child rearing, health care practice; growth and development, disease and accident prevention, nutrition and family relationship. <i>Workload factor.</i> Visits.
HKD	<i>Exceptional Family Members (EFMs) Program Service.</i> Work center is involved in screening and evaluating EFMs to ensure availability of treatment for psychologically, mentally or physically handicapped family member; counseling Active Duty personnel and referring family members to appropriate military/civilian resources for proper care; assessing the availability of health related services in MTF OCONUS. Includes maintaining records of number of EFMs screened, evaluated and/or coded as required by International Classification of Diseases 9(CID9), and forwarding results to Military Personnel Center through appropriate military channels. Also includes functions associated with the screening, enrollment, assessment, documentation, and coding of the special education and medical needs of EFMs. <i>Workload factor.</i> Number of evaluations/clinic/visits.
HKZ	<i>Pediatrics Care (Other).</i> Work center is involved in other areas of Pediatric Care that are not adequately described in the definitions under Pediatric Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Orthopedic Care (Outpatient) Function.</i>
HLA	<i>Orthopedic Clinic.</i> Work center is involved in orthopedic diagnostic services, care, treatment, and minor surgical procedures of inpatients and outpatients to include children with diseases, injuries, and abnormalities of the musculoskeletal system; follow-up care for selected post-operative ambulatory patients; health care planning; surveillance and maintenance of patient health; counseling and guidance; health education; rehabilitation and prevention of disease; clinical and consultation services; and medical care evaluation. <i>Workload factor.</i> Visits.
HLB	<i>Cast Clinic.</i> Work center is involved in the application and removal of splints and traction devices in connection with orthopedic treatment of inpatients and outpatients. <i>Workload factor.</i> Visits.
HLC	<i>Hand Surgery Clinic.</i> Work center is involved in the examination, diagnostic services, care and surgical treatment of inpatients and outpatients with diseases and injuries of the hand; follow-up care for selected post-operative ambulatory patients; health care planning; surveillance and maintenance of patient health; counseling and guidance; health education; rehabilitation and prevention of disease; clinical and consultation services; and medical care evaluation. <i>Workload factor.</i> Visits.
HLD	<i>Neuromuscular Screening Clinic.</i> Work center is involved in primary care evaluation and treatment referral for patients seeking care for neuromuscular complaints. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HLE	<i>Orthopedic Appliance Clinic.</i> Work center is involved in the construction of orthopedic appliances such as braces, splints, support, and shoes from impressions, forms, models, and other specification; and measurement, assembly, fit and adjustment of orthopedic appliances, prosthesis, shoes, repair, replacement, and refit of worn or broken appliances of inpatients and outpatients. <i>Workload factor.</i> Visits.
HLF	<i>Podiatry Clinic.</i> Work center is involved in the examination, diagnostic services, care, and treatment of patients with disorders, diseases or injuries to the foot or adjunctive tissue of inpatients and outpatients. <i>Workload factor.</i> Visits.
HLZ	<i>Orthopedic Care (Other).</i> Work center is involved in other areas of Orthopedic Care that are not adequately described in the definitions under Orthopedic Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Behavior Science Service Function.</i>
HMA	<i>Psychiatry Clinic.</i> Work center is involved in the examination, consultation, diagnostic services, care, treatment, and appropriate disposition of inpatients and outpatients who require psychiatric care; educational discussions with patients and their relatives to secure cooperation in the care and treatment of psychiatric disorders; maintenance of appropriate records on observations, evaluations, and treatments; individual and group counseling and guidance testing; psychiatric evaluation; health education; rehabilitation and prevention of disease; clinical and consultation services; medical and evaluation; and conduct of both individual and group therapy programs. <i>Workload factor.</i> Visits.
HMB	<i>Psychology Clinic.</i> Work center is involved in the provision of psychological evaluation of inpatients and outpatients that require administration of psychometrics tests and measurements, intelligence tests, projective tests, examination of attitudes and aptitudes, group and individual situational tests, and interpretation and recording of the test findings in relation to available psychiatric, social and educational data, and the patients' problems of personality adjustment; and individual and group therapy programs. <i>Workload factor.</i> Visits.
HMC	<i>Child Guidance Clinic.</i> Work center is involved in specialized evaluation, counseling, and treatment services for preadolescences and their families; child psychiatry services in the form of intake interviews, evaluative work, and other services; and providing limited psychotherapeutic services. <i>Workload factor.</i> Visits.
HMD	<i>Mental Health Clinic.</i> Work center is involved in psychiatric, clinical psychology and social work services to maintain the mental health of active duty military personnel; mental health consultation services pertaining to morale and motivation of military personnel; evaluation of command policies as they impact on the psychological effectiveness of military personnel; technical advice regarding the formulation and promulgation of policies pertinent to the selection, utilization and disposition of military personnel when indicated; recommendation of clearance for separation from the service of individuals who cannot function adequately because of marital, emotional or behavioral factors; diagnostic and proper medical disposition of patients; and evaluation of medical care preparation. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HME	<i>Social Work Clinic.</i> Work center is involved in social work services, including psychosocial and socioeconomic evaluation and consultation, including group services and individual patient care; information referral and follow-up services to facilitate medical diagnostic, care, treatment, and disposition; health planning services and consultation for patients and their families; counseling and guidance; social service delivery evaluation; and professional training of medical personnel. <i>Workload factor.</i> Visits.
HMF	<i>Drug Screening and Testing Service.</i> Work center is involved in systemic drug testing and development of information and educational data to deter use of drugs (DOD-sponsor program).
HMZ	<i>Behavior Science Service (Other).</i> Work center is involved in other areas of Behavior Science Service that are not adequately described in the definitions under Behavior Science Service. (For temporary use only, a DA Form 2028 is required.)
—	<i>Family Practice Care Function.</i>
HNA	<i>Family Practice Clinic.</i> Work center is involved in family practice primary medical care, diagnostic services, treatment and proper medical disposition of inpatients and outpatients; health care planning; surveillance and maintenance of patient health; counseling and guidance; health education; rehabilitation and prevention of disease; clinical and consultation services medical care evaluation; and professional training of medical personnel. <i>Workload factor.</i> Visits.
HNZ	<i>Family Practice Care (Other).</i> Work center is involved in other areas of Family Practice Care that are not adequately described in the definitions under Family Practice Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Primary Medical Care Function.</i>
HPA	<i>Primary Care and Community Medicine.</i> Work center is involved in comprehensive primary medical care, diagnostic services, treatment, medical examinations, immunizations, and proper referral of medical disposition of inpatients and outpatients; health care planning for patients with acute minor illnesses; surveillance and maintenance of patient health; counseling and guidance; health education; rehabilitation and prevention of diseases; clinical and consultation services; medical care evaluation; and professional training of medical personnel. Primary Care Clinics are the usual means for entry into the health care system. <i>Workload factor.</i> Visits.
HPB	<i>Medical Examination Clinic.</i> Work center is involved in conducting physical examinations and processing all administrative work incident to such examinations; collecting and labeling specimens, requesting and evaluating laboratory, x-ray, electrocardiogram (EKG), and dental reports for patients; taking and recording vital signs; and referring patients for medical care. <i>Workload factor.</i> Visits.
HPC	<i>Optometry Clinic.</i> Work center is involved in eye examination, including refraction tests and other procedures; and prescription of lenses and referral of patients to physicians for diagnosis and treatment of suspected diseases. <i>Workload factor.</i> Visits.
HPD	<i>Audiology Clinic.</i> Work center is involved in tests of auditory and vestibular functions, includes diagnosis of auditory, vestibular and neurological disorders; and prescription and fitting of hearing aids. This category includes visits associated with work center located at Main Medical treatment facility (MTF), Troop Medical Clinics, and Army Health Clinics.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<i>Workload factor.</i> Visits.
HPE	<i>Speech Pathology Clinic.</i> Work center is involved in the administration of medically prescribed therapeutic and rehabilitative services to speech defective patients and clinical and consultative services. <i>Workload factor.</i> Clinics.
HPF	<i>Emergency Medical Care.</i> Work center is involved in emergency medical care, diagnostic services, treatment, minor surgical procedures and proper medical disposition of an emergency nature; referral of patients to specialty clinics; admission of patients to the medical facility; clinical and consultation services; medical care evaluation; professional training of medical personnel; and emergency medical services and medical support of mass casualty and fire drills. <i>Workload factor.</i> Visits.
HPG	<i>Flight Medical Care.</i> Work center is involved in diagnostic services, care, treatment, and proper medical disposition of all aviation personnel, missile duty personnel, air traffic controllers, physiological training unit personnel, and pilot and navigator training applicants for Federal Aviation Agency certification (Classes 2 and 3); provision of specialized aviation medicine; participation in aviation safety and accident investigation programs; aeromedical education; participation in the flying mission of the aviation activity; and oversight of administrative actions in cases involving change in flying status for medical reasons. <i>Workload factor.</i> Number of assigned personnel on official flying status.
HPZ	<i>Primary Medical Care (Other).</i> Work center is involved in other areas of Primary Medical Care that are not adequately described in the definitions under Primary Medical Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Dental Care Function.</i>
HQA	<i>Dental Service.</i> Work center is involved in dental examination, patient education, diagnosis, treatment and care. Includes restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, oral hygiene, preventive dentistry, and radiodontics .
HQB	<i>Limited Dental Prosthetics.</i> Work center is involved in the operation of limited dental prosthetic laboratory required for the support of dental practice; preparation of casts and models; repair of dentures; fabrication of traditional, temporary, or orthodontic appliances; and finishing dentures. <i>Workload factor.</i> Weighted prosthodontics Work Units.
HQC	<i>Reception Station Dental Support Services.</i> Work center is involved in dental support services to include in-processing newly inducted military personnel into the service along with briefing receptees , preparing dental health records and health questionnaires, arranging appointments, taking intra/extra oral radiographs, performing tissue examinations, and duplicating dental radiographs (panographic x-rays) as required. (MS-3 Studies 10 and 11) <i>Workload factor.</i> A receptee processed.
HQZ	<i>Dental Care (Other).</i> Work center is involved in other areas of Dental Care that are not adequately described in the definitions under Dental Care. (For temporary use only, a DA Form 2028 is required.)
—	<i>Ancillary Services Function.</i>

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HRA	<p><i>Pharmacy Staff.</i> Staff type work center is involved in the administration, operation, and evaluation of programs, policies, and procedures for pharmacy management. Ensures that both administrative and professional functional elements are performing per Federal Law, military regulations, and Joint Commission on Accreditation of Hospitals (JCAH) standards. Includes long range planning, program coordination, oversight, and evaluation advisory services; and conducts in-service training programs for pharmacy, clinical, and nursing personnel. Responsible for the safeguarding, control, dispensing of medications used in approved investigational protocols; maintenance, updating, and publication of the Hospital Formulary. Also includes common staff responsibilities internal to the work center.</p> <p><i>Workload factor.</i> Line items processed.</p>
HRB	<p><i>Pharmacy Support Service.</i> Work center is involved in the selection, procurement, storage, control, and distribution of all pharmaceutical products used in pharmacy functional area; manufacturing of medicinal and prepackaging of drugs for reissue to clinics, unit dose and outpatient pharmacies; central control and issue for controlled substances; and issues medicinal to all wards and clinics not distributed by the unit dose or sterile products elements.</p> <p><i>Workload factor.</i> Line items processed.</p>
HRC	<p><i>Outpatient Pharmacy.</i> Work center is involved in dispensing prescriptions and/or refills to eligible outpatients; issues handout medication; consults with health care providers on matters pertaining to outpatient prescriptions; conducts inventory of controlled substances as necessary, and determines medications that must be requisitioned to ensure adequate stock levels are on hand.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRD	<p><i>Inpatient Pharmacy.</i> Work center is involved in the distribution of all pharmaceutical products to nursing units for further administration to inpatients; establishes procedures to account for all controlled substances, issues and controls investigation drugs, diagnostic, and other prescribed medications; implements an ongoing quality assurance program to ensure the quality and integrity of all pharmaceuticals dispensed; provides inpatient unit dose distribution system through the prepackaging of medications and individual doses with required labeling; and prepares and delivers pharmaceutical sterile irrigations, prepares and delivers hyper-alimentation fluids, and internal fluids with additives as required to inpatient treatment areas for patient nutrition.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRE	<p><i>Hematology—Oncology Pharmacy.</i> Work center is involved in drug preparation, administration, monitoring patients profile, counseling patients, monitoring adverse medication reactions, participation in clinical investigations of medicinal, consultation with the clinical and nursing staff, and conducts educational programs.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRF	<p><i>Nuclear Pharmacy.</i> Work center is involved in the manufacturing of and dilution of diagnostic radioisotopes, maintaining quality control of the isotopes used to ensure adequate doses are available, conducting research in coordination with the clinical staff, and participation in educational and patient consultation.</p> <p><i>Workload factor.</i> Radiopharmacy weighted procedures.</p>

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HRG	<p><i>Pathology Staff.</i> Staff-type work center is involved in the administration, operation, evaluation of programs, policies and procedures for pathology management, consultant to Commander and responsible for the maintenance of quality laboratory support, and improvements as required; maintains contact with Federal, State, and local governmental medical laboratories and civilian medical facilities within the area served in order to be aware of unusual disease conditions. Ensures that both administrative and professional functional elements are performing per Federal Law, military regulations and JCAH standards. Also includes common staff responsibilities internal to the work center.</p> <p><i>Workload factor.</i> Full-time equivalents man-months.</p>
HRH	<p><i>Anatomical Pathology.</i> Work center is involved in the operation of histopathology laboratories, post-mortal examinations, and operation of the morgue, performance of autopsies, and microscopic examination of surgical and autopsy specimens; transmittal of specified case material to Armed Forces Institute of Pathology, maintenance of a cross-indexed file by name and diagnosis. (Oral pathologist service will be provided by Department of Dentistry.)</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRJ	<p><i>Electron Microscopy Service.</i> Work center is involved in the examination, with a electron microscope, of a variety of tissues obtained surgically or at autopsy, and for the requisite preparation of procedures, and final photo processing and printing.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRK	<p><i>Cytology Service.</i> Work center is involved in the examination of exfoliative cells in a variety of body fluids to detect neoplasia-related changes and infections and to determine hormonal status.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRL	<p><i>Clinical Pathology.</i> Work center is involved in the operation of the clinical laboratories; diagnostic and routine tests and systems (Includes acquired immunodeficiency syndrome (AIDS) testing) hematology, and training support in blood banking. Responsible for chemistry, microbiology, and hematopathology (sic) functional elements.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRM	<p><i>Chemistry Service.</i> Work center is involved in the examination of body fluids and tissues for their chemical constituents, by both qualitative and clinical chemistry, to include diagnostic and reference support in clinical chemistry radiochemistry and toxicology.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRN	<p><i>Clinical Microscopy Service.</i> Work center is involved in diagnostic service and reference support in routing hematology, urinalysis, and examination of a variety of miscellaneous fluids; spinal fluid, semen, effusion; interprets bone marrows, coagulation studies, hemoglobin studies, hemolytic studies immuno-protein workups, and tuberculosis (TB) cell studies.</p> <p><i>Workload factor.</i> Weighted procedures.</p>
HRP	<p><i>Microbiology Service.</i> Work center is involved in diagnostic service and reference support in Bacteriology and Immunology, to include Virology, Parasitology, Serology, Mycobacteriology (sic), Mycology; provides consultation services; and maintains quality control program in microbiology; provides repository for reference material for training purposes in microbiology; and maintains biological portion of CBR.</p> <p><i>Workload factor.</i> Weighted procedures.</p>

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HRQ	<i>Immunohematology (Blood bank).</i> Work center is involved in the collection of blood and blood components, their processing, storage, and their preparation for transfusion; issue of whole blood and blood components; operation of donor centers of services; blood transfusion service; and performing testing procedures such as cross-matching and typing. <i>Workload factor.</i> Weighted procedures.
HRR	<i>Radiology Staff.</i> Work center is involved in the administration, operation, evaluation of programs, policies and procedures for Radiology Management. Ensures that diagnostic, therapeutic radiological and nuclear medicine services are provided per Federal Law, military regulations and JCAH standards. Includes long range planning, program coordination, oversight and evaluation advisory services. Also includes common staff responsibilities internal to the work center. <i>Workload factor.</i> Full-time equivalent man-months.
HRS	<i>Diagnostic Radiology.</i> Work center is involved in diagnostic radiologic services to patients and medical personnel; development, examination, interpretation, storage and retrieval of radiographs and fluorographs; and radiological safety programs.
HRT	<i>Therapeutic Radiology.</i> Work center is involved in the operation of specialized services to inpatients and outpatients; clinical evaluations and selection of patients for radiation therapy; surveillance during the treatment course; follow-up care; treatment planning; dosimetry; calibration of radiation sources; storage of radioactive material and direction of radiological safety program when not provided by diagnostic radiology. <i>Workload factor.</i> Weighted procedures.
HRU	<i>Computerized Tomography.</i> Work center is involved in scheduling, exposure, development, interpretation and storage of all ultrasound examinations. Maintains consultant service, medical care evaluation, and preparation and submission of records and reports. <i>Workload factor.</i> Weighted procedures.
HRV	<i>Ultrasound Service.</i> Work center is involved in scheduling, exposure, development, interpretation, and storage of all ultrasound examinations. Maintains consultant service, medical care evaluation, and preparation and submission of records and reports. <i>Workload factor.</i> Weighted procedures.
HRW	<i>Radiation Therapy Service.</i> Work center is involved in providing radiation therapy for patients properly referred by authorized physicians, consultative service for all potential radiation therapy patients, patient care and ancillary treatment in conjunction with referring physician, the proper maintenance, disposition and submission of clinical records, researching material, and statistical reports. <i>Workload factor.</i> Weighted procedures.
HRX	<i>Nuclear Medicine Service.</i> Work center is involved in providing clinical service that performs sophisticated diagnostic and therapeutic radioisotope radionuclide services for the center. Diagnostic procedures include nuclear imaging studies and radiobioassay (sic). Therapeutic procedures involve the use of unsealed radioactive sources administered to the patient to destroy a specific target tissue. Training program is conducted for residents and interns. Prepares and submits records and report. <i>Workload factor.</i> Weighted procedures.
HSA	<i>Electrocardiography.</i> Work center is involved in the operation of specialized equipment; and inspection, test and maintenance of the equipment.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<i>Workload factor.</i> Procedures: each electrocardiogram, vectorcardiogram, phonocardiogram or other similar functional activity. Count as one procedure.
HSB	<i>Electroencephalography.</i> Work center is involved in the operation of electroneuromyograph equipment; and the inspection, test, and maintenance of the equipment. <i>Workload factor.</i> Procedures: each electroencephalogram or other similar function. Count as one procedure.
HSC	<i>Electroneuromyography.</i> Work center is involved in the operation of electroneuromyograph equipment; and inspection, test, and maintenance of the equipment. <i>Workload factor.</i> Procedures: each electroneuromyogram or other similar function. Count as one procedure.
HSD	<i>Pulmonary.</i> Work center is involved in the evaluation of patients' abilities to exchange oxygen and other gases through measurement of inhaled and exhaled gases and analysis of blood. Includes surveillance and evaluation of patient performance, cooperation, and ability during the test procedures. <i>Workload factor.</i> Weighted procedures.
HSE	<i>Cardiac Catheterization.</i> Work center is involved in the operation and maintenance of cardiac catheterization equipment that displays and records the condition of the heart and circulatory system. <i>Workload factor.</i> Weighted procedures.
HSF	<i>Anesthesiology.</i> Work center is involved in the administration of anesthetics and maintenance of complete records of each anesthetic administered; consultative services and evaluations; maintenance of resuscitative equipment; resuscitation training programs; supervision of oxygen therapy programs and post-anesthetic care; and surveillance of patients until free from anesthetic and after effects. <i>Workload factor.</i> Minutes of service.
HSG	<i>Surgical Suite.</i> Work center is involved in the preoperative preparation of the patient and the transport of the patient to and from the surgical suite; general assistance during all surgical procurement; and provision of special instruments; services, and equipment required by the surgical staff. <i>Workload factor.</i> Minutes of service.
HSJ	<i>Recovery Room.</i> Work center is involved in the post-anesthetic care to the patient; records unfavorable sequel; advises and consults with the surgical staff; and monitors the patient until free from anesthetic and after effects. <i>Workload factor.</i> Minutes of service.
HSK	<i>Reserved for future use.</i>
HSK	<i>Same Day Surgery.</i> Work center is involved in the preoperative, surgical, and immediate postoperative care for patients needing surgical procedures requiring a maximum of 4 to 6 hours of recovery time in a hospital setting. <i>Workload factor.</i> Minutes of service.
HSL	<i>Hemodialysis.</i> Work center is involved in purification of patients, blood through use of an artificial kidney machine or similar device. <i>Workload factor.</i> Minutes of service.
HSM	<i>Reserved for future use.</i>
HSN	<i>Inhalation/Respiratory Therapy.</i> Work center is involved in the administration of oxygen, aerosols and drugs through inhalation or positive pressure; other forms of rehabilitative therapy; and blood analysis. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HSP	<i>Occupational Therapy.</i> Work center is involved in the remediation and restoration of physical and/or psychosocial function; assessment and improvement of life skills; health maintenance and prevention of disability; treatment of sensory integrative dysfunction; evaluation of work adjustment; development of vocational skills; fabrication of orthotic and assistive (sic) device; and rehabilitation counseling of patients and families. <i>Workload factor.</i> Visits.
HSQ	<i>Physical Medicine.</i> Work center is involved in the consultation, diagnosis, and treatment of patients with neuromuscular and other disorders; evaluation and prescription of orthotic and assistive (sic) devices; and performance of electroneuromyographic testing. <i>Workload factor.</i> Visits.
HSR	<i>Physical Therapy.</i> Work center is involved in the care of inpatients and outpatients whose ability to function is impaired or threatened by disease or injury; evaluation of the function and impairment of systems; and selection and application of therapeutic procedures to maintain, improve or restore these functions.
HSZ	<i>Ancillary Services (Other).</i> Work center is involved in other areas of Ancillary Services that are not adequately described in the definitions under Ancillary Services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Medical Support Services Function.</i>
HTA	<i>Clinical Management.</i> Work center is involved in directing and coordinating direct patient care activities. This includes common staff responsibilities internal to the work center. <i>Workload factor.</i> Full-time equivalents (FTE) man-months.
HTB	<i>Medical Nutritional Care Management.</i> Work center is involved in nutritional care for patients; preparation and service of food; routine dietary counseling; nutritional education; dietetic treatment; operation and maintenance of a food production service including food preparation, service line, and patient tray preparation; cleaning service, and subsistence rations management. Operation and maintenance of kitchen, dining room, cafeterias, inspection of facilities, and delivery and pickup service to wards and clinics. (Excludes functions performed by the Nutritional Care Clinic.) Activities include rations served.
HTZ	<i>Medical Support Services (Other).</i> Work center is involved in other areas of Medical Support Services that are not adequately described in the definitions under Medical Support Services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Special Programs Function.</i>
HUA	<i>Area Veterinary Medical Reference Laboratory.</i> Work center is involved in Clinical Veterinary Medical Laboratories and Forensic Toxicology procedures and tests and examination of meat, dairy products, and other foods. (Excludes routine laboratory procedures and tests performed for the Medical Treatment Facility). <i>Workload factor.</i> Weighted procedures.
HUB	<i>Area Dental Prosthetic laboratory.</i> Work center is involved in providing unique services as required such as orthodontic support/appliances, surgical implant appliances, maxillofacial appliances, all metal casting capability, teaching models, and aids; in support of dental facilities on a regional basis. <i>Workload factor.</i> Weighted procedures.
HUC	<i>Ophthalmic Fabrication and Repair.</i> Work center is involved in the fabrication and repair of single and multivision spectacles.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Workload factor.</i> Weighted procedures.
HUD	<i>Military Blood Supply.</i> Work center is involved in the collection, processing, storage and distribution of whole blood and its fractions. <i>Workload factor.</i> Weighted procedures.
HUE	<i>Clinical Investigation.</i> Work center is involved in the education and organized inquiry into clinical health problems and promotion of optimal health care delivery to the total military community. (Research protocols that are unique to the operations mission of the individual services and that are included within the respective service research and development programs are excluded.) <i>Workload factor.</i> Weighted procedures.
HUF	<i>Physiological Training/Support.</i> Work center is involved in the instruction of flying personnel in the stress of modern military aviation and space flight and preparing them to meet these stresses. Includes operation of low pressure chambers, ejection seat trainers and management of all pressure suit activities. <i>Workload factor.</i> Weighted procedures.
HUG	<i>Military Entrance Processing Medical Operations.</i> Work center is involved in the administration of physical examinations and associated military entrance processing activities; determination of medical qualifications for enlistment and induction into the military service; referral of applicants for medical consultations beyond current capability, determination of medical classifications and physical profiles for applicants and periodic inspections of contract lodging and dining facilities.
HUH	<i>Reception Station Medical Support Services.</i> Work center is involved in preliminary reviews to include briefing receptees (sic), screening records, and conducting interviews; and provides medical support by administering physical inspections and examinations, obtaining x-rays and blood samples, administering audio tests, performing eye examinations, administering immunizations, conducting military sick call, issuing spectacles, making appointments, and forwarding material. (MS-3 Studies 10 & 11) <i>Workload factor.</i> A receptee (sic) processed.
HUZ	<i>Special Programs (Other).</i> Work center is involved in other areas of Special Programs that are not adequately described in the definitions under Special Programs. (For temporary use only, a DA Form 2028 is required.)
—	<i>Public Health Services Function.</i>
HVA	<i>Community Health Services.</i> Work center is involved in identifying health needs and implementing Health Services Programs based on assessment of the health status of the military community. These programs include—health education and counseling for active duty and retired service members and their beneficiaries; health promotion and disease screening community programs; participation in patient discharge planning; health guidance to the installation's Child Care Centers and pre-schools; home visits to high risk families for the purpose of disease prevention and health promotion, to include newborn, handicapped, and chronic illness visits; coordinates child health services with area school nurses; maintaining a tuberculosis screening and surveillance program to include monitoring of patients on chemoprophylaxis; participate in epidemiological investigation; participates in family advocacy cases management teams with emphasis on prevention and health promotion, provides counseling on child care; participates in management of Wellness-Fitness program. <i>Workload factor.</i> Visits.

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HVB	<p><i>Preventive Medicine.</i> Work center is involved in functions that are associated with this special program to include; monitoring activities that affect the community environment such as monitoring of potable water sources, surveillance of public swimming areas and monitoring required to verify compliance with environmental pollution laws; workplace environmental evaluation such as evaluations of all workplaces for exposure to physical, chemical, or biological health risks; solid and liquid waste disposal operations; implementing and monitoring programs to protect against adverse effects of potentially toxic chemicals and harmful physical agents such as ionizing or non-ionizing radiation, noise, and extremes of heat, cold, and altitude; and limiting the acute community health and environmental effects of disasters.</p> <p><i>Workload factor.</i> Visits.</p>
HVC	<p><i>Industrial Hygiene.</i> Work center is involved in conducting surveys/inspections of workplace to identify, evaluate, and recommend control of those health hazards arising in or from the workplace that may cause sickness, impaired health and well being, or significant discomfort among civilian and military personnel.</p> <p><i>Workload factor.</i> Surveys/inspections completed.</p>
HVD	<p><i>Health Physics.</i> Work center is involved in supporting ionizing and non-ionizing radiation surveys, radiation medical examinations, personnel monitoring, recording, and reporting of radiation exposure and training in Health Physics. This program is associated with nuclear propulsion, nuclear weapons; industrial, medical, and dental radiation sources.</p> <p><i>Workload factor.</i> Surveys/inspections completed.</p>
HVE	<p><i>Environmental Health.</i> Work center is involved in assessing and reducing disease incidence and their effects on base operating and on neighboring communities; evaluate and maintain the occupational health of military and civilian personnel; protect the health of personnel by preventing food borne procurement activities; support preventive medicine and occupational health programs and maintain liaison with other agencies and communities; identify disease vector populations; evaluate sanitation of food operating activities and public facilities such as gymnasiums, barber and beauty shops and day care centers; and respond to disasters by controlling food borne and communicable diseases, precluding unnecessary loss or destruction of food supplies, and participating in nuclear, biological, and chemical(NBC) decontamination procedures.</p> <p><i>Workload factor.</i> Survey/inspections completed.</p>
HVF	<p><i>Epidemiology and Disease Control.</i> Work center is involved in providing consultation and training on the prevention and necessary control measures for communicable diseases. Administer troop pre/post deployment disease surveillance program. Perform epidemiological investigations, evaluations, and provide reports. Compile routine data to monitor trends for disease(including heat and cold injuries) of significance to military populations. Compile necessary morbidity on disease not requiring hospitalization when such data are required for proper disease control Administer Transmittable Disease Control Program and Medical Wellness Program. Provide professional consultation regarding immunization requirements, and prevention and control measures for chronic diseases of significance to military populations, for example, cancer detection, hypertension screening, glaucoma, diabetes, heart disease. Establishes heat and cold injury prevention program.</p> <p><i>Workload factor.</i> Surveys/inspection completed.</p>

**Table 8-1
Health Services Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
HVG	<p><i>Occupational Health.</i> Work center is involved in the evaluation of medical conditions in potentially health-hazardous job environments, predominately, but not limited to, industrial settings; provides emergency medical care services that are not the result of occupational and/or industrial illnesses and injuries that occur at industrial work sites. Includes clinical services provided for non-acute job related illnesses and injuries that may occur as a result of exposure to work environment.</p> <p><i>Workload factor.</i> Visits.</p>
HVH	<p><i>Immunizations.</i> Work center is involved in administering routine immunizations and parenteral medications to individuals and groups. Observes patients for reactions to immunological agents and medications and initiates emergency measures as required, initiates records and maintains immunization records and reports. Gives post-immunization instructions regarding expected reaction and instructions for proper care of smallpox vaccinations.</p> <p><i>Workload factor.</i> Immunizations and screening tests.</p>
HVJ	<p><i>Veterinary Services.</i> Work center is involved in quality assurance food inspection programs; sanitary and food inspections at off installation food manufacturing establishments that produce food for military consumption; inspection of installation food storage and transportation facilities, surveillance inspections and laboratory examination of food ingredients; agricultural and medical inspections on incoming aircraft emanating from foreign soil; zoonosis control programs; complete medical care for U.S. Government-owned animals; veterinary medical support to biomedical research and development programs; and support to other military departments and agencies of the Department of Defense (DOD) and other Federal agencies such as the U.S. Department of Agriculture when requested and authorized.</p> <p><i>Workload factor.</i> Full-time equivalents (FTE) man-months.</p>
HVK	<p><i>Veterinary Food Inspection.</i> Work center is involved in quality assurance food inspection programs; sanitary and food inspections at off installation food manufacturing establishments that produce food for military consumption; inspection of installation food storage and transportation facilities; surveillance inspections and laboratory examination of food ingredients; agricultural and medical inspections on incoming aircraft emanating from foreign soil.</p> <p><i>Workload factor.</i> Food inspection(millions of pounds).</p>
HVL	<p><i>Animal Medicine.</i> Work center is involved in zoonosis control programs; medical care for U.S. Government-owned animals and veterinary medical support to biomedical research and development programs.</p> <p><i>Workload factor.</i> Animal care units.</p>
HVZ	<p><i>Public Health Services (Other).</i> Work center is involved in other areas of Public Health Services that are not adequately described in the definitions under Public Health Services. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Military Unique Medical Activities Function.</i></p>
HWA	<p><i>Decedent Affairs.</i> Work center is involved in the preparation of official notifications of death; arrangements for disposition of remains of deceased personnel; preparation of documents and reports required by civil authorities; and final disposition of personnel records and personal effects of deceased personnel.</p> <p><i>Workload factor.</i> Full-time equivalents (FTE) man-months.</p>

Table 8-1
Health Services Work Center Codes—Continued

AFD code (SWCC)	Title and definition
HWB	<p><i>Patient Transportation.</i> Work center is involved in the operation and maintenance of emergency medical vehicles and ambulances and their associated equipment; first-aid, resuscitation and emergency treatment of acutely ill or injured patients while en route; loading and unloading patients on vehicles; and maintaining adequate stock of emergency equipment and supplies.</p> <p><i>Workload factor.</i> Hours of service.</p>
HWC	<p><i>Aeromedical Staging Facilities/Transient Patient Care.</i> Work center is involved in the reception, administrative processing, ground transportation, feeding, and limited medical care of patients entering, en route, or leaving an aeromedical system.</p> <p><i>Workload factor.</i> Patient movements.</p>
HWZ	<p><i>Military Unique Medical Activities (Other).</i> Work center is involved in other areas of Military Unique Medical Activities that are not adequately described in the definitions under Military Unique Medical Activities. (For temporary use only, a DA Form 2028 is required.)</p>
HZZ	<p><i>Health Services (Other).</i> Work center is involved in other areas of Health Services that are not adequately described in the definitions under Health Services. (For temporary use only, a DA Form 2028 is required.)</p>

Functional
Category

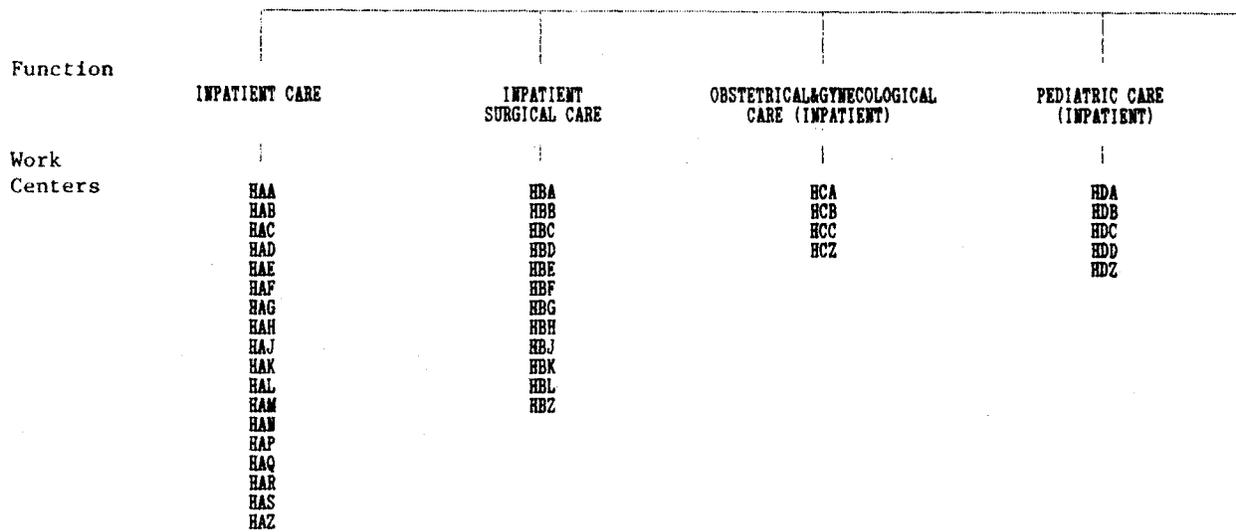


Figure 8-1. Health Services functional hierarchy—Continued

ORTHOPEDIC CARE
(INPATIENT)

HEA
HEB
HEC
HEZ

BEHAVIORAL
SCIENCE CARE

HFA
HFB
HFZ

AMBULATORY
MEDICAL CARE

HGA
HGB
HGC
HGD
HGE
HGF
HGG
HGH
HGJ
HGK
HGL
HGM
HGN
HGP
HGQ
HGR
HGS
HGT
HGU
HGZ

AMBULATORY
SURGICAL CARE

HHA
HHB
HHC
HHD
HHE
HHF
HHG
HHH
HHJ
HHK
HHZ

Figure 8-1. Health Services functional hierarchy—Continued

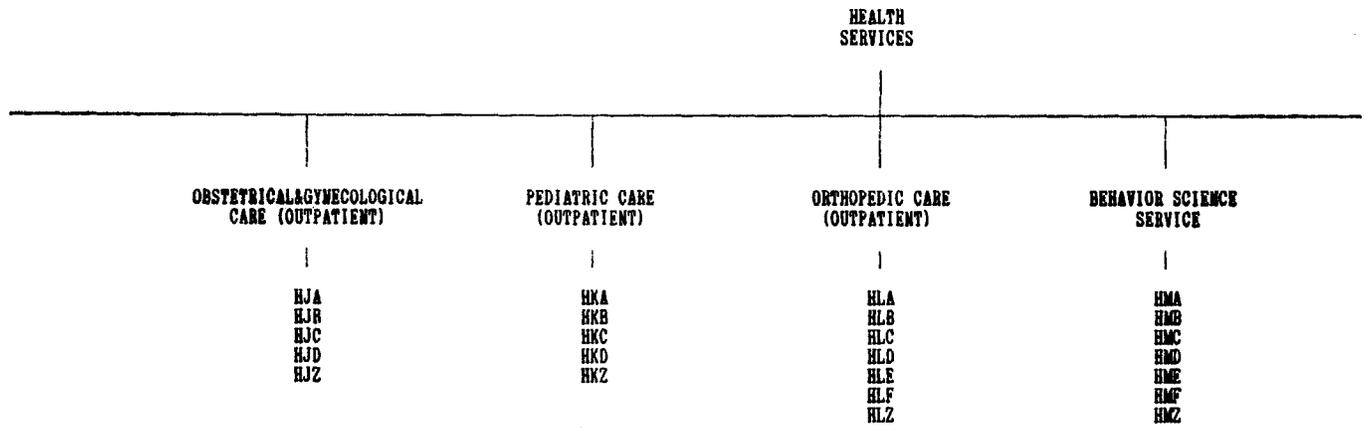


Figure 8-1. Health Services functional hierarchy—Continued

FAMILY PRACTICE
CARE

HNA
HNZ

PRIMARY MEDICAL
CARE

HPA
HPB
HPC
HPD
HPE
HPF
HPG
HPZ

DENTAL CARE

HQA
HQB
HQC
HQZ

ANCILLARY SERVICES

HRA
HRB
HRC
HRD
HRE
HRF
HRG
HRH
HRJ
HRK
HRL
HRM
HRN
HRP
HRQ
HRR
HRS
HRT
HRU
HRV
HRW
HRX
HSA
HSB
HSC
HSD
HSE
HSF
HSG
HSH
HSJ
HSK
HSL
HSM
HSN
HSP
HSQ
HSR
HSZ

Figure 8-1. Health Services functional hierarchy—Continued

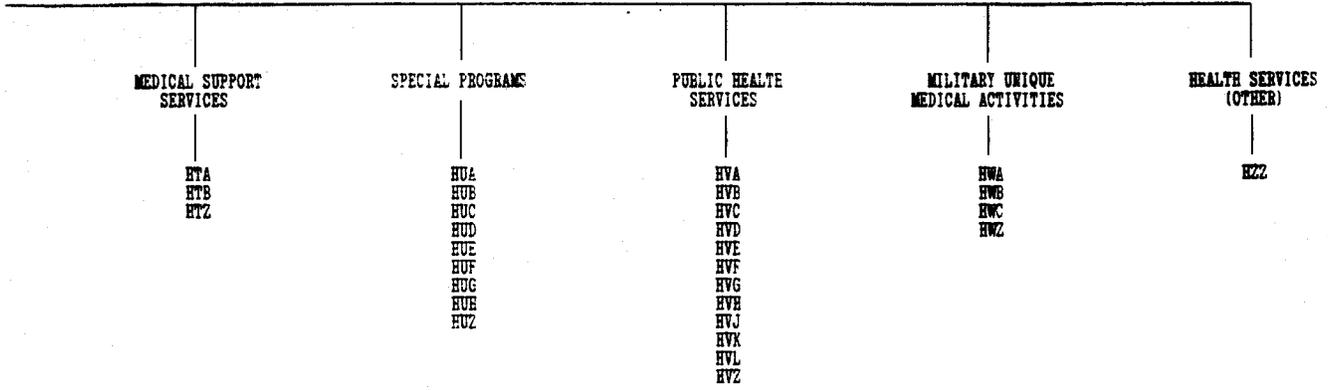


Figure 8-1. Health Services functional hierarchy—Continued

Chapter 9 Intelligence Functional Category—AFD Code (SWCC) I

9-1. General

This chapter lists intelligence work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define intelligence work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

9-2. Intelligence codes and definitions

Intelligence work center titles and definitions are listed in table 9-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 9-1 depicts the functional hierarchy of the intelligence functional category.

**Table 9-1
Intelligence Work Center Codes**

AFD code (SWCC)	Title and definition
—	<i>Intelligence Functional Category.</i>
—	<i>Intelligence Management Function.</i>
IAA	<i>Intelligence Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Intelligence. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
IAB	<i>Intelligence Control.</i> Work center is involved in the control of intelligence programs, including intelligence collection and production, electronic warfare, and medical intelligence.
IAY	<i>Intelligence Management (Limited staff).</i> Involvement with two or more Intelligence Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
IAZ	<i>Intelligence Management (Other).</i> Work center is involved in other areas of Intelligence Management that are not adequately described in the definitions under Intelligence Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Intelligence Collection Function.</i>
IBA	<i>Human Intelligence.</i> Work center is involved in the collection of foreign intelligence through the use of people as opposed to technical collection systems such as signals, imagery, measurement, and signature.
—	<i>Signals Intelligence Subfunction.</i>
ICA	<i>Communications Intelligence Collection.</i> Work center is involved in the interception and interpretation of foreign communications as a source of information on a broad range of military and nonmilitary subjects not otherwise available.
ICB	<i>Electronics Intelligence Collection.</i> Work center is involved in the receipt, analysis, and interpretation of foreign non-communicative, electromagnetic radiations emanating from other than atomic detonation or other radioactive sources.
ICC	<i>Foreign Instrumentation Signals Intelligence Collection.</i> Work center is involved in the receipt, analysis, and interpretation of signals, including telemetry, beacon, and video data links.
ICD	<i>Signals Intelligence Operations.</i> Work center is involved in the search for, and the interception, location, and identification of, foreign electromagnetic radiations, including those relating to communications, electronics, instrumentation signals, and certain nonimaging infrared emanations.

**Table 9-1
Intelligence Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
ICY	<i>Signals Intelligence (Limited staff).</i> Involvement with two or more Signals Intelligence work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
ICZ	<i>Signals Intelligence (Other).</i> Work center is involved in other areas of Signals Intelligence that are not adequately described in the definitions under Signals Intelligence. (For temporary use only, a DA Form 2028 is required.)
IDA	<i>Imagery Intelligence Collection.</i> Work center is involved in the collection and use of information derived from imaging techniques. Activities include photography, side-looking radar, and forward-looking infrared systems.
IDB	<i>Measurement and Signature Intelligence.</i> Work center is involved in the collection and interpretation of measurement and signature data.
IDC	<i>Weather Intelligence Collection.</i> Work center is involved in the collection and interpretation of weather information as it affects friendly and enemy forces' tactics, operations, materiel, and personnel, including exploitation of weather to their advantage.
IDD	<i>Intelligence Collection Operations.</i> Work center is involved in identification and acquisition of information immediately or potentially significant to military planning and operations; delivery of information to intelligence processing units; and management of human, signal, imagery, measurement and signature, and weather intelligence operations.
IDZ	<i>Intelligence Collection (Other).</i> Work center is involved in other areas of Intelligence Collection that are not adequately described in the definitions under Intelligence Collection. (For temporary use only, a DA Form 2028 is required.)
—	<i>Intelligence Production Function.</i>
—	<i>Scientific and Technical Intelligence Subfunction.</i>
IEA	<i>Tactical Technical Intelligence.</i> Work center is involved in the development of sensitive intelligence for the use of tactical forces through examination, evaluation, and the classification of technical information derived from foreign materiel.
IEB	<i>Foreign Materiel Acquisition Intelligence.</i> Work center is involved in the acquisition of foreign military or military-related materiel, equipment, or documents required for scientific and technical intelligence and/or opposing forces (OPFOR) support.
IEC	<i>Medical Intelligence.</i> Work center is involved in collection, evaluation, analysis, and interpretation of foreign medical, bioscientific, and environmental intelligence information.
IED	<i>Scientific and Technical Intelligence Operations.</i> Work center is involved in the development, maintenance, and dissemination of foreign, scientific, and technical intelligence relating to sciences and technologies (except military/combat and intelligence).
IEY	<i>Scientific and Technical Intelligence (Limited staff).</i> Involvement with two or more Scientific and Technical Intelligence work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
IEZ	<i>Scientific and Technical Intelligence (Other).</i> Work center is involved in other areas of Scientific and Technical Intelligence that are not adequately described in the definitions under Scientific and Technical Intelligence. (For temporary use only, a DA Form 2028 is required.)
IFA	<i>Military/Combat Intelligence.</i> Work center is involved in the development, maintenance, and dissemination of foreign intelligence pertaining to ground forces, materiel, missiles, space systems, combat considerations, and related areas.

**Table 9-1
Intelligence Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Threat Analysis Subfunction.</i>
IGA	<i>Capabilities Assessment.</i> Work center is involved in the study of U.S. and foreign military and military-related objectives, capabilities, and policies development and projection of plausible alternative representations of foreign environments and capabilities, considering combat materiel, employment doctrine, force structure and readiness, and general economic and technological factors and trends.
IGB	<i>Net Assessment.</i> Work center is involved in the comparative assessment of U.S. and foreign military and military related programs, technologies, and capabilities to determine areas and types of relative advantages and disadvantages, their extent and cause.
IGC	<i>Threat Analysis Operations.</i> Work center is involved in the determination of the presence, source, nature, and severity of actual or potential dangers to U.S. military and national security interests. Also includes the dissemination of results of analysis to appropriate U.S. intelligence entities.
IGY	<i>Threat Analysis (Limited staff).</i> Involvement with two or more Threat Analysis work centers listed above, but not separately identifiable due to limited staff size.(For temporary use only, a DA Form 2028 is required.)
IGZ	<i>Threat Analysis (Other).</i> Work center is involved in other areas of Threat Analysis that are not adequately described in the definitions under Threat Analysis. (For temporary use only, a DA Form 2028 is required.)
IHA	<i>Intelligence Production Operations.</i> Work center is involved in the analysis, integration, maintenance, and dissemination of world-wide military, scientific, technical, political, social, and geographic data for the purposes of strategic and tactical policy, response planning, and war-time operations support.
IHY	<i>Intelligence Production (Limited staff).</i> Involvement with two or more Intelligence Production work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
IHZ	<i>Intelligence Production (Other).</i> Work center is involved in other areas of Intelligence Production that are not adequately described in the definitions under Intelligence Production. (For temporary use only, a DA Form 2028 is required.)
—	<i>Electronic Warfare Function.</i>
IIA	<i>Electronic Warfare Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Electronic Warfare. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
IIB	<i>Electronic Countermeasures.</i> Work center is involved in actions taken to impair an enemy's effective use of the electromagnetic spectrum, including electronic jamming and deception.
IIC	<i>Electronic Counter-Countermeasures.</i> Work center is involved in actions taken to ensure friendly effective use of the electromagnetic spectrum despite an enemy's use of electronic warfare.
IID	<i>Electronic Warfare Studies.</i> Work center is involved in the study and use of electromagnetic energy to determine, exploit, reduce, or prevent hostile use of the electromagnetic spectrum in ways that retain friendly use of the spectrum.

**Table 9-1
Intelligence Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
IIY	<i>Electronic Warfare (Limited staff).</i> Involvement with two or more Electronic Warfare work centers listed above, but not separately identifiable due to limited staff size.(For temporary use only, a DA Form 2028 is required.)
IIZ	<i>Electronic Warfare (Other).</i> Work center is involved in other areas of Electronic Warfare that are not adequately described in the definitions under Electronic Warfare.(For temporary use only, a DA Form 2028 is required.)
—	<i>Counterintelligence Function.</i>
IJA	<i>Counterintelligence Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Counterintelligence. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
IJB	<i>Counterintelligence Investigations.</i> Work center is involved in investigations to detect and neutralize acts of sabotage, espionage, and subversion; determinations concerning possible compromise of national defense information through loss, theft, or disclosure; and determinations relative to disloyalty or unsuitability of individuals having access to classified defense information.
IJC	<i>Counterintelligence Special Operations/Techniques.</i> Work center is involved in covert operations to counter espionage, subversion and sabotage, including surveillance by human or electronic means and use of confidential sources.
—	<i>Counter-Sigint (sic) Intelligence Subfunction.</i>
IKA	<i>Communications Security (COMSEC).</i> Work center is involved in the development and application of protective measures taken to deny unauthorized persons information derived from telecommunications of the United States Government related to national security and to ensure the authenticity of such communications. Includes application of security and to ensure the authenticity of such communications. Includes application of security measures (for example, crypto security, transmission security, and emissions security) to electrical systems generating, handling, processing, or using national security or national security-related information. Also includes application of physical security measures to communications security information or materials.
IKB	<i>Electronics Security (Intelligence).</i> Work center is involved in the Intelligence aspects of providing protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the interception and analysis of non-telecommunications electromagnetic, non-communications, and radiations (for example, radar).
IKC	<i>Tempest.</i> Work center is involved in the inspection, field test, or controlled environment test of classified information processing equipment to determine if compromising emanations exist.
IKD	<i>Counter-SIGINT (sic) Intelligence Operations.</i> Work center is involved in enemy signals intelligence(SIGINT) and related electronic warfare (EW) capabilities and activities; assessment of friendly operations to identify patterns and signatures and the resulting vulnerability for subsequent development and recommendation of countermeasures; and the evaluation of the effectiveness of applied countermeasures. Includes development of recommendations to counter the hostile SIGINT (sic)threat.
IKY	<i>Counter-Sigint (sic) Intelligence (Limited staff).</i> Involvement with two more Counter-Sigint (sic)Intelligence work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 9-1
Intelligence Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
IKZ	<i>Counter-Sigint (sic) Intelligence (Other).</i> Work center is involved in other areas of Counter-Sigint(sic) Intelligence that are not adequately described in the definitions under Counter-Sigint (sic) Intelligence. (For temporary use only, a DA Form 2028 is required.)
—	<i>Terrorism Counteraction (Intelligence)Subfunction.</i>
ILA	<i>Counter-Terrorism (Intelligence).</i> Work center is involved in the Intelligence aspects of prevention of, or reaction to, terrorist acts on military installations;effective or attempted neutralization of terrorist incidents occurring on military installations; hostage negotiations; and dissemination of reports about terrorist acts.
ILB	<i>Anti-Terrorism (Intelligence).</i> Work center is involved in the Intelligence aspects of prevention of terrorist acts including collection, analysis, and dissemination of terrorist threat data, determination of potential targets;recruitment, training, and exercising of anti-terrorist personnel;and the implementation of security precautions to protect personnel and installations against acts of terrorism.
ILC	<i>International Narcotics Interdiction.</i> Work center is involved in assistance provided to civilian law enforcement of international narcotics, to include law enforcement information incidentally acquired in the course of intelligence activities; the loan of intelligence property; and the selective use of intelligence collection assets.
ILD	<i>Terrorism Counteraction (Intelligence)Operations.</i> Work center is involved in the Intelligence aspects of actions taken to counter the terrorist threat, including antiterrorism defensive measures taken to reduce vulnerability to terrorist attack and counterterrorism offensive measures taken in response to terrorist acts.
ILZ	<i>Terrorism Counteraction (Intelligence)(Other).</i> Work center is involved in other areas of Terrorism Counteraction (Intelligence) that are not adequately described in the definitions under Terrorism Counteraction(Intelligence). (For temporary use only, a DA Form 2028 is required.)
IMA	<i>Counterintelligence Operations.</i> Work center is involved in detection, evaluation, counteraction, or prevention of hostile intelligence collection, subversion, sabotage, terrorism, or assassination conducted by or on behalf of the many foreign power organizations, or persons operating to the detriment of the U.S. Army. Includes the identification of the hostile multidisciplinary intelligence collection threat; the determination of friendly vulnerability to that threat; the determination of friendly vulnerability to the threat; and the recommendation and evaluation of security measures.
IMB	<i>Reserved for future use.</i>
IMY	<i>Counterintelligence (Limited staff).</i> Involvement with two or more Counterintelligence work centers listed above, but not separately identifiable due to limited staff size.(For temporary use only, a DA Form 2028 is required.)
IMZ	<i>Counterintelligence (Other).</i> Work center is involved in other areas of Counterintelligence that are not adequately described in the definitions under Counterintelligence. (For temporary use only, a DA Form 2028 is required.)
—	<i>Security Programs Function.</i>
—	<i>Security Programs Staff Subfunction.</i>
INA	<i>Statistical Clearance and Policy.</i> Work center is involved in the administration of the Department of Army statistical policy program; clearance of statistical material for release outside the Department of the Army; and preparation, publication, and distribution of a compilation of sensitive data in specified areas.

**Table 9-1
Intelligence Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
INB	<i>Record Disclosure.</i> Work center is involved in the review of classified and sensitive unclassified records to determine their releasability under the Freedom of Information Act, Privacy Act or Right to Financial Privacy Act;processing of requests for records under these laws; review of records for release/denial determination; preparation of case summaries, affidavits and other correspondence related to litigation under these statutes; and implementation of program policies and directives. <i>Workload factors.</i> a. Documents reviewed, release/denial determinations, case briefs, affidavits and related correspondence. b. Information law compliance actions.
INC	<i>Security Programs Management Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Security Programs.Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
INY	<i>Security Programs Staff (Limited staff).</i> Involvement with two or more Security Programs Staff work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
INZ	<i>Security Programs Staff (Other).</i> Work center is involved in other areas of Security Programs Staff that are not adequately described in the definitions under Security Programs Staff. (For temporary use only, a DA Form 2028 is required.)
—	<i>Information Security Subfunction.</i>
IPA	<i>Reserved for future use.</i>
IPB	<i>Information Security Management Staff.</i> Work center is involved in the application of administrative policies and procedures for identifying, controlling, and protecting from unauthorized disclosure information whose protection is authorized by an executive order or statute.
IPC	<i>Reserved for future use.</i>
IPY	<i>Information Security (Limited staff).</i> Involvement with two or more Information Security work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
IPZ	<i>Information Security (Other).</i> Work center is involved in other areas of Information Security that are not adequately described in the definitions under Information Security. (For temporary use only, a DA Form 2028 is required.)
IQA	<i>Industrial Security.</i> Work center is involved in the security disciplines concerned with the protection of classified information in the hands of U.S. industry.
IQB	<i>Automation Security.</i> Work center is involved in the measures employed to protect Army automation and the information handled from both hostile and benign threats and to safeguard against unauthorized exploitation through espionage, sabotage, theft, fraud, misappropriation, or misuse. Automation security applies to all ADP system security and applies to the global aspects of the security problem. Encompasses security management, hardware, software, procedural, communications, personnel, physical, environmental, and all other security aspects contributing to the protection of automated systems (hardware and software), sites, activities, facilities, or operations as potential targets.

**Table 9-1
Intelligence Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
IQC	<i>Technology Transfer.</i> Work center is involved in the protection of Army critical technologies from loss or illegal transfer as a result of research, development, and acquisition activities; International Program activities; Extra-Departmental Commercial activities bilateral/multilateral agreements; alien access to U.S. domestic production and/or research and military facilities; and hostile intelligence activities.
—	<i>Personnel Security Subfunction.</i>
IRA	<i>Personnel Security Screening.</i> Work center is involved in the personnel security processing of soldiers enlisting for options resulting in assignment to sensitive positions throughout the Army. <i>Workload factors.</i> a. Number of applicants. b. Total number of applicants requiring security screening.
IRB	<i>Personnel Security Investigations.</i> Work center is involved in investigation for the purpose of determining the eligibility of DOD military and civilian personnel, contractor employees, consultants, and other persons affiliated with DOD, for access to classified information, acceptance or retention in the Armed Forces, assignment or retention in sensitive duties, or other designated duties requiring such investigation.
IRC	<i>Central Personnel Security Clearance Activities.</i> Work center is involved with personnel security clearance and sensitive compartmented information (SCI) access determinations; determination of contractor personnel access eligibility to SCI; and determination relative to Army personnel being considered for designated special duty assignments.
IRD	<i>Personnel Security Management Staff.</i> Work center is involved in the operation of personnel security programs, including personnel security clearances; requests for personnel security investigations; issuance of required security clearances; administration of military and civilian employee loyalty programs; and programs pertaining to foreign visitors, tours, accreditations, and disclosures.
IRY	<i>Personnel Security (Limited staff).</i> Involvement with two or more Personnel Security work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
IRZ	<i>Personnel Security (Other).</i> Work center is involved in other areas of Personnel Security that are not adequately described in the definitions under Personnel Security. (For temporary use only, a DA Form 2028 is required.)
ISA	<i>Security Programs/Activities.</i> Work center is involved in the management and control of programs to thwart threats of espionage, sabotage, criminal subversion, sedition, or disaffection; implementation of protective measures to minimize the effects of hostile acts or influences; prevention of unauthorized access to national security information; and the review of material to determine proper classification.
ISY	<i>Security Program (Limited staff).</i> Involvement with two or more Security Programs work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
ISZ	<i>Security Programs (Other).</i> Work center is involved in other areas of Security Programs that are not adequately described in the definitions under Security Programs. (For temporary use only, a DA Form 2028 is required.)
IZY	<i>Intelligence (Limited staff).</i> Involvement with two or more Intelligence functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 9-1
Intelligence Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
IZZ	<i>Intelligence (Other).</i> Work center is involved in other areas of Intelligence that are not adequately described in the definitions under Intelligence. (For temporary use only, a DA Form 2028 is required.)

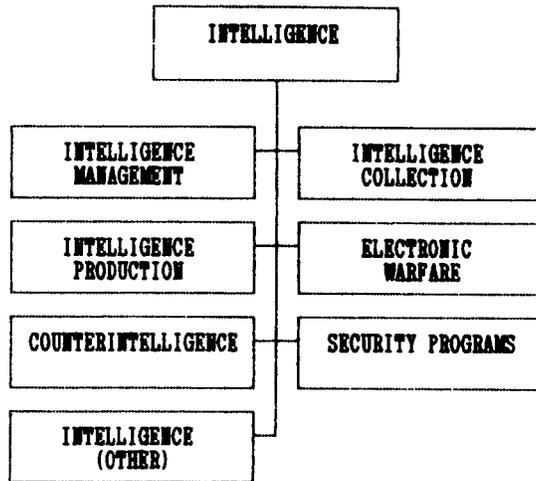


Figure 9-1. Intelligence functional hierarchy

Functional
Category

Function

Subfunction

Work
Centers

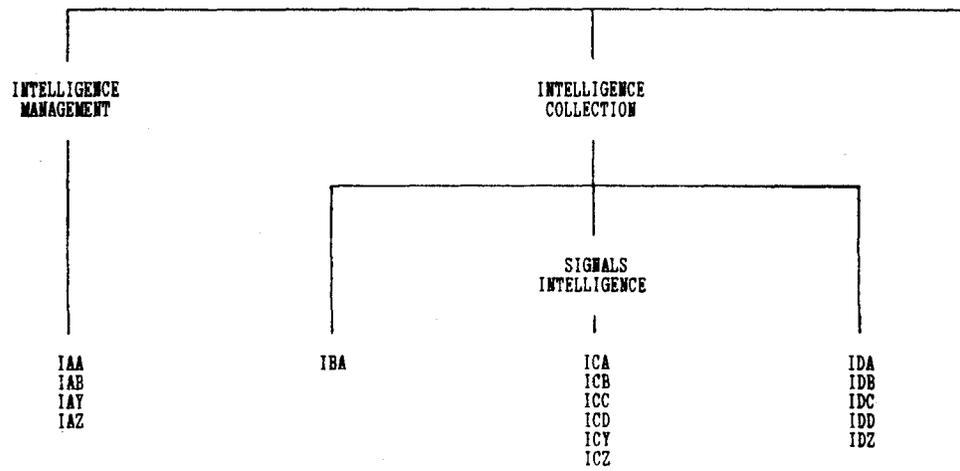


Figure 9-1. Intelligence functional hierarchy—Continued

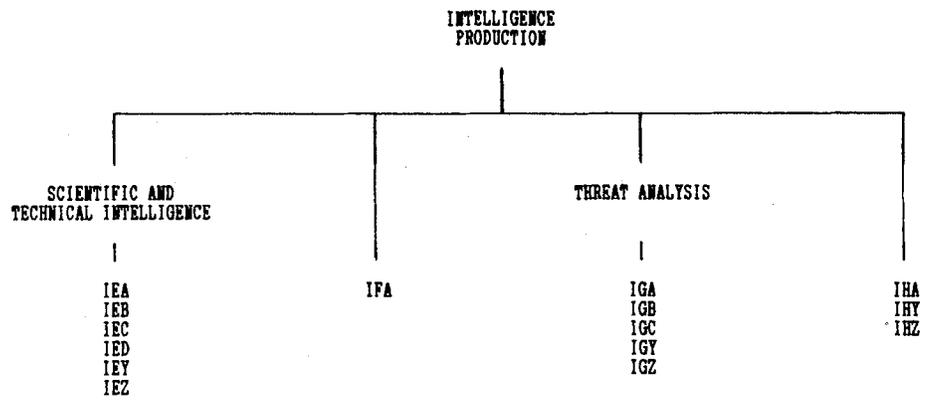


Figure 9-1. Intelligence functional hierarchy—Continued

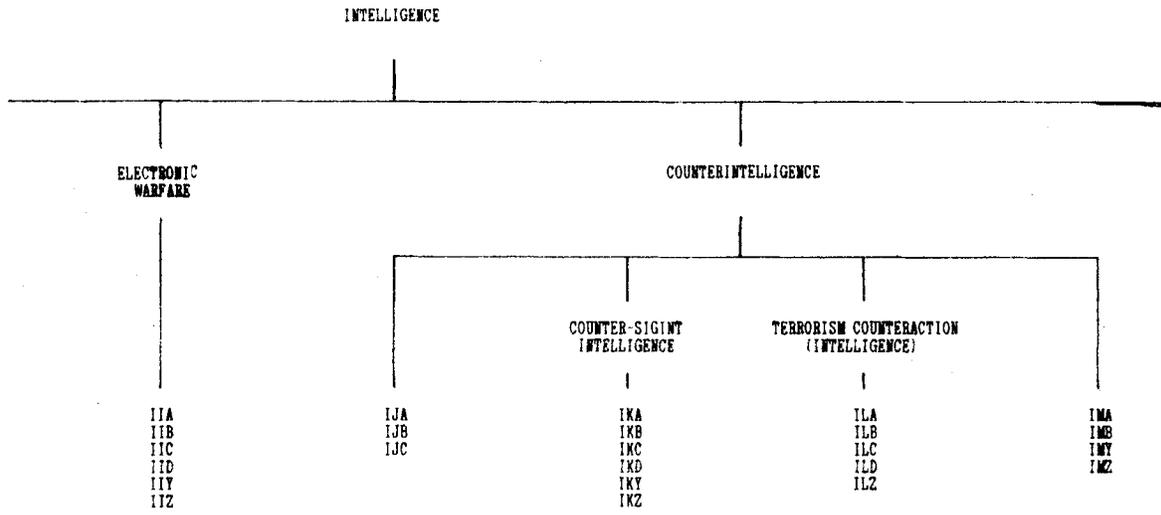


Figure 9-1. Intelligence functional hierarchy—Continued

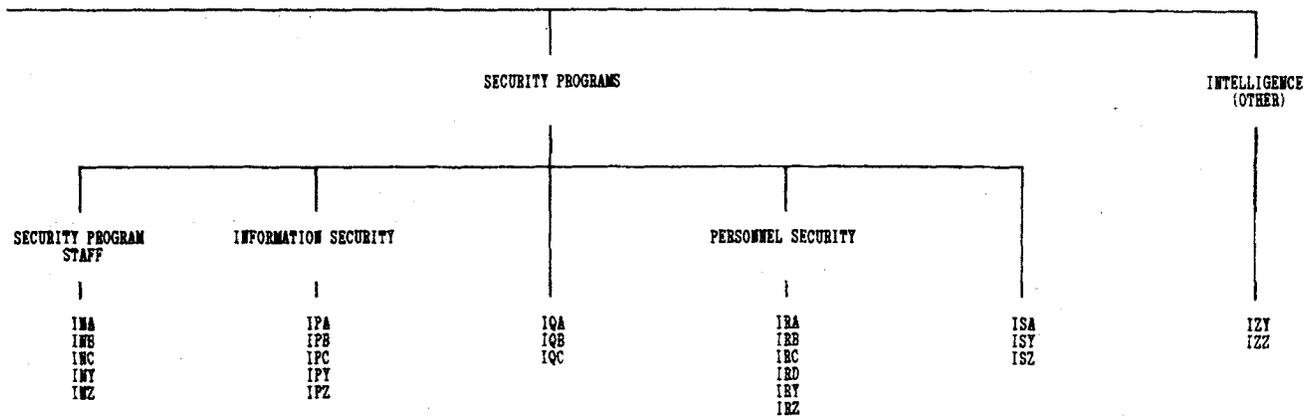


Figure 9-1. Intelligence functional hierarchy—Continued

Chapter 10 Installation Facilities Engineering Functional Category—AFD Code (SWCC) J

10-1. General

This chapter lists installation facilities engineering work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define installation facilities engineering work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

10-2. Installation facilities engineering codes and definitions

Installation facilities engineering work center titles and definitions are listed in table 10-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 10-1 depicts the functional hierarchy of the installation facilities engineering functional category.

Table 10-1
Installation Facilities Engineering Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Installation Facilities Engineering Functional Category.</i>
—	<i>Installation Facilities Engineering Management Function.</i>
JAA	<i>Installation Facilities Engineering Management Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Installation Facilities Engineering. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
JAB	<i>Installation Facilities Engineering Activities.</i> Work center is involved in management and control of installation facilities operations; resources management; services; Army housing; installation environmental management; utilities, buildings, and grounds; and fire protection/prevention.
JAY	<i>Installation Facilities Engineering Management (Limited staff).</i> Involvement with two or more Installation Facilities Engineering management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
JAZ	<i>Installation Facilities Engineering Management (Other).</i> Work center is involved in other areas of Installation Facilities Engineering Management that are not adequately described in the definitions under Installation Facilities Engineering Management. (For temporary use only, a DA Form 2028 is required.)

Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued

AFD code (SWCC)	Title and definition
—	<i>Facilities Engineering Operations Function.</i>
JBA	<i>Troop Construction.</i> Work center is involved in the preparation, organization, scheduling, and documentation of actions of the Troop Construction Coordination Committee. Recommends the feasibility of projects to be accomplished by troop effort; acts as point of contact between facilities engineering activities and troop units; provides or arranges for technical expertise and inspection service in connection with the accomplishment of projects; and acts as material expeditor for projects and validates bills of material for quantity and type. Also hosts design and preconstruction conferences; receives, reviews, reconciles, and submits reports on project status, man-hours expended, funds expended, and expected completion dates. <i>Workload factors.</i> a. Number of construction projects completed during the previous 12 months. b. Type and scope of construction projects as reflected in equipment and materials involved in man-hours and funds obligated and expended.
JBB	<i>Mobilization.</i> Work center is involved in the coordination of facilities engineering responses and functions during tests, exercises and emergency operations. Receives, screens, and files requests for blocking, bracing, packing, crating, and tie-down material required to support deployments and mobilizations. Prepares facilities engineering annexes to installation regulations covering mobilization; manages facilities engineering responsibilities for mobilization activities; participates in meetings and conferences on mobilization; and schedules and conducts rail loading training. <i>Workload factors.</i> a. Number of facilities engineering major supporting actions during the previous 12 months in response to deployments, readiness exercises, and mobilization actions. b. Number of organizations involved during the previous 12 months for which separate planning and support was required.

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JBC	<p><i>Off-Post Facilities.</i> Work center is involved in point of contact and coordination between facilities engineering and all USAR Centers within the area. Includes planning, scheduling, and furnishing overall supervision to assure adequate and economic performance of facilities engineering support of off-post facilities within the area for which the installation has responsibilities.</p> <p><i>Workload factors.</i></p> <p>a. Number of USAR Centers in the area with which support is planned and coordinated.</p> <p>b. Number and composition of off-post facilities for which engineering support is provided.</p>
JBD	<p><i>Facilities Engineering Operations Staff.</i> Work center is involved in the management and control of troop construction and off-post facilities support.</p>
JBY	<p><i>Facilities Engineering Operations (Limited staff).</i> Involvement with two or more Facilities Engineering Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JBZ	<p><i>Facilities Engineering Operations (Other).</i> Work center is involved in other areas of Facilities Engineering Operations that are not adequately described in the definitions under Facilities Engineering Operations. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Facilities Engineering Resources Management Function.</i></p>
JCA	<p><i>Work Reception and Scheduling.</i> Work center is involved in the accomplishment of receipt, preparation, control, and processing of all work authorization documents such as Service Orders, Individual Job Orders, and Standing Operation Orders. Maintaining logs, registers, and files to record and coordinate the input and distribution of work and to monitor the status of work requests and work flow; managing the Backlog of Maintenance and Repair (BMAR) and Minor Construction Programs for facilities engineering organizations; coordinating work projects with installation troop and tenant organizations; and coordinating the planning of shop work schedules and determine man-hour, material, and equipment availability. Also includes preparing a master schedule of major jobs and coordinating materiel requirements for approved and controlled jobs; and compiling data, preparing reports, and providing information concerning work requested and in process.</p> <p><i>Workload factor.</i> Number of job order requests, individual job orders, standing operation orders, and service orders completed or processed to disposition annually.</p>
JCB	<p><i>Estimating and Facility Inspection.</i> Work center is involved in the provision of planning and estimating for facilities maintenance, repair and minor construction work projects; collecting data, determining layout, measurements, materiel, equipment, man-hours, and other data needed to accomplish work and to meet the requirements of using activities, determining computer labor, materiel, and equipment, man-hours, and other data needed to accomplish work and to meet the requirements of using activities; computing labor, materiel, and equipment cost estimates, and prepare sketches and designs and preparing work plan for accomplishment in logical operational sequence by appropriate shops and engineering functions. Also includes inspecting condition of facilities to determine if they meet the required standards of maintenance and as basis for estimating the costs of needed maintenance.</p> <p><i>Workload factor.</i> Annual man-hours spent on individual job orders.</p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JCC	<p><i>Real Property.</i> Work center is involved in the maintenance of documentary control of real property, including transfer forms, licenses, permits, leases, easements, and utilization and asset costs; maintaining the automated asset database for real property and current and programmed use of the property; and conducting periodic physical inventories of property, preparing reports and posting changes to records.</p>
JCD	<p><i>Programming/Budget Accounting and Statistics.</i> Work center is involved in the performance of budget, cost accounting, fund control, and statistical services for the facilities engineering organization. Includes planning, supervising and coordinating the preparation, analysis and completion of the budget and operating program to include the facilities engineering portion of the Command Operating Budget, Executive Review and Prior Year Report; obtaining Real Property Maintenance (RPMA) support requirements from all installation activities, including tenants and satellite; and performing budget and fiscal accounting and analyses and preparing allied statistical reports and studies. Also includes advising the facilities engineer and staff on budget and fiscal matters relating to the operating budget and program and on budget considerations involved in the development, execution, analysis and review of activities.</p> <p><i>Workload factors.</i></p> <p>a. Total manpower required in all facilities engineering functions, including man-years of contract service and military troop use.</p> <p>b. Total sum of annually budgeted funds for the construction, operation, maintenance and repair of real property.</p>
JCE	<p><i>Facilities Engineering Resources Management Staff.</i> Work center is involved in the management and control of resources in connection with real property facilities construction, operation, and maintenance. Activities include programming, coordinating, and scheduling resources for accomplishing work, preparation of real property maintenance reports, operation of the work management system, assets accounting, analysis of completed work, and shop performance; providing industrial engineering services and expertise in developing standards and methods for improving performance and productivity; and providing programming/budgetary and fiscal guidance to engineering staff and operating elements.</p> <p><i>Workload factors.</i></p> <p>a. Average monthly number of work authorization documents (all types) processed to completion.</p> <p>b. Total number of manpower required in subordinate work centers.</p>
JCY	<p><i>Facilities Engineering Resources Management (Limited staff).</i> Involvement with two or more Facilities Engineering Resources Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JCZ	<p><i>Facilities Engineering Resources Management (Other).</i> Work center is involved in other areas of Facilities Engineering Resources Management that are not adequately described in the definitions under Facilities Engineering Resources Management. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Facilities Engineering Services Function.</i></p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JDA	<p><i>Industrial Engineering Services.</i> Work center is involved in the provision of industrial engineering services to the facilities engineer and staff to improve resource utilization, work force productivity and the effectiveness of work management control systems. Includes performing studies and surveys relative to work analysis, methods improvement engineering and evaluation of activities to determine efficiency; developing engineering performance standards and recommending changes to manning levels and craft mix for more effective resource use. Also includes preparing the Annual Work Plan and Long Range Work Program; responsible for the operation and utilization of IFS and the facilities engineer portion of the automatic data processing system. Prepares work statements and specifications, collects data, and computes estimates for commercial and industrial type functions, and makes recommendations concerning in-house or contract performance of functions.</p> <p><i>Workload factor.</i> Total manpower required in all facilities engineering work centers.</p>
JDB	<p><i>Engineering Services.</i> Work center is involved in the preparation, coordination, design, and development of engineering projects to include plans, specifications and cost estimates and providing technical assistance to contracting officers. Provides drafting service and maintain record drawings for all buildings, structures, roads, streets, and utilities. Design responsibilities include all minor construction contracts, repair of family housing fire damages, backlog of maintenance and repair projects and large requirement type contracts. Includes furnishing reproduction service for engineering projects, plans, maps, and charts; providing project management of construction projects prepared by the District Engineer, engineer troop units, and civilian firms; and making engineer reports, studies, surveys, and analyses.</p> <p><i>Workload factor.</i> Annual cost of in-house projects.</p>
JDC	<p><i>Construction Inspection.</i> Work center is involved in the performance of in-progress inspections of formal contracts, facilities engineering, Military Construction, Army, (MCA), nonappropriated fund and family housing work. Contracts include minor construction, repair of family housing fire damage, backlog of maintenance and repair, large requirements type contracts, and total family housing maintenance. Also includes authenticating scope of progress and pay estimates; approving materials, laboratory tests, and shop drawings; coordinating field work with using organizations for construction contracts other than MCA; and making final acceptance inspection on completed construction, including major construction (MCA and Minor Military Construction Army (MMCA) accomplished under the District Engineer to assure contractor performance.</p> <p><i>Workload factor.</i> Annual cost of completed projects.</p>
JDD	<p><i>Master Plans and Programs.</i> Work center is involved in the development and maintenance of the installation master plan and the mobilization construction plan. Includes developing MCA programs to implement the master plan and compile projects and justification data for the intermediate and target year programs; furnishing engineering advice and service to the Installation Planning Board in the formulation and revision of the master plan; and providing technical coordination for the planning, programming, designing, and construction of MCA projects for the installation. Also includes preparing budget and programming documents for MCA projects; and providing installation liaison to the District Engineer for master planning, MCA project design and technical support.</p> <p><i>Workload factor.</i> Authorized installation strength.</p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JDE	<p><i>Facilities Energy Management.</i> Work center is involved in the actions required to implement an energy conservation program. Includes conducting studies and inspections, collecting and analyzing data, and preparing reports concerning energy utilization and conservation; and providing information, advice, and assistance to commanders and managers on policies, requirements, and actions involving energy conservation.</p> <p><i>Workload factor.</i> Installation strength.</p>
JDF	<p><i>Facilities Engineering Services Staff.</i> Work center is involved in the management and control of industrial engineering services, engineering services, construction planning, master plans and programs, and installation energy management.</p>
JDY	<p><i>Facilities Engineering Services (Limited staff).</i> Involvement with two or more Facilities Engineering Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JDZ	<p><i>Facilities Engineering Services (Other).</i> Work center is involved in other areas of Facilities Engineering Services that are not adequately described in the definitions under Facilities Engineering Services. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Army Housing.</i> The code assigned to this function is for query purposes only; it is not to be used for coding work centers.</p>
JEA	<p><i>Army Housing Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Army Housing. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.</p>
JEB	<p><i>Housing Referrals.</i> Work center is involved in the conduction of economy housing cost data surveys and demographic analyses; activities involved in obtaining available community housing lists; and acquiring leases. Administers Equal Housing Opportunity Program.</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Average monthly number of accompanied and unaccompanied military personnel, and DOD civilians housed. Units surveyed and/or inspected (plus number of applications for housing referral assistance as yet unserved.) Plus 0.07 time of the assistance source documents.
JEC	<p><i>Housing Management.</i> Work center is involved in the management of installation housing. Includes formulating local housing policies and procedures; determining housing requirements; managing housing referral services, operating and furnishing unaccompanied personnel housing, family housing, officer and senior enlisted quarters, transient and guest quarters; and supervising troop barracks utilization and providing furnishings support.</p> <p><i>Workload factor.</i> Number of Government-owned family housing units plus number of families on housing waiting list.</p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JED	<p><i>Furnishings Management.</i> Work center is involved in the management and operations of providing furniture and household equipment to support family and bachelor housing quarters. Includes determining requirements for furnishings and costs; requisitioning purchase requests, receiving, storing, issuing, shipping, transferring and disposing of furniture, equipment and supplies, compiling information for furnishings brochure; and receiving and processing customers. Also establishes and maintains records of inventory, condition and utilization of items; performing inventories, compiling data for budget and cost control and preparing reports; and performing minor maintenance of furniture; and processing furniture and equipment for contract maintenance.</p> <p><i>Workload factors.</i></p> <p>a. The total number of active family housing furnishings accounts maintained.</p> <p>b. The average daily number of permanent party and transient personnel billeted.</p> <p>c. The average monthly number of line items received, issued, or shipped in which accountability is changed (includes repetitive transactions involving the same line items).</p> <p>d. The average monthly number of individual hand receipt transactions processed regardless of the number of line items on individual hand receipts.</p>
JEE	<p><i>Army Housing Control.</i> Work center is involved in the control of Army controlled housing (except recreational) and the housing furnishings program; programs and budgets appropriate funds for acquisition, operation, maintenance, repair, improvement, new construction, and debt payment for all Army controlled housing (to include recreational housing). Establishes design criteria, construction standards, and execution of the housing construction program. Manages off-post housing referral programs. Manages diversion, conversion, and disposal of housing.</p>
JEY	<p><i>Army Housing (Limited staff).</i> Involvement with two or more Army Housing work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JEZ	<p><i>Army Housing (Other).</i> Work center is involved in other areas of Army Housing that are not adequately described in the definitions under Army Housing. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Environmental Management Function.</i></p>
JFA	<p><i>Environmental Management Staff.</i> Work center is involved in the management and control of the preservation, protection, and quality enhancement of the environment. Includes planning, developing, and implementing projects and engineering studies for air, noise, water, and oil pollution control; establishing criteria for hazardous and toxic waste management; and preparing and updating installation environment assessments and environmental impact statements. Also includes ensuring that installation programs comply with all appropriate State and Federal standards; operating environmental quality laboratory for biological and chemical analysis of water and other elements related to ecology problems and studies; and providing technical advice, assistance, and coordination on all matters dealing with environmental management.</p>
JFY	<p><i>Environmental Management (Limited staff).</i> Involvement with two or more Environmental Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JFZ	<p><i>Environmental Management (Other).</i> Work center is involved in other areas of Environmental Management that are not adequately described in the definitions under Environmental Management. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Utilities, Buildings, and Grounds Function.</i></p>
JGA	<p><i>Utilities, Buildings, and Grounds Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Utilities, Buildings, and Grounds. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.</p>
—	<p><i>Buildings, Grounds, and Structures Subfunction.</i></p>
JHA	<p><i>Carpentry.</i> Work center is involved in the maintenance, repair, modification, and construction of buildings, structures, and appurtenances using wood and wood-substitutes; includes gypseous board finishing, floor covering, screening, shelving, and associated objects.</p> <p><i>Workload factors.</i></p> <p>a. Total number of buildings requiring maintenance involving craft and skills indicated.</p> <p>b. Total combined square footage of floor space in all such buildings.</p>
JHB	<p><i>Masonry.</i> Work center is involved in the maintenance, repair, modification, and construction of buildings, structures, and appurtenances using masonry; includes foundations, masonry walls, steps, chimneys, fireplaces, and associated objects.</p> <p><i>Workload factors.</i></p> <p>a. Total number of buildings requiring maintenance involving craft and skills indicated.</p> <p>b. Total combined square footage of floor space in all such buildings.</p>
JHC	<p><i>Metalworking.</i> Work center is involved in the maintenance, repair, and replacement of metal components of buildings and structures; and performing sheet metal work, blacksmithing and welding to fabricate and repair metal fixtures.</p> <p><i>Workload factor.</i> Average monthly number of work orders processed.</p>
JHD	<p><i>Painting.</i> Work center is involved in painting exterior and interior surfaces of buildings, road signs, machinery and equipment; and sanding, scraping and repairing surfaces for protective coating and painting.</p> <p><i>Workload factor.</i> Total square feet of surface area painted.</p>
JHE	<p><i>Building Preventive Maintenance.</i> Work center is involved in the performance of systematic inspections and minor repairs to buildings and structures. Includes plumbing, electrical and mechanical components to prevent failures and breakdowns.</p> <p><i>Workload factors.</i></p> <p>a. The total number of buildings and structures maintained by the facilities engineering organization.</p> <p>b. The total combined square feet of floor space in all such buildings.</p>

**Table 10–1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JHF	<p><i>Custodial Services.</i> Work center is involved in the performance of janitorial services for administrative-type buildings and office areas. Includes activities such as sweeping, mopping, waxing, and polishing floors; washing windows and skylights; cleaning and servicing wash-rooms, toilets and bathrooms; and cleaning and operating elevators.</p> <p><i>Workload factor.</i> Total square feet of floor space for which services are provided.</p>
JHG	<p><i>Surfaced Area Maintenance.</i> Work center is involved in the repair, resurface, and maintenance of exterior improved surfaces intended for vehicle, aircraft or pedestrian traffic, for parking vehicles and for storage of materials and equipment. Includes maintaining appurtenant construction, including drainage systems, directional signs and markings, traffic safety devices, bridges, culverts, guard, and hand rails, curbs, gutters, shoulders, and ditches, and operating snow-removal and road-sweeping equipment.</p> <p><i>Workload factor.</i> The total square yards (in thousands) of usable surface area maintained by the facilities engineer organization (surface area includes asphalt, concrete, and miscellaneous airfield, road, driveway, parking lot, storage area, and sidewalk surfaces identified in property records as usable).</p>
JHH	<p><i>Asphalt and Gravel Plants and Quarry Machinery Operations.</i> Work center is involved in the operation of asphalt and gravel plants, quarry machinery, and performance of related activities.</p> <p><i>Workload factor.</i> The monthly average number of cubic yards of materials, by type, produced.</p>
JHJ	<p><i>Railroad Maintenance.</i> Work center is involved in the repair and maintenance of utility railroad trackage. Includes spurs, sidings, trestles, and crossings, involving the replacement of rails, ties, ballast, switches, frogs, joints, and other parts; aligning and resurfacing track, repairing draining ditches and structures and controlling vegetation.</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Active trackage and track appurtenances. Inactive trackage and track appurtenances.
JHK	<p><i>Semi- and Improved Grounds Maintenance.</i> Work center is involved in the landscape, fertilization, seeding, mowing, irrigation, pruning, collection, and removal of debris, and the performance of plant disease, vegetation, and erosion control for maintaining lawns and areas adjacent to administrative, hospital, recreational, barracks, BOQ, and other facilities; and cemeteries, parade grounds, and other extensively used areas. Also includes recurring maintenance on semi-improved grounds such as small arms ranges, ammunition storage areas, etc.</p> <p><i>Workload factor.</i> Total number of acres of improved and semi-improved grounds.</p>
JHL	<p><i>Unimproved Grounds Maintenance.</i> Work center is involved in the maintenance and management of unimproved grounds and forestry. Includes mowing fields and performing weed, brush, and poisonous plant control; controlling erosion; rehabilitating watersheds, renovating grasslands and repairing and maintaining areas in support of fish and wildlife habitats. Maintains and improves productive forestry acreage. Accomplishes timber marking, volume determination, thinning, pruning, reforestation, and controlled burning. Includes fire protection.</p>

**Table 10–1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JHM	<p><i>Forestry Management.</i> Work center is involved in program planning, management, maintenance, and improvement of productive forest acreage; accomplishing timber marking and volume determination, performing thinning, pruning, and reforestation. Includes fire protection.</p> <p><i>Workload factor.</i> Total acreage of forest.</p>
JHN	<p><i>Reserved for future use.</i></p>
JHP	<p><i>Range Maintenance.</i> Work center is involved in the maintenance and repair of range facilities such as buildings, structures, target frames, and related equipment. Maintenance typically involves minor carpentry repair, window glass replacement, replacement of electrical wiring, switches, and related work.</p> <p><i>Workload factor.</i> Number and acreage of ranges.</p>
JHQ	<p><i>Fish and Wildlife.</i> Work center is involved in the protection and improvement of fish and wildlife habitats. Includes maintaining and improving food, cover and water sources; establishing protective measures and practices to avoid pollution and unnecessary destruction of habitats; and managing ponds, lakes, streams, swamps, and estuaries for fish and waterfowl. Also protects endangered species, maintains liaison with local, State, and Federal agencies; and coordinates and monitors hunting and fishing activities. (Enforcement of fish and wildlife laws is defined under the Security Functional Category.)</p> <p><i>Workload factor.</i> The total number of acres within the fish and wildlife management program.</p>
JHR	<p><i>Pest Control.</i> Work center is involved in the inspection of buildings, grounds, and stored products for signs of insect and rodent infestation. Includes determining materials, equipment, and manpower required to correct and control infestation problems; and applying insecticides, rodenticides, fumigants, wood preservatives, and other materials to control fungi, insects, rodents, and other pests for the protection of personnel, material, buildings, grassed areas, trees, shrubs, and forested areas.</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Total square feet of floor space, in thousands, of all installation buildings, including medical facilities and military family housing. Total number of acres of improved, semi-improved, and golf course land area that is within maintenance responsibility of the facilities engineer organization. The total number of pieces of equipment (sprayers, pumps, foggers, mist blowers, and dusters) authorized and assigned to the work center.
JHS	<p><i>Cemetery.</i> Work center is involved in the management, operation, and maintenance of post cemetery.</p>
JHT	<p><i>Buildings, Grounds, and Structures Staff.</i> Work center is involved in the management and maintenance of buildings, grounds, and structures.</p>
JHY	<p><i>Buildings, Grounds, and Structures (Limited staff).</i> Involvement with two or more Buildings, Grounds, and Structures work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JHZ	<p><i>Buildings, Grounds, and Structures (Other).</i> Work center is involved in other areas of Buildings, Grounds, and Structures that are not adequately described in the definitions under buildings, grounds, and structures. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Utility Operations Subfunction.</i></p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JJA	<p><i>Refrigeration and Air-Conditioning(Operation).</i> Work center is involved in the operation of combined air conditioning and heating plants, manually and automatically controlled cold storage plants, ice manufacturing plants, air-conditioning systems, and other separate refrigeration and air-conditioning units that require operation attendance.</p> <p><i>Workload factors.</i></p> <p>a. Air-conditioning plant—The total ton capacity of the system or all systems operated.</p> <p>b. Heating plant—The total British thermal unit (BTU) input (in missions) for the systems operated during the reporting period.</p> <p>c. Cold storage/ice manufacturing plants—The total horsepower (HP) for all installed refrigerated compressors.</p>
JJB	<p><i>Refrigeration and Air-Conditioning Maintenance.</i> Work center is involved in the maintenance and repair of combined air-conditioning and heating plants, storage plants, ice manufacturing plants, refrigeration units, air-conditioning systems and air compression and dehumidification equipment.</p> <p><i>Workload factors.</i></p> <p>a. Total square feet (thousands) of floor space requiring cooling.</p> <p>b. Total number of window-type (1/3 ton or more) air-conditioners.</p> <p>c. Total tonnage for air-conditioning.</p> <p>d. Capacity of dehumidification equipment.</p>
JJC	<p><i>Boiler Plants.</i> Work center is involved in the operation, maintenance and repair of incinerators, high-pressure steam and high-temperature water boilers (including low-pressure boilers in high-pressure plants), and steam and high temperature water distribution systems. Includes maintaining boiler treatment in high-pressure boilers and any other similar system requiring treatment; developing training, licensing, and/or certification programs for boiler heater, incinerator plant operators and air pollution control equipment operators; and preparing/operating logs.</p> <p><i>Workload factors.</i></p> <p>a. The total British thermal unit(BTU) per hour output capacity, expressed in units of 1,000,000 BTU.</p> <p>b. The total number of boiler plants of high pressure (over 3,500,000 BTU per hour) capacity.</p>
JJD	<p><i>Heating Plants.</i> Work center is involved in the operation, maintenance, and repair of low pressure steam and hot water boilers, furnaces, direct-fired units, heaters, warm air furnaces, domestic water heaters, and space heaters for production of steam, hot water, hot air, and heat for cooking.</p> <p><i>Workload factors.</i></p> <p>a. The total BTU per hour output capacity, expressed in units of 1,000,000 BTU.</p> <p>b. The total number of heating plants operated and maintained.</p>
JJE	<p><i>Heating Systems Maintenance and Operation.</i> Work center is involved in the performance of preventive maintenance on warm air furnaces, space heaters, lower-pressure steam boilers (except those in high-pressure boiler plants), hot water boilers, water heaters, converters for hot water heating systems, domestic water heaters, direct-fired unit heaters, space heating systems, and solar energy equipment. Also conducts training courses for heating equipment firemen. Prepares operating logs.</p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
	<p><i>Workload factors.</i></p> <p>a. The total square feet of floor space, in thousands, for which heating service is provided.</p> <p>b. The total BTU per hour output capacity, expressed in units of 1,000,000 BTU.</p>
JJF	<p><i>Plumbing.</i> Work center is involved in the installation, maintenance, and modification of plumbing fixtures, and equipment, water, sewage, steam, air gas; and vacuum and oil distribution lines and appurtenances. Installs and maintains fire protection and lawn sprinkler systems. Maintains, and repairs liquefied fuel storage and dispensing equipment.</p> <p><i>Workload factors.</i></p> <p>a. The total linear feet in thousands, of all distribution lines maintained, including service lines, branches, and laterals.</p> <p>b. The total square feet of floor space, in thousands, of all buildings for which service is provided.</p> <p>c. The total square feet of floor space, in thousands, of all buildings protected by automatic fire protection sprinklers.</p>
JJG	<p><i>Pipe Fitting.</i> Work center is involved in the installation, modification, and maintenance of distribution lines and sanitary sewage systems that are part of high temperature and high pressure piping systems; includes air, hydraulic, nitrogen, oxygen, steam, heating, and steam generating systems.</p> <p><i>Workload factor.</i> Linear feet of high-pressure and high temperature pipe lines.</p>
JJH	<p><i>Kitchen and Domestic Appliances Maintenance.</i> Work center is involved in the installation, removal, and maintenance of kitchen equipment, home appliances and related equipment such as food service equipment (excluding utensils) used in preparing and serving food; and home appliances such as washing machines, dryers, ranges, disposals, freezers, domestic refrigerators, exhaust fans, and water coolers.</p> <p><i>Workload factor.</i> The average monthly number of work requests received and work orders completed.</p>
JJJ	<p><i>Electrical Systems.</i> Work center is involved in the maintenance, and modification of substations, overhead and underground electric distribution systems, interior wiring systems and exterior lighting systems, including airfield and air navigation lighting; and electrical equipment, including elevator and controls and special systems, such as intrusion detection systems. Includes electric powered and generating equipment and related instruments and controls.</p> <p><i>Workload factors.</i></p> <p>a. The total number of buildings.</p> <p>b. The total square feet of floor space, in thousands, of all installation buildings, including medical facilities and family housing.</p> <p>c. The total KVA capacity, in thousands, of all unmanned substations maintained.</p> <p>d. The total number of linear feet, in thousands, of overhead and underground distribution and service lines.</p> <p>e. The total number of linear feet, in thousands, of active approach lighting, runway lighting and taxiway lighting.</p> <p>f. The total number of Visual Approach Slope Indicator lighting systems maintained.</p> <p>g. The total number of street/traffic lights maintained.</p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JJK	<p><i>Electrical Power Production.</i> Work center is involved in the operation and maintenance of electric power production plants and equipment, including power distribution panels and controls. Includes repair of generators and the engines(gasoline or diesel) used to power the generators, starter motors, heat recovery units and associated equipment.</p> <p><i>Workload factors.</i></p> <p>a. The sum of the KVA nameplate ratings of all generators in the plants.</p> <p>b. Total number of generating plants.</p> <p>c. Total quantity of electric energy produced by electric generating plants, in units of megawatt hours.</p> <p>d. Total number of gasoline and diesel powered generators maintained.</p>
JJL	<p><i>Water Plant.</i> Work center is involved in the operation, maintenance, and repair of water pumping, and treatment facilities and swimming pool purification equipment;prepares operating logs and maintains records of plant operations.</p> <p><i>Workload factors.</i></p> <p>a. Total capacity, in thousands of gallons, of all storage facilities used.</p> <p>b. The average monthly number of gallons, in thousands, of water treated.</p> <p>c. Total number of wells, cisterns, and reservoirs.</p> <p>d. Total number of distribution and treatment plant pumps.</p>
JJM	<p><i>Sewage Plant.</i> Work center is involved in the operation, maintenance, and repair of sanitary sewage and industrial waste pumping facilities and treatment plants.Includes pumps, motors, auxiliary engines, control equipment, chlorinators, trash racks and other equipment related to sewage treatment. Prepares operating logs and reports and maintains records of plant operation.</p> <p><i>Workload factors.</i></p> <p>a. Total capacity of all treatment plants, expressed in units of 1,000 gallons per month.</p> <p>b. Total quantity of sewage afforded primary and secondary treatment, expressed in units of 1,000 gallons per month.</p>
JJN	<p><i>Refuse Collection and Disposal.</i> Work center is involved in the collection and removal of refuse and disposal by any means. Includes collecting, loading, transporting and unloading; and operating incinerators, burning pits, sanitary fills, holding areas for recyclable materials, and other facilities.</p> <p><i>Workload factors.</i></p> <p>a. Monthly average number of cubic yards of refuse collected, by type of collection vehicles.</p> <p>b. The number, by type, of refuse collection vehicles operated.</p>
JJP	<p><i>Utility Operations Staff.</i> Work center is involved in the preparation, operation, maintenance and repair of utility plants and systems that include electric, water, sewage, and heating and air-conditioning/refrigeration services.</p>
JJY	<p><i>Utility Operations (Limited staff).</i>Involvement with two or more Utility Operations work centers listed above, but not separately identifiable due to limited staff size.(For temporary use only, a DA Form 2028 is required.)</p>
JJZ	<p><i>Utility Operations (Other).</i> Work center is involved in other areas of Utility Operations that are not adequately described in the definitions under Utility Operations.(For temporary use only, a DA Form 2028 is required.)</p>

**Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued**

AFD code (SWCC)	Title and definition
JKA	<p><i>Utilities, Buildings, and Grounds Control.</i> Work center is involved in the control of buildings, grounds, and structures; and utility operations.</p>
JKY	<p><i>Utilities, Buildings, and Grounds (Limited staff).</i> Involvement with two or more Utilities, Buildings, and Grounds work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JKZ	<p><i>Utilities, Buildings, and Grounds (Other).</i> Work center is involved in other areas of Utilities, Buildings, and Grounds that are not adequately described in the definitions under Utilities, Buildings, and Grounds. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Fire Prevention/Protection Function.</i></p>
JLA	<p><i>Fire Prevention/Protection Staff.</i>Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Fire Prevention/Protection. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.</p>
—	<p><i>Fire Protection Management Subfunction.</i></p>
JMA	<p><i>Fire Protection Operations.</i> Work center is involved in the response to structural, grass, and other ground fires and incidents; nuclear or chemical incidents; operation of a central alarm system; inspection of facilities; maintenance equipment; and/or fire prevention.</p> <p><i>Workload factor.</i> Number of fire protection vehicles authorized and assigned.</p>
JMB	<p><i>Aeromedical Rescue.</i> Work center is involved in the response to aircraft and emergency/crash incidents through use of helicopter. Includes rescue of aircrew and passengers; conduct of fire suppression and provision of emergency first aid.</p>
JMC	<p><i>Crash Fire Rescue.</i> Work center is involved in the response to aircraft crashes and incidents, performance of rescue operations and inspection of airfield structures.</p> <p><i>Workload factor.</i> Number of crash fire rescue vehicles in support of—total airfield aircraft movements; aircraft movements over 10,000 pounds; scheduled flying hours for student staging field; and scheduled flying hours for student staging field aircraft over 10,000 pounds.</p>
JMD	<p><i>Fire Protection Management Staff.</i>Work center is involved in the management of fire suppression activities and fire prevention services. Activities include preparation and implementation of fire protection policies and procedures, inspection of facilities, personnel and equipment, and investigation and reporting of causes of fire. Also includes response to chemical, conventional or special weapons accidents or incidents, to include the rescue of personnel and decontamination of personnel and equipment on installations where surety programs are active.</p>
JMY	<p><i>Fire Protection Management (Limited staff).</i> Involvement with two or more Fire Protection Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JMZ	<p><i>Fire Protection Management (Other).</i>Work center is involved in other areas of Fire Protection Management that are not adequately described in the definitions under Fire Protection Management. (For temporary use only, a DA Form 2028 is required.)</p>

Table 10-1
Installation Facilities Engineering Work Center
Codes—Continued

AFD code (SWCC)	Title and definition
JNA	<p><i>Fire Prevention.</i> Work center is involved in the inspection of high- and low-risk areas, structures and facilities; follow-up action on discrepancies; tests and inspection of installed fire protection systems; surveillance of hazard abatement and construction activities; and investigation of fires and incidents and their causes.</p> <p><i>Workload factor.</i> The number of square feet of floor space, in thousands, by type of facility (for example, medical, educational and training, recreational, industrial, warehouse, administrative, and dormitory), weighted.</p>
JNB	<p><i>Fire Prevention/Protection Control.</i> Work center is involved in the control of fire protection operations, crash/fire rescue, and fire prevention.</p>
JNY	<p><i>Fire Prevention/Protection (Limited staff).</i> Involvement with two or more Fire Prevention/Protection work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JNZ	<p><i>Fire Prevention/Protection (Other).</i> Work center is involved in other areas of Fire Prevention/Protection that are not adequately described in the definitions under Fire Prevention/Protection. (For temporary use only, a DA Form 2028 is required.)</p>
JOA	<p><i>Facility Engineering Support for Schools.</i> Work center is involved in facilities engineering to include managing facility maintenance requirements and facility acquisition/utilization, monitoring energy conservation/fire prevention programs and occupational safety and health administration activities, and performing facility master planning. (MS-3 Study 14)</p> <p><i>Workload factor.</i> Total number of buildings required.</p>
JOB	<p><i>Facility Support for Schools.</i> Work center is involved in facilities engineering to include managing facility maintenance requirements and facility acquisition/utilization, monitoring energy conservation/fire prevention programs and occupational safety and health administration activities, performing facility master planning, evaluating suggestions, and developing/updating directives; and manages facility key control program by requisitioning/obtaining/issuing/exchanging/maintaining/disposing keys, inspecting key boxes, performing key inventories, updating master key registers, and opening/securing buildings. (MS-3 Study 14)</p> <p><i>Workload factor.</i> Total number of buildings required.</p>
JZY	<p><i>Installation Facilities Engineering (Limited staff).</i> Involvement with two or more Installation Facilities Engineering functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
JZZ	<p><i>Installation Facilities Engineering (Other).</i> Work center is involved in other areas of Installation Facilities Engineering that are not adequately described in the definitions under Installation Facilities Engineering. (For temporary use only, a DA Form 2028 is required.)</p>

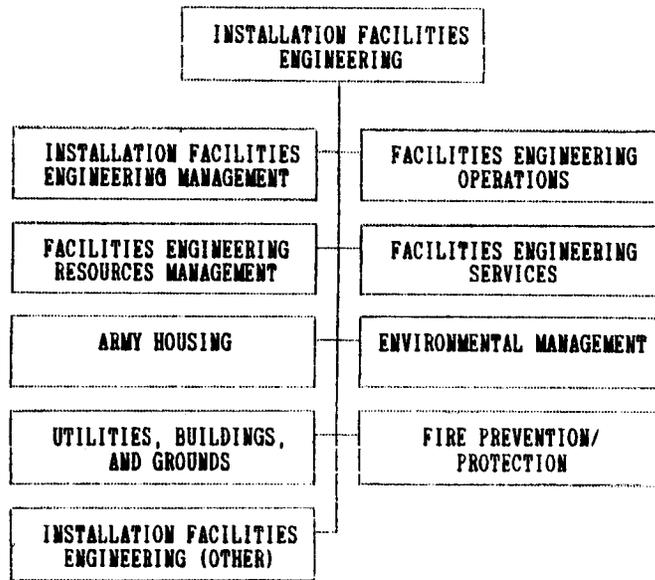


Figure 10-1. Installation Facilities Engineering functional hierarchy

Functional
Category

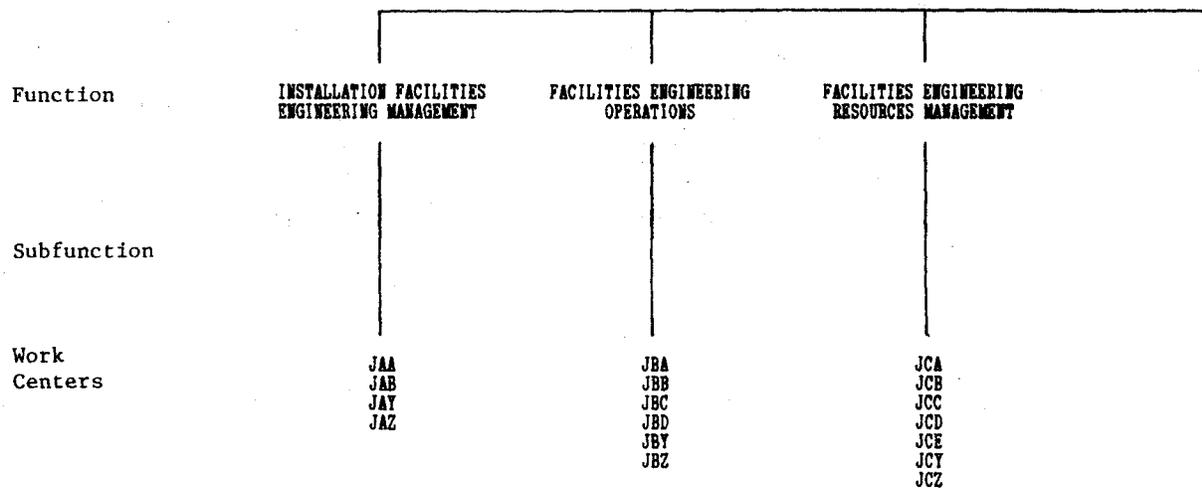


Figure 10-1. Installation Facilities Engineering functional hierarchy—Continued

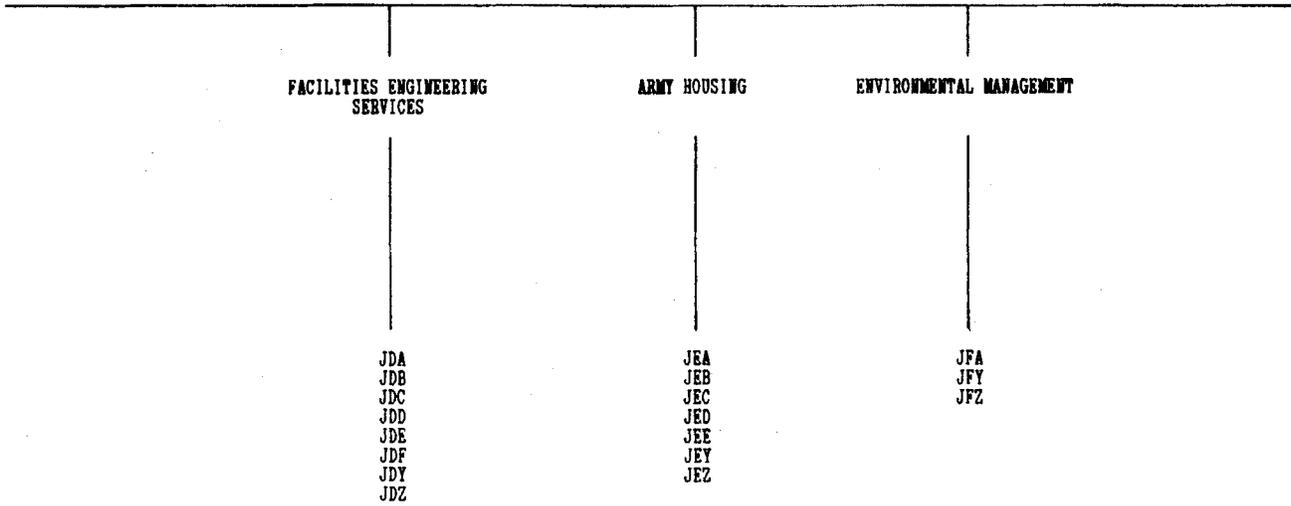


Figure 10-1. Installation Facilities Engineering functional hierarchy—Continued

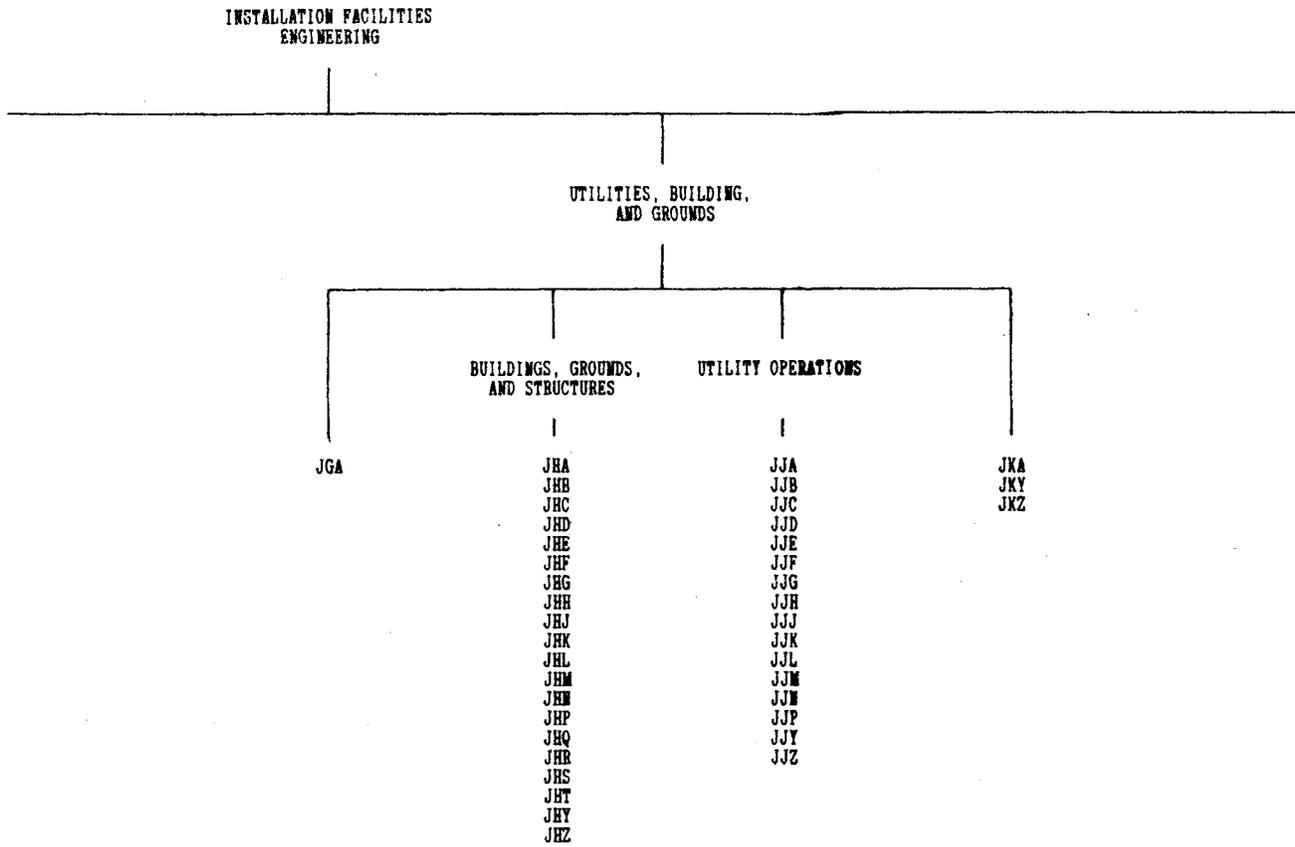


Figure 10-1. Installation Facilities Engineering functional hierarchy—Continued

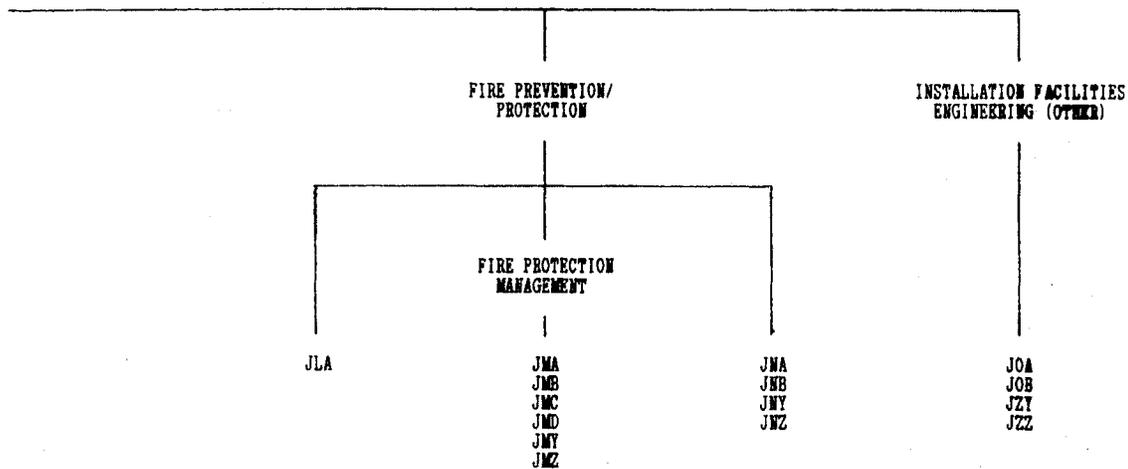


Figure 10-1. Installation Facilities Engineering functional hierarchy—Continued

Chapter 11 Logistics Functional Category—AFD Codes (SWCC) K, L, M, and N

11-1. General

This chapter lists logistics work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define logistics work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

11-2. Logistics codes and definitions

Logistics work center titles and definitions are listed in table 11-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 11-1 depicts the functional hierarchy of the logistics functional category.

Table 11-1
Logistics Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Logistics Functional Category.</i>
—	<i>Logistics Management Function.</i>
KAA	<i>Logistics Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Logistics Management. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
KAB	<i>Logistics Plans and Operations.</i> Work center is involved in the plans and operations pertaining to Army logistics organizations and systems. Includes materiel management and distribution; contingency, mobilization and deployment plans; readiness, sustainability (sic), rationalization, standardization, interoperability and harmonization programs; depot, field and unit-level materiel and equipment maintenance; energy management and pollution control involving mobile equipment; and integrated logistics support.
KAC	<i>Energy Management.</i> Work center is involved in the direction and control of energy management programs involving allocation, supply, and use of energy resources.

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
KAD	<i>Logistics Systems Integration.</i> Work center is involved in the integration of plans, programs, and procedures involving logistics systems, functions, or operations.
KAE	<i>Logistics Engineering.</i> Work center is involved in the management of engineering programs in support of assigned materiel systems and subsystems, including procurement and production support engineering; application of reliability, maintainability, safety, and human factors engineering; energy conservation; value engineering production engineering measures; producible engineering; plans development; configuration and technical data management for engineering evaluation, packaging, and configuration control; and product improvement programs.
—	<i>Systems and Cost Analysis Subfunction.</i>
KBA	<i>Systems Analysis.</i> Work center is involved in systems analysis programs, including cost-effectiveness improvement; efficiency of operations; review of materiel acquisition requirements; risk quantification and alternatives identification and appraisal; analysis of combined efforts or operation of two or more materiel systems; analysis of systems performance, cost-effectiveness and trade-off throughout materiel program life cycle; and analysis of development and production systems and projects.
KBB	<i>Systems Cost Analysis.</i> Work center is involved in the management of resources/materiel cost programs and economic analysis programs. Includes cost estimating and research to improve cost estimating capability; and development of cost estimating relationships, mathematical costing models and cost matrices, simulations, factors, and alternatives.
KBC	<i>Systems Cost/Schedule Control.</i> Work center is involved in the management of cost validation programs and cost management and reporting systems required by contractors. Includes management of the Selected Acquisition Information and Management Systems encompassing cost estimating, performance measurement and contract funds control; review and validation of cost data developed in implementation of Program Management Control System materiel; and maintenance and control of cost tracking for weapon system programs.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KBD	<i>Systems and Cost Analysis Management Staff.</i> Work center is involved in the management of systems analysis, systems cost analysis, Selected Acquisition Information and Management and Program Management Control System.
KBY	<i>Systems and Cost Analysis (Limited staff).</i> Involvement with two or more Systems and Cost Analysis work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KBZ	<i>Systems and Cost Analysis (Other).</i> Work center is involved in other areas of Systems and Cost Analysis that are not adequately described in the definitions under Systems and Cost Analysis. (For temporary use only, a DA Form 2028 is required.)
KCA	<i>Logistics Control.</i> Work center is involved in the control of supply, troop services transportation, and maintenance.
KCY	<i>Logistics Management (Limited staff).</i> Work center is involved in two or more Logistics Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KCZ	<i>Logistics Management (Other).</i> Work center is involved in other areas of Logistics Management that are not adequately described in the definitions under Logistics Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Troop Services Function.</i>
KDA	<i>Troop Services Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Troop Services. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Food Services Subfunction.</i>
—	<i>Food Services Management Activity.</i>
KDB	<i>Food Services Office.</i> Work center is involved in coordinating, assisting and advising on food service management for installation and tenant activities. Includes receiving, interpreting, and disseminating food service information; visiting and inspecting facilities, including food preparation, quality of food, waste reduction, and accounting procedures. Also includes coordinating facility and equipment modernization programs; conducting and coordinating food improvement and recognition activities and food demonstrations; providing technical advice to nonappropriated fund food service facilities; and monitoring, inspecting, and evaluating operation of food service activities performed under contract, including subsistence, fund, and equipment accounting. Provides technical assistance to the contracting officer concerning contract management, contract accounting, inventory management, and quality of food and service.
KDC	<i>Food Services Staff.</i> Work center is involved in the review and evaluation of food program requirements. Includes developing annual food plans and monthly master menus; changing local master menus; and providing technical assistance through establishment of food management teams, on the job training, and patron education activities. Includes food service activities performed under contract.
KDY	<i>Food Services Management Activity (Limited staff).</i> Involvement with two or more Food Services Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KDZ	<i>Food Services Management Activity (Other).</i> Work center is involved in other areas of Food Services Management that are not adequately described in the definitions under Food Services Management Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Dining Facilities.</i>
KEA	<i>Cooking and Baking.</i> Work center is involved in the cooking and baking of meats, fruits, breads, pastries, and other food items for consumption in the dining facility elsewhere (excludes baking involved in the operation of bread bakeries and pastry kitchens). <i>Workload factor.</i> Average number of personnel supported in a specified period of time.
KEB	<i>Bread Bakeries.</i> Work center is involved in the operation of central or garrison bakeries to produce bread products for military consumption. <i>Workload factor.</i> Average number of personnel supported in a specified period of time.
KEC	<i>Pastry Kitchens.</i> Work center is involved in the operation of central or garrison pastry kitchens to produce pastry products for military consumption. <i>Workload factor.</i> Average number of personnel supported in a specified period of time.
KED	<i>Dining Facilities Management Staff.</i> Work center is involved in the establishment of a meal service schedule. Includes adjusting menus to reflect local troop preference; requesting and receiving subsistence supplies; preparing and serving food; conducting on-the-job training and performing sanitary inspections and cleaning the facility.
KEY	<i>Dining Facilities (Limited staff).</i> Involvement with two or more Dining Facilities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KEZ	<i>Dining Facilities (Other).</i> Work center is involved in the other areas of Dining Facilities that are not adequately described in the definitions under Dining Facilities. (For temporary use only, a DA Form 2028 is required.)
KFA	<i>Food Service Attending.</i> Work center is involved in the preparation, service, and maintenance of adequate levels of food and beverages for serving. Includes preparing and cleaning dining area, verifying identification; collecting proper amount for meals; recording sales involved with mess check duty; and performing sanitary inspections.
KFB	<i>Food Services Office/Contract Management.</i> Work center coordinates, assists, and advises on food service management for installation and tenant activities. Receives, interprets, and disseminates food service information. Visits and inspects facilities, including food preparation, quality of food, waste reduction, and accounting procedures. Coordinates facility and equipment modernization programs. Conducts and coordinates food improvement and recognition activities such as best dining facility, cook of the month, and food demonstrations. Provides technical advice to nonappropriated fund food service facilities. Monitors, inspects, and evaluates operation of food service activities performed under contract, including subsistence, fund, and equipment accounting. Provides technical assistance to the Contracting Officer concerning contract management, contract accounting, inventory management, and quality of food and service. <i>Direct category of work.</i> Inspect dining facility, management, equipment management, directives, training, meetings, contracts and budget.
KFZ	<i>Food Service (Other).</i> Work center is involved in the other areas of Food Services that are not adequately described in the definitions under Food Services. (For temporary use only, a DA Form 2028 is required.)

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
—	<i>Commissary Operations Activities Subfunction.</i>
KGA	<i>Commissary Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Commissary. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
KGB	<i>Commissary Control Operations.</i> Work center is involved in controlling and processing receiving reports to include maintaining document control, processing charge sales, and posting store block control journals; maintains/posts blotters and registers to include dishonored check control registers; maintains accountability record by preparing reports of deposits and trial balances, posting supply bulletins, and preparing adjustments; places orders for subsistence items along with processing contracts/work orders; adds/deletes items from store stock lists and other documents; maintains property and equipment accountability; administers price changes; performs coordination with vendors and others as necessary; and receives/distributes directives/information from higher authority to include providing technical guidance/support to commissary personnel, furnishing automated reports, overseeing scanning operations, and maintaining the computerized electronic point of sales equipment (EPOSE) system. (MS-3 Study 18) <i>Workload factor.</i> The average number of receipts processed monthly.
KGC	<i>Commissary Front-End Operations.</i> Work center is involved in ringing sales, accepting payments, processing checks/coupons/charge sales, verifying prices, managing patron traffic, and operating scanning and non-scanning terminals; maintains checker accountability; and maintains total accountability by ensuring only authorized patrons gain access to the commissary, preparing/issuing change drawers, approving voids, processing coupons/daily receipts/charge sales, maintaining price lookup at registers and dishonored check data, operating master register, performing cashier accuracy tests, producing stocker pull sheets based on consumption data, and printing shelf price labels. (MS-3 Study 18) <i>Workload factor.</i> The 12-month average of sales through the registers (adjusted to 1983 dollars) multiplied by the 12-month average number of customers (both in thousands).
KGD	<i>Commissary Grocery Operations (With and Without a Scanning System).</i> Work center is involved in stocking of shelves and displays to include rotating stock; processes salvage; conducts cigarette inventories; provides transportation of products from staging area to the sales floor; performs receiving, warehousing, displaying of direct vendor deliveries (DVDs), maintaining work equipment, ensuring labels are on shelves and prices are correct, complying with sanitation, safety, and security standards, allocating proper shelf allocation, controlling vendors stocking of shelves, and pulling and stocking of semi-perishable and perishable dairy and frozen items. (MS-3 Study 18) <i>Workload factor.</i> The average number of cases stocked per month by store personnel.

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
KGE	<i>Commissary Meat Operations.</i> Work center is involved in stocking meat display cases and coolers; performs meat processing by cutting/wrapping/weighing meat; performs meat reworking operations; conducts meat pricing tasks; assists in the determination of meat prices by conducting inventories for the trial balance and through the performance of cutting tests; handles meat receiving operations; warehouses and re-warehouses meat products to include conducting reorder and accountability inventories and maintaining acceptable fire/security/safety/sanitation conditions; and pulls meat products for processing/stocking/special orders to include maintaining/analyzing consumption data. (MS-3 Study 18) <i>Workload factor.</i> The average number of pounds of meat processed per month by store personnel.
KGF	<i>Commissary Produce Operations.</i> Work center is involved in stocking produce display areas/cases; performs produce processing by wrapping/bagging produce; performs produce reworking operations; provides produce wrapping and weighing services; conducts produce pricing tasks; develops/sets produce prices to include conducting inventories in conjunction with the trial balance; handles produce receiving operations; warehouses and re-warehouses produce products to include conducting reorder and accountability inventories and maintaining acceptable fire/security/safety/sanitation conditions; and pulls produce products for processing/stocking/special orders to include maintaining/analyzing consumption data to determine customer preference and adjusting reorder quantities and displayed items. (MS-3 Study 18) <i>Workload factor.</i> The average number of pounds of produce received per month.
KGG	<i>Commissary Direction and Administration Staff.</i> Work center is involved in management to include administering personnel and management improvement programs, supervising personnel, inspecting facilities, directing operations; provides routine and various administration support type activities, for example, reviewing/processing incoming/outgoing distribution/reports/statistical data/functional materiel and obtaining office supplies; provides supervision by administering/supervising/directing personnel/work center operations; and provides coordination and customer assistance. (MS-3 Study 18) <i>Workload factor.</i> Number of personnel required in subordinate work centers.
KGZ	<i>Commissary Operations (Other).</i> Work center is involved in other areas of Commissary Operations that are not adequately described in the definitions under Commissary Operations Activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Troop Issue Subsistence Activities.</i>
KHA	<i>Troop Issue Subsistence.</i> Work center manages and coordinates activities to provide uninterrupted supply subsistence to active Army units, other services units, medical facilities, Reserve and National Guard units, other authorized activities and by sale to nonappropriated fund activities. Computes, predicts, requisitions, requests local purchasers, prices, schedules deliveries, and maintains adequate levels of subsistence for serviced activities. Maintains subsistence accounting and consumption records; posts and prepares documents reflecting receipts, issue, sales, and costs as basis for charges, collections, and payments. Prepares reports and provides administrative support services for troop issue subsistence activities. Receives, inspects, stores, inventories, and issues subsistence to authorized organizations. Safeguards materials and maintains sanitation requirements. <i>Direct categories of work.</i> a. Management.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<p>b. Accounting.</p> <p>c. Requisition and receipt for subsistence.</p> <p>d. Subsistence pricing.</p> <p>e. Direct delivery purchase order.</p> <p>f. Operation of issue point.</p> <p>g. Subsistence inventory.</p> <p>h. Food inspection.</p>
KHB	<i>Ration Breakdown.</i> Work center is involved in the operation of ration processing and distribution points. Includes receiving and consolidating ration requests from supported dining facilities; receiving, inspecting, and tallying in subsistences for troop dining facilities; preparing issue slips; issue for drawing units; breaking down subsistence stock for delivery to or pickup by unit dining facilities; and maintaining required administrative documents and reports.
KHZ	<i>Troop Issue Subsistence Activities (Other).</i> Work center is involved in other areas of Troop Issue Subsistence that are not adequately described in the definitions under Troop Issue Subsistence Activities. (For temporary use only, a DA Form 2028 is required.)
KJA	<i>Reserved for future use.</i>
—	<i>Billeting (Guest House/BEQ/BOQ) Subfunction.</i>
KKA	<i>Reserved for future use.</i>
KKB	<i>Billeting Operation.</i> Work center is involved in the operation of installation billeting. Includes employing applicable accounting procedures; establishing internal controls, occupancy rates, and operating controls; and managing guest house operations and personnel.
KKC	<i>Billeting (Guest House/BEQ/BOQ) Management Staff.</i> Work center is involved in temporary accommodations for voluntary occupancy by authorized personnel on a Army installation.
KKY	<i>Billeting (Guest House/BEQ/BOQ) (Limited staff).</i> Involvement with two or more Billeting (Guest House/BEQ/BOQ) work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KKZ	<i>Billeting (Guest House/BEQ/BOQ) (Other).</i> Work center is involved in the other areas of Billeting (Guest House/BEQ/BOQ) that are not adequately described in the definitions under Billeting (Guest House/BEQ/BOQ). (For temporary use only, a DA Form 2028 is required.)
—	<i>Laundry and Dry Cleaning Subfunction.</i>
—	<i>Laundry and Dry Cleaning Plant Management.</i>
KLA	<i>Laundry Operations.</i> Work center is involved in the receiving, tallying, marking, and sorting incoming laundry. Includes processing items for laundering; operating equipment to wash, dry, press, and fold items; packing and assembling items for return to organizations and individuals; and posting lists and records to account for items and workload. Also includes issuing and delivering processed items to organizations and individual patrons. <i>Workload factor.</i> The monthly average of pieces processed.
KLB	<i>Dry Cleaning Operations.</i> Work center is involved in receiving, tallying, preparing receipts, marking, and sorting incoming items for dry cleaning and/or pressing; operating equipment to clean and press items and preparing items for return to patrons. <i>Workload factor.</i> Pieces processed (the average number of pieces of dry cleaning processed).

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KLC	<i>Linen Exchange.</i> Work center is involved in the exchange of soiled linen items for clean items. Includes determining quantities, ordering and maintaining supplies of linens and organizational items such as aprons, wiping rags, and sheets; sorting, tallying, and processing soiled items for cleaning pickup; tallying and receiving incoming cleaned items; preparing items and documents for salvage; performing scheduled account transfer inventories; and monitoring cleaning and supply contract performance. <i>Workload factor.</i> Average monthly number of pieces processed.
KLD	<i>Laundry and Dry Cleaning Plant Management Staff.</i> Work center is involved in the management required to operate laundry and dry cleaning plant. Includes determining physical plant requirements, personnel requirements, scheduling of workload, and providing procedural guidance and maintaining financial accountability.
KLE	<i>Laundry and Dry Cleaning.</i> Work center manages and operates laundry and dry cleaning facilities to launder, dry clean, and press organizational and clothing items. Requisitions and requests purchase of laundry supplies, equipment parts, and materials. Maintains records on plant production, costs and cash received, and prepares reports. Inspects, cleans, adjusts, lubricates, and performs repairs on equipment. Determines need for major repair of equipment. Administrative support services including the maintenance of personnel and administrative records, preparation of personnel requests, requisitions, purchase requests, data cards to record and update payroll deduction roster correspondence and reports. Maintains laundry and dry cleaning workload and financial records; prices items and computes charges on medical and organizational lists; post costs for accounting and reimbursement; collects money for piece rate work and deposits with Finance and Accounting; prepares recurring and special reports. Receives tallies, marks, and sorts incoming laundry; processes items for laundering; operates equipment to wash, dry, press, and fold items; packages and assembles items for return to organizations and individuals and posts lists and records to account for items and to record workload. Issues and delivers processed items to individual patrons and organizations. Receives, tallies, prepares tickets, marks, and sorts incoming items for dry cleaning and/or pressing; operates equipment to clean and press items; and prepares items for return to patron and serves patrons. Determines quantities, orders and maintains supplies of linens and organizational items (for example, aprons, smocks, and wiping rags) required to meet exchange needs; exchanges clean for soiled items for pickup for cleaning; tallies and receives incoming cleaned items; prepares items and documents for salvage; performs scheduled and account transfer inventories; and monitors cleaning and supply contract performance. <i>Direct categories of work.</i> a. Management. b. Administration. c. Laundry and dry cleaning. d. Laundry and dry cleaning equipment maintenance.
—	<i>Medical Laundry Services.</i>
KLF	<i>Reserved for future use.</i>
KLG	<i>Reserved for future use.</i>
KLH	<i>Reserved for future use.</i>

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KLJ	<i>Medical Linen and Laundry Service.</i> Work center is involved in the provisioning and accountability of medical linen supplies to include storage, handling, and issue of clean linen in such a way as to satisfy Joint Commission on Accreditation of Hospital (JCAH) requirements to minimize contamination from surface contact or airborne deposition. Involves the collection and processing of the laundry of infectious and other soiled linen from patient care areas so as to minimize dissemination into the environment. Responsible for pickup, repair, classification, and salvage of all linen. May select sites include washing and processing of linen. Applicable to those work centers listed under Medical Laundry Services. <i>Workload factor.</i> Pounds of laundry processed.
KLZ	<i>Laundry and Dry Cleaning Plant Management (Other).</i> Work center is involved in other areas of Laundry and Dry Cleaning Plant Management that are not adequately described in the definitions under Laundry and Dry Cleaning Plant Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Mortuary Affairs Subfunction.</i>
—	<i>Mortuary Affairs.</i>
KMA	<i>Mortuary Affairs.</i> Work center determines requirements of next of kin; obtains mortuary service; requests disposition of personal property; obtains escort service; arranges funeral service by a military chaplain; obtains military honors; provides for burial in a Government cemetery; and performs review and verification of reimbursable and non-reimbursable cases. Administers and monitors local mortuary service contracts. <i>Direct categories of work.</i> a. Mortuary service. b. Coordination. c. Funeral service. d. Mortuary case documentation.
KMB	<i>Mortuary Affairs and Operations.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Mortuary Affairs. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
KMC	<i>Current Death Program Activities.</i> Work center is involved in the search, recovery, and identification of remains. Includes forwarding request to next of kin for disposition instructions; preparing, encasing, and inspecting of remains; transporting of remains to final destination; arranging for and instructing escorts; interment of remains; reviewing claims and authorizing payment for funeral and interment allowance; inventory and disposing of personal effects; recording and reporting deaths; and disposition of remains.
KMD	<i>Graves Registration.</i> Work center is involved in the search, recovery, and evacuation of remains during both combat and post combat phases; identifying and processing remains; establishing temporary cemeteries, interment in temporary cemetery, disinterment; and accomplishing of appropriate records and reports.
KME	<i>Reserved for future use.</i>
KMZ	<i>Mortuary Affairs (Other.)</i> Work center is involved in other areas of Mortuary Affairs that are not adequately described in the definitions under Mortuary Affairs. (For temporary use only, a DA Form 2028 is required.)
KNA	<i>Reserved for future use.</i>
KNB	<i>Reserved for future use.</i>

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KNC	<i>Fumigation and Bath Activity.</i> Work center is involved in a fumigation and bath activity provided by either fixed or mobile units in the field. Includes clothing exchange.
KPA	<i>Medical Housekeeping and Janitorial Services.</i> Work center provides a hygienic environment for patients and staff. Performs aseptic cleaning of specialized areas such as the surgical and obstetrical suites, newborn nursery, and central services. Maintains close liaison with the infection control committee to determine appropriate action based on results of microbiological evaluations. Includes providing snow and debris removal from entrances and adjacent areas to buildings. Services may be performed by in-house or contract personnel. <i>Workload factor.</i> Hours of service.
KPY	<i>Troop Services (Limited staff).</i> Work center is involved in two or more troop services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KPZ	<i>Troop Services (Other).</i> Work center is involved in other areas of troop services that are not adequately described in the definitions under Troop Services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Transportation Function.</i>
KQA	<i>Transportation Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Transportation. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
KQB	<i>Transportation Engineering.</i> Work center is involved in the production of land transportable criteria and guidance for the DOD. Includes conducting traffic-engineering studies and providing consulting services in support of Highways for National Defense, Inland Waterways for National Defense and Safe Transport of Munitions for the DOD.
KQC	<i>Transportation Quality Control.</i> Work center is involved in the development and maintenance of efficient and effective traffic management and transportation services. Includes review and analysis of carrier selection; routing; costs; document preparation; audit trail; and discrepancy reports, claims and carrier services.
—	<i>Transportation Activities Management Subfunction.</i>
KRA	<i>Transportation Management Staff.</i> Work center is involved in transportation management to include managing cost and operations, advising installation commanders and other activities/agencies, maintaining liaison, coordinating common carrier matters, developing commercial contracts, and providing data. (MS–3 Study 17) <i>Workload factor.</i> A position required in a transportation work center.
KRB	<i>Movements Management Staff.</i> Work center is involved in management to include planning/directing/coordinating movement services and railroad operations, developing budget estimates, monitoring costs, providing input to commercial contracts, maintaining liaison with transportation facilities/Government agencies, providing coordination for household goods and freight, reviewing/updating/ coordinating/executing contingency plans, and directing/ monitoring special projects. (MS–3 Study 17) <i>Workload factor.</i> A position required in a subordinate work center.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KRC	<p><i>Unit/Troop Movements.</i> Work center is involved in unit movement operation/deployment to include processing unit special assignment airlift mission (SAAM) and active/Reserve Components (RC) movement data, managing facilities at loading/departure and unloading/arrival sites, monitoring departure of units, and verifying movement documentation/services; maintains unit movement data files/file folders, for example, RC unit mobilization data files to include monitoring computerized movement planning and status system (COMPASS) submissions and the distribution of automated unit equipment lists (AUEL); prepares and conducts unit movement training for individuals outside work center; and assists in unit movement planning/testing to include developing transportation section of mobilization/deployment support plans, acquiring transportability data, and participating in emergency deployment readiness exercises (EDRE). (MS-3 Study 17)</p> <p><i>Workload factors.</i></p> <p>a. The average number of active/Reserve Component units subject to move monthly within/out of CONUS.</p> <p>b. The average number of movement requests processed monthly.</p>
KRD	<p><i>Transportation Activities Management Control.</i> Work center is involved in the overall and intermediate level of traffic management and transportation operating activities.</p> <p><i>Direct category of work.</i> Transportation management.</p>
KRE	<p><i>Military Air Traffic Coordination.</i> Work center is involved in providing onsite representation and coordination at CONUS aerial ports for the orderly movement of DOD passengers and cargo via military and contract airlift. Includes traffic management and related transportation services.</p>
KRF	<p><i>Transportation Rate/Tariffs.</i> Work center is involved in the solicitation, acquisition, processing and dissemination of transportation and accessorial rates and related tariff/tender provisions applicable to the domestic and international transportation of personal property.</p> <p><i>Workload factor.</i> The average number of rates received and processed semi-annually.</p>
KRY	<p><i>Transportation Activities Management (Limited staff).</i>- Involvement with two or more Transportation Activities Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
KRZ	<p><i>Transportation Activities Management (Other).</i> Work center is involved in other areas of Transportation Activities Management that are not adequately described in the definitions under Transportation Activities Management. (For temporary use only, a DA Form 2028 is required.)</p>
—	<i>Personal Property Subfunction.</i>
—	<i>Personal Property Quality Assurance Activities.</i>
KSA	<p><i>Personal Property Quality Control and Inspection.</i> Work Center is involved in quality control and inspection to include determining carrier acceptance, establishing/maintaining carrier/agent performance files, evaluating carrier/contractor performance, certifying weighing, monitoring re-weighing, evaluating agent/contractor facilities and carrier/contractor performance files, processing loss/damage documents, and inspecting personal property carrier freight terminals. (MS-3 Study 17)</p> <p><i>Workload factor.</i> The average number of inbound/outbound personal property and loss and damage inspections conducted monthly.</p>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KSB	<p><i>Personal Property (Installation).</i> Work center is involved in counseling personnel to include processing extension of storage and inconvenience claims and computing costs; handles booking of shipments to include preparing cost comparisons/estimates/statements and computing constructive costs, determining availability, selecting carriers, preparing/posting/distributing shipment documentation, providing courier services, establishing/maintaining tonnage distribution records and other listings/rosters/files, replying to tracer actions, monitoring shipments for excess costs, maintaining tariffs, certifying statements, and processing baggage; handles nontemporary storage (NTS) by selecting low-cost storage contractors, booking shipments, processing/preparing various forms/transactions/invoices/rosters documentation, releasing NTS lots, computing cost estimates and identifying/collecting excess costs, processing extension of entitlements and excess cost rebuttals, converting storage to members' expense, monitoring weight differential, collecting from contractors, and reviewing inventory; and handles inbound personal property by counseling personnel, processing/receiving shipments/invoices, preparing confirmation of call letters, processing baggage/collection actions/excess cost rebuttals/shipment diversions/reshipments, recording infractions against carriers/contractors, and monitoring Government-owned shipping containers. (MS-3 Study 17)</p> <p><i>Workload factors.</i></p> <p>a. The average number of outbound personal property Government bills of lading prepared monthly.</p> <p>b. The average number of DD Forms 1299 (Application for Shipment and/or Storage of Personal Property), prepared monthly.</p>
KSC	<p><i>Personal Property (MOT).</i> Work center is involved in the processing of import and export shipments of household goods and baggage transiting military ocean terminals. Includes diversion/re-consignment; temporary and non-temporary storage; and tracing lost, delayed and short household goods and baggage.</p> <p><i>Workload factors.</i></p> <p>a. Average number of shipments processed monthly.</p> <p>b. Average number of tracing actions completed monthly.</p>
KSD	<p><i>Personal Property Quality Assurance Staff.</i> Work center is involved in the quality of packing, containerization, movement and storage operations relating to personal property. Includes evaluating the quality of service provided to DOD by the moving and storage industry and taking necessary action to ensure that adequate services are provided.</p>
KSY	<p><i>Personal Property Quality Assurance Activities (Limited staff).</i> Involvement with two or more Personal Property Quality Assurance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
KSZ	<p><i>Personal Property Quality Assurance Activities (Other).</i> Work center is involved in other areas of Personal Property Quality Assurance that are not adequately described in the definitions under Personal Property Quality Assurance Activities. (For temporary use only, a DA Form 2028 is required.)</p>
KTA	<p><i>Personal Property Storage.</i> Work center is involved in the acquisition and provision of commercial and Government facilities and services for the storage of household goods and other personal effects. Includes inspection, investigation, and preparation of reports and evidence concerning storage facilities, services; claims and liability; and the initiation of collection or other corrective action with contractors.</p>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KTB	<i>Personal Property Management Staff.</i> Work center is involved in traffic management and transportation services for the world-wide movement and storage of household goods and personal effects of authorized personnel.
KTY	<i>Personal Property (Limited staff).</i> Involvement with two or more Personal Property work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KTZ	<i>Personal Property (Other).</i> Work center is involved in other areas of Personal Property that are not adequately described in the definitions under Personal Property.(For temporary use only, a DA Form 2028 is required.)
—	<i>Personnel Movements Subfunction.</i>
—	<i>Passenger Services.</i>
KUA	<i>Group Transportation (CONUS).</i> Work center is involved in the procurement of commercial transportation for military sponsored group travel, with equipment and impediments, within CONUS. Includes expediting, rescheduling, tracing, diverting and holding movements and adjusting equipment requirements for groups and accompanying equipment. Also includes arranging for use of military airfields in conjunction with charter air moves. <i>Workload factor.</i> Average number of group and equipment transportation requests (TRs) processed monthly.
KUB	<i>International Passenger Traffic.</i> Work center is involved in the centralized management of international passenger transportation requirements for the Army and DOD dependent schools. Includes scheduling and providing advance arrival information to overseas commanders and the maintenance of Automated Centralized Passenger data; and controlling the movement of Army filler/replace-ment personnel into aerial port of embarkations (APOEs) during mobilization. <i>Workload factor.</i> Total number of passengers processed, annually.
KUC	<i>Customs.</i> Work center is involved in the inspection and examination of personnel, personal property, and Govern-ment cargo to include integrity checks and counseling of personnel; inspects/examines inbound/outbound freight/ cargo and personnel and baggage to include preparing exoneration documents for importation/exportation; in-spects carrier facilities, aircraft, and military owned/con-trolled vessels; uses military working dogs (MWD);and ex-ercises inspections. (MS-3 Study 15) <i>Workload factors.</i> a. A customs inspection conducted. b. A MWD authorized.
KUD	<i>Passports and Visas.</i> Work center is involved in receiving/ processing official passports/visa applications; receives/ reviews official passports issued by the State Department to include determining visa requirements; obtains visa from appropriate embassy by preparing/submitting appro-priate documentation and entering passport completion data in computer;distributes/mails/transport/issues pass-port/visa or associated documentation and administers oath; and coordinates telephonically with State Depart-ment/embassy and/or installation passport agents/requ-esters. (MS-3 Study 17) <i>Workload factors.</i> a. The average number of passports received monthly. b. The average number of visas issued monthly.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
KUE	<i>Passenger Services Management Staff.</i> Work center is in-volved in the management of the DOD carrier perform-ance program, Commercial Ticket Office activities and military leave travel. Includes negotiating and administer-ing passenger transportation agreements, tenders of service, rates and passenger services with air, bus, rail, and car rental industry; initiating reclamation of transpor-tation overcharges and administering the DOD air taxi program.
KUF	<i>Reserved for future use.</i>
KUY	<i>Passenger Services (Limited staff).</i> Involvement with two or more Passenger Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KUZ	<i>Passenger Services (Other).</i> Work center is involved in other areas of Passenger Services that are not ade-quately described in the definitions under Passenger Ser-vices.(For temporary use only, a DA Form 2028 is re-quired.)
—	<i>Travel Support Activity.</i>
KVA	<i>Personnel Movements (Passenger Traffic).</i> Work center is involved in personnel movements to include coordinating individual and group movements (local, temporary duty/ permanent change of station (TDY/PCS), and CONUS/ INT'L) and port call movements; provides en route travel assistance/services by issuing travel documents and pro-viding en route contracts; performs transportation fund accounting by auditing local payments of airlines/credit card billing, maintaining payment system, verifying billing, and preparing documents/Memorandum of Understanding (MOU) reports; initiates passport/visa processing by de-termining requirements and processing/monitoring pass-ports/visas; and performs special projects. (MS-3 Study 17) <i>Workload factor.</i> The average number of individual pas-sengers processed monthly.
KVB	<i>Travel Support Management Staff.</i> Work center is involved in the development and maintenance of port call proce-dures. Includes overseas travel arrangements for units, groups, and other categories of DOD passengers, and the Special Assignment Airlift Mission of Department of the Army (DA). Also includes the development of informa-tion on travel entitlements and procedures for DOD per-sonnel concerning international travel.
KVY	<i>Travel Support Activity (Limited staff).</i> Involvement with two or more Travel Support work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KVZ	<i>Travel Support Activity (Other).</i> Work center is involved in other areas of Travel Support that are not adequately de-scribed in the definitions under Travel Support Activity. (For temporary use only, a DA Form 2028 is required.)
KWA	<i>Personnel Movements Management Staff.</i> Work center is involved in traffic management and transportation serv-ices for the world-wide movement of authorized person-nel.
KWY	<i>Personnel Movements (Limited staff).</i> Involvement with two or more Personnel Movements work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is re-quired.)
KWZ	<i>Personnel Movements (Other).</i> Work center is involved in other areas of Personnel Movements that are not ade-quately described in the definitions under Personnel Movements. (For temporary use only, a DA Form 2028 is required.)
—	<i>Freight/Cargo Transportation Subfunction.</i>

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
—	<i>Rate Negotiations.</i>
KXA	<i>Rate Quotations.</i> Work center is involved in the provision of rate quotations. Includes bulk liquid traffic and information concerning inland freight rates, ocean terminal and port handling costs, time-in-transit, port selection, and carrier facilities. <i>Workload factor.</i> Number of completed rate requests (in thousands), monthly.
KXB	<i>Transit and Tariff.</i> Work center is involved in the review, acceptance, processing, distribution, and maintenance of tenders and tariffs applicable to the CONUS movement of DOD freight and bulk commodities. Includes maintenance of tender index file, freight rate tariff and directive files, special tenders, rate cards and carrier facility data. <i>Workload factors.</i> a. Average number of tenders received and processed monthly. b. Average number of tariffs processed and filed monthly.
KXC	<i>Rate Negotiations Management Staff.</i> Work center is involved in the negotiation of the establishment and adjustment of CONUS commercial freight classifications, rates, charges, services, and transit privileges for all types of freight and bulk commodities, excluding uncrated household goods and personal effects. Includes negotiations related to freight classifications, rates, and services to meet special requirements, foreign military sites (FMS) movements, pipeline service, and action on disputes.
KXY	<i>Rate Negotiations (Limited staff).</i> Involvement with two or more Rate Negotiations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KXZ	<i>Rate Negotiations (Other).</i> Work center is involved in other areas of Rate Negotiations that are not adequately described in the definitions under Rate Negotiations. (For temporary use only, a DA Form 2028 is required.)
KYA	<i>Transportation Documentation.</i> Work center is involved in the development and administration of documentation systems and requirements for the world-wide movement of freight and cargo by all modes of transportation. Includes shipment discrepancy reporting, actions, and analysis; investigation of discrepancies with shippers, carriers and receiving activities and cargo accountability actions preparing manifests.
KYB	<i>Inland Freight Traffic Management.</i> Work center is involved in the centralized traffic management and control of DOD sponsored freight traffic within CONUS for DOD activities and other Government agencies. Includes procurement of transportation services/equipment for movement of military freight; movement planning; and coordination of oversize, overweight and hazardous materiel movements, including bulk products.
KYC	<i>Rail Fleet Management.</i> Work center is involved in the management of CONUS-wide Defense Freight Railway Interchange Fleet (DFRIF) in support of DOD sponsored transportation, including the contract maintenance of DFRIF equipment.
—	<i>International Cargo Traffic Operation.</i>
KZA	<i>Cargo Inspection.</i> Work center is involved in the inspection of export and import cargo for damage, marking, packaging, preservation, blocking, bracing, lashing, and related requirements. Includes inspection of retrograde cargo for transportation control number (TCN), consignee markings, dimensions, commodity, description, and labeling. <i>Workload factor.</i> Average number of inspections completed monthly.

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
KZB	<i>Hazardous Cargo Handling Inspection.</i> Work center is involved in the surveillance and quality control of hazardous cargo handling operations. Includes providing of technical assistance in explosive safety field. <i>Workload factors.</i> a. Number of ships loaded/unloaded. b. Number of railcars loaded/unloaded. c. Number of trucks loaded/unloaded. d. Number of containers stuffed/unstuffed.
KZC	<i>International Cargo Traffic Management Staff.</i> Work center is involved in the control and international movement of DOD sponsored freight and cargo through military ocean terminal facilities. Involves the receipt, staging, and shipment of breakbulk (sic), container, privately owned vehicles and special cargo, including inland movement of import cargo.
KZY	<i>International Cargo Traffic Operation (Limited staff).</i> Involvement with two or more International Cargo Traffic work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
KZZ	<i>International Cargo Traffic Operation (Other).</i> Work center is involved in other areas of International Cargo Traffic that are not adequately described in the definitions under International Cargo Traffic. (For temporary use only, a DA Form 2028 is required.)
LAA	<i>Munitions Traffic and Transportation.</i> Work center is involved in the development and implementation of policies, plans, programs, and systems for the movement of hazardous materials, components and end-item conventional ammunition during production and world-wide distribution. Also includes the movement of nuclear/chemical munitions, weapons, and related materiel. (U.S. Armament Materiel Readiness Command (ARRCOM))
LAB	<i>Packing and Crating.</i> Work center is involved in packing, crating, blocking, and bracing equipment and supplies for shipment. Includes construction of blocking and bracing materials and containers. (Excludes storage preservation processing and packaging and the packing and crating of household goods and personal effects.) Includes inspection of work performed under contract. <i>Workload factor.</i> Average number of work orders completed monthly.
LAC	<i>Installation Freight Traffic.</i> Work center is involved in shipment planning to include receiving/classifying rating/billing freight shipments, researching shipping data, determining freight costs, processing special handling requirements, selecting mode/loading sites, preparing routing requests, monitoring shipments, performing astray freight surveys, and conducting carrier performance program; prepares/processes outbound shipping documentation/forms/data cards by maintaining logs/register/records/files, arranging carrier pickup, and confirming shipments; and receives/processes inbound shipping documentation to include accomplishing tracer actions, preparing/submitting reports, maintaining carrier equipment record book and other registers/reports/logs/records and inbound freight activity data. (MS-3 Study 17) <i>Workload factors.</i> a. The average number of DD Forms 1348-1 (Shipment Requests), processed monthly. b. The average number of Government/commercial bills of lading and DD Forms 1384 (Transportation Control/Movement Documents), prepared monthly. c. The average number of inbound shipments received monthly.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LAD	<i>Freight Terminal.</i> Work center is involved in outbound freight to include receiving material, preparing shipping containers, processing freight, and operating terminal; and handles inbound freight by off-loading freight and breaking down pallets/containers. (MS-3 Study 17) <i>Workload factor.</i> The average number of outbound shipments processed monthly.
LAE	<i>Freight/Cargo Transportation Management Staff.</i> Work center is involved in the administration and provision of traffic management and transportation service for the world-wide movement of freight and other cargo.
LAY	<i>Freight/Cargo Transportation (Limited staff).</i> Involvement with two or more Freight/Cargo Transportation work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LAZ	<i>Freight/Cargo Transportation (Other).</i> Work center is involved in other areas of Freight/Cargo Transportation that are not adequately described in the definitions under Freight/Cargo Transportation. (For temporary use only, a DA Form 2028 is required.)
—	<i>Motor Transportation Services Subfunction.</i>
LBA	<i>Motor Transportation Services/Management.</i> Work center is involved in the management of activities involved in providing consolidated vehicle transportation services to support activities, including management of utility watercraft operations. <i>Workload factor.</i> Total number of manpower required in subordinate activities.
LBB	<i>Driver Testing.</i> Work center is involved in driver selection, training, testing, and issuance of motor vehicle operator permits, including host country privately owned vehicle (POV) driver testing and identification. <i>Workload factors.</i> a. Average number of students trained monthly. b. Average number of operator permits issued monthly.
LBC	<i>Vehicle Control/Dispatch.</i> Work center is involved in the operational control, assignment, and dispatch of vehicles and operators to provide passenger and cargo transport services. <i>Workload factors.</i> a. Total number of vehicles available (owned and leased for use). b. Total number of miles operated for all vehicles annually.
LBD	<i>Vehicle Operations.</i> Work center is involved in the operation of vehicles, driver maintenance, and wrecker service including preparation and maintenance of vehicle operations records, minor repair, and recovery (wrecker service). <i>Workload factors.</i> a. Average number of trips completed by assigned operator, per month. b. Average number of miles operated by assigned operators, per month.
LBE	<i>Vehicle Maintenance (Organizational).</i> Work center is involved in the organizational and limited maintenance of assigned vehicles. Includes arranging for maintenance beyond that available in the organization. <i>Workload factor.</i> The total number of vehicles assigned to the organization.
LBF	<i>Vehicle Supply.</i> Work center is involved in the acquisition and maintenance of fuels, lubricants, antifreeze, tools, and parts to meet daily requirements for servicing and maintaining assigned vehicles.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<i>Workload factor.</i> Total number of vehicles assigned to the organization.
LBG	<i>Vehicle Inspection.</i> Work center is involved in the inspection of vehicles assigned to and operated by the motor pool. May include inspection of privately owned vehicles in overseas areas for the purpose of installation registration. <i>Workload factors.</i> a. Total number of vehicles assigned to the organization. b. Average number of POVs inspected monthly.
LBH	<i>Unit Transportation.</i> Work center is involved in vehicle and other transportation services within organization units. <i>Workload factors.</i> a. Average number of vehicles used by the unit, monthly. b. Average number of miles of vehicle operation, monthly.
LBJ	<i>Motor Transportation Services.</i> Work center is involved in motor vehicle passenger and general purpose materiel transportation services for the installation, facility, or activities supported.
LBY	<i>Motor Transportation Services (Limited staff).</i> Involvement with two or more Motor Transportation Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LBZ	<i>Motor Transportation Services (Other).</i> Work center is involved in other areas of Motor Transportation Services that are not adequately described in the definitions under Motor Transportation Services. (For temporary use only, a DA Form 2028 is required.)
LCA	<i>Railroad Operations.</i> Work center is involved in railroad locomotive operations to include receiving inbound freight cars, delivering inbound freight, returning railcars to pickup points, performing switching and spotter duty, repositioning stored assets, operating crane to load outbound freight, and performing/maintaining daily yard list; performs predetermined travel; and performs equipment/engine inspections to include operator maintenance on locomotives and associated equipment. (MS-3 Study 17) <i>Workload factors.</i> a. The average number of diesel electric locomotive engines assigned and in use. b. The average number of engine hours of operation monthly.
LCB	<i>Utility Watercraft Operations.</i> Work center is involved in the operation and organizational maintenance of utility watercraft to transport passengers, equipment, and supplies, and provide tug/fire boat services. (Excludes activities associated with the operation and maintenance of recreational watercraft.) <i>Workload factor.</i> Total number of assigned watercraft.
LCC	<i>Transportation Activities (OCONUS).</i> Work center is involved in the management and operation of transportation activities unique to OCONUS installations. Includes the preparation of customs clearance documentation; management and operation of military duty trains; coordinates with allies on rail traffic operations; and provides freight customs clearance for inbound/outbound traffic.
LCD	<i>Transportation Control.</i> Work center is involved in the control of transportation engineering; quality control military air traffic coordination; personnel property; personnel movements; freight/cargo transportation; and motor transportation services, railroad operation, and utility watercraft operations.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LCY	<i>Transportation (Limited staff).</i> Work center is involved in two or more Transportation work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LCZ	<i>Transportation (Other).</i> Work center is involved in other areas of Transportation that are not adequately described in the definitions under Transportation. (For temporary use only, a DA Form 2028 is required.)
—	<i>Maintenance Function.</i>
LDA	<i>Maintenance Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Maintenance. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
LDB	<i>Maintenance Program Development.</i> Work center is involved in the development of program objectives and policies; developing resource requirements; developing and organizing capabilities and developing the maintenance personnel training program. Includes establishing maintenance performance standards; forecasting maintenance operations workload; determining availability of resources; assigning mission to unit/facilities/depot; locating and laying out maintenance shops and facilities; evaluating proficiency of unit/facility staffs; and providing or arranging for required training.
—	<i>Maintenance Engineering Subfunction.</i>
LEA	<i>Maintenance Engineering Program Development.</i> Work center is involved in the formulation of maintenance engineering plans and programs in support of all phases of the materiel systems development process. Includes determination of program objectives and time-phased plans for their achievement; determination of funding requirements related to specific systems; and participation in research and development efforts to improve methods and procedures and establish labor, materiel, and facility standards for use in performance measurement.
LEB	<i>Maintenance Engineering Support and Pre-issue.</i> Work center is involved in developing maintenance support guidance and support plans during the materiel systems development process. Includes consideration of individual and unit capabilities and reliability, availability, and maintainability factors; evaluation of the effects of design trade-offs, risk analyses and test results; provisioning and developing methods to minimize operation and support costs in the life cycle of the materiel.
LEC	<i>Maintenance Engineering Field Support.</i> Work center is involved in developing field support data and procedures for materiel systems. Includes formulation of maintenance concepts and structures tailored to specific systems; consideration of commodity management provisioning of all subsystems; development of mobility and transportable requirements; projection of operating and support costs; and evaluation of operational readiness objectives.
LED	<i>Maintenance Engineering and Analysis.</i> Work center is involved in analysis of logistic support requirements for developmental and fielded materiel and systems. Includes development and review and analysis of logistic-related reliability, availability, and maintainability factors, such as mean-time-between-failure/maintenance action, maintenance man-hour ratios, frequency and duration of scheduled maintenance actions and inspection standards; and development of methods and practices to be used in completing maintenance tasks.
—	<i>Maintenance Engineering Technical Assistance Activity.</i>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LFA	<i>Maintenance Assistance and Instruction.</i> Work center is involved in the operation of Maintenance Assistance and Instruction Teams. Includes assistance and instruction associated with the installation, operation and maintenance of weapons systems, equipment, and other essential materiel. Also includes preparation and dissemination of technical documents pertaining to maintenance operations.
LFB	<i>Maintenance Engineering Technical Assistance Staff.</i> Work center is involved in the inspection and technical assistance provided to maintenance elements for developmental and fielded materiel and systems. Includes technical inspection and economic repair analysis; development and update of technical criteria to prescribe inspection and maintenance operations; determination of economic repair limits; and development of technical criteria for reclamation, condemnation, and demilitarization of materiel systems.
LFY	<i>Maintenance Engineering Technical Assistance Activity (Limited staff).</i> Involvement with two or more Maintenance Engineering Technical Assistance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LFZ	<i>Maintenance Engineering Technical Assistance Activity (Other).</i> Work center is involved in other areas of Maintenance Engineering Technical Assistance that are not adequately described in the definitions under Maintenance Engineering Technical Assistance Activity. (For temporary use only, a DA Form 2028 is required.)
LGA	<i>Product Improvement Engineering.</i> Work center is involved in the development of criteria for improved materiel or system reliability and/or performance. Includes formulation of performance parameters and analysis of existing systems reliability, availability and maintainability; determination of levels and types of maintenance available and required; and analysis of required operational capability and proposed systems' ability to achieve a given level of performance.
LGB	<i>Maintenance Publications.</i> Work center is involved in the collection and use of technical data in the preparation of maintenance publications. Includes determination of joint use requirements; provisioning analysis of qualitative and quantitative requirements for technical data and publications to provide operators and maintenance force ease of use; and coordinate with combat development elements to provide optimum system support through the publications process.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LGC	<i>Maintenance Engineering Management Staff.</i> Work center is involved in the formulation of maintenance concepts, plans and programs in support of all phases of materiel systems development. Includes development of the maintenance aspects of the total logistic support systems; analysis of the systems and procedures designed to improve maintenance engineering and operations; assistance to field units in resolution of maintenance problems; development of maintenance support parameters and guidance; coordination of maintenance program requirements during developmental and operational test and evaluation phases of system development; evaluation and identification of calibration requirements; management of configuration status and engineering change accounting system programs during pre-issue phase of system development and subsequent to system deployment; collection and analysis of materiel performance and maintenance work force performance data for use in setting system support limits and identification of areas requiring engineering actions; product improvement engineering; and preparation of maintenance publications based on collection and use of technical data. Also includes new equipment training programs accounted for in the Training and Evaluation category.
LGD	<i>Calibration.</i> Work center is involved in the management and operation of calibration and meteorology programs. Includes maintenance of historical data and performance of scheduled calibration on all TMDE; performance of meteorology/calibration audits and evaluation of contractor and Government facilities; technical direction for the control inspection and test equipment supporting production contracts; and programming calibration support required from the National Bureau of Standards or other agencies.
LGY	<i>Maintenance Engineering (Limited staff).</i> Involvement with two or more Maintenance Engineering work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LGZ	<i>Maintenance Engineering (Other).</i> Work center is involved in other areas of Maintenance Engineering that are not adequately described in the definitions under Maintenance Engineering. (For temporary use only, a DA Form 2028 is required.)
—	<i>Maintenance Quality Control Subfunction.</i>
—	<i>Maintenance Quality Control Inspections.</i>
LHA	<i>Aircraft Inspections.</i>
LHB	<i>Automotive Equipment Inspections.</i>
LHC	<i>Combat Vehicles Inspections.</i>
LHD	<i>Construction Equipment Inspections.</i>
LHE	<i>Electronics—Communications Equipment Inspections.</i>
LHF	<i>Missile Systems Inspections.</i>
LHG	<i>Ship Inspections.</i>
LHH	<i>Armament Inspections.</i>
LHJ	<i>Reserved for future use.</i>
LHK	<i>General Equipment Inspections.</i>
LHL	<i>Commodity Groups Inspections.</i>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LHM	<i>Maintenance Quality Control Inspections Staff.</i> Work center is involved in the in-process technical inspection of maintenance production; conducting of in-process and acceptance quality assurance conformance inspection/tests; and implements quality control plans within assigned area through 100 percent inspection and/or statistical quality control sampling procedures. Includes assisting in the investigation of customer complaints and the inspection of damaged or unsatisfactory materiel; providing assistance in developing and reviewing quality requirements and inspection plans; and assembles and completes inspection records and documents for assigned commodities; and performs the final inspection and accepts/rejects the commodity. Applicable to those work centers listed under Maintenance Quality Control Inspections.
LHN	<i>Maintenance Quality Control Staff.</i> Work Center is involved in quality control inspections and acceptance of equipment, weapons, supplies, and other general supply materiel undergoing repair, reconditioning, overhaul, or modification to assure conformance to applicable quality standards. Includes implementing maintenance quality controls and regulations; establishing and maintaining inspection systems and controls and initiating corrective action; inspecting the quality of maintenance performed by commercial contract in support of depot programs; and compiling of quality feedback data and trends.
LHY	<i>Maintenance Quality Control Inspections (Limited staff).</i> Involvement with two or more maintenance quality control inspections work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LHZ	<i>Maintenance Quality Control Inspections (Other).</i> Work center is involved in other areas of Maintenance Quality Control Inspections that are not adequately described in the definitions under Maintenance Quality Control Inspections. (For temporary use only a DA Form 2028 is required.)
—	<i>Maintenance Operations Subfunction.</i>
LJA	<i>Maintenance Operations Management.</i> Work center is involved in the management of maintenance resources to ensure the accomplishment of the maintenance operations mission. Activities include maintenance program development and controlling of work.
LJB	<i>Work Control.</i> Work center is involved in the schedule and control of work; analyzing production methods; and providing quality control. Involves accepting equipment and/or request for maintenance actions; authorizing and assigning job, work priority and suspense dates; collecting and reviewing data pertaining to maintenance operations and establishing local standards for maintenance actions. Activities also include scheduling and accomplishing inspections on "operational ready" equipment and work being accomplished and the inspection of maintenance records.
LJC	<i>Overhaul/Rebuild.</i> Work center is involved in the performance of maintenance tasks that are prescribed in depot maintenance work requirements; applying production control techniques and applicable equipment modifications; performing of quality control inspections and accomplishing necessary administrative documents and reports.
LJD	<i>Equipment Repair.</i> Work center is involved in the diagnosis and isolation of equipment malfunction; performing of maintenance per applicable Maintenance Allocation Chart and maintenance manuals; applying applicable maintenance modifications and direct exchange procedures; and inspecting/testing adequacy of repairs and evaluating un-serviceable items beyond capability of capacity.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LJE	<i>Preventive Maintenance.</i> Work center is involved in the schedule and performance of maintenance tasks to include: lubricating, cleaning, servicing, and adjusting as required.
—	<i>Test Measurement and Diagnostic Equipment Maintenance Activity.</i>
LKA	<i>Reserved for future use.</i>
LKB	<i>Combat Vehicle Test Measurement and Diagnostic Equipment Maintenance.</i>
LKC	<i>Construction Test Measurement and Diagnostic Equipment Maintenance.</i>
LKD	<i>Communications—Electronic Test Measurement and Diagnostic Equipment.</i>
LKE	<i>Reserved for future use.</i>
LKF	<i>Reserved for future use.</i>
LKG	<i>Weapons Systems Test Measurement and Diagnostic Equipment Maintenance.</i>
LKH	<i>Rail Test Measurement and Diagnostic Equipment Maintenance.</i>
LKJ	<i>Reserved for future use.</i>
LKK	<i>Automotive Test Measurement and Diagnostic Equipment Maintenance.</i>
LKL	<i>Reserved for future use.</i>
LKM	<i>Commodity Test Measurement and Diagnostic Equipment Maintenance.</i>
LKN	<i>Test Measurement and Diagnostic Equipment Maintenance Operations.</i> Work center is involved in the maintenance of all test, measurement, and diagnostic equipment. Applicable to those work centers listed under Test Measurement and Diagnostic Equipment Maintenance.
LKZ	<i>Test Measurement and Diagnostic Equipment Maintenance Activity (Other).</i> Work center is involved in other areas of test, measurement, and diagnostic equipment (TMDE) Maintenance that are not adequately described in the definitions under TMDE Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Armament Maintenance Activity.</i>
LLA	<i>Aircraft Weapons Armament Maintenance.</i>
LLB	<i>Aircraft Missile Armament Maintenance.</i>
LLC	<i>Automotive Armament Maintenance.</i>
LLD	<i>Combat Vehicle Armament Maintenance.</i>
LLE	<i>Reserved for future use.</i>
LLF	<i>Munitions Armament Maintenance.</i>
LLG	<i>Weapons Armament Maintenance.</i>
LLH	<i>Armament Maintenance Operations.</i> Work center is involved in the performance of maintenance of armament systems and components. Applicable to those work centers listed under Armament Maintenance.
LLY	<i>Armament Maintenance Activity (Limited staff).</i> Involvement with two or more Armament Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LLZ	<i>Armament Maintenance Activity (Other).</i> Work center is involved in other areas of armament maintenance that are not adequately described in the definitions under Armament Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Engine Maintenance Activity.</i>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LMA	<i>Oil Analysis.</i> Work center is involved in the physical performance of gathering oil samplings from selected equipment and sending samples to the laboratory. Performs necessary maintenance actions recommended by the laboratory.
LMB	<i>Engine Maintenance Operations.</i> Work center is involved in the repair, overhaul, modification, or rebuilding of aircraft (fixed wing or rotary type), combat ships and commodity, and automotive construction equipment engines.
LMZ	<i>Engine Maintenance Activity (Other).</i> Work center is involved in other areas of Engine Maintenance that are not adequately described in the definitions under Engine Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Aircraft Maintenance Activity.</i>
LNA	<i>Aircraft Ground Support Equipment Maintenance.</i> Work center is involved in the maintenance of powered and non-powered aircraft ground support equipment, including all applicable components basic issue items, but it does not include TMDE. <i>Workload factors.</i> a. Types of equipment maintenance performed. b. Amount of maintenance performed on equipment on a monthly basis.
LNB	<i>Aircraft Hydraulic Repair.</i> Work center is involved in direct and general support maintenance of hydraulic systems and associated components on rotary and/or fixed wing aircraft (installation only). <i>Workload factor.</i> Amount of maintenance completed on hydraulic systems.
LNC	<i>Propeller and Rotor Maintenance.</i> Work center is involved in the maintenance of rotor and propellers on rotary wing aircraft and propellers on fixed wing aircraft. Maintenance activities include blades, hubs, and associated components. <i>Workload factor.</i> Number of items on which maintenance was performed.
LND	<i>Aircraft Instrument and Electrical Maintenance.</i> Work center is involved in the maintenance of instrumentation and electrical systems and associated components on both fixed and rotary wing aircraft. <i>Workload factor.</i> Number of items on which maintenance is performed.
LNE	<i>Airframe Maintenance.</i> Work center is involved in maintenance of rotary and fixed wing airframes and integral equipment. Maintenance includes frames and mechanical equipment. <i>Workload factor.</i> Number of items on which maintenance is performed.
LNF	<i>Aircraft Maintenance Inspection.</i> Work center is involved in the pre-maintenance inspection and diagnosis, in-process inspection and final inspection and certification of fixed wing and rotary aircraft. Includes final certification of adequacy of maintenance. <i>Workload factor.</i> Number of items requiring inspection on a monthly basis.
LNG	<i>Aircraft Maintenance Operations.</i> Work center is involved in the maintenance of all aircraft systems (fixed and rotary wing) and associated equipment. Includes engines and accessories; weapons and missile armament; and ground support equipment and components. Also includes performing required maintenance on materiel integral to aircraft and on aircraft items authorized to meet established supply requirements for stock, including replacement and installation of unserviceable components.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LNZ	<i>Aircraft Maintenance Activity (Limited staff).</i> Involvement with two or more Aircraft Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LNZ	<i>Aircraft Maintenance Activity (Other).</i> Work center is involved in other areas of Aircraft Maintenance that are not adequately described in the definitions under Aircraft Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Automotive Maintenance Activity.</i>
LPA	<i>Automotive Allied Trades Maintenance.</i> Work center is involved in direct and general support maintenance for all allied trades operations. Includes welding, upholstery, glass repair, painting machining, body and fender repair, radiator repair, battery servicing, and charging and other miscellaneous repair work for all types of equipment. <i>Workload factor.</i> Average number of items of which maintenance has been performed in a specified time.
LPB	<i>Automotive Maintenance/Staff.</i> Work center is involved in maintenance of tactical, support and administrative vehicles and associated equipment. Includes automotive electronics and communicative equipment; engines; armament auxiliary generator assemblies; electrical and fuel assemblies; power train units and subassemblies; and other automotive support equipment, components and accessories.
—	<i>Combat Vehicle Maintenance Activities.</i>
LPC	<i>Combat Vehicle Maintenance.</i> Work center is involved in maintenance of tanks, armored vehicle carriers, self-propelled artillery, and other tracked and combat vehicles and related components. Includes engines, electronic and communications equipment, and fire control equipment; testing of fuels and electrical assemblies and components, including carburetors, fuel pumps, starting motors and distributor; and assembling vehicle hull and turret assemblies.
LPY	<i>Automotive Maintenance Activity (Limited staff).</i> Involvement with two or more Automotive Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LPZ	<i>Automotive Maintenance Activity (Other).</i> Work center is involved in other areas of Automotive Maintenance that are not adequately described in the definitions under Automotive Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Construction Equipment Maintenance Activity.</i>
LQA	<i>Construction Equipment Engine Maintenance.</i> Work center is involved in construction equipment engine maintenance. <i>Workload factor.</i> Average number of engines repaired on a monthly basis.
LQB	<i>Construction Equipment Maintenance Staff.</i> Work center is involved in maintenance of heavy equipment to include—tractors, earth hauling equipment, cranes, shovels, graders, dump trucks, and other construction equipment and related items, including engines, front-end and overhead loaders, tamping rollers, scraper attachments and other related components and accessories.
LQY	<i>Construction Equipment Maintenance Activity (Limited staff).</i> Involvement with two or more Construction Equipment Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LQZ	<i>Construction Equipment Maintenance Activity (Other).</i> Work center is involved in other areas of Construction Equipment Maintenance that are not adequately described in the definitions under Construction Equipment Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Communications—Electronic Equipment Maintenance Activity.</i>
LRA	<i>Communications Mobile Maintenance.</i> Work center is involved in the operation of mobile maintenance teams to provide on-site depot level maintenance for automatic voice network (AUTODIN) and satellite communications (SATCOM). Includes repairing and rebuilding maintenance float assemblies and Air Force depot maintenance interservice support agreement (DMISA) equipment; provides depot, direct, and general support level maintenance service on a scheduled or emergency basis; and accomplishes cyclic maintenance and assures proper operation in support of mission assigned equipment. Activities also include coordination of field requirements and personnel deployment with facilities using mission equipment; performing the maintenance test programming and validating, including calibration programming, for all AUTODIN systems; implementing new hardware changes to AUTODIN systems and providing field with feedback.
LRB	<i>Communications Installation Removal and Support Engineering.</i> Work center is involved in the operating elements of installation, modification, and maintenance of equipment such as construction and installation of signal distribution frames, equipment racks, bins, and shelving.
LRC	<i>Aircraft Communications—Electronic Equipment Maintenance.</i> Work center is involved in the maintenance of Aircraft C-E equipment that is an integral part of the aircraft. <i>Workload factors.</i> a. Types of equipment maintenance is performed on. b. Amount of maintenance performed on equipment on a monthly basis.
LRD	<i>Automotive Communications—Electronics Equipment Maintenance.</i> Work center is involved in automotive C-E equipment maintenance. Includes maintenance on components and accessories that are integral to automotive equipment. <i>Workload factor.</i> Average number of items repaired on a monthly basis.
LRE	<i>Installation Telephone Maintenance.</i> Work center is involved in the maintenance of administrative switchboards, inside or outside plant supporting administrative telephone systems; local installation, removal, modification and repair of telephone terminal configurations; and emergency action consoles. <i>Workload factor.</i> Total number of telephone instruments supported.
LRF	<i>Teletypewriter Maintenance.</i> Work center is involved in scheduled preventive and nonscheduled corrective maintenance of teletypewriter equipment. Includes modifications to equipment to meet special communications requirements. <i>Workload factor.</i> Type and number of pieces of equipment maintained weighted by location and availability of off-site maintenance support.
LRG	<i>Secure Equipment Maintenance.</i> Work center is involved in on-site maintenance of off-line and on-line cryptographic and ciphony equipment. Includes providing technical assistance as required support of special communications requirements and user testing of new equipment.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<i>Workload factor.</i> Type and number of pieces of equipment maintained weighted by location and availability of off-site maintenance support.
LRH	<i>Installation Communications Maintenance.</i> Work center is involved in the maintenance of outside plant television cable systems and alarm systems; range communications to include system, control of wire, cable, radio, and microwave transmission media to perform: range timing, frequency surveillance, data and record transmission, air-ground drone control, and related C-E functions associated with Army, Navy, Air Force, and NASA missile and space programs conducted at proving and testing ranges. Excludes nontactical radio, telecommunications centers, Federal Telecommunications System (FTS), AUTOVON, and automatic digital network (AUTODIN).
LRJ	<i>Antenna Maintenance.</i> Work center is involved in scheduled technical inspection of antenna systems. Includes the performance of off-site preventive and corrective maintenance to antenna systems and associated structures of varying heights. <i>Workload factors.</i> a. Number of towers by type (metal, wood, and concrete) and height. Determined by height and type of tower (weighted). b. Required travel times.
LRK	<i>ATC/NAVAIDS Maintenance.</i> Work center involved in on-site maintenance on ATC/NAVAIDS equipment authorized to the control tower, ground control approach and Army radar approach control facilities.
LRL	<i>SATCOM Station (Nontactical) Maintenance.</i> Work center is involved in the preventive, periodic, corrective and special maintenance of satellite communication equipment. Includes reading of meters and troubleshooting to isolate malfunction. <i>Workload factor.</i> Number and location of terminals, based on single or dual terminals whether they are co-located or geographically separated.
LRM	<i>AUTODIN Equipment Maintenance.</i> Work center is involved in scheduled preventive and nonscheduled corrective maintenance on electronic and electromechanical components of the Automatic Switching Center. Includes inspecting equipment such as magnetic tape units, teletypewriters, motor generator sets, high speed printers and readers, card punches, processing equipment, communications equipment and emergency power generator equipment. <i>Workload factor.</i> Type and quantity of equipment inspected and repaired, on a scheduled preventive or non-scheduled corrective basis, weighted.
LRN	<i>Avionics Equipment Maintenance.</i> Work center is involved in the maintenance of aircraft electronic equipment. Includes communication, navigation, stabilization and identification systems and associated or supporting ground based communication radios and electronic air navigation and positioning equipment. <i>Workload factor.</i> Average number of items requiring maintenance during a month.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LRP	<i>Communications—Electronic Equipment Maintenance Operations.</i> Work center is involved in maintenance of communications, avionics, radar, automatic data processing, meteorology, night vision, combat surveillance, target acquisition, radar laser, navigation, photo dosimetry, electronic warfare, teletypewriter, test measurement, diagnostic, photographic, communications security, television and audio visual equipment. Includes repairing and fabricating special electronic cables, harnesses, cable systems and quartz crystals aligning, adjusting, calibrating and reassembling communications/electronic equipment components and related items; and fabricating and installing special configurations in shelters vans and aircraft.
LRY	<i>Communications—Electronic Equipment Maintenance Activity (Limited staff).</i> Involvement with two or more C-E Equipment Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LRZ	<i>Communications—Electronic Equipment Maintenance Activity (Other).</i> Work center is involved in other areas of C-E Equipment Maintenance that are not adequately described in the definitions under C-E Equipment Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Missile Systems Maintenance Activity.</i>
LSA	<i>Missile Propulsion Systems Maintenance.</i> Work center is involved in the maintenance of missile propulsion systems and associated components. <i>Workload factor.</i> Average number items requiring maintenance during a month.
LSB	<i>Missile Support Launch Equipment Maintenance.</i> Work center is involved in the maintenance of missile support launch equipment and associated components. Includes disassembling, reassembling, adjusting, tuning, calibrating, and testing missile internal guidance and launcher control systems and associated equipment. <i>Workload factors.</i> a. Total number systems supported. b. Types of equipment maintained(weighted).
LSC	<i>Missile Guidance Systems Maintenance.</i> Work center is involved in the maintenance of missile guidance systems and associated components. <i>Workload factors.</i> a. Total number of systems supported. b. Types of equipment maintained.
LSD	<i>Missile Ground Communications and Control Systems Maintenance.</i> Work center is involved in missile ground communications and control systems maintenance, including associated components. <i>Workload factor.</i> Average number of items requiring maintenance during a month.
LSE	<i>Missile Payload Systems Maintenance.</i> Work center is involved in the maintenance of all missile systems munitions armament and components, including warheads. <i>Workload factor.</i> Average number of items requiring maintenance during a month.
LSF	<i>Missile System Maintenance Staff.</i> Work center is involved in the maintenance of ballistics and other missile guidance systems, including ground communications and control systems, armament, launching and propulsion systems, support systems and equipment. Includes required maintenance of materiel integral to missile systems and related items.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LSY	<i>Missile Systems Maintenance Activity (Limited staff).</i> Involvement with two or more Missile Systems Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LSZ	<i>Missile Systems Maintenance Activity (Other).</i> Work center is involved in other areas of Missile Systems Maintenance that are not adequately described in the definitions under Missile Systems Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Ship Maintenance Activity.</i>
LTA	<i>Reserved for future use.</i>
LTB	<i>Reserved for future use.</i>
LTC	<i>Reserved for future use.</i>
LTD	<i>Reserved for future use.</i>
LTE	<i>Reserved for future use.</i>
LTF	<i>Ship Maintenance Staff.</i> Work center is involved in the maintenance of auxiliary, patrol and amphibious vessels and service crafts, ship electric plants, communication and control equipment, fire control equipment, armament, auxiliary systems, propulsion equipment, outfitting and furnishing and other ships components and accessories. Includes required maintenance on equipment and materiel integral to ships and vessels and related items.
LTY	<i>Ship Maintenance Activity (Limited staff).</i> Involvement with two or more Ship Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LTZ	<i>Ship Maintenance Activity (Other).</i> Work center is involved in other areas of Ship Maintenance that are not adequately described in the definitions under Ship Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
LUA	<i>Rail Equipment Maintenance.</i> Work center is involved in the maintenance of locomotives and rolling stock. Includes the replacing and installing of unserviceable components and accessories.
—	<i>General Equipment Maintenance Activity.</i>
LVA	<i>Target Mechanism Maintenance.</i> Work center is involved in the repair and maintenance of target mechanisms and equipment in installation and satellite support maintenance activities. (Excludes small arms target mechanisms.) <i>Workload factor.</i> The average number of target mechanisms and related equipment requiring maintenance.
LVB	<i>General Equipment Maintenance Staff.</i> Work center is involved in the maintenance of general equipment and related components and accessories. Includes replacement and installation of unserviceable components and accessories, materiel, handling equipment, generators, compressors, gasoline turbines, water purification units, printing presses, freezers and refrigerators. Also includes decontaminating, detection, impregnating and chemical handling equipment, and other general equipment.
LVC	<i>General Equipment Maintenance Operations.</i> Work center is involved in the maintenance of general equipment and related components and accessories. Includes replacement and installation of unserviceable components and accessories, materiel handling equipment, generators, compressors, gasoline turbines, water purification units, printing presses, freezers and refrigerators. Also includes decontaminating, detection, impregnating and chemical handling equipment, and other general equipment. Also includes providing motor transportation wrecker service, issuing operator's permits and administering driver tests, tire and battery repair service.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LVY	<i>General Equipment Maintenance Activity (Limited staff).</i> Involvement with two or more General Equipment Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LVZ	<i>General Equipment Maintenance Activity (Other).</i> Work center is involved in other areas of General Equipment Maintenance that are not adequately described in the definitions under General Equipment Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
LWA	<i>Data Processing Equipment Maintenance.</i> Work center is involved in the maintenance of data processing equipment. Includes periodic maintenance schedules; preventive and corrective maintenance; equipment installation/modification; and technical liaison with contract vendors in the equipment maintenance area. <i>Workload factors.</i> a. Number of shift worked per day. b. Number of days worked per week. c. Number of type of central processing units and associated peripheral equipment. d. Number of remote terminals. Weighted maintenance factors for each type of equipment serviced.
—	<i>Commodity Groups Maintenance Activity.</i>
LXA	<i>Audio Visual Equipment Maintenance.</i> Work center is involved in the performance of maintenance on audio visual equipment and associated equipment. <i>Workload factor.</i> Number of items requiring maintenance in a specified time.
LXB	<i>Office Machine Maintenance.</i> Work center is involved in general support equipment maintenance of office machines, including typewriters, adding machines, and other related items not covered by commercial maintenance contracts. <i>Workload factor.</i> Average number of items requiring maintenance during a month.
LXC	<i>Clothing and Textile Maintenance.</i> Work center is involved in the maintenance of organizational clothing and other textiles including—alterations, applying chemicals, and fabricating authorized items, and the repair of raincoats and rubber goods. <i>Workload factor.</i> Average number of items requiring maintenance during a month.
LXD	<i>Footwear Maintenance.</i> Work center is involved in the maintenance of leather, fabric and man made material, organizational shoes, boots, and other footwear. <i>Workload factor.</i> Average number of items requiring maintenance during a month period.
LXE	<i>Light Canvas and Webbing Maintenance.</i> Work center is involved in the support maintenance of light canvas and webbing items including—shelter halves, cartridge belts, canteen covers, and field tents. <i>Workload factor.</i> Average number of items requiring maintenance during a month.
LXF	<i>Wood and Metal Maintenance.</i> Work center is involved in the maintenance of wood and metal equipment items. (Excludes office and quarters furniture and materials handling equipment.) <i>Workload factor.</i> Average number of items requiring maintenance during a month.
LXG	<i>Furniture Maintenance.</i> Work center is involved in the maintenance of wood and metal furniture to include office, household, and dormitory furniture. <i>Workload factor.</i> Average number of pieces requiring maintenance.

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
LXH	<i>Heavy Tentage Maintenance.</i> Work center is involved in the maintenance of heavy canvas items such as tentage and tarpaulins. <i>Workload factor.</i> Average number of items requiring maintenance.
LXJ	<i>Air Delivery Equipment Maintenance.</i> Work center is involved in organizational and general support maintenance of cargo and personnel parachutes, including inspection, test, service, and repair of parachutes; splicing and fabrication of parachute parts; fabrication and assembly of air-drop platforms; parachute packing; rigging supplies and equipment for parachute drops; and preparation for aerial delivery. <i>Workload factor.</i> Average number of cargo/personnel parachutes maintained during a month.
LXK	<i>Carpet Maintenance.</i> Work center is involved in the maintenance of carpets, including cleaning, repairing, over-edging, installation, and technical inspection. <i>Workload factors.</i> a. Number of square meters of carpet cleaned. b. Number of square meters installed.
LXL	<i>Commodity Groups Maintenance Staff.</i> Work center is involved in the maintenance of commodity groups materiel. Includes furniture, kitchen and baking equipment, protective equipment, laundry and dry-cleaning equipment, tools, containers and other commodity group and related items. Activities include the replacement and installation of unserviceable parts.
LXM	<i>Reserved for future use.</i>
LXY	<i>Commodity Groups Maintenance Activity (Limited staff).</i> Involvement with two or more Commodity Groups Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LXZ	<i>Commodity Groups Maintenance Activity (Other).</i> Work center is involved in other areas of Commodity Groups Maintenance that are not adequately described in the definitions under Commodity Group Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
LYA	<i>Reserved for future use.</i>
LYB	<i>Reserved for future use.</i>
—	<i>Weapons Maintenance Activity.</i>
LZA	<i>Artillery Maintenance.</i> Work center is involved in the maintenance of self-propelled howitzer, tank turrets, towed artillery, recoilless rifles and mortars, including repairing end items and verifying conditions. <i>Workload factor.</i> Average number of artillery items requiring maintenance.
LZB	<i>Air Defense Gun Maintenance.</i> Work center is involved in the general support maintenance of air defense guns and associated equipment at installation and satellite support maintenance activities. <i>Workload factor.</i> Average number of items requiring maintenance in a specified time.
LZC	<i>Mortar Maintenance.</i> Work center is involved in the direct and general maintenance of mortars and associated equipment and installation and satellite support maintenance activities. <i>Workload factor.</i> Average number of small arms requiring maintenance in a specified time.
LZD	<i>Small Arms Maintenance.</i> Work center is involved in the maintenance of small arms through 30mm at installation and satellite support maintenance activities. Includes trainfire (sic) mechanisms and target mechanisms for small arms use.

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<i>Workload factor.</i> Average number of mortars requiring maintenance in a specified time.
LZE	<i>Fire Control Maintenance.</i> Work center is involved in the maintenance of self-propelled howitzers, tank sighting systems, recoilless rifles and mortar sighting systems, including repair and condition verification. Also maintains sighting systems components and optical equipment not associated with a weapon. <i>Workload factor.</i> Average number of items requiring maintenance in a specified time.
LZF	<i>Chemical Weapons and Equipment Repair.</i> Work center is involved in the direct and general support maintenance on chemical, biological, and radiological warfare weapons and related equipment. <i>Workload factor.</i> Average number of items requiring maintenance in a specified time.
LZG	<i>Weapons Maintenance Staff.</i> Work center is involved in the maintenance of weapons and associated equipment to include—cannons, small arms, fire control components, and chemical weapons and equipment.
LZY	<i>Weapons Maintenance Activity (Limited staff).</i> Involvement with two or more Weapons Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
LZZ	<i>Weapons Maintenance Activity (Other).</i> Work center is involved in other areas of Weapons Maintenance that are not adequately described in the definitions under Weapons Maintenance Activity. (For temporary use only, a DA Form 2028 is required.)
MAA	<i>Biomedical Equipment Maintenance.</i> Work center is involved in providing preventive maintenance, inspection and repair of medical and dental equipment, conducts a systematic inspection of equipment to determine operational status and assigns serviceability condition codes to equipment. Also performs scheduled maintenance of medical and dental equipment consisting of preventive maintenance checks and services, electrical safety inspections, and calibration/verification/certification services, repairs or replaces worn or broken parts, rebuilds and fabricates equipment or components, modifies equipment, and installs new equipment. Includes inspecting and testing contractor installed equipment, disassembling, packing, receiving, and inspecting equipment. In addition, tests and performs preventive maintenance on War Readiness Materiel/prepositioned War Reserve and monitors contract maintenance.
MAZ	<i>Maintenance Operations (Other).</i> Work center is involved in other areas of Maintenance Operations that are not adequately described in the definitions under Maintenance Operations. (For temporary use only, a DA Form 2028 is required.)
MBA	<i>Maintenance Control.</i> Work center is involved in the management and control of maintenance program development and engineering, quality control, and maintenance operations.
MBY	<i>Maintenance (Limited staff).</i> Work center is involved with two or more Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MBZ	<i>Maintenance (Other).</i> Work center is involved in other areas of Maintenance that are not adequately described in the definitions under Maintenance. (For temporary use only, a DA Form 2028 is required.)
—	<i>Supply Function.</i>
—	<i>Supply Staff Subfunction.</i>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MCA	<i>Supply Staff Operations.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Supply. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Supply and Service Activities.</i>
MCB	<i>Supply and Services Management.</i> Work center is involved in the management and control of installation supply; establishment and maintenance of requisitioning objectives and authorized in stock list based on demand criteria, mission essentiality or standby requirements. Includes purifying stock to identify and declare excess materiel and taking action to reposition for other requirements; maintaining adequate property stock onhand by initiating replenishment requisitions at the least possible cost within funding limitations and avoiding undue accumulation of excesses. Includes administering of Installation Supply Activity accountable records. One chief is the accountable property officer. Activities involved in the provision of technical assistance and logistical support pertaining to supply support, including the Direct Support System, Reserve Component supply and central issue facilities. Provides assistance by means of customer liaison and assistance teams on scheduled basis or on notice; assists customers in purifying supply and storage records; completion of location surveys; establishing location systems; taking inventories; identifying and turning in of excess items and the training of unit personnel. Also includes researching and evaluating customer problems, recommending corrective action and assisting customer in the delivery and pickup of material. Activities involved in the management and control of food services, laundry and dry cleaning and mortuary affairs. <i>Direct categories of work.</i> a. Supply and services management. b. Branch supervision. c. Coordination. d. Property accountability. e. Liaison visit.
MCC	<i>Supply Control.</i> Work center is involved in the management and control of cataloging, requisitioning, receipt, procurement, storage, inventory, preservation/packaging, issuance and shipment of retail and wholesale supplies. Includes the determining of kinds and quantity of supplies.
MCY	<i>Supply Staff (Limited staff).</i> Involvement with two or more Supply Staff work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MCZ	<i>Supply Staff (Other).</i> Work center is involved in other areas of Supply Staff that are not adequately described in the definitions under Supply Staff. (For temporary use only, a DA Form 2028 is required.)
MEA	<i>Supply and Storage Management.</i> Work center is involved in supply and storage management to include directing and controlling supply and storage activities, evaluating procedural and other recommendations, providing technical assistance and guidance, performing supply and storage complex inspections, monitoring Operation and Maintenance, Army (OMA) and stock fund utilization, warehousing operation, shop stock utilization, stock control, property disposal, automated systems support, and property book, and reviewing manpower requirements; coordinates branch, organization, and financial accounting activities; and performs liaison visits to organizations/activities supported. (MS-3 Studies 4 and 5)

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<i>Workload factor.</i> Number of requirements for supply and storage work centers.
MEB	<i>Supply Management Operations.</i> Work center is involved in the operation of Inventory Control Points, Service Item Control Centers, Secondary Inventory Control Activities, Catalog Data Activity and other activities performing supply management activities.
MEC	<i>Supply Production Planning and Control.</i> Work center is involved in the management and control of workload and funding within the supply activity. Includes the conducting of analytical studies, developing of policies and procedures, and preparing of guidance and directives for issue to operating divisions. Also includes the reviewing, monitoring, and implementing of pertinent supply regulations.
MED	<i>Ammunition Staff.</i> Work center is involved in the provision of technical advice and assistance on all matters relative to the ammunition logistics mission. Includes instituting and implementing U.S. Army Armament, Munitions, and Chemical Command (AMCCOM) policies, monitoring development of programs, and participating in inspections or surveys of depots/arsenals/ammunition plants and assessing ammunition operations. Also includes developing and recommending actions peculiar to the receipt, storage, issue, and demilitarization of ammunition; developing and recommending short and long-range plans for ammunition operations; and reviewing all requests for waivers involving ammunition storage and handling practices.
MEE	<i>Supply Technical Staff.</i> Work center is involved in the management of technical and engineering actions required during the four phases of the materiel acquisition cycle for new weapons systems and product improved items of equipment.
—	<i>Supply Customer Support Subfunction.</i>
MFA	<i>Supply Quick Reaction Force Programs.</i> Work center is involved in the management of the Quick Reaction Force teams. Includes planning and scheduling of all requests for teams, ensuring maximum utilization of team members and preparing and maintaining all administrative records and reports as required. This includes operations of the QRF teams. <i>Workload factors.</i> a. Total number of QRF teams managed. b. Total number of installations supported.
MFB	<i>Supply Customer Assistance.</i> Work center is involved in the provision of technical assistance pertaining to supply support, including the Direct Support System, Reserve Component supply and central issue facilities. Provides assistance by means of customer liaison and assistance teams on scheduled basis or on notice; advises customers on availability of materiel and equipment substitutability, acquisition of needed items not stocked, lead time for specially ordered equipment and similar items. Conducts training of unit personnel managers DOD Small Arms Serialization Program. <i>Direct categories of work.</i> a. Customer assistance. b. Customer training. c. Management of DOD Small Arms Serialization Program. d. Distribution.
MFY	<i>Supply Customer Support (Limited staff).</i> Involvement with two or more Supply Customer Support work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
MFZ	<i>Supply Customer Support (Other).</i> Work center is involved in other areas of Supply Customer Support that are not adequately described in the definitions under Supply Customer Support. (For temporary use only, a DA Form 2028 is required.)
—	<i>Inventory Control Subfunction.</i>
MGA	<i>Supply Requirements Determination.</i> Work center is involved in the computation of requirements for personnel, equipment, facilities, and other resources or services by specific quantities, for specific periods of time or at specified times.
MGB	<i>Supply Acquisition Direction.</i> Work center is involved in the procurement, fabrication, manufacturing, production, and overhaul/rebuild direction of the acquisition of supplies. Includes developing schedules and statements of work; developing specifications; and establishing delivery dates and determining special conditions. Also includes preparing work directions and the obligating of funds.
—	<i>Cataloging Operation.</i>
MHA	<i>Item Identification (Federal).</i> Work center is involved in the development, review, and application of catalog tools and manuals, and acquiring and maintaining cataloging records. <i>Workload factor.</i> Number of documents and records processed and maintained.
MHB	<i>Item Identification (Army).</i> Work center is involved in the establishment of National Stock Numbers (NSN), screening DA Form 1988 (Request for Review of an Item) against the Total Item Record and advising submitting activity of the NSN. <i>Workload factor.</i> Number of NSN requests processed.
MHC	<i>Catalog Management Data.</i> Work center is involved in the collection and recording of appropriate catalog management data from item managers. Includes recording of catalog management data in the proper format and distribution to appropriate agencies. <i>Workload factor.</i> Amount of catalog management data collected and distributed.
MHD	<i>Supply Publications.</i> Work center is involved in the development of Army supply catalogs and supply management data lists. Includes determination of Army requirements for Federal supply catalogs.
MHE	<i>Supply Data Management.</i> Work center is involved in the receipt, edit, and control of all catalog management data. Includes update of master data record; receipt and distribution control of the Army Master Data File Reader Microfilm System products; receipt and processing of supply management cards involving logistical transfers, capitalization, or non-capitalization, and retention or transfer of assets. Also includes preparation, control and submission of item identification data; review of all items on-hand balances identified with invalid NSN and implementation of appropriate remedial actions; research of microfilm and catalogs to verify stock numbers found during location surveys or inventories to ensure correct additions are posted to record; and coordination of disposal actions resulting from stock number deletions and unit of changes with accountable activity. <i>Workload factor.</i> Volume of data received and processed.

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
MHF	<i>Supply Data Conversion and Files.</i> Work center is involved in the conversion of data and maintenance of all centralized files, catalogs, and accountable officer records. Includes operating keypunch and verifying machines, providing cataloging assistance and verifying machines, providing cataloging assistance and verifying cataloging data, and reviewing and validating various machine generated reports; performing local purchases, certifying stock fund acquisition obligations, completing purchase orders on receipt of materials and preparing, submitting, and maintaining administrative records and documents as required. <i>Direct categories of work.</i> a. Process request for issue. b. Data processing. c. Item receipt. d. Source document record. <i>Workload factors.</i> a. Number of documents verified. b. Number of documents edited. c. Number of documents filed. d. Number of local purchases. e. Number of cards batched and mailed during reporting period. The above factors weighted.
MHG	<i>Reserved for future use.</i>
MHH	<i>Item Reduction.</i> Work center is involved in the reduction of an unnecessary variety of items and the elimination of unneeded items. <i>Workload factor.</i> Number of items reviewed for possible elimination.
MHJ	<i>Cataloging Staff.</i> Work center is involved in item identification, classification, stock numbering, documentation, and source determination. Includes the development or application of principles, rules, guides, directives, item nomenclature, Federal Item Identification Guide System (FIIGs), item descriptions and numbers and item classification. Also includes recording and presenting data in a form understandable and usable for establishing item identity, and aid to item interchangeability and standardization research and for the diverse requirements of supply operations and management.
MHY	<i>Cataloging (Limited staff).</i> Involvement with two or more Cataloging work centers listed above, but not separately identifiable due to limited staff size. (for temporary use only, a DA Form 2028 is required.)
MHZ	<i>Cataloging (Other).</i> Work center is included in other areas of Cataloging that are not adequately described in the definitions under Cataloging. (For temporary use only, a DA Form 2028 is required).
MJA	<i>Overhaul and Rebuild Direction.</i> Work center is involved in the provision of guidance, requirements, and resources relating to the overhaul and rebuild program. Includes determining overhaul and rebuild requirements, developing a program and providing program direction.
MJB	<i>Disposition Direction.</i> Work center is involved in the establishment of reportable criteria and subsequent disposition and direction for various categories of materiel. Includes identifying materials for direct cannibalization, repair, shelf-life items, excesses, restricted usage items and obsolete items.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MJC	<i>Inventory Control Management Staff.</i> Work center is involved in the acquisition, allocation, and disposal of materials. Includes cataloging, requirements determination, fabrication, manufacturing, procuring, production, overhauling, and rebuilding direction, distribution, and disposing.
MJY	<i>Inventory Control (Limited staff).</i> Involvement with two or more Inventory Control work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MJZ	<i>Inventory Control (Other).</i> Work center is involved in other areas of Inventory Control that are not adequately described in the definitions under Inventory Control. (For temporary use only, a DA Form 2028 is required.)
MKA	<i>Supply Distribution.</i> Work center is involved in the issuance and positioning of assets in an efficient and timely manner to satisfy user requirements. Includes review of issue priority designators, authorization documents, and special handling requirements; providing prepositioned materiel receipt documents; and distribution of support items and the development of a major item distribution plan.
—	<i>Supply Control Subfunction.</i>
MLA	<i>Supply Point Operations.</i> Work center is involved in general supply tasks that contribute to and support the management of organizations, programs and functions, including requisitions, receipt, storage, maintenance, issuance and accountability for supplies and supply matters.
MLB	<i>Requisitioning Requirements Computations.</i> Work center is involved in demand analysis studies. Includes determining division support area/General Services Administration (DSA/GSA)/commodity integrated materiel manager requirements; preparing and distributing movement data; identifying order and ship time and operating level; establishing safety levels; authorized in stock list and prescribed load list, and depot maintenance levels; directing exchange items; accommodating special controls; and supporting mobilization requirements.
—	<i>Property Management.</i>
MMA	<i>Installation Supply Management.</i> Work center is involved in the initiation of requisitions, maintaining accountability and processing of documentation for supply support activities stock in support of posts and camps. Includes managing the operation of the Central Issue Facility, Self-Service Supply Center and the control of the bulk petroleum, oils and lubricants (POL) distribution system. Also administers and controls where applicable the ASF and AIF finance required inventories. <i>Workload factor.</i> Total number of manpower required in subordinate units.
MMB	<i>Requisition Processing.</i> Work center is involved in requisition processing. Includes preparing, editing, and reviewing of requisitions; initiating of materiel release order; providing of status and follow-up cancellation actions and reconciling open requisitions with supporting activities. <i>Workload factor.</i> Number of requisitions processed.
MMC	<i>Property Management Staff.</i> Work center is involved in the establishment and maintenance of requisitioning objectives and authorized in stock list based on demand criteria, mission essentiality or standby requirements. Includes purifying stock to identify and declare excess materiel and taking action to reposition for other requirements; maintaining adequate property stock onhand by initiating replenishment requisitions at the least possible cost within funding limitations and avoiding undue accumulation of excesses. Includes administering of the ISA accountable records.
MMD	<i>Reserved for future use.</i>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MMY	<i>Property Management (Limited staff).</i> Involvement with two or more Property Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MMZ	<i>Property Management (Other).</i> Work center is involved in other areas of Property Management that are not adequately described in the definitions under Property Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Supply Receiving Activity.</i>
MNA	<i>Supply Item Processing.</i> Work center is involved in the classification, identification, and processing of physical stock. Includes accepting and inspecting materiel at destination; processing returns to determine conditions; processing unidentified turn-ins and providing for processing receipts without documentation; performing of physical technical inspection, serial number check, inspecting returns from user to determine accuracy of NSN and conditions and maintaining storage; and control of new receipts. <i>Workload factor.</i> Number of items received requiring processing actions.
MNB	<i>Supply Document Processing.</i> Work center is involved in the processing of receipts and documents. Includes reviewing and processing of due-in records; preparing of materiel inspection; receiving reports and materiel receipt cards; initiating discrepancy reports and notifying shipper; maintaining prepositioned materiel receipt data (PMRD) file; and forwarding documentation to stock control activity. <i>Workload factor.</i> Number of receipts and documents processed.
MNC	<i>Document Control.</i> Work center is involved in the maintenance of a library of supply catalogs, manuals, and supply support activity (SSA) Master Data Record; a daily list of priorities (Local purchase and requisition numbers) and internal and external control receipt; and distribution of input and output SSA documentation. Also includes maintaining voucher files of local purchase transactions and consolidated property accounts, maintaining count card records, requisition register and daily transaction register file. <i>Workload factors.</i> a. Number of documents processed. b. Number of daily file transactions.
MND	<i>Supply Receiving Staff.</i> Work center is involved in the receipt, off-loading, in-checking, identification, verification of count, and segregation and consolidation of receipt materiel for less than carload or less than truckload lots in the central receiving area. Includes processing inter-depot transfers and maintenance returns, field returns following quality assurance classification and determining types of storage requirements and proper location for receipts. Also includes pelletizing materiel for movement from central receiving to storage location/preparation areas; performing of physical handling of materiel within storage receiving area and preparing, and maintaining of required administrative reports and documents.
MNY	<i>Supply Receiving Activity (Limited staff).</i> Involvement with two or more Supply Receiving work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MNZ	<i>Supply Receiving Activity (Other).</i> Work center is involved in other areas of Supply Receiving that are not adequately described in the definitions under the Supply Receiving Activity. (For temporary use only, a DA Form 2028 is required.)

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
—	<i>Storage Activities.</i>
MPA	<i>Storage Management.</i> Work center is involved in the management of the receipt, selection, preservation, packaging, packing, storage, re-warehousing, container assembly, and manufacture, unit and set assembly/disassembly, intra-posts, camps, and station movement of materiel and out-loading functions. Includes developing statistical charts, graphs, and reports pertaining to work accomplishment and operational trends and maintaining production standards and records. <i>Workload factor.</i> Number of total manpower required in subordinate activities.
MPB	<i>Storage.</i> Work center is involved in materiel receiving and delivery to include unloading/inspecting/delivering/checking materiel/shipments, reconciling/processing receipt documents and reports, and updating automated system; conducts warehousing and re-warehousing by receiving materiel for stock replenishment, assigning storage location, moving materiel and rotating stock, rearranging storage area, annotating price changes, maintaining warehouse locator, maintaining standby stock and equipment, determining property not economical for repair, initiating turn-in/disposal actions, conducting locator surveys, safeguarding and controlling supply materiel, and performing physical inventories; controls materiel issue by receiving orders and requests, issuing stock, processing off-post shipments, and issuing equipment; and controls materiel turn-in by coordinating with customers, preparing documentation, reconciling documents with actual turn-ins, unloading and moving materiel, inspecting and classifying materiel and equipment, disposing of materiel, processing in-storage maintenance requests, and demilitarizing items. (MS-3 Studies 4 and 5) <i>Workload factors.</i> a. Average monthly transactions processed. b. Average number of authorized storage list (ASL) plus fringe line items.
MPC	<i>Storage and Issue for Schools.</i> Work center is involved in supply and equipment processing to include picking up, receiving, storing, issuing, delivering, and/or turning-in property and/or equipment, providing transportation assistance, and/or maintaining back-up stock. (MS-3 Study 14) <i>Workload factor.</i> Total computed class frequency or total number of courses taught.

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
MPD	<i>Storage (Sub-warehouse).</i> Work center is involved in materiel receiving and delivery to include picking up/unloading/inspecting/delivering/checking materiel/shipments, reconciling and processing receipt documents/reports, and updating automated system; conducts warehousing and re-warehousing by replenishing/rotating stock, assigning storage location, moving materiel, rearranging storage area, annotating price changes, maintaining warehouse locator and standby stock/equipment, determining property not economical for repair, initiating turn-in/disposal actions, conducting locator surveys, safeguarding and controlling supply materiel, and performing physical inventories; controls materiel issue by receiving orders and requests, issuing stock and equipment, processing off-post shipments, researching stock numbers, and updating automated system; controls materiel turn-in by coordinating with customers, preparing documentation, reconciling documents with actual turn-ins, unloading and moving materiel, and inspecting/classifying/disposing of materiel and equipment; maintains stock control by processing issue requests, placing orders, entering obligations, preparing modifications to forms and keypunch cards, tapes, or discs, transmitting AUTODIN or mail, processing receipts, preparing delivery recap sheets, coordinating pickup of duplicate orders, processing requisition order cancellations and sub-installation transactions, monitoring transaction registers, preparing seasonal supply data, preparing various stock control reports, requesting new item reviews, maintaining RPMA catalog, and coordinating with RPMA main storage activity; and maintains fund management by managing fund obligation authority, validating fund records, preparing financial data, and reconciling financial ledgers. (MS-3 Studies 4 and 5) <i>Workload factor.</i> Average monthly transactions processed.
MPE	<i>In-Process Material Storage.</i> Work center is involved in the temporary storage and issuance of in-process materiel and parts to include maintaining activity records, making reconciliations, preparing required storage documentation, and operating forklifts and other material handling equipment. <i>Workload factor.</i> Number of in-processed items (materiel and parts) stored and issued.
MPY	<i>Storage Activities (Limited staff).</i> Involvement with two or more Storage Activities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MPZ	<i>Storage Activities (Other).</i> Work center is involved in other areas of Storage Activities that are not adequately described in the definitions under Storage Activities. (For temporary use only, a DA Form 2028 is required.)
MQA	<i>Preservation and Packaging.</i> Work center is involved in the preservation, re-preservation and packaging of materiel to include vehicles and artillery incident to receiving, storing or shipping per the applicable protection levels. Includes minor repairs and modifying of materiel in storage; performing set assembly and disassembly functions as directed; and the preparing and maintaining administrative reports and documents as required.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MQB	<i>Packing.</i> Work center is involved in packing, repacking or re-coopering placement of items in their exterior container for storage or shipment. Includes securing, stenciling, marking, and weighing of containers; on-line fabrication of tailored boxes, crates, bin inserts, blocking, bracing, and cushioning; shrouding, over packing, application of shrink pack and containerization of material into/onto transportation units (container express (CONEX), military-owned demountable container (MILVANS), Air Pallets, etc.). Also includes repacking after assembly/disassembly and packing of receipts from maintenance facilities. (Excludes packing of household goods, personal effects, and property transferred to disposal units.)
—	<i>Warehousing Activity.</i>
MRA	<i>Re-warehousing.</i> Work center is involved in the movement of stock from one storage location to another. Includes checking, tallying, and inspecting of material being moved both as to number of containers and item count; pelletizing and preparing of unit loads incident to movement of materials and remarking after movement. <i>Workload factor.</i> Average number of items of stock relocated on a monthly basis.
MRB	<i>Supply Location.</i> Work center is involved in the design of a stock location system, establishing stock location numbers and the updating of stock location files as required.
MRC	<i>Container Assembly.</i> Work center is involved in the assembly or manufacture of all types of containers and blocking and bracing devices when made in quantity and in advance of the purpose for which they are being used. Includes reclamation of lumber, receiving, unloading, and internal moving. (Excludes on-line fabrication of tailored boxes, crates, blocking, etc., accomplished as an integral part of the packing operation.) <i>Workload factor.</i> Average number of containers assembled monthly.
MRD	<i>Consolidation and Containerization Documentation.</i> Work center is involved in the preparation and control of all supply and transportation documentation to assure compliance with regulatory requirements governing containerization consolidation point (CCP) operations. Includes forecasting and programming container requirements to meet loading and shipping needs; scheduling and controlling container loading operations in conformance with resources available, transportation scheduling and loading/shipping performance requirements; documentation concerning receipt and shipment of material through CCP; submission of documentation to Logistics Control Activity; and providing air and surface shipment manifests to appropriate offices. <i>Workload factor.</i> Average number of shipments on a monthly basis.
MRE	<i>Warehousing Management Staff.</i> Work center is involved in the utilization of storage space. Includes the laying-out of storage, determining special storage requirements, maintaining a stock location file, warehousing items as received and providing security and access control; receiving and delivering materiel to and from the preservation, packaging, and maintenance activities; and performing the required actions for processing property disposal materiel, to include out-loading.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MRF	<i>Commissary Warehouse Operations.</i> Work center is involved in inspecting, receiving, storing, rotating, protecting, and issuing subsistence, assisting in inventories, completing all documents for items issued or received, preparing out-of-stock reports, maintaining MHE, maintaining sanitation standards, and complying with all applicable safety and security standards. (Direct categories of work include—subsistence receiving, subsistence warehousing/re-warehousing, and subsistence/stock pulling.) (MS-3 Study 18) <i>Workload factor.</i> The average number of cases warehoused per month.
MRY	<i>Warehousing Activity (Limited staff).</i> Involvement with two or more Warehousing work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MRZ	<i>Warehousing Activity (Other).</i> Work center is involved in other areas of Warehousing that are not adequately described in the definitions under Warehousing Activity. (For temporary use only, a DA Form 2028 is required.)
—	<i>Set Assembly/Disassembly Operation.</i>
MSA	<i>Weapons Disassembly.</i> Work center is involved in the minor repair of small arms parts for storage and shipment. Includes applying MWO's to serviceable weapons that do not require depot maintenance facilities; disassembling small arms and boxed weapons components and demilitarizing of small arms and boxed weapons components. Also picking up salvage from demilitarization operations to property disposal. <i>Workload factor.</i> Average number of weapons serviced on a monthly basis.
MSB	<i>Weapons Serialization.</i> Work center is involved in keypunching and verification of serial number data. Includes reporting serial numbers to the DA Central Registry; researching and reconciling all rejects from serial number input data and performing periodic reconciliations of variance between the installation serial number and the DA Central Registry. Also includes researching duplicate serial numbers, obtaining serial numbers for weapons with missing serial numbers, and maintaining documents and records pertinent to the control of weapons. <i>Workload factor.</i> Average number of weapons processed on a monthly basis.
MSC	<i>Weapons and Equipment Pool.</i> Work center is involved in the requisition, storage and preventive maintenance and issuance of weapons and related equipment. Includes maintaining of records and preparing of required reports and documents.
MSD	<i>Unit Weapons Room.</i> Work center is involved in the operation of a secure weapons storage facility. Provides for the receipt and issue of unit weapons.
MSE	<i>Set Assembly/Disassembly Operations.</i> Work center is involved in assembly/disassembly. Includes processing of assembly/disassembly documentation and submitting of shortage reports from assembly installation to accountable supply distribution activity.
MSY	<i>Set Assembly/Disassembly Operation (Limited staff).</i> Involvement with two or more Set Assembly/Disassembly work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MSZ	<i>Set Assembly/Disassembly Operation (Other).</i> Work center is involved in other areas of Set Assembly/Disassembly that are not adequately described in the definitions under Set Assembly/Disassembly Operation. (For temporary use only, a DA Form 2028 is required.)

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MTA	<i>Aircraft Delivery.</i> Work center is involved in the control and maintenance of the receipt, storage, transshipment and assurance of all flyable and non-flyable helicopters. Includes receiving all incoming helicopters, removing fuel, preserving components as necessary and storing pending induction. Also includes preparing all aircraft received from maintenance for ferry or Military Airlift Command (MAC) flight, making assignments storing and maintenance until shipped.
—	<i>Watercraft Storage Operation.</i>
MUA	<i>Watercraft Storage Management.</i> Work center is involved in the management of receipt, storage, shipment and preservation of floating and amphibious equipment. Includes assisting in contracting with commercial ship repair facilities for dry dock, preservation and/or incidental maintenance beyond in-house capabilities. <i>Workload factor.</i> Total number of manpower required in subordinate activities.
MUB	<i>Watercraft Preservation Servicing.</i> Work center is involved in the receipt, storage and preservation of major marine and amphibious watercraft. Includes preparing and marking marine items for shipment, de-preserving, activating, testing, and re-preserving machinery and equipment on amphibious vessels and watercraft. Also includes installing, maintaining, and inspecting dehumidification equipment for vessels. <i>Workload factors.</i> a. Number of vessels in inventory. b. Number of technical specifications prepared for contractual dry docking. c. Number of vessels shipped. d. Number of in-house job orders. e. Number of arrival and departure inspections. f. Number of line items ordered and dollar cost. g. Number of materiel release orders(MROs) processed. h. Number of contracts let. i. Number of different design vessels.
MUC	<i>Watercraft Storage Operations.</i> Work center is involved in the mooring and maintenance of vessels in berths; inspecting for fire safety and security deficiencies and preparing related reports and documents. Includes accomplishing of departure examination on vessel shipment and securing for sea and rough weather towing; releasing of vessels to commercial or military tugs and obtaining acknowledgment of receipt. Also operates and maintains operating boats and equipment for water transportation between wet storage items; performs waterborne fire fighting and rescue missions and coordinates with Federal and commercial agencies on items pertaining to major marine and amphibious matters.
MUZ	<i>Watercraft Storage Operation (Other).</i> Work center is involved in other areas of Watercraft Storage that are not adequately described in the definitions under Watercraft Storage Operation. (For temporary use only, a DA Form 2028 is required.)
MVA	<i>Supply Control Staff.</i> Work center is involved in the control of supplies within the supply system by means of requisition, receipt, storage, shipment, disposition, and issuance.
MVY	<i>Supply Control (Limited staff).</i> Involvement with two or more Supply Control work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MVZ	<i>Supply Control (Other).</i> Work center is involved in other areas of Supply Control that are not adequately described in the definitions under Supply Control. (For temporary use only, a DA Form 2028 is required.)
—	<i>Ammunition Services Subfunction.</i>
MWA	<i>Ammunition Supply Management.</i> Work center is involved in the management of receipt, storage, demilitarization, renovation, modification, maintenance, issue and shipping functions as they pertain to ammunition commodities. <i>Workload factor.</i> Total number of manpower required in subordinate activities.
MWB	<i>Ammunition Locator Control.</i> Work center is involved in the registration, routing, edit, and expedition of MROs and other documents as applicable. Includes maintaining prepositioned file cards and documents; and Ammunition Data Card files for ammunition lots on hand and conducts periodic audits of locator system to ensure accuracy and proper selection of stocks. Also includes designating location of items to be shipped; assigning locations to all inbound receipts; distributing the shipping and receiving documents, processing the documents pertaining to incoming and outgoing property and ensuring that final action is taken on each item requisitioned or due in. <i>Workload factor.</i> Average number of documents processed on a monthly basis.
MWC	<i>Ammunition Support.</i> Work center is involved in the provision of technical and advisory services in interpreting and adapting regulations in accomplishing technical and administrative activities pertinent to the supply functions of ammunition programs. Includes developing re-warehousing projects for consolidating of stocks and space; determining and requisitioning supply requirements for receipt, storing and issuing activity; and executing documentation for materiel release orders from major subordinate commands (MSCs) covering conventional ammunition and guided missile systems. Also includes performing freight planning and conventional ammunition and guided missile systems shipped from depot; maintaining of planography records; preparing required reports pertaining to storage space occupancy and density and maintaining records of tonnage received and/or shipped by service category. Maintains records and documents as required.
MWD	<i>Chemical, Conventional and Missile Ammunition Storage.</i> Work center is involved in receipt, storage, and issuance of assigned ammunition using all modes of transportation. Includes sorting returns from overseas and CONUS posts, camps and stations; providing for the blocking and bracing of materiel for all modes of transportation and correcting non-conforming storage deficiencies. Also includes activities pertaining to in-storage care and preservation to prevent deterioration and activities in storage that are incidental to shipping.
—	<i>Ammunition Storage Maintenance Operation.</i>
MXA	<i>Ammunition Maintenance.</i> Work center is involved in those tasks required to place ammunition in a serviceable and ready-for-issue condition. Includes disassembling, repairing, rebuilding, testing, and reassembling ammunition. Also includes operations involving the disposing of excess, obsolete, and hazardous items using demolition, mutilation, and burning processes and the performing of decontamination of in-use ammunition peculiar equipment. <i>Workload factor.</i> Average amount of ammunition in storage.

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
MXB	<i>Ammunition Storage Maintenance Operations.</i> Work center is involved in the maintenance of items in storage. Includes reviewing requirements and priorities, determining capabilities, providing necessary services and ensuring materiel support. Also includes recording of maintenance accomplished; requesting disposition of inspected stock; inspecting of supplies in storage; transferring of repairable items to maintenance activities for repair and return to stock; and reclassifying as a result of inspection, scheduled maintenance and on return from maintenance. Also includes maintaining controlled humidity and temperature; placement and maintenance of storage aids, and replacing fallen stock; processing stock number changes; remarking of containers or bins and selecting stock for movement to another function.
MXY	<i>Ammunition Storage Maintenance Operation (Limited staff).</i> Involvement with two or more Ammunition Storage Maintenance work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MXZ	<i>Ammunition Storage Maintenance Operation (Other).</i> Work center is involved in other areas of Ammunition Storage Maintenance that are not adequately described in the definitions under Ammunition Storage Maintenance Operation. (For temporary use only, a DA Form 2028 is required.)
MYA	<i>Ammunition Services Staff.</i> Work center is involved in the preparation, programming and accomplishment of the receipt, storage, maintenance renovation, demilitarization and shipment of ammunition and ammunition components. Includes preserving, packaging and marking of ammunition; providing storage and maintaining location and document control relating to ammunition receipt, storage, maintenance and shipping. Also includes warehousing and re-warehousing of ammunition stock.
MYB	<i>Ammunition Supply and Storage.</i> Work center is involved in the preparation, programming, and accomplishment of the receipt, storage, and issue of ammunition and components. Includes preserving, packaging, and marking of ammunition; providing storage and maintaining location and document control relating to ammunition receipt, storage, maintenance, and shipping. Also, includes warehousing and re-warehousing of ammunition stocks. Inspecting vehicles entering the storage area for safety compliance and maintaining and submitting required reports. Operates and performs operator maintenance on materiel handling equipment and transport vehicles. Responsible for operating ammunition supply point (ASP). <i>Direct categories of work.</i> a. Stock control and accountability. b. Issue and turn-in. c. Storage and warehousing. d. Safety, inspection, training, and technical assistance. e. Physical security.
MYC	<i>Ammunition Peculiar Equipment Support.</i> Work center is involved in providing technical support and drafting services for design, manufacture and installation of Ammunition Peculiar Equipment.
MYY	<i>Ammunition Services (Limited staff).</i> Involvement with two or more Ammunition Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MYZ	<i>Ammunition Services (Other).</i> Work center is involved in other areas of Ammunition Services that are not adequately described in the definitions under Ammunition Services. (For temporary use only, a DA Form 2028 is required.)

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Inventory Management Subfunction.</i>
—	<i>Physical Inventory Activity.</i>
MZA	<i>Inventory Research and Reconciliation.</i> Work center is involved in detailed and technical research, audit and analysis of facts relating to inventory programs, location surveys and location record audit matches; determining causes and providing explanations for variances between stock and records. In addition, investigates potential warehouse denial and initiates action for spot inventories, determines cause or errors as a result of warehouse denials, research cards and requests from DOD services/agencies and GSA. Also includes researching of receiving documents, registers, listings, count cards, old locations and transactions and document histories to reconcile balances; prepares, investigates, and submits reports of survey required by accountable property officers; and establishes and maintains records of adjustments, denials, and inventory account cards. <i>Workload factor.</i> Total number of actions (research/audits) required on a monthly basis.
MZB	<i>Physical Inventory Management Staff.</i> Work center is involved in special, spot, and selected item physical inventories. Includes preparing location survey cards, preprinted count cards, inventory control listings and quality control procedures. Also includes conducting stock location survey, counting of items as required and preparing of warehouses. In addition, researching of potential discrepancies, providing periodic inventory capabilities, accounting for War Reserve Stock, submitting Report of Inventory Control Effectiveness and submitting any other administrative reports or records.
MZY	<i>Physical Inventory Activity (Limited staff).</i> Involvement with two or more Physical Inventory work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
MZZ	<i>Physical Inventory Activity (Other).</i> Work center is involved in other areas of Physical Inventory that are not adequately described in the definitions under Physical Inventory Activity. (For temporary use only, a DA Form 2028 is required.)
NAA	<i>Inventory Management Staff.</i> Work center is involved in the program and schedule of inventory, location survey, location audit match and inventory quality control programs and associated research; management and maintenance of the custodial balance file. Investigate and reconcile discrepancies. <i>Direct categories of work.</i> a. Inventory surveillance. b. Inventory reconciliation. c. Data control and report.
NAY	<i>Inventory Management (Limited staff).</i> Involvement with two or more Inventory Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
NAZ	<i>Inventory Management (Other).</i> Work center is involved in other areas of Inventory Management that are not adequately described in the definitions under Inventory Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Supply Issue Subfunction.</i>

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
NBA	<p><i>Self-Service Supply Center (SSSC).</i> Work center is involved in the receipt, temporary storage and issuance of fast moving expendable/durable supplies such as office supplies, tools, and dining facility supplies to units and organizations. Includes maintaining financial and activity records, making reconciliations and repairing and submitting reports and documents as required. Also includes maintaining stock levels, assisting customers, preparing budget estimates, performing inventories and maintaining work and display areas. Operates and performs operator maintenance on materiel handling equipment and transport vehicles, and issues and controls authorized supply representation cards.</p> <p><i>Direct categories of work.</i></p> <ul style="list-style-type: none"> a. Customer sale. b. Accounting operation. c. Storage warehousing. d. Formal inventory (semiannual).
NBB	<p><i>Initial Clothing Issue.</i> Work center is involved in receipt, storage and issuance of individual clothing and equipment to individuals as authorized. Involves pricing clothing, fitting footwear, obtaining special clothing and footwear, replenishing stock as needed, and preparing and maintaining required documents and records.</p>
NBC	<p><i>Central Issue Facility.</i> Work center is involved in single source equipment issue, turn-in and direct exchange for individual organizations, Includes maintaining property book, determining stock reorder level and recording stock; conducting of inventories; processing statement of charges and reports of surveys; inspecting and classifying items turned-in; and preparing and maintaining records and documents as required. Operates and performs operator maintenance on materiel handling equipment and transport vehicles.</p> <p><i>Direct categories of work.</i></p> <ul style="list-style-type: none"> a. Property control. b. Stock control. c. Materiel storage. d. Property transaction.
NBD	<p><i>Supply Issue Management Staff.</i> Work center is involved in the release of bin or bulk materiel from stock for use of consumption. Includes the processing of issue documents, selecting stock and validating issue documents, issuing of stock and non-stock funded maintenance float items and establishing a due-out for unavailable items; maintaining a direct exchange (DX) List and issuing serviceable items in exchange for unserviceable repairable items.</p>
NBY	<p><i>Supply Issue (Limited staff).</i> Involvement with two or more Supply Issue work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
NBZ	<p><i>Supply Issue (Other).</i> Work center is involved in other areas of Supply Issue that are not adequately described in the definitions under Supply Issue. (For temporary use only, a DA Form 2028 is required.)</p>
—	<i>Supply Disposal Subfunction.</i>
—	<i>Demilitarization Operation.</i>
NCA	<i>Lethal Chemical Ammunition and Agents.</i>
NCB	<i>Conventional Ammunition.</i>
NCC	<i>Reserved for future use.</i>
NCD	<i>Reserved for future use.</i>
NCE	<i>Military Supplies and Equipment.</i>

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
NCF	<p><i>Demilitarization Staff.</i> Work center is involved in the destruction, mutilation, land burial, detoxifying, or other actions necessary to eliminate the military offensive or defensive capability of the property; its classified, dangerous, or distinctive characteristics; or its distinctive markings when required for disposal. Applicable to those work centers listed under Demilitarization.</p>
NCZ	<p><i>Demilitarization Operation (Other).</i> Work center is involved in other areas of Demilitarization that are not adequately described in the definitions under Demilitarization Operation. (For temporary use only, a DA Form 2028 is required.)</p>
NDA	<p><i>Recovery.</i> Work center is involved in the retrieval, redemption, and recapture of items for restoration to a useful state or former supply position. Includes identifying recoverable items, identifying consignee, determining special handling requirements, establishing criteria/priorities, preparing MROs and logistics transfer/receive activities.</p>
NDB	<p><i>Supply Disposal Management Staff.</i> Work center is involved in the disposal of property under proper authority whether excess, surplus, scrap, abandoned, or destroyed. Includes determining reportability criteria, potential excess, processing changes, transferring of excesses to Property Disposal Officer, destroying as authorized, and issuing demilitarization instructions as well as directing materiel to appropriate demilitarization facilities. Also includes providing for the demilitarization of chemical and conventional munitions and toxic agents; production, harvesting and disposing of timber products and ecological and environmental matters.</p>
NDZ	<p><i>Supply Disposal (Other).</i> Work center is involved in other areas of Supply Disposal that are not adequately described in the definitions under Supply Disposal. (For temporary use only, a DA Form 2028 is required.)</p>
NEA	<p><i>Shipping.</i> Work center is involved in the staging, consolidation, verification of documentation, tallying, checking, and out loading of cargo to carrier's equipment. Includes applying seals to protect cargo while in shipment, performing blocking, bracing, and tying-down of all cargo on carrier's equipment and performing minor repairs to damaged cargo on site. Also includes ensuring conformity to applicable rules and regulations during the loading process, providing the carriers with appropriate placards for radioactive and missile materiel, dangerous and hazardous cargo, and the manufacturing of boxes, crates, and dunnage for shipping.</p>
—	<i>Stock Control Subfunction.</i>

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
NFA	<p><i>Stock Control.</i> Work center is involved in stock control by preparing stock replenishment requisitions, processing issue requests, placing orders, entering obligations, preparing modifications to forms and keypunch cards, tapes, or discs, transmitting AUTODIN or mail, receiving status cards, processing receipts, preparing delivery recap sheets, performing follow-up on overdue orders, processing open order listings, coordinating pickup of duplicate orders, processing requisition order cancellations and sub-installation transactions, monitoring transaction registers, conducting cyclic inventories, preparing seasonal supply data, requesting new item reviews, maintaining real property maintenance activities (RPMA) catalog, maintaining solid fuel usage and accountability records, and preparing various stock control reports; maintains fund management by managing fund obligation authority, validating stock fund records, certifying contract funds, putting to OMA or Army Stock Fund (ASF) operating program, verifying automated system supply and self-help entry, initiating corrections, preparing financial data, and reconciling financial ledgers; and performs data processing by processing transaction listings, performing system maintenance, and preparing inquiry programs. (MS-3 Studies 4 and 5)</p> <p><i>Workload factor.</i> Average monthly transactions processed.</p>
NFB	<p><i>Asset Reporting.</i> Work center is involved in the preparation of reports of quantities reflecting asset balances as recorded in property books and/or stock record accounts for selected items of equipment. Includes preparing of pertinent documents and reports.</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Number of accounts. Number of items/accounts maintained.
NFC	<p><i>Materiel Management.</i> Work center is involved in the maintenance of data on the quantity, location, and condition of supplies and equipment due-in, onhand and due out, to determine quantities of materiel and equipment available and/or required for issue to facilitate distribution and management of materiel. Manages stock fund obligation authority and reconciles installation authorized in stock list. Include controlling and processing receipts and documents; and maintenance of active and completed order files; receiving, recording, and processing materiel request documents, maintaining requisition/prepositioned receipt files, and providing information on stocks and requisitions. Provides for initiation of action for redistribution or disposal of stock and maintaining liaison between using activities and supply activities.</p> <p><i>Direct category of work.</i></p> <ol style="list-style-type: none"> Inventory management. Item management—supply class. Stock fund management.
NFY	<p><i>Stock Control (Limited staff).</i> Involvement with two or more Stock Control work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
NFZ	<p><i>Stock Control (Other).</i> Work center is involved in other areas of Stock Control that are not adequately described in the definitions under Stock Control. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Industrial Plant Equipment Management Subfunction.</i></p>

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
NGA	<p><i>Test and Rehabilitation.</i> Work center is involved in the fabrication, manufacture, repair, overhaul, inspection and testing of equipment per technical standards, priorities, and schedules. Includes applying preservation material to industrial plant equipment per military standards, assuring proper and effective use of shop space, tools, material, and equipment, and maintaining close liaison with quality control and quality assurance personnel in establishing requirements consistent with operational capability of repair/overhaul activities. Also includes preparing of administrative reports and documents as required.</p>
NGB	<p><i>Industrial Plant Equipment (IPE) Warehousing/Processing.</i> Work center is involved in the receipt, checking, unloading, and re-warehousing of all IPE. Includes selecting designated material and other supplies for issue, ensuring items are packed and marked, checking loads, blocking skid sand braces per current drawings or other pertinent directives for out loading as required. Also includes degreasing, de-rusting, chemical cleaning, abrasive cleaning, disassembly, repair and/or minor replacement, skidding, assembly, painting and preservation of all materials stored for shipment and/or storage. Prepares and maintains all administrative records and documents as required.</p>
NGC	<p><i>Industrial Plant Equipment Support.</i> Work center is involved in the overhaul, repair, rebuilding, welding, fabrication, and manufacture of items, parts, subassemblies or assemblies for the analytical test/condition determination, storage and rehabilitation of IPE and for other installation activities. Includes providing machinist, welding, and millwright services for all depot elements and moving, dismantling, and installing when necessary, all types of industrial and office machinery equipment.</p>
NGD	<p><i>Industrial Plant Equipment Management Staff.</i> Work center is involved in the performance of the supply functions as they pertain to IPE. Activities include explaining and discussing IPE programs and capabilities with representatives of customers, higher echelons, and other agencies/installations; managing the activities of the condition assessment teams and conducting liaison activities involving potential work, funding, and high visibility programs. Also includes managing operating programs concerned with the handling, storage, testing, and upgrading of IPE.</p>
NGZ	<p><i>Industrial Plant Equipment Management (Other).</i> Work center is involved in other areas of Industrial Plant Equipment Management that are not adequately described in the definitions under Industrial Equipment Management. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Bulk Fuel and Lubricating Activities Subfunction.</i></p>
NHA	<p><i>Fuel Storage and Issue.</i> Work center is involved in the determination of fuel requirements and transmitting of information to responsible supply agencies. Includes operation of solid fuel yards, gas generation plants, liquefied petroleum gas distribution and coal handling equipment; inspecting, receiving, rejecting, sampling, storing, and issuing materials and maintaining records thereon; and preparing reports and operating logs.</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Monthly average number of tons of coal received and issued. Monthly average number of cubic feet, in thousands, of gas generated. Monthly average number of gallons, in thousands, of liquefied petroleum products distributed.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
NHB	<i>Bulk Fuel and Lubricating Operations.</i> Work center is involved in the receipt, storage, and issuance of bulk liquid fuel and lubricating oils to include aircraft fuels. Includes transferring and rotating bulk liquid fuel and lubricating oil in storage; conducting inventories; operating fuel testing laboratories and handling of drums in storage and drum filling operation. Provides for the operation of bulk petroleum distribution systems, including operation of vessel discharging and load facilities; fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within the bulk storage facility. (Excludes receipt, storage, and issuance of packaged petroleum products that are included under regular storage operations.)
NHC	<i>Bulk Petroleum, Oils and lubricants (POL).</i> Work center is involved in the receipt, storage, and issuance of bulk liquid fuel and lubricating oils to include aircraft fuels. Includes transferring and rotating bulk liquid fuel and lubricating oil in storage; conducting inventories; handling drums in storage and drum filling operations. Operates and performs operator maintenance on petroleum distribution systems, including operation of vessel discharging and loading facilities; fixed and portable bulk storage facilities; pipelines, pumps, and other related equipment within the bulk storage facility and materiel handling equipment and transport vehicles. (May include receipt, storage, and issuance of package petroleum products.) <i>Direct categories of work.</i> a. Requisition of POL. b. Receipt for and issue POL. c. Inventory bulk fuel. d. Quality control and inspection. e. POL equipment maintenance.
NHY	<i>Bulk Fuel and Lubricating Activities (Limited staff).</i> Involvement with two or more Bulk Fuel and Lubricating Activities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
NHZ	<i>Bulk Fuel and Lubricating Activities (Other).</i> Work center is involved in other areas of Bulk Fuel and Lubricating Activities that are not adequately described in the definitions under Bulk Fuel and Lubricating Activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Supply Quality Control Subfunction</i>
NJA	<i>Quality Assurance/Management.</i> Work center is involved in the management of quality assurance program. Includes development of commodity standards, establishment and implementation of an installation level quality assurance program, a quality control management program and reporting program. <i>Workload factor.</i> Number of total manpower required in subordinate activities.
NJB	<i>Quality Control Management.</i> Work center is involved in the management that is required to operate the Supply Quality Control Program effectively. Includes receipt, storage, preservation and packaging, packing, assembly, and shipping of mission general supplies, internal operating supplies or commodities. Includes assuring that before shipment materiel conforms to applicable directives and special customer requirements; and scheduling and controlling inspections to include designation of inspection stations, establishment of statistical inspection controls, maintaining inspection records, preparing of required reports and instituting of corrective and preventive actions. <i>Workload factors.</i> a. Number of personnel required.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	b. Total number of personnel required insubordinate units. <i>Supply Quality Control Inspection Activity.</i>
NKA	<i>Receiving Inspections (Returns/Excluding returns).</i>
NKB	<i>Cyclic Inspections.</i>
NKC	<i>Preservation Packaging, and Packing Inspections.</i>
NKD	<i>Supply Quality Assurance Ammunition Surveillance.</i> Work center is involved in the management and conduct of the ammunition surveillance program. This program includes quality assurance and logistics functions related to inspecting, testing, and rating ammunition; explosive safety functions related to handling, storing, transporting, using, and disposing of ammunition; etc. <i>Workload factors.</i> a. A conventional ammunition, missile, or chemical lot in storage. b. An inspection.
NKE	<i>Shipping Inspections.</i>
NKF	<i>Set Assembly/Disassembly Inspection.</i> <i>Workload factor.</i> Average number of items inspected on a monthly basis.
NKG	<i>Supply Quality Control Inspections Staff.</i> Work center is involved in the inspection and reinspection or examination and/or testing to determine conformance of materiel to certain specified requirements set forth in purchase descriptions, contracts, and other criteria that serve as a basis for acceptance and inspection/classification. Applicable to subcoded areas listed under Supply Quality Control Inspections.
NKY	<i>Supply Quality Control Inspections (Limited staff).</i> Involvement with two or more Supply Quality Control Inspections work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
NKZ	<i>Supply Quality Control Inspections (Other).</i> Work center is involved in other areas of Supply Quality Control Inspections that are not adequately described in the definitions under Supply Quality Control Inspections. (For temporary use only, a DA Form 2028 is required.)
NLA	<i>Supply Quality Control Management Staff.</i> Work center is involved in the provision of technical inspections of general supply materiel received, stored, assembled, and issued by depot to assure that materiel is of satisfactory quality. Includes inspecting materials received from vendors or returned from using organizations, periodically examining and testing supplies in storage (scheduled cyclic and unscheduled special inspections), inspecting preserving, packaging, and packing of materiel for storage and issue, inspecting assembly or disassembly of kits or sets before return to stock or issue and inspecting materiel before shipment. Also compiles quality feedback data, quality history and control charts and conducts quality control training.
NLY	<i>Supply Quality Control (Limited staff).</i> Involvement with two or more Supply Quality Control work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
NLZ	<i>Supply Quality Control (Other).</i> Work center is involved in other areas of Supply Quality Control that are not adequately described in the definitions under Supply Quality Control. (For temporary use only, a DA Form 2028 is required.)

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
NMA	<i>Matériel Special Processing.</i> Work center is involved in the special processing of non-Army Stock Fund owned matériel, which is required on inventory control point (ICP) controlled, non-Army Stock Fund owned matériel by special qualified installation maintenance personnel. Includes the disassembly/assembly of unserviceable ICP controlled matériel being readied for movement from an in-house storage or out-of-house location to a commercial or DOD operated maintenance or storage facility; property disposal or demilitarization activity, de-preservation, servicing, adjusting, and replacing serviceable parts, components and assemblies. Also includes removing fuel, decontaminating, servicing and preserving serviceable parts before placing incoming matériel into storage or refueling and assembling for outgoing matériel.
NMB	<i>Reserved for future use.</i>
NMC	<i>Reserve Components Supply Activities.</i> Work center is involved in the visitation and conduction of supply inspections of ROTC/National Defense Cadet Corps (NDCC) units. Includes maintaining property book accounts for ROTC/USAR equipment, coordinating logistical support for annual training and consumer funding requirements for home station support with coordinating installations, Major United States Army Reserve Command (MUSARCs) or ROTC region. Also includes maintaining register of national POL consumption data, coordinating with the numbered armies in the continental United States (CONUSA) and USAR units on major item transfers and preparing, submitting, and maintaining administrative reports and documents as required.
—	<i>Medical Logistics Subfunction.</i>
NNA	<i>Medical Matériel.</i> Work center manages supplies and equipment (retail store operations) to provide positive and timely support to all patient treatment activities on the installation or in the geographical support region. Maintains accountable records on all items purchased or redistributed in support of patient care. Provides the interface between highly technical medical specialty areas and the standard DOD/DA logistics systems to allow medical requirements to enter and correctly process within these systems. Stores items in support of patient treatment and accomplish the quality assurance requirements. Picks up medical matériel as necessary and delivers to requesting units. Activities include the cataloging, requirements determination, and disposal of medical matériel.
NNB	<i>Matériel Distribution.</i> Work center forecasts requirements and provides common use matériel, in less than unit of issue quantities, to patient treatment activities on a predetermined (scheduled) basis to reduce inventories at each location and improve patient care by relieving clinical personnel from non-patient care duties.
NNC	<i>Property Management.</i> Work center is involved with planning, obtaining, redistributing and disposing of medical and nonmedical property to support the health care mission. Specialized activities include managing the Medical Care Support Equipment Program which involves the review, validation, prioritization, and initiation of requests for specialized medical support equipment; maintaining property accountability; managing the Military Medical Benefits Program which provides medical support equipment for home-use by qualifying patients; performing actions associated with the reporting, advertisement, and redistribution disposal of medical support equipment, and operation of the unit's self-service supply section.
NND	<i>Medical Property/Control.</i> Work center is involved in the maintenance of control of medical property.

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
NNE	<i>Purchasing and Contracting.</i> Work center is involved in the highly critical and specialized procurement of medical supplies and equipment. Includes activities of program development, policy establishment, source selection, contract administration, pricing and cost analysis, compliance monitoring, and actual purchase of items. Includes all administrative actions associated with procurement and contracting functions.
NNF	<i>Medical Matériel Services Management Staff.</i> Work center is concerned with planning medical logistics support services including medical procurement, medical maintenance, material operations, property management operations, medical custodial service, spectacle fabrication, medical linen support, and engineer liaison.
NNG	<i>Central Sterile Supply.</i> Work center is involved in the maintenance and issue of sterile medical and surgical supplies, for example, trays, gloves, syringes, and solutions; transfer or disposal of used and outdated matériel; preparation of sterile irrigating solutions; and collection, assembly, sterilization of and redistribution of reusable items; and cleaning, assembling, maintaining, and issuing portable apparatus. <i>Workload factors.</i> Hours of service.
NNH	<i>Central Matériel Service.</i> Work center is involved in the procurement, processing, inspection, storage, and issue or delivery of pre-sterilized disposable items and other sterile or non-sterile items of supply, including bandage materials and tapes. <i>Workload factor.</i> Hours of service.
NNY	<i>Medical Logistics (Limited staff).</i> Involvement with two or more Medical Logistics work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
NNZ	<i>Medical Logistics (Other).</i> Work center is involved in other areas of Medical Logistics that are not adequately described in the definitions under Medical Logistics. (For temporary use only, a DA Form 2028 is required.)
NPZ	<i>Supply (Other).</i> Work center is involved in other areas of Supply that are not adequately described in the definitions under Supply. (For temporary use only, a DA Form 2028 is required.)
—	<i>Equipment Management Function.</i>
NQA	<i>Equipment Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Equipment Management. Includes long-range planning, program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
NQB	<i>Property Control.</i> Work center is involved in property accountability to include establishing policies and procedures for accountability and controlling and monitoring inventories; maintains property book transactions by reviewing Defense Reutilization and Marketing Service (DRMS) program, processing requests for issue and property book office turn-in, preparing and maintaining property book records and hand receipts, reconciling due-out listings, updating master listings, preparing and submitting various reports, processing equipment and clothing requests and survey reports, preparing statements of condition, processing property receipts and lateral transfers, picking up and delivering supplies and equipment, and monitoring POL station operation; and maintains tables of distribution and allowances (TDAs) by verifying equipment portion of TDA and coordinating and reviewing TDA changes. (MS-3 Studies 4 and 5) <i>Workload factor.</i> Average monthly hand receipt accounts maintained.

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
NQC	<i>Equipment Operations.</i> Work center is involved in the overall direction and control of equipment management operations, including equipment management requirement programs; equipment authorization, acquisition, utilization, and redistribution; on-site review and inspection of in-use equipment; review and authentication of equipment sections of tables of distribution and allowance and Mobilization TDAs; technical guidance, assistance and control over preventive maintenance, modernization, and disposal programs; and surveillance and physical inspection of Government-owned, contractor-operated equipment.
NQD	<i>Property Book for Schools.</i> Work center is involved in the request for issue or turn-in to include researching and preparing requests, performing follow-up, and preparing documents; controls document register by assigning document numbers and processing documents/reconciliation listings/status cards; maintains property book accountability by posting property records, preparing documents/reports, reconciling management data, maintaining hand receipts, reviewing adjustment documents, briefing responsible officer, and performing annual property book inventories; and maintains TDA by processing changes and new TDAs and preparing shortage/excess listings. (MS–3 Study 14) <i>Workload factor.</i> Staff and faculty.
NQY	<i>Equipment Management (Limited staff).</i> Involvement with two or more Equipment Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
NQZ	<i>Equipment Management (Other).</i> Work center is involved in other areas of Equipment Management that are not adequately described in the definitions under Equipment Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>School/Training Logistics Support Function.</i>
NRA	<i>Logistics Management for Schools.</i> Work center is involved in management to include planning, coordinating, directing, and controlling logistics activities, providing input to contingency plans, developing directives and budget estimates, reviewing contract requirements, resolving complaints/grievances, reviewing incoming/outgoing distribution and reports/statistical data, administering personnel, receiving/assisting visiting officials, monitoring training, and processing transportation requests. (MS–3 Study 14) <i>Workload factor.</i> Personnel requirements in subordinate work centers.
NRB	<i>Training Department Supply.</i> Work center is involved in issue/receipt/turn-in to include reviewing/processing requests and equipment turn-in and maintaining property accountability; handles self-service supply center (SSSC) expendable supply items by reviewing/submitting requests, making pick-ups, and issuing/stocking items; conducts inventory to include maintaining/updating primary hand receipts, preparing delegation of authority, and reporting deficiencies; manages department key control program by maintaining key accountability/central repository and establishing directives; processes regular/emergency/self-help/training aid support center work order requests; manages student tool crib/issue window operation by issuing/receiving equipment, performing maintenance, and processing calibration requests; and develops/coordinates equipment documentation. (MS–3 Study 19) <i>Workload factors.</i> a. Resident student load. b. Assigned personnel supported.

**Table 11–1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	c. A supply account maintained. d. A work order processed.
NRC	<i>Logistics Management Support for Schools.</i> Work center is involved in management to include planning, coordinating, directing, and controlling logistics activities, developing directives/budget estimates, reviewing contract requirements, resolving complaints/grievances, reviewing incoming/outgoing distribution and reports/statistical data, administering personnel, and receiving/assisting visiting officials; provides supply support by researching/preparing requests, reviewing adjustment documents, providing assistance, and conducting inventories and processing adjustment reports; performs TDA maintenance; provides facilities engineering support by managing facility maintenance requirements and acquisition/utilization and performing facility master planning; handles planning and programming basis of issue plan by receiving/reviewing tasking instructions and input, determining tasking requirements, providing assistance, and preparing reports; and receives/reviews special projects by evaluating/determining requirements, coordinating project costs/design/approval, and initiating change actions upon approval. (MS–3 Study 14) <i>Workload factors.</i> a. Programmed student input. b. An equipment line item maintained. c. A building required.
NRD	<i>Logistics and Facilities Engineering Support for Schools.</i> Work center is involved in management to include planning, coordinating, directing, and controlling logistics activities, developing directives, reviewing contract requirements, resolving complaints/grievances, reviewing incoming/outgoing distribution, receiving/assisting visiting officials, and processing transportation requests; provides facilities engineering support by managing facility maintenance requirements and acquisition/utilization and performing facility master planning; researches requests for issue or turn-in by preparing requests/documents and performing follow-up; performs document register maintenance by assigning document numbers and processing documents/reconciliation listings/status cards; and maintains property book accountability by posting property record, preparing documents/adjustment documents, maintaining hand receipts, briefing responsible officers; and performing annual inventories. (MS–3 Study 14) <i>Workload factors.</i> a. Staff and faculty. b. A building required. c. Average student load.
NRE	<i>Logistics Support to Schools.</i> Work center is involved in management to include planning, coordinating, directing, and controlling logistics activities, providing input to contingency plans, developing directives/budget estimates, reviewing contract requirements, resolving complaints/grievances, reviewing incoming/outgoing distribution and reports/statistical data, administering personnel, receiving/assisting visiting officials, monitoring training, and processing transportation requests; provides facilities engineering support by managing facility maintenance requirements and acquisition/utilization, monitoring energy conservation/fire prevention programs and occupational safety and health administration activity, and performing facility master planning; and control supply and equipment processing by receiving/issuing/turning-in equipment, providing transportation assistance, and maintaining back-up stock. (MS–3 Study 14) <i>Workload factors.</i>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<p>a. School population supported.</p> <p>b. A building required.</p> <p>c. Total computed class frequency.</p> <p>— <i>Manufacturing Function.</i></p>
NSA	<p><i>Manufacturing Management Staff.</i> Work center is involved in management to include advising installation commanders, developing/revising directives, visiting subordinate work centers, reviewing publications, coordinating production matters, developing budget estimates, counselling personnel, processing personnel actions, and nominating personnel for awards.</p> <p><i>Workload factors.</i></p> <p>a. A subordinate work center managed.</p> <p>b. An assigned person managed.</p>
NSB	<p><i>Manufacturing Operational Management.</i> Work center is involved in the day-to-day management and control of manufacturing operations.</p> <p><i>Workload factor.</i> Number of personnel assigned to subordinate work centers.</p>
NSC	<p><i>Manufacturing Production Planning and Control Staff.</i> Work center is involved in the management and control of workload and funding to support production operations.</p> <p><i>Workload factor.</i> Number of personnel assigned to subordinate work centers.</p>
NSD	<p><i>Manufacturing Production Staff.</i> Work center is involved in the management and control of manufacturing production operations to include foundry operations, metal working, machining, and related production processes and items.</p> <p><i>Workload factors.</i></p> <p>a. A subordinate work center managed.</p> <p>b. An assigned person managed.</p>
NSE	<p><i>Manufacturing Engineering.</i> Work center is involved in manufacturing engineering related to tools, equipment, production, facilities planning, process routing, and computer integrated manufacturing systems.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production.</p>
NSF	<p><i>Manufacturing Cost Control.</i> Work center is involved in cost control and commodity tracking.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production.</p>
NSG	<p><i>Production Planning and Estimating.</i> Work center is involved in the provision of planning and estimating for production items to include developing process sequences for manufacturing operations, resource planning, and developing/processing cost estimates and schedules; and develops production standard operating procedures (SOP) and production process routing (PPR).</p> <p><i>Workload factors.</i></p> <p>a. Number of reportable end/secondary items produced.</p> <p>b. Number of formal estimates prepared.</p>
NSH	<p><i>Production Scheduling.</i> Work center is involved in scheduling production items to include preparing/maintaining/coordinating master schedules at end item level and evaluating impact of actual and proposed schedule and workload changes and determining production capacity; and maintains production material and component control by reviewing material and component requirements and status, resolving associated problems, processing receipts and requests for transfer among accounts, and reviewing inventory control reports.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production.</p>

**Table 11-1
Logistics Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
NSI	<p><i>Production In-Process Control.</i> Work center is involved in production in-process control to include tracking work in progress by performing shop visits to monitor/control production, performing economic analyses, and preparing completion notices to close out customer orders; and handles funds management by developing/revising internal operating budget (IOB) and Army Industrial Fund (AIF) budget estimates, answering IOB and AIF inquiries, preparing financial reports and funds documentation, reviewing/tracking production overtime requirements, reviewing production order expiration date, and coordinating funding matters.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production.</p>
NSJ	<p><i>Foundry Operations.</i> Work center is involved in pattern making, melting metals, and molding operations (may include demilitarization of weapons by complete melt down and the recycling of metal products).</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring foundry operations.</p>
NSK	<p><i>Forging Operations.</i> Work center is involved in operating forging machines, drop hammers, trimming presses and grinders for removal of flashing and scale, and die sinking operations.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring forging operations.</p>
NSL	<p><i>Heat Treating Operations.</i> Work center is involved in operating conventional and atmospheric gas and electric furnaces to heat treat metals by hardening, drawing, and tempering tools, dies, and metal parts.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring heat treating operations.</p>
NSM	<p><i>Welding and Brazing Operations.</i> Work center is involved in the acetylene and electric welding/brazing of various types of metal products and material and the preparation of products and material for fusing process.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring welding/brazing operations.</p>
NSN	<p><i>Spring Winding Operations.</i> Work center is involved in the manufacturing of various types and shapes of coiled, curved, and flat springs.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production.</p>
NSO	<p><i>Machining Operations.</i> Work center is involved in turning, milling, drilling, grinding, and stamping operations applicable to lathe, milling, drilling, grinding, stamping, and other related machining equipment.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items undergoing machining operations.</p>
NSP	<p><i>Chemical and Explosive Production Operations.</i> Work center is involved in explosive and chemical manufacturing and assembling to include metal parts preparation, fill/close, subassembly, assembly, load, explosive components, pack out, mix preparation, and chemical processing operations.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production.</p>
NSQ	<p><i>Sheet Metal Operations.</i> Work center is involved in cutting, bending, and shaping sheet metal.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring sheet metal support.</p>

Table 11-1
Logistics Work Center Codes—Continued

AFD code (SWCC)	Title and definition
NSR	<p><i>Plating and Surface Finishing Operations.</i> Work center is involved in surface treating with zinc, manganese black oxidizing phosphate coating, and preparation(excludes painting operations).</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring plating and surface finishing.</p>
NSS	<p><i>Sandblasting Operations.</i> Work center is involved in preparing items or material to required state.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring sandblasting.</p>
NST	<p><i>Corrosive Control (Painting) Operations.</i> Work center is involved in painting parts, components, and assemblies to include surface preparation, spray painting, and dipping operations.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items scheduled for production requiring corrosive control (painting).</p>
NSU	<p><i>Assembly Operations.</i> Work center is involved in performing assembly and functional operations for subassemblies, complete end items, and associated equipment.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items assembled.</p>
NSV	<p><i>Pliable Goods Operations.</i> Work center is involved in the manufacture and fabrication of textile, leather, rubber, and/or plastic items.</p> <p><i>Workload factor.</i> Number of reportable end/secondary items manufactured and fabricated.</p>
NSW	<p><i>Tooling Operations.</i> Work center is involved in manufacturing, grinding, and reclaiming of tools, dies, and jigs/fixtures, assembling universal tooling and fixtures from standard sets, and adjusting to specifications.</p> <p><i>Workload factor.</i> Number of tooling work requests completed.</p>
NSZ	<p><i>Manufacturing Operations (Other).</i>Work center is involved in other areas of Manufacturing Operations that are not adequately described in the definitions under Manufacturing Operations. (For temporary use only, a DA Form 2028 is required.)</p>
NZY	<p><i>Logistics (Limited staff).</i>Involvement with two or more Logistics Functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
NZZ	<p><i>Logistics (Other).</i> Work center is involved in other areas of Logistics that are not adequately described in the definitions under Logistics. (For temporary use only, a DA Form 2028 is required.)</p>

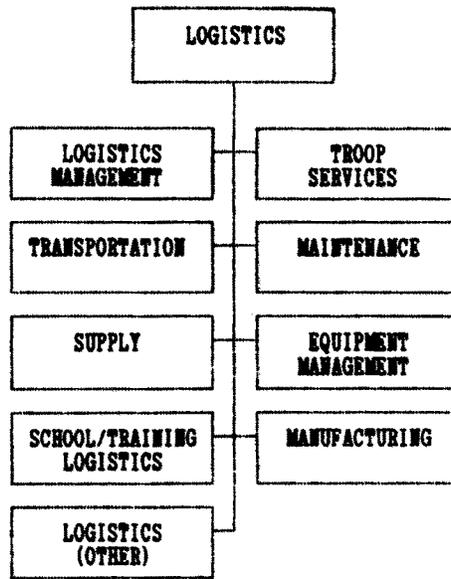


Figure 11-1. Logistics functional hierarchy

Functional
Category

Function

LOGISTICS MANAGEMENT

Subfunction

SYSTEMS AND
COST ANALYSIS

More
Defined Level

Work
Centers

KAA
KAB
KAC
KAD
KAE

KBA
KBB
KBC
KBD
KBY
KBZ

KCA
KCY
KCZ

KDA

Figure 11-1. Logistics functional hierarchy—Continued

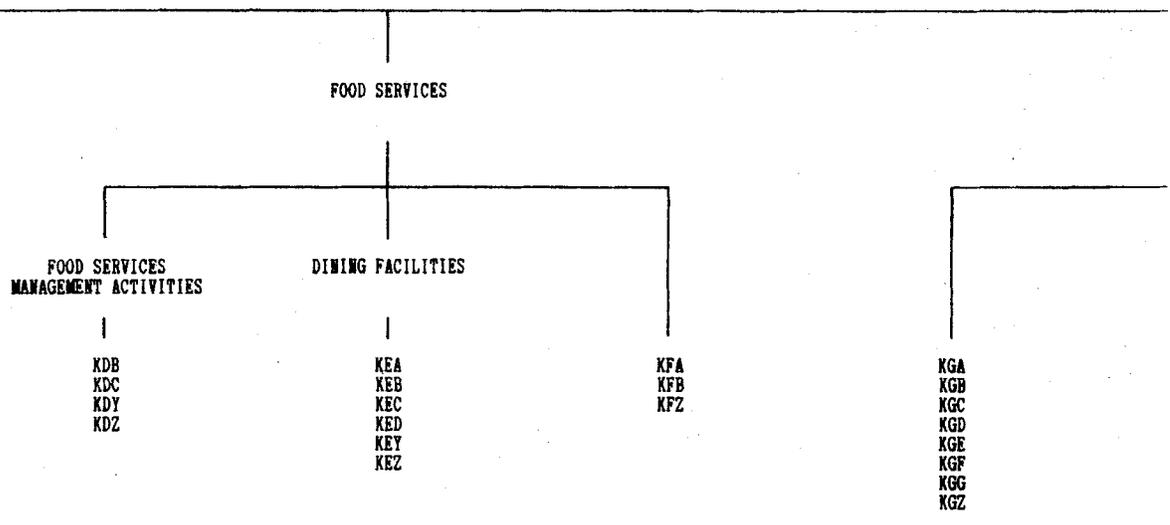


Figure 11-1. Logistics functional hierarchy—Continued

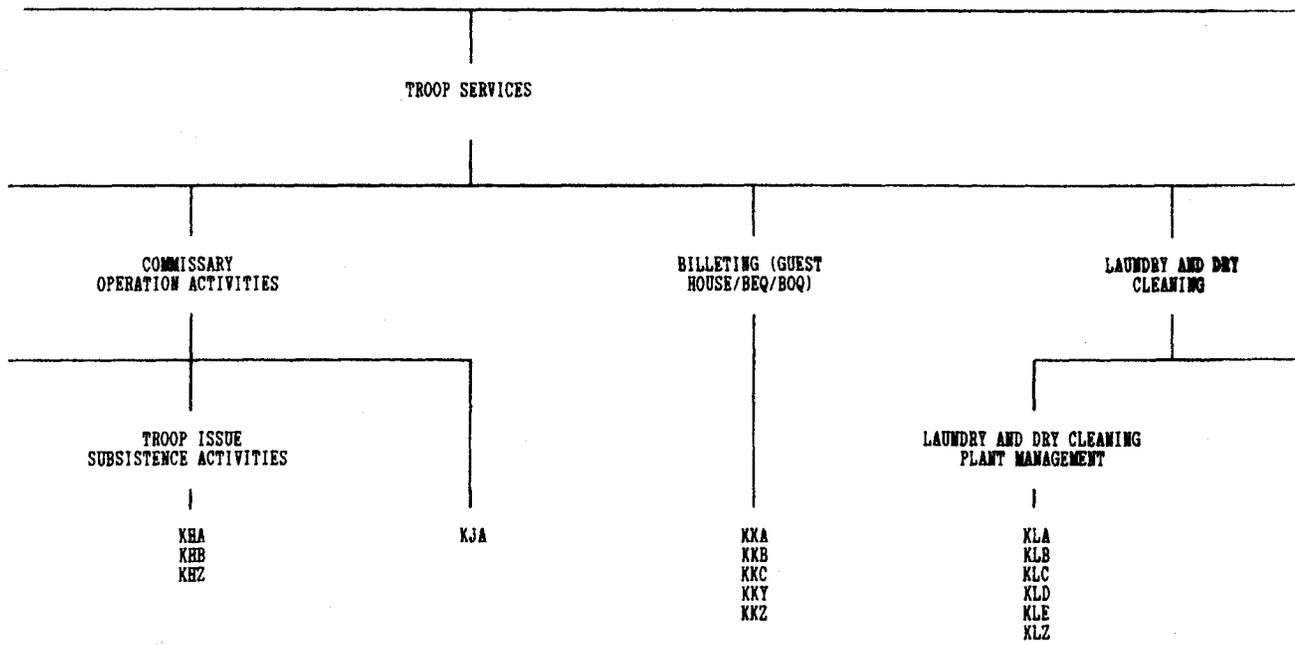


Figure 11-1. Logistics functional hierarchy—Continued

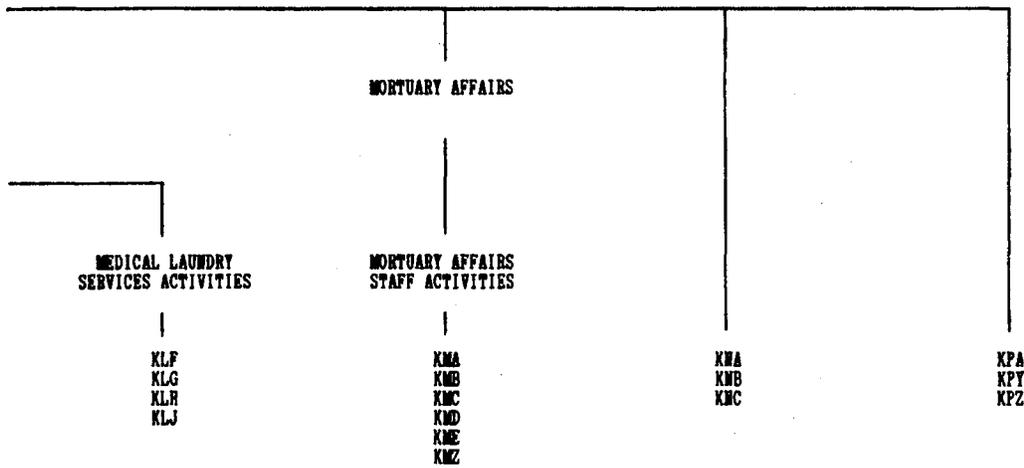


Figure 11-1. Logistics functional hierarchy—Continued

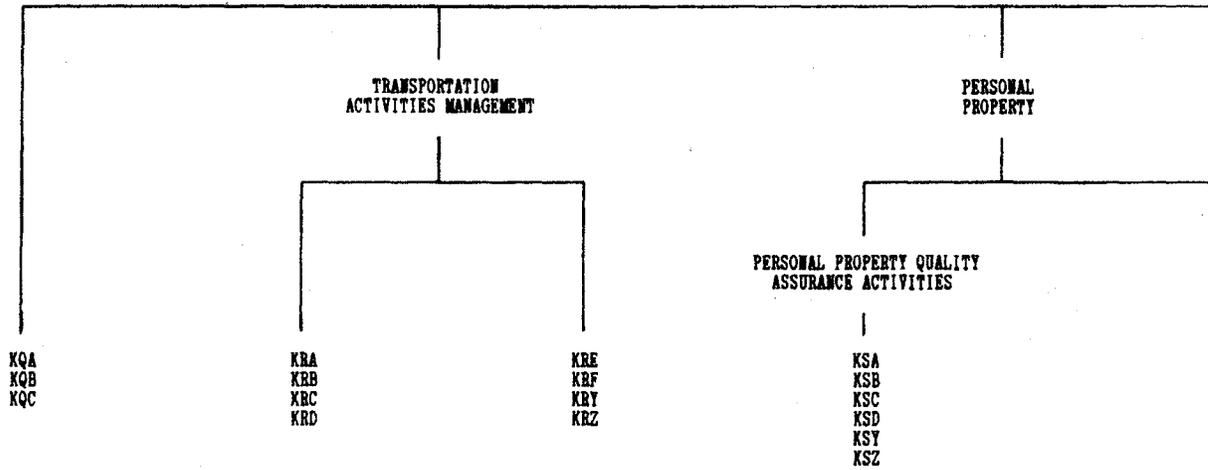


Figure 11-1. Logistics functional hierarchy—Continued

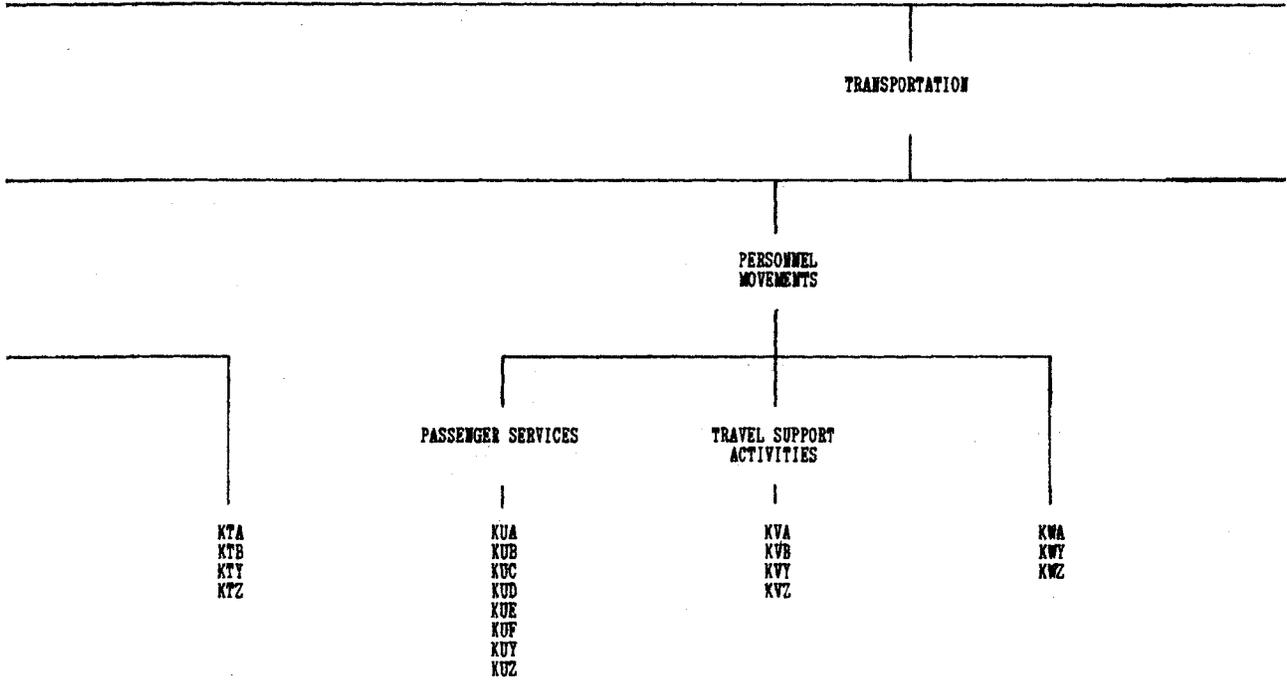


Figure 11-1. Logistics functional hierarchy—Continued

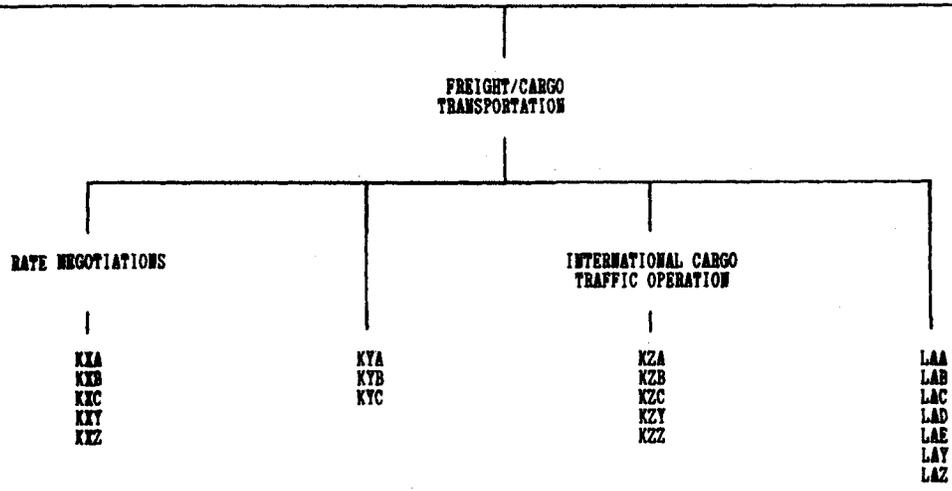


Figure 11-1. Logistics functional hierarchy—Continued

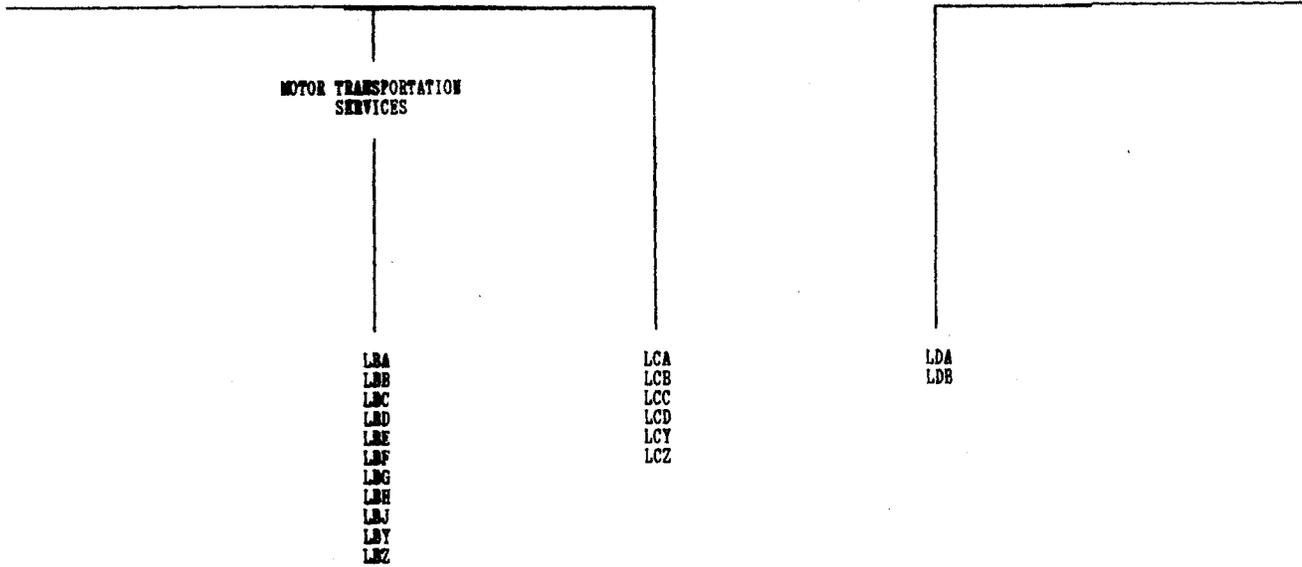


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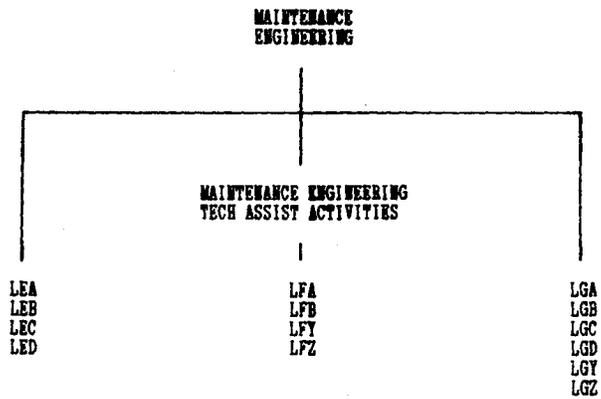


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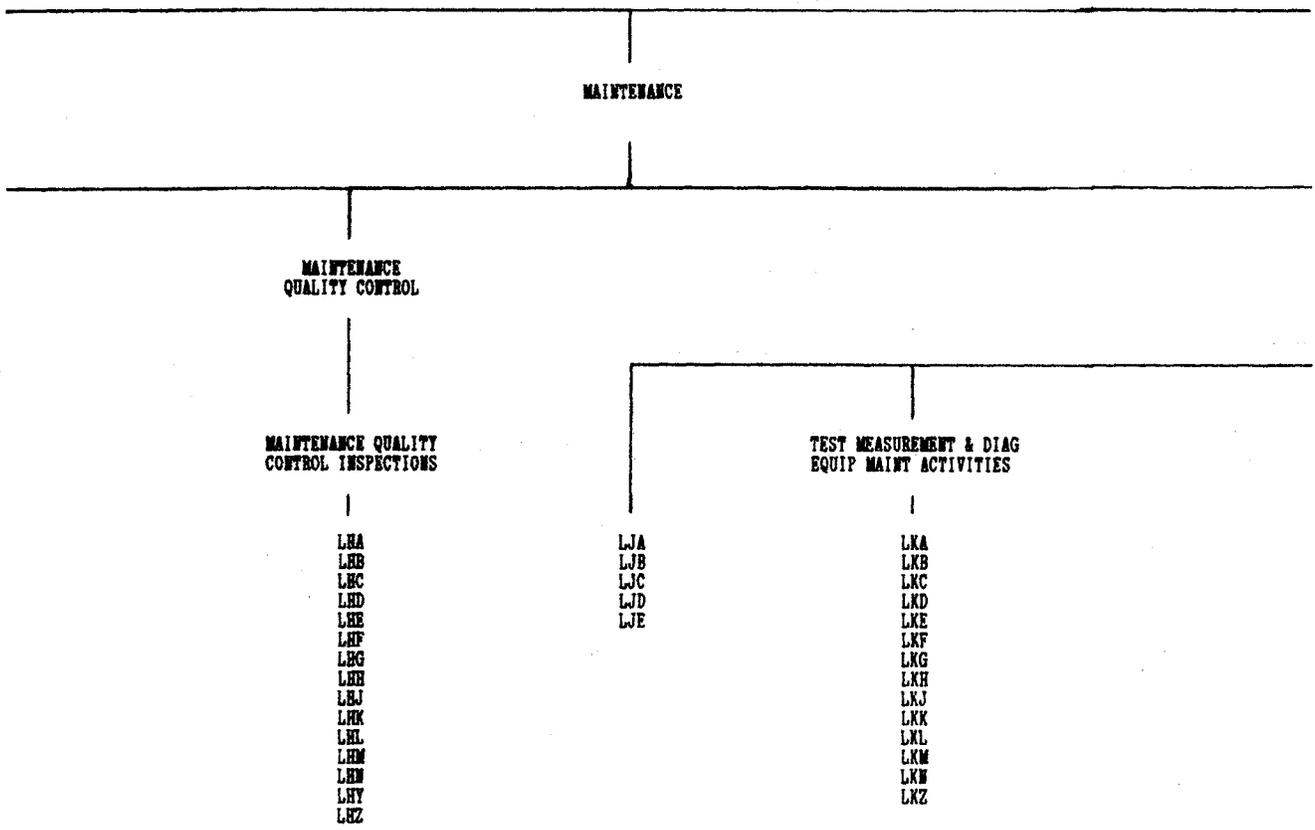


Figure 11-1. Logistics functional hierarchy—Continued

**ARMAMENT MAINTENANCE
ACTIVITIES**

LLA
LLB
LLC
LLD
LLE
LLF
LLG
LLH
LLY
LLZ

**ENGINE MAINTENANCE
ACTIVITIES**

LMA
LMB
LMZ

**AIRCRAFT MAINTENANCE
ACTIVITIES**

LNA
LNB
LNC
LND
LNE
LNF
LNG
LNY
LNZ

**AUTOMOTIVE MAINTENANCE
ACTIVITIES**

LPA
LPB
LPY
LPZ

Figure 11-1. Logistics functional hierarchy—Continued

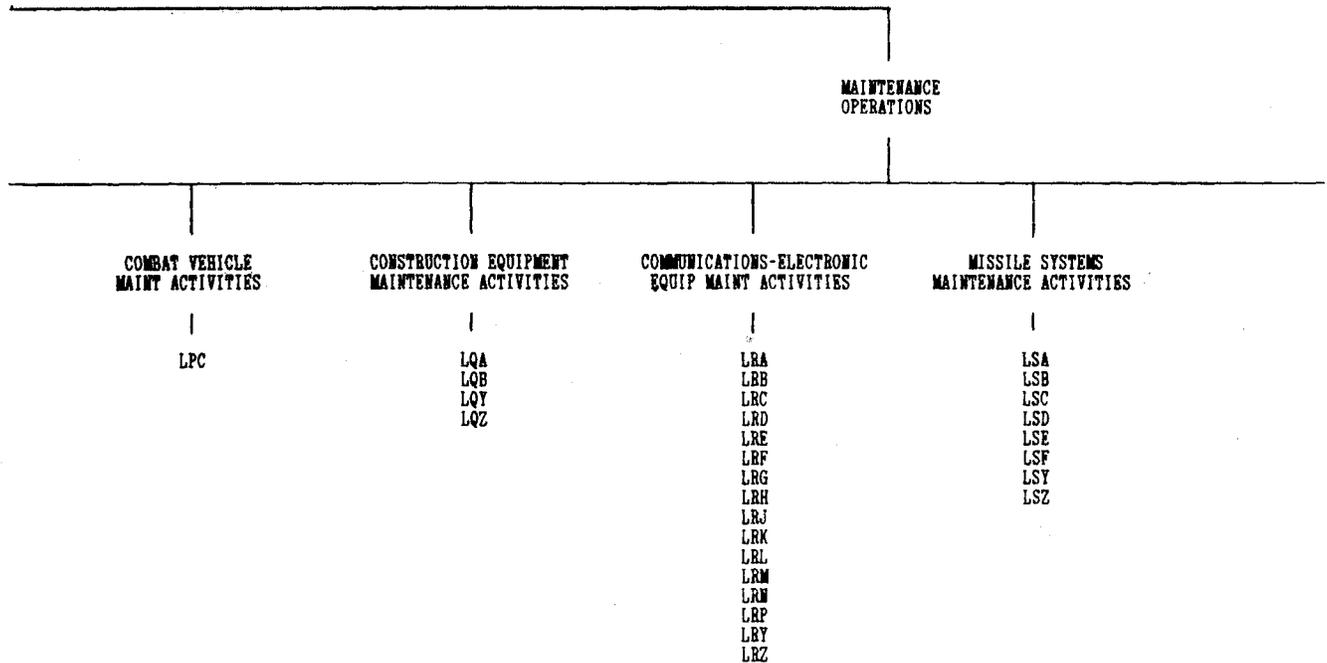


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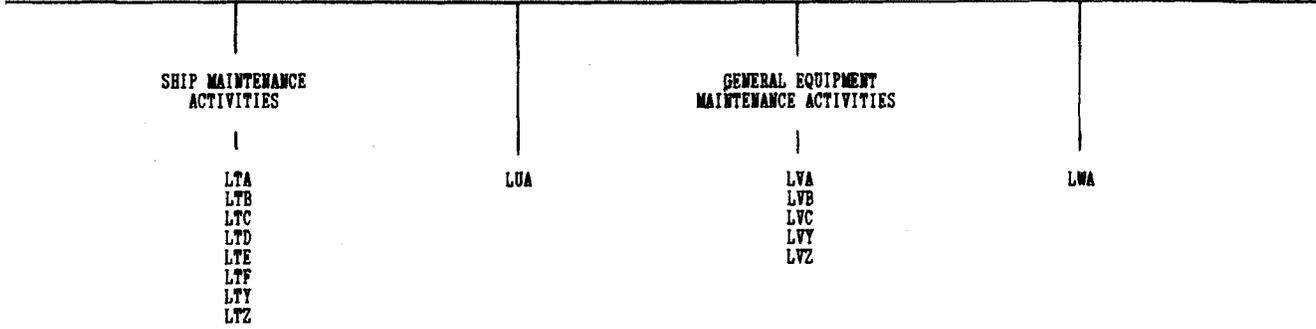


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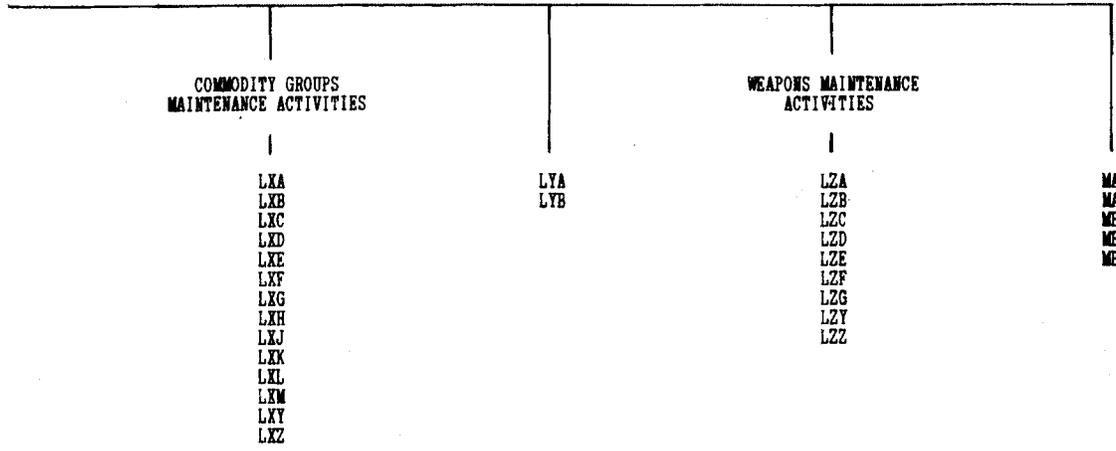


Figure 11-1. Logistics functional hierarchy—Continued

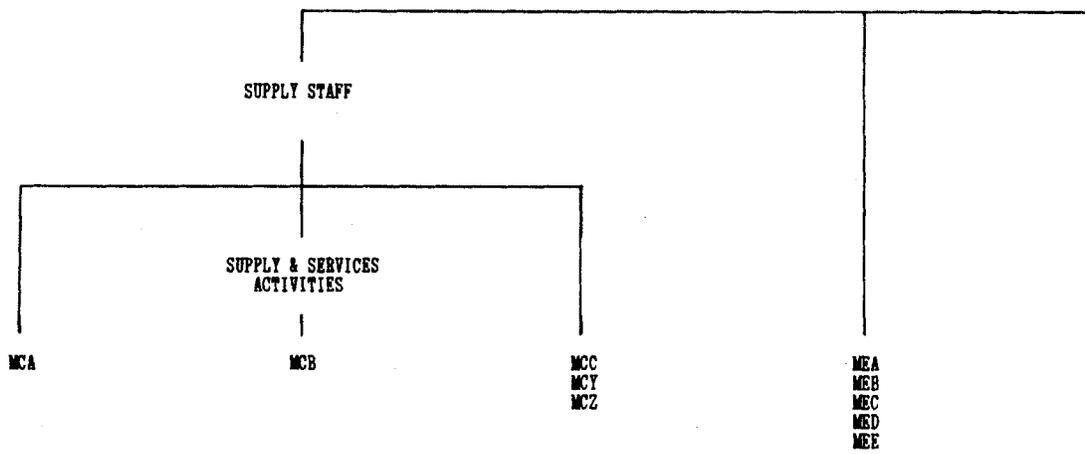


Figure 11-1. Logistics functional hierarchy—Continued

LOGISTICS

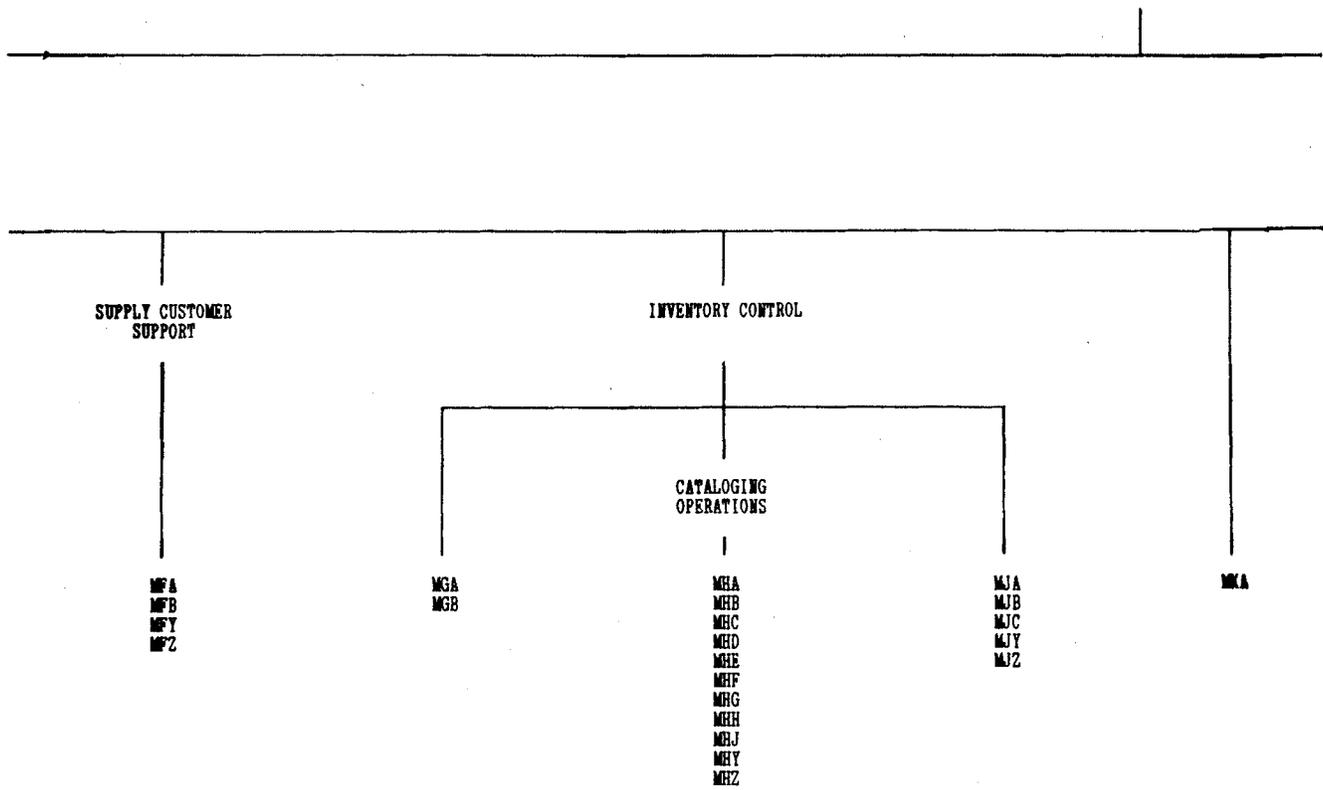


Figure 11-1. Logistics functional hierarchy—Continued

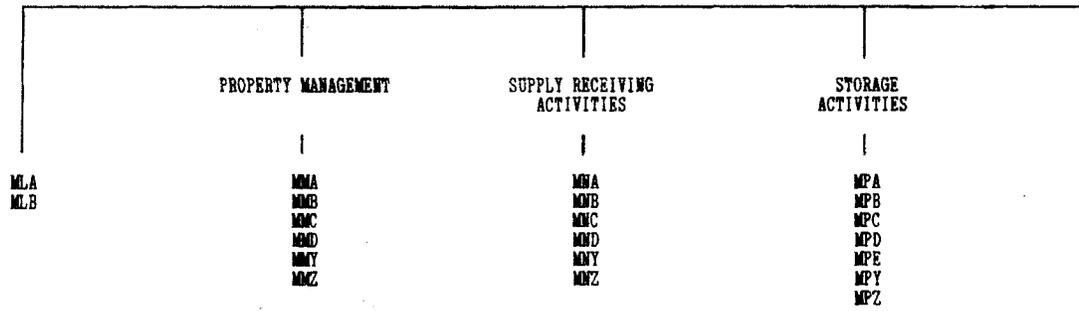


Figure 11-1. Logistics functional hierarchy—Continued

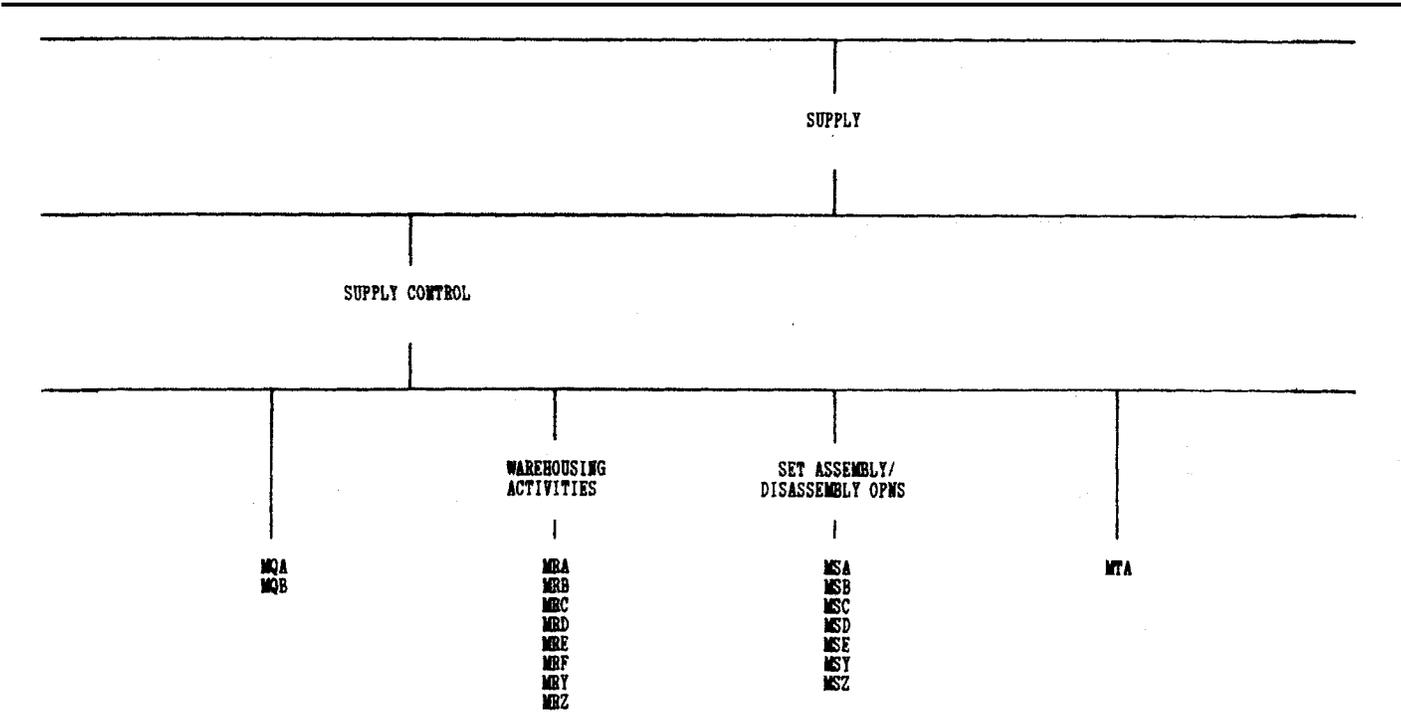


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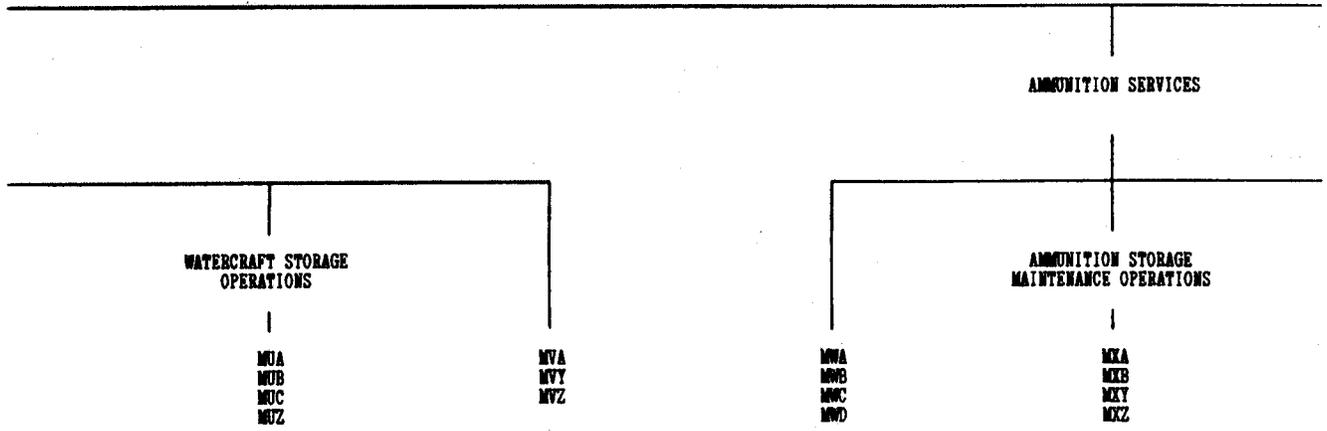


Figure 11-1. Logistics functional hierarchy—Continued

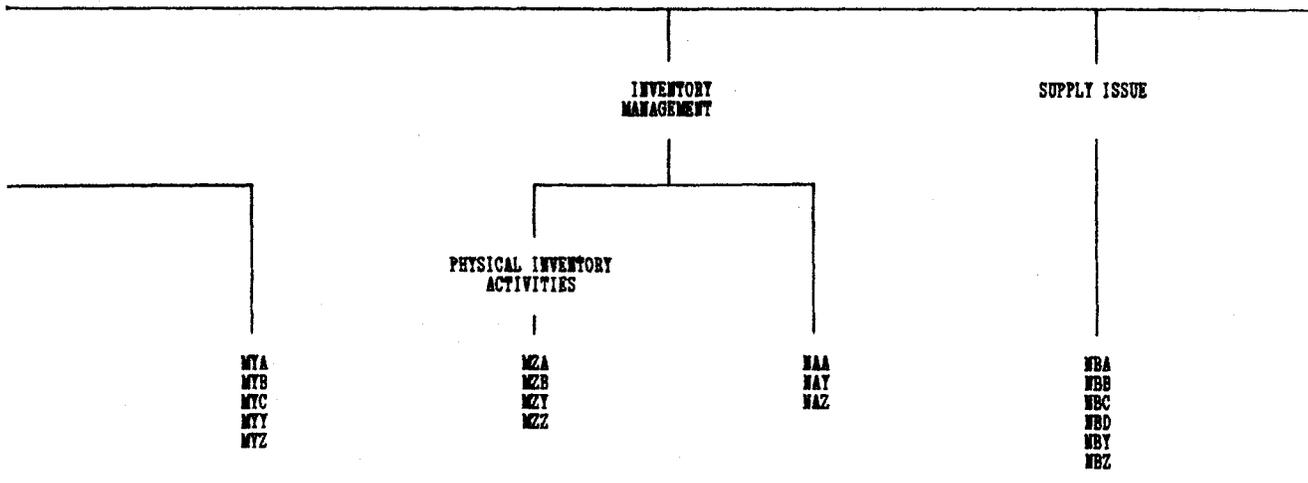


Figure 11-1. Logistics functional hierarchy—Continued

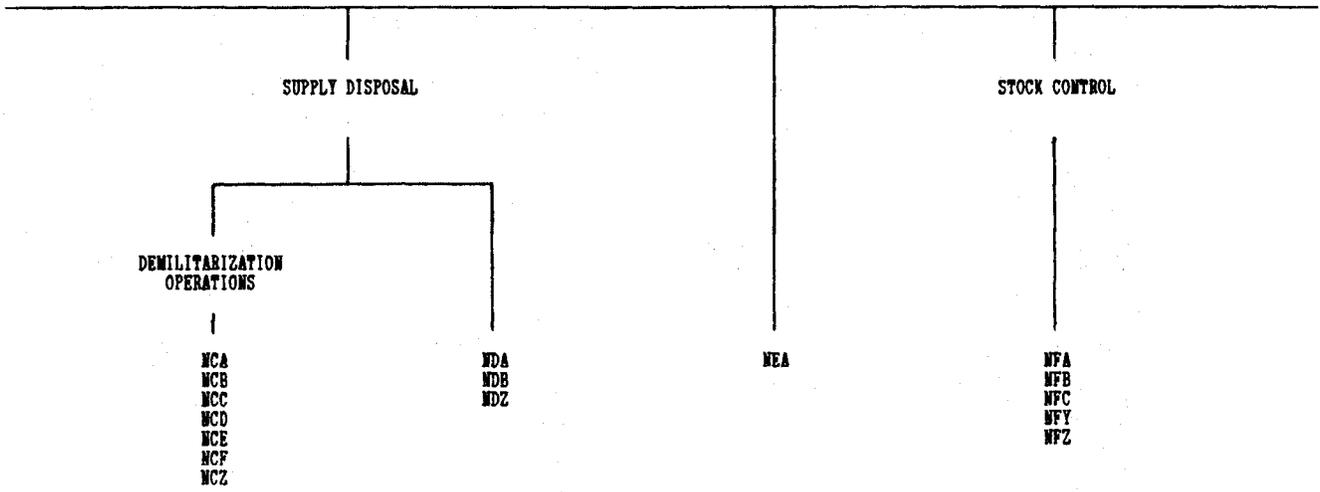


Figure 11-1. Logistics functional hierarchy—Continued

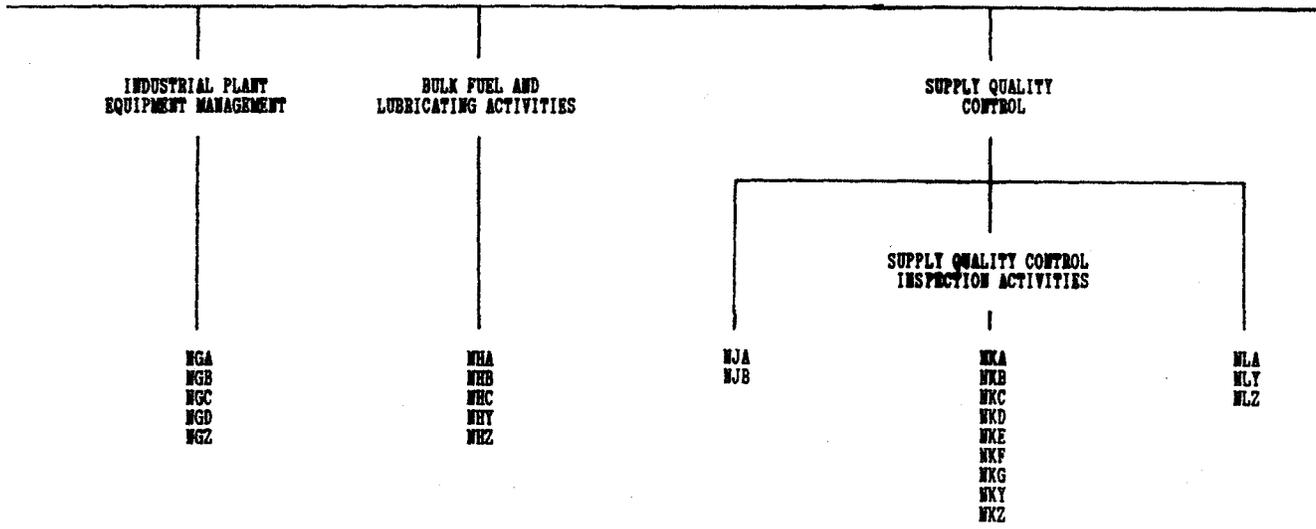


Figure 11-1. Logistics functional hierarchy—Continued

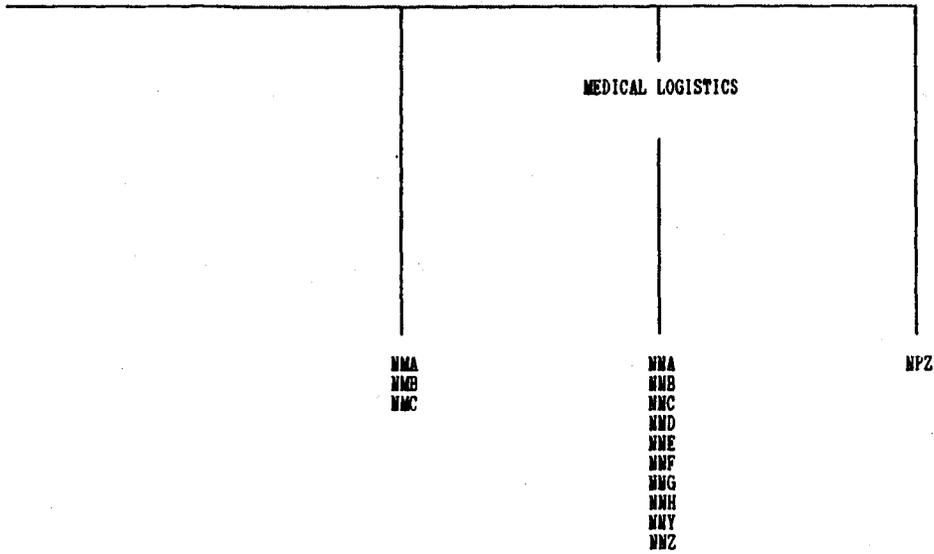


Figure 11-1. Logistics functional hierarchy—Continued

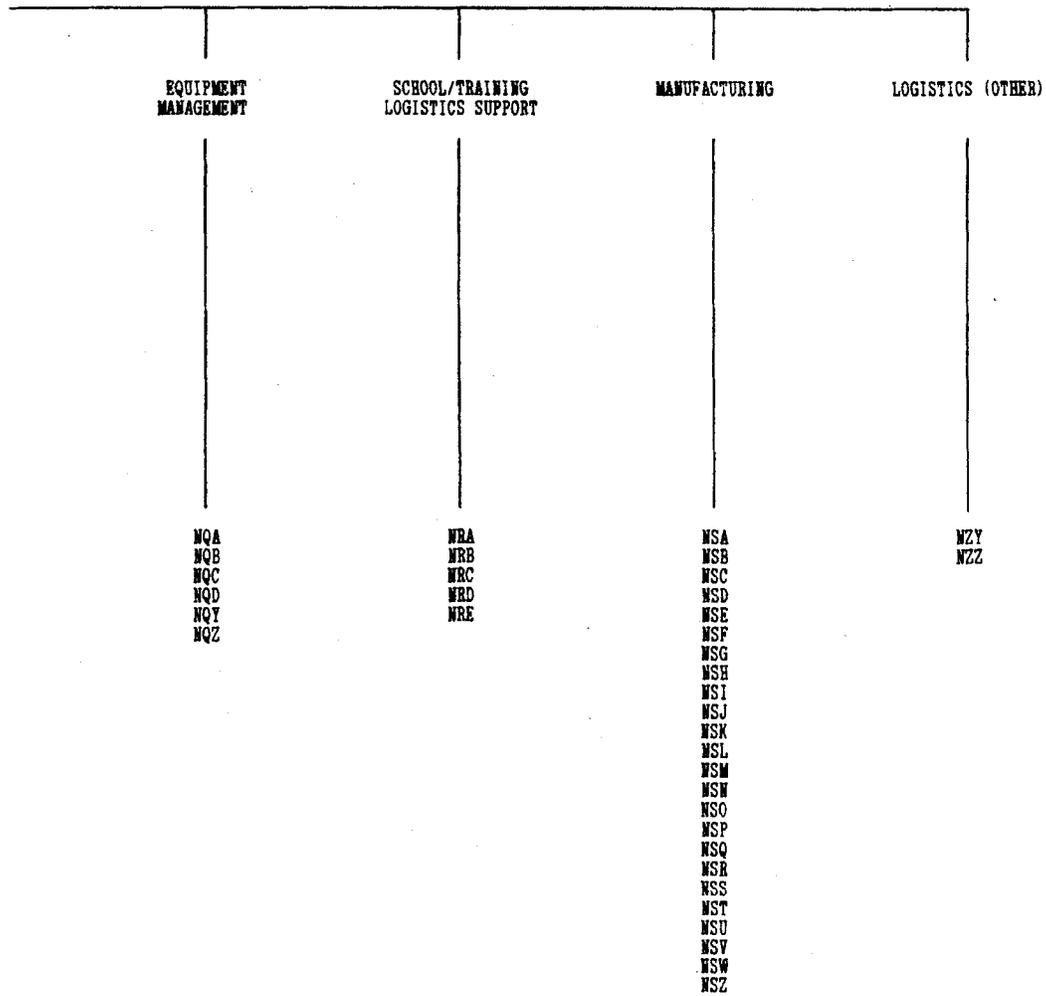


Figure 11-1. Logistics functional hierarchy—Continued

Chapter 12
Manpower Functional Category—AFD Code (SWCC)
O

12-1. General

This chapter lists manpower work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define manpower work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

12-2. Manpower codes and definitions

Manpower work center titles and definitions are listed in table 12-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 12-1 depicts the functional hierarchy of the manpower functional category.

Table 12-1
Manpower Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Manpower Functional Category.</i>
—	<i>Manpower Management Function.</i>
OAA	<i>Manpower Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Manpower Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
OAB	<i>Manpower Requirements Management Staff.</i> Work center is involved in the formulation and management of programs, policies, and procedures for determining the Army's manpower requirements. Includes providing program coordination, oversight and evaluation, and advisory services for administering the Manpower Staff Standards System for TDA organizations, the Manpower Requirements System for TOE and MTOE organizations, and the Army Manpower Survey Program. Reviews, approves, and publishes manpower staffing guides and standards and organizes and conducts manpower surveys.
OAY	<i>Manpower Management (Limited staff).</i> Involvement with two or more Manpower Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
OAZ	<i>Manpower Management (Other).</i> Work center is involved in other areas of Manpower Management that are not adequately described in the definitions under Manpower Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Manpower Programs Function.</i>
OBA	<i>Manpower Surveys and Standards.</i> Work center is involved in the development and management of manpower staffing programs; development of functional manpower requirements determination systems; conduct of manpower management surveys; review and validation of manpower requests; and development and maintenance of manpower utilization reporting systems.
OBB	<i>Manpower Programs Staff.</i> Work center is involved in the execution of manpower programs and policies; manpower control programs; and documentation of required and authorized manpower levels.
OBC	<i>Manpower Staffing Standards.</i> Work center is involved in the development, application, and maintenance of Manpower Staffing Standards. Provides guidance/assistance and oversight on all phases of standards development and application, and coordinates all phases of standards development. Ensures that approved standards are applied, maintained, and periodically reviewed with appropriate feedback.

Table 12-1
Manpower Work Center Codes—Continued

AFD code (SWCC)	Title and definition
OBD	<i>Manpower Surveys.</i> Work center is involved in planning, organizing, and conducting manpower management surveys and special manpower and organizational studies. Analyzes and coordinates subsequent reclama (sic) actions. Evaluates and approves Manpower Requirement Changes (MRCs) and concept plans between manpower management surveys.
OBF	<i>Manpower Quality Assurance.</i> Work center is involved in the review, approval, and publishing of Manpower Staffing Standards, review and approval of staffing guides, and establishing policy for the development of staffing guides.
OBG	<i>Manpower Policies and Procedures.</i> Work center is involved in developing policy and procedures for the development, application, and maintenance of Manpower Staffing Standards for the TDA Army. Involves publishing the Army-wide schedule for the development of Manpower Staff Standards—serving as the functional proponent for the Mobilization Base Requirements System and administering contracted manpower staffing studies. Reviews, coordinates, approves, and publishes Manpower Requirements Criteria (MARC) studies, monitors TOE for application of MARC, and maintains the Program Development Increment Package (PDIP) for the MARC Program.
OBY	<i>Manpower Programs (Limited staff).</i> Involvement with two or more Manpower Programs work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
OBZ	<i>Manpower Programs (Other).</i> Work center is involved in other areas of Manpower Programs that are not adequately described in the definitions under Manpower Programs. (For temporary use only, a DA Form 2028 is required.)
—	<i>Military Strength Activities Function.</i>
OCA	<i>Army Manpower Programs Team Activities.</i> Work center is involved in the production of the active and Reserve Component manpower programs, including projection of military manpower strengths; projection of operating strength deviation; projection of requirements for personnel; production of military manpower and strength reports; and production and analysis of enlisted gains, losses and strengths, including projected loss estimates and rates.
OCB	<i>Manpower Systems Management Team Activities.</i> Work center is involved in studies and internal analysis of automated data processing equipment utilization and techniques and execution of automated data projects.
OCC	<i>Military Strength Activities Staff.</i> Work center is involved in the management of strength programs. Includes active and Reserve Component manpower programs; reports review; and analysis and automation management.
OCZ	<i>Military Strength Activities (Other).</i> Work center is involved in other areas of Military Strength Activities that are not adequately described in the definitions under Military Strength Activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Manpower Management and Analysis Function.</i>
ODA	<i>Manpower Documentation and Allocation.</i> Work center is involved in the operation and maintenance manpower accounting systems; documentation of current and programmed manpower authorizations and requirements; control of manpower transactions in the budget process; and allocation of funded authorizations to the field.

Table 12-1
Manpower Work Center Codes—Continued

AFD code (SWCC)	Title and definition
ODB	<i>Manpower Management and Analysis Staff.</i> Work center is involved in the operation and management of manpower programs; review and analysis of affordable modernization in terms of manpower; development of manpower controls for use in budget preparation; development of manpower guidance concerning budget appropriations; and review and evaluation of manpower implications of acquisition and budget programming actions.
ODY	<i>Manpower Management and Analysis (Limited staff).</i> Involvement with two or more Manpower Management and Analysis work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
ODZ	<i>Manpower Management and Analysis (Other).</i> Work center is involved in other areas of Manpower Management and Analysis that are not adequately described in the definitions under Manpower Management and Analysis. (For temporary use only, a DA Form 2028 is required.)
OZY	<i>Manpower (Limited Staff).</i> Involvement with two or more Manpower functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
OZZ	<i>Manpower (Other).</i> Work center is involved in other areas of Manpower that are not adequately described in the definitions under Manpower. (For temporary use only, a DA Form 2028 is required.)

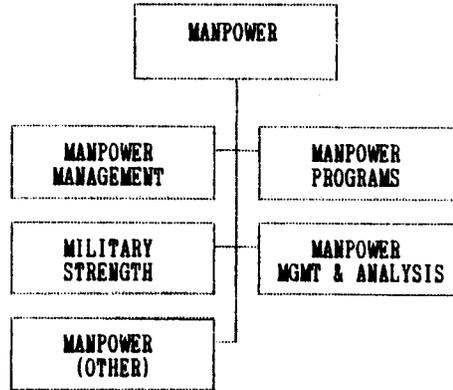


Figure 12-1. Manpower functional hierarchy

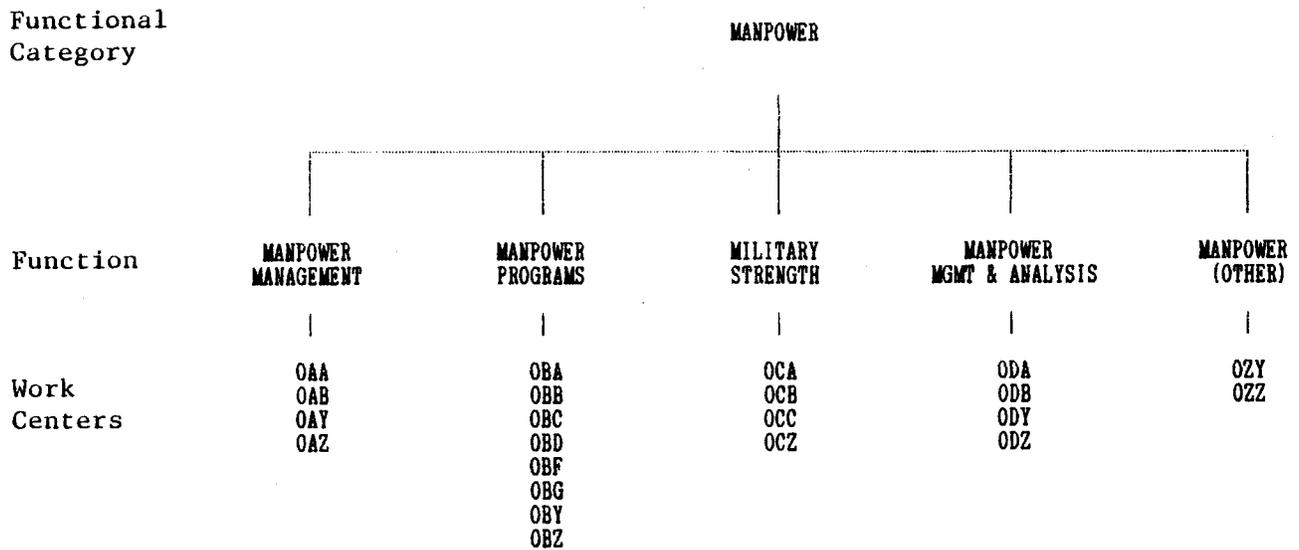


Figure 12-1. Manpower functional hierarchy—Continued

**Chapter 13
Personnel Functional Category—AFD Codes
(SWCC) P, Q, and R**

13-1. General

This chapter lists personnel work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define personnel work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

13-2. Personnel codes and definitions

Personnel work center titles and definitions are listed in table 13-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 13-1 depicts the functional hierarchy of the personnel functional category.

**Table 13-1
Personnel Work Center Codes**

AFD code (SWCC)	Title and definition
—	<i>Personnel Functional Category.</i>
—	<i>Personnel Management Function.</i>
PAA	<i>Personnel Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Personnel Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
PAB	<i>Personnel Plans and Systems.</i> Work center is involved in the review and integration of plans and systems involving required and/or authorized manpower levels, assigned military and civilian personnel, human resources development, and morale, welfare, and recreational programs.
PAC	<i>Personnel Management Activities.</i> Work center is involved in the management and control of military and civilian personnel administration. Includes recruiting, occupational classification, assignment, promotion, and separation/retirement; human resources development programs, including equal opportunity, leadership, alcohol, and drug abuse/rehabilitation, accident prevention/investigation and safety programs, and compensation and entitlement reviews; and morale, welfare, and recreation programs.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PAD	<i>Personnel Proponent.</i> Work center is involved in life cycle structure to include analyzing/reviewing TAADS documents, evaluating system requirement documents, future authorization/requirements, and TDA/MTOE change requests, recommending career field criteria, and assessing career field changes; controls life cycle acquisition process by recommending personnel accession criteria/numbers and criteria for recall program to support mobilization requirements, providing structure manning decision review input, analyzing attrition data, determining space imbalance military occupational speciality (SIMOS) and grade shortfalls, evaluating joint optical information network tapes, reviewing critical task lists, and maintaining ROTC accession program; maintains individual training/education by identifying career field training criteria and educational opportunities, evaluating training documents, validating requests, recommending personnel exchange program, determining personnel training requirements, and ensuring training is career enhancing; maintains personnel distribution process by evaluating career field inventory, assessing functional area personnel inventory, and recommending SIMOS initiatives; controls unit deployment process by evaluating mobilization effects and reviewing/preparing plan input; maintains sustainment process by recommending career field enhancements and officer area of concentration/functional area preferred pairings; establishes professional development programs by recommending selection/promotion board criteria and writing professional development material; maintains separation program by recommending exception to elimination, changes to retirement, and service obligation policies; participates/conducts special studies to include providing program budget guidance input and develops manpower/personnel integration (MANPRINT) concept career field requirements input; and prepares/manages career field issue meetings. (MS-3 Study 3) <i>Workload Factors.</i> a. An enlisted/warrant officer/officer ASI/SQI/skill managed. b. An enlisted/warrant officer/officer MOS/AOC supported. c. An enlisted/officer CMF/FA supported. d. A career field training course supported. e. An officer FA and/or AOC supported (officer career field only). f. A career field training course supported (officer career field only).
PAY	<i>Personnel Management (Limited staff).</i> Involvement with two or more Personnel Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
PAZ	<i>Personnel Management (Other).</i> Work center is involved in other areas of Personnel Management that are not adequately described in the definitions under Personnel Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Military Personnel Function.</i>
PBA	<i>Military Personnel Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Military Personnel. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.

**Table 13–1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PBB	<i>General Officer Management.</i> Work center is involved in the plans and application of policies pertaining to active duty and Reserve Component general officers and active duty enlisted aide requirements and authorizations. Includes the monitoring of regular and temporary general officer promotions; assignments/actions and selected personnel actions and Federal recognition actions for the ARNG.
PBC	<i>Research and Studies.</i> Work center is involved in research in the areas of manpower, training, human factors engineering, and manpower affordable procedures. Includes the management of Annual Study Program, to include the conducting of select individual studies and analysis.
PBD	<i>Military Personnel Management.</i> Work center is involved in military personnel management to include reviewing incoming/outgoing distribution/reports and statistical data, coordinating/providing technical guidance, attending briefings/conferences/meetings, receiving official visitors/customers, and performing special projects; and provides administration by drafting communications, maintaining wall charts and bulletin boards, and initiating/receiving telephone calls. (MS–3 Studies 12 and 13) <i>Workload factor.</i> Total number of authorizations in subordinate work centers (provisional).
—	<i>Officer Personnel Management Subfunction.</i>
PCA	<i>Aviation Personnel Plans/Program.</i> Work center is involved in the management of the Army Aviation Program. Includes developing and maintaining data to determine career development trends, preparatory flying duty credit, and promotion/school selection rates for officer aviators.
PCB	<i>Officer Career Programs.</i> Work center is involved in the management of the professional development of certain commissioned officer specialties (excludes those monitored by the Judge Advocate General, The Surgeon General, and the Chief of Chaplains), Installation Club Management System, Project Manager Development Program, The Organizational Effectiveness Staff Officer Program, and the Officer Personnel Management Office special interest areas.
PCC	<i>Officer Education and Training Administration.</i> Work center is involved in the administration and management of the officer portion of Army Education and Training Programs. Includes maintaining records and data relating to Officer Personnel Management Directorate (OPMD) civilian education; evaluating individual academic credentials, approving nominations for advanced civilian schooling, monitoring of student progress to include training reports; manages school quotas and course scheduling, and selects officers for attendance at intermediate level foreign military schools.
PCD	<i>Officer Distribution.</i> Work center is involved in the management of the distribution of officer corps assignments for JASA, MACOM; Officer Advanced Course Advanced Assignment Program; officers selected for the AERB utilization tours; and the USAREUR Officer Foreign Service Tour Extension Program. Also includes distribution development, mobilization planning, and plans and analysis pertaining to the officer corps.

**Table 13–1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PCE	<i>Officer Personnel Management Staff.</i> Work center is involved in the formulation of policy guidance and instruction in the management of officer personnel. Includes preparation and submittal of requisitions for officers and WOs; coordinates distribution, assignment, and utilization; initiates request for reassignments; prepares nominations for boards, courts, committees, schools, and courses; and initiates requests for orders affecting officers, coordinating officer sponsorship program, process requests for release from active duty, extension or declination of active duty for USAR personnel, branch transfers, retirement, and other separations.
PCY	<i>Officer Personnel Management (Limited staff).</i> Involvement with two or more Officer Personnel Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
PCZ	<i>Officer Personnel Management (Other).</i> Work center is involved in other areas of Officer Personnel Management that are not adequately described in the definitions under Officer Personnel Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Enlisted Personnel Management Subfunction.</i>
PDA	<i>Enlisted Personnel.</i> Work center is involved in classification assignments, reassignments, management actions, special duty, temporary duty (TDY), and training; processing quotas and levies for overseas and CONUS assignments; selections and actions supporting readiness exercises; evaluations, promotions, and MOS classifications and reclassifications; utilization of personnel receiving Special Duty Assignment Pay and variable reenlistment bonus; and monitors strength reports.
—	<i>Enlisted Accession Management Activity.</i>
PEA	<i>U.S. Army Enlistment Eligibility Activities.</i> Work center is involved in the administration of applications from individuals who desire enlistment or reenlistment in the Regular Army, but require waiver by HQDA. Includes processing requests for waivers of administrative, moral, and medical, disqualifications; processing requests for grade determination of prior service applicants; and processing requests for determination of physical acceptability for enlistment into the Regular Army and for continuation on active duty of disabled personnel. <i>Workload factor.</i> Total number of application/waivers processed.
PEB	<i>Trainee Assignments.</i> Work center is involved in the assignment of all basic trainees, AIT, one–station–unit–training trainees, first term service, and prior service personnel in grades E4 and below to first permanent installation. Includes U.S. Army Retraining Brigade, Personnel Control Facility, and U.S. Army Disciplinary Barracks personnel. Also includes correction of enlistment contract difficulties involving training commitments; and assignment of uncommitted soldiers to MOS producing training and permanent party units. <i>Workload factor.</i> Total number of assignments initiated during a specified time.
PEC	<i>Specialized Training.</i> Work center is involved in allocation of individual quotas in response to formal written applications for MOS, ASI, BTC, SQI, PTC, and functional courses by active Army soldiers. Also includes computing enlisted active Army training requirements for the above courses. <i>Workload factor.</i> Total number of authorizations.

**Table 13–1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PED	<i>Enlisted Accession Management Staff.</i> Work center is involved in the management of enlisted accession requirements and initial entry training spaces by MOS, management category, and component. Includes managing the operation of the Recruit Quota System and the Automated Reenlistment/Reclassification System and management of the Reserve Component Split Training Program.
PEY	<i>Enlisted Accession Management Activity (Limited staff).</i> Involvement with two or more Enlisted Accession Management work centers listed above, but not separately identifiable due to limited staff size.
PEZ	<i>Enlisted Accession Management Activity (Other).</i> Work center is involved in other areas of Enlisted Accession Management that are not adequately described in the definitions under Enlisted Accession Management Activity. (For temporary use only, a DA Form 2028 is required.)
PFA	<i>Personnel Security Management.</i> Work center is involved in the management of personnel security activities conducted at Personnel Security Screening Program Detachments and the Military Entrance Processing Stations in the CONUS, Hawaii, and Puerto Rico. Includes implementing and maintaining the Personnel Security Screening Program. <i>Workload factor.</i> Number of personnel required in subordinate units.
PFB	<i>Language Requirements.</i> Work center is involved in the management of the Army's Enlisted Language Program. Includes developing linguist training requirements; managing training program attainment; validating requisitions pertaining to linguist personnel; assigning linguists, advanced individual training (AIT) graduates, distributing career linguists and monitoring of the linguist personnel strength.
—	<i>Reenlistment Control Activities.</i>
PGA	<i>Retention.</i> Work center is involved in the provision of career guidance and reenlistment interviews to evaluate individuals qualifications and aspirations. Includes explaining service benefits and reenlistment options; processing of reenlistment paperwork; obtaining assignment instructions; and preparing and conducting reenlistment ceremonies.
PGB	<i>Reenlistment Control Staff.</i> Work center is involved in the control and accountability of career and first-team reenlistments and enlistment extensions in excess of 1 year. Includes providing determination for reenlistment prospects who do not meet RETAIN System requirements; processing requests from Military Entrance Processing Stations (MEPS) for enlistment of prior service personnel; and monitoring reclassifications by branch and MOS.
PGY	<i>Reenlistment Control Activities (Limited staff).</i> Involvement with two or more Reenlistment Control work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
PGZ	<i>Reenlistment Control Activities (Other).</i> Work center is involved in other areas of Reenlistment Control that are not adequately described in the definitions under Reenlistment Control Activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Enlisted Personnel Actions.</i>
PHA	<i>Compassionate Review.</i> Work center is involved in the operation of the DA Enlisted Compassionate Review Board. Includes research, analysis, and finalizing board decisions; and operation of the Enlisted Personnel Information and Assistance Office. <i>Workload factor.</i> Total number of records meeting the board.

**Table 13–1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PHB	<i>Special Actions.</i> Work center is involved in the determination of actions requiring special consideration or requirements. Includes actions required to provide final determination of request by soldiers for admission into the Handicapped Dependent Program, threat-to-life cases, and fear-of-flying cases. Also includes processing requests for attachment of soldiers arrested by civilian authorities; coordinating with Military Police Operations Agency on requests from civil law enforcement agencies for the return from overseas or soldiers accused of felonies; and preparing responses to queries regarding soldiers problems other than compassionate, hardship, operational, or financial. <i>Workload factor.</i> Total number of actions processed.
PHC	<i>Appeals and Separation.</i> Work center is involved in the operation of the DA Reenlistment Appeals Board and the Enlisted Evaluation Report Appeals Board. Includes determination on exception to policy requests concerning enlisted administrative separations; and adjudicates all claims of unfulfilled or erroneous enlistment and reenlistment commitments, requests for early release from enlistment commitment. <i>Workload factor.</i> Total number of requests reviewed by the board.
PHD	<i>Personnel Control Facility Activities.</i> Work center is involved in the return of military personnel to military control from unauthorized absence and administration to support judicial or administrative disposition. Includes performing all in and out processing and maintenance of personnel records; processing of personnel affairs matters and processing of cases involving personal debts and civil-legal proceedings. <i>Workload factor.</i> Total number of cases processed.
PHE	<i>Reclassification and Physical Disability.</i> Work center is involved in the reclassification of enlisted soldiers and the physical disability separation or retirement of all active duty Army personnel. Includes the conducting of the Enlisted Personnel Management Development Reclassification Boards and maintenance of the Temporary Disability Retired List. <i>Workload factor.</i> Total number of requests processed.
PHF	<i>Enlisted Personnel Actions Staff.</i> Work center is involved in the operation and management of the DA Enlisted Compassionate Review Board, DA Reenlistment Appeals Board, Enlisted Evaluation Appeals Board, DA Enlisted Reclassification Board, and the United States Army Enlistment Activity. Also includes preparing responses on actions referred to EPAD by White House Liaison and Office of Legislative Liaison.
PHY	<i>Enlisted Personnel Actions (Limited staff).</i> Involvement with two or more Enlisted Personnel Actions work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
PHZ	<i>Enlisted Personnel Actions (Other).</i> Work center is involved in other areas of Enlisted Personnel Actions that are not adequately described in the definition under Enlisted Personnel Actions. (For temporary use only, a DA Form 2028 is required.)
PJA	<i>Enlisted Personnel Management Staff.</i> Work center is involved in the operation and management of world-wide assignment and professional development of enlisted members, to include students and trainees. Includes the operation and management of the United States Army Enlistment Eligibility Activity and the Army's Personnel Security Screening Program.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PJZ	<i>Enlisted Personnel Management (Other).</i> Work center is involved in other areas of Enlisted Personnel Management that are not adequately described in the definitions under Enlisted Personnel Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Military Distribution Subfunction.</i>
—	<i>Military Distribution Operations.</i>
PKA	<i>Strength Management.</i> Work center is involved in enlisted classification, utilization, and assignment to include requisitioning enlisted personnel, determining assignments, managing personnel utilization, and processing classification/reclassification actions, voluntary overseas assignments, award/termination of special incentive pay, foreign service tour extension, and curtailments/cancellations; handles officer strength management by maintaining/reconciling personnel logs (gains/losses/intra-post changes), maintaining roster of control specialty, preparing officer requisition worksheets, reports, and disposition forms announcing duty appointments/assignments, visiting installations to coordinate officer strength management matters, coordinating assignments, managing sponsorship program, and processing newly assigned officers/applications; and maintains operations to include unit status reporting, mobilization/readiness process, and CSM/SGM/1SG position. (MS-3 Studies 12 and 13) <i>Workload factor.</i> Number of military authorizations served.
PKB	<i>CAP III Operations.</i> Work center is involved in the management of the current and future CAP III operating procedures within Military Personnel Management Development, U.S. Total Army Personnel Command (PERSCOM), and other activities of the Army staff. Includes maintaining the CAP III Active Army Locator File and providing the technical expertise in the ADP field to convert the management requirements into functional specifications.
PKC	<i>Distribution Operations Staff.</i> Work center is involved in the determination of possible sources to meet critical personnel shortages in the event of RDF deployment, recommends foreign service tour extensions, deletions, and deferments; establishes immediately available advanced individual trainee priorities; plans, recommends, and monitors actions influencing overall military personnel distribution; develops concepts for major force structure changes; determines impact of new equipment on distribution of personnel; manages assignment of military personnel to critical positions and establishes priorities for vacancies; coordinates MOS designation; and assures assignment of AIT soldiers per established priorities.
PKZ	<i>Military Distribution Operations (Other).</i> Work center is involved in other areas of Military Distribution Operations that are not separately described in the definitions under Military Distribution Operations. (For temporary use only, a DA Form 2028 is required.)
PLA	<i>Military Distribution Staff.</i> Work center is involved in the distribution of military soldiers to MACOMs. Includes maintaining liaison with all commands pertaining to the distribution of soldiers; managing the development and application of procedures and policies relating to the distribution of soldiers; and managing various systems pertaining to the distribution of soldiers.
PLZ	<i>Military Distribution (Other).</i> Work center is involved in other areas of Military Distribution that are not adequately described in the definition under Military Distribution. (For temporary use only, a DA Form 2028 is required.)

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PMA	<i>Mobilization Planning.</i> Work center is involved in supervision of mobilization, exercise and contingency planning. Includes providing current regulatory and policy guidance for mobilization planning, and conducting long-term mobilization and contingency planning for military personnel accessions management and assignments.
PMB	<i>Personnel Plans and Analysis.</i> Work center is involved in the design and implementation of a total Military Distribution Planning System to project the personnel inventory and requirements and the effects of various manpower distribution policies at the unit level of detail. Includes design, development and maintenance of ADP tools to extract and process data from existing systems in support of forecasting and modeling requirements; and a management information system to address military strength.
—	<i>Personnel Movements Control Subfunction.</i>
PNA	<i>Personnel Assistance Points Activities.</i> Work center is involved in the provision of information and assistance regarding policy, assignments, deferment and movements of soldiers and families while en route to or from an overseas command. Includes providing for the welfare of transients and provision of emergency personnel administrative support, including request for leave extensions for soldiers en route overseas.
PNB	<i>Personnel Movements Control Staff.</i> Work center is involved in the surveillance of personnel movements on PCS assignment to or from overseas areas through MAC, Military Traffic Management Command (MTMC), ODCSLOG, and other processing activities. Includes providing forecast of personnel movement requirements to transportation agencies for short and long-range planning.
PNZ	<i>Personnel Movements Control (Other).</i> Work center is involved in other areas of Personnel Movements Control that are not adequately described in the definitions under Personnel Movements Control. (For temporary use only, a DA Form 2028 is required.)
—	<i>Enlisted Career Management Subfunction.</i>
PPA	<i>Infantry/Armor Career Management.</i>
PPB	<i>Field Artillery/Air Defense Artillery Career Management.</i>
PPC	<i>Engineer Career Management.</i>
PPD	<i>Transportation/Aviation Career Management.</i>
PPE	<i>Military Police/Intelligence Career Management.</i>
PPF	<i>Maintenance Career Management.</i>
PPG	<i>Administration Career Management.</i>
PPH	<i>Medical Career Management.</i>
PPJ	<i>Logistics Career Management.</i>
PPK	<i>Personnel Career Management.</i> <i>Workload factor.</i> Total number of personnel authorized within career group.
PPL	<i>Enlisted Career Management Staff.</i> Work center is involved in the management of the Combat Arms, Combat Support, and Combat Service Support Enlisted Career Programs. Includes the assignment of personnel and the professional development of soldiers in the work centers identified under Enlisted Career Management.
PPY	<i>Enlisted Career Management (Limited staff).</i> Involvement with two or more Enlisted Career Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PPZ	<i>Enlisted Career Management (Other).</i> Work center is involved in other areas of Enlisted Career Management that are not adequately described in the definitions under Enlisted Career Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Personnel Programs and Procedures Subfunction.</i>
PQA	<i>Personnel Programs.</i> Work center is involved in the conduction of career management field reviews; planning and coordinating implementation of restructured career management field; maintenance of the Personnel Objective—Support System Enlisted and development and coordination of the implementation of new enlisted programs as they relate to the Enlisted Force Management Program.
PQB	<i>Personnel Deletion and Stabilization.</i> Work center is involved in the management of the Deletion/Deferment/Stabilization System for Enlisted Personnel Management Directorate (EPMD). Includes managing the Commanders' Key Soldier Deletion Program and maintaining the Deletion/Deferment Management File.
PQC	<i>Personnel Assignment Procedures.</i> Work center is involved in the development, implementation, and management of enlisted assignment selection criteria, assignment policies and procedures and other regulatory and procedural matters pertaining to personnel management of enlisted soldiers. Includes managing of the SIMOS Program to alleviate MOS space imbalance between CONUS and overseas commands.
PQD	<i>Military Personnel Office Assistance.</i> Work center is involved in DA approval for consolidation, activation, and inactivation of Military Personnel Offices in the field by UIC. Includes maintenance of current Military Personnel Offices inventory and the units they support by. Also includes development of DA position on Military Personnel Offices organization, manpower staffing, and support arrangements between MACOM; assists the functional proponents and Military Personnel Office in resolving problems requiring assistance and corrective action at the DA or U.S. Total Army Personnel Command (PERSCOM) level; serves as the DA proponent for the Military Personnel Offices Self—Assessment and Evaluation Program; and conducts Management Assistance Systems visits to field installations.
PQE	<i>Awards and Decorations.</i> Work center is involved in determination of eligibility for military personnel and unit awards and decorations, including retroactive awards and correction of erroneous awards to individuals and units; administrative support of decorations boards; clarification, interpretation and assistance in development of policy concerning military awards and decorations; and determinations of acceptability of foreign gifts and decorations by Army personnel. Also includes the processing of recommendations for awards and decorations.
PQF	<i>Personnel Programs and Procedures Management Staff.</i> Work center is involved in the development, coordination, and management of the systems and procedures pertaining to classification, assignments, and utilization of enlisted personnel. Includes managing the Enlisted Force Management Program; the deletion and deferment of soldiers from reassignment, less compassionate; administering the personnel management implementation of the Skill Qualification Testing System and the Enlisted Evaluation System; and coordinating enlisted promotion matters and the Enlisted Evaluation System.
PQZ	<i>Personnel Programs and Procedures (Other).</i> Work center is involved in other areas of Personnel Programs and Procedures that are not adequately described in the definitions under Personnel Programs and Procedures. (For temporary use only, a DA Form 2028 is required.)

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Personnel Management Support Subfunction.</i>
PRA	<i>Enlisted Records and Evaluation Activities.</i> Work center is involved in the initiation and maintenance of the official military personnel files of active duty Army enlisted personnel. Includes conducting the DA Enlisted Selection Boards; management of the Qualitative Management and the Enlisted Evaluation Report Appeals Programs; provides a world-wide locator service for officer and enlisted personnel; and provides the operation of the Separation and Accession Records Transfer Systems.
PRB	<i>Officer Personnel Records.</i> Work center is involved in the establishment and maintenance of the official military personnel file (OMPF) for commissioned and warrant officers on active duty. Includes providing records to DA Selection Boards and other authorized users; operating the Separation Records Transfer System for commissioned and warrant officers separated for any reason; corrects the OMPF as requested by individuals through the Army Board for Correction of Military Records; and operates files review unit for active duty officers to review OMPF. <i>Workload factor.</i> Total number of records maintained.
PRC	<i>Reserved for future use.</i>
PRD	<i>Evaluation Systems Management.</i> Work center is involved in the management of the Officer's Evaluation Reporting Systems. Includes preparing, staffing, and implementing required changes to OER publications; managing the OER master file; preparing and providing written responses to inquiries; and presenting oral presentations pertaining to OERs.
PRE	<i>Personnel Management Support Staff.</i> Work center is involved in the creation and maintenance of OMPFs for all active duty soldiers. Includes administration of the OER and the OER appeals system for DA; management of Army personnel promotions system to include conduct of interviews and preparation of selection packets, preparation of promotion lists and orders and computation of monthly cut-off scores by MOS for promotion to E-5 and E-6. Also includes management of the HQDA Standby Advisory Boards for promotion and evaluations; and conduction of special studies pertaining to HQDA selection boards, promotions and evaluations.
PRY	<i>Personnel Management Support (Limited staff).</i> Involvement with two or more Personnel Management Support work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
PRZ	<i>Personnel Management Support (Other).</i> Work center is involved in other areas of Personnel Management Support that are not adequately described in the definitions under Personnel Management Support. (For temporary use only, a DA Form 2028 is required.)
—	<i>Retirement Management Subfunction.</i>
PSA	<i>Retirement Services.</i> Work center is involved in retirement services for all active duty personnel and retirees. Includes counseling of benefits, disability problems, and assisting retirees in their rights, benefits, and privileges.
PSB	<i>Retirement Management Staff.</i> Work center is involved in retirement actions for all officers, WOs, and enlisted personnel. Includes computation of periods of Federal service creditable towards retirement; processing of mandatory retirements; and reverting to retired status those officers recalled to active duty (PERSCOM only).
PSY	<i>Retirement Management (Limited staff).</i> Involvement with two or more Retirement Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 13–1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PSZ	<i>Retirement Management (Other).</i> Work center is involved in other areas of Retirement Management that are not adequately described in the definitions under Retirement Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Military Personnel Office Management Subfunction.</i>
—	<i>Personnel Actions/Affairs.</i>
PTA	<i>Check Control Activities.</i> Work center is involved in the notification and restitution of dishonored checks. Includes preparation of correspondence suspending privileges and directing over stamping of identification cards; researches errors alleged to be not the error of the checkwriters; maintains case files, statistics, and reports, and publishes suspension lists. <i>Workload factor.</i> Population served.
PTB	<i>Tax Relief.</i> Work center is involved in the application for relief of foreign country Value Added Tax. Includes administration of the program and preparation of required documentation. <i>Workload factor.</i> Number of applications processed.
PTC	<i>Personnel Plans and Actions.</i> Work center is involved in handling awards and decorations to include reviewing recommendations, performing checks, verifying data, processing worksheets, award packages, approval/disapproval, and memorandums/certificates, clearing suspenses, monitoring unit actions, and forwarding awards from other commands; handles casualty area command and line of duty actions; provides plans and staff support by processing Congressional/special correspondence and separation/elimination actions; and provides mortuary affairs and funeral support services, and coordination and processes mortuary case documentation. (MS–3 Studies 12 and 13) <i>Workload factors.</i> a. Average monthly number of active and retired deaths and other casualty actions finalized. b. Average monthly number of Congressional and special interest inquiries finalized. c. Average monthly number of elimination actions finalized. d. Average monthly number of line of duty actions finalized. e. Average monthly number of awards/decorations/devices finalized.
PTY	<i>Personnel Actions/Affairs (Limited staff).</i> Involvement with two or more Personnel Actions/Affairs work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
PTZ	<i>Personnel Actions/Affairs (Other).</i> Work center is involved in other areas of Personnel Actions/Affairs that are not adequately described in the definitions under Personnel Actions/Affairs. (For temporary use only, a DA Form 2028 is required.)
PUA	<i>Customer Service.</i> Work center is involved in customer service to include administering the official DA photograph program, monitoring the physical examination program, preparing forms and servicemen's group life insurance/office of servicemen's group life insurance (SGLI/OSGLI) elections/mortgage insurance/preference statements/naturalizations/citizenship documents, scheduling appointments, performing annual enlisted audits, and processing name changes. (MS–3 Studies 12 and 13) <i>Workload factor.</i> Average monthly number of military authorizations served.

**Table 13–1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PUB	<i>Soldier Actions.</i> Work center is involved in processing assignment requests to include processing compassionate reassignments/exchange assignments/joint domicile requests/officer training requests/enlisted applications for service schools/applications for other assignments; handles officer appointment change requests by processing requests for release from active duty/officer resignations/Regular Army appointments/indefinite status; handles enlisted appointment change requests by processing assignments to Reserve Component (RC)/ROTC and separation actions (requested discharges); handles miscellaneous applications by processing adoption/marriage requests, requests for sole survivor program, recurring personnel actions, and retirements requests; administers officer procurement actions by performing pre-board/post-board/board actions and related actions; and submits/reviews military personnel automation transactions and resolves discrepancies. (MS–3 Studies 12 and 13) <i>Workload factors.</i> a. Number of military authorizations served. b. Average monthly number of military retirement applications approved.
PUC	<i>Reserved for future use.</i>
PUD	<i>Reserved for future use.</i>
PUE	<i>Enlisted and Flagged Records.</i> Work center is involved in enlisted records maintenance to include inspecting/charging out military personnel record jackets (MPRJ's), answering inquiries and assisting customers, processing reports/rosters and overseas replacement briefs, and updating military personnel automation system; processes good conduct medals(GCMDL) by receiving suspense notifications, performing records checks, preparing notices for unit commanders, processing favorable/unfavorable responses and customer complaints, and correcting errors; maintains military flagged records to include processing AWOL and dropped from rolls actions; and administers/processes actions before centralized boards and school selections. (MS–3 Studies 12 and 13) <i>Workload factor.</i> Average monthly number of enlisted MPRJ's maintained.
PUF	<i>ID Cards and Tags.</i> Work center is involved in processing applications for military/dependent identification (ID) cards to include maintaining photo equipment, processing mail-in applications for ID cards, submitting Defense enrollment eligibility reporting system (DEERS) transactions, and maintaining logs/records of destruction; and provides military ID tags by verifying requirements and preparing/distributing tags.(MS–3 Studies 12 and 13) <i>Workload factors.</i> a. Average monthly number of DA Form 2A (Personnel Qualification Record, Part 1—Enlisted Peacetime)and DD Form 1173 (Uniform Service Identification and Privilege Card)prepared. b. Average monthly number of ID tags prepared. c. Average monthly number of Geneva Convention ID cards prepared.
PUG	<i>Reserved for future use.</i>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PUH	<p><i>In and Out Processing.</i> Work center is involved in enlisted and officer in-processing actions to include preparing checklists, reviewing/forwarding MPRJs and qualification records, reconciling/tracing records, checking ID cards/tags, preparing housing packets/unit cards/forms/emergency data/verifications/statements of service, notifying personnel of physicals/photographs, submitting/reviewing military personnel automation system transactions, and preparing new arrival questionnaires or initiating suspense cards; and handles enlisted and officer out-processing actions by preparing folders/checklists/disposition forms/notice of transfers, obtaining MPRJs, interviewing soldiers, maintaining logs, and submitting/reviewing military personnel automation transactions.(MS-3 Studies 12 and 13)</p> <p><i>Workload factor.</i> Average monthly number of military personnel gains processed.</p>
PUJ	<p><i>Promotions.</i> Work center is involved in processing officer promotion actions; and processes enlisted promotions to include processing lateral appointments. (MS-3 Studies 12 and 13)</p> <p><i>Workload factor.</i> Average monthly number of officer and enlisted (E5-E9) promotions processed.</p>
PUK	<p><i>Evaluations.</i> Work center is involved in administering/initiating/processing officer evaluation reports (OER); and administers/processes/monitors noncommissioned officer evaluation reports (NCOER). (MS-3 Studies 12 and 13)</p> <p><i>Workload factor.</i> Average monthly number of military evaluation reports (OERs and NCOERs) finalized.</p>
PUL	<p><i>Personnel Reassignments.</i> Work center is involved in enlisted reassignment processing to include screening CAP III, processing security/medical screen/dependent travel/deletion and deferment actions/special management command assignments/DA school selection Army NCO courses and performing quality edits; handles officer and enlisted assignment and orders request processing by processing requests for home-base assignments and reassignment/redeployment orders; and provides dependent travel processing and support by reviewing/preparing forms/orders/messages, requesting port calls and cancellation of port calls, posting dependent travel information, and notifying dependents to pick up passports/visas. (MS-3 Studies 12 and 13)</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Average monthly number of names on all CAP III cycle. Average monthly number of orders (PCS, flight status, jump status, recruiter, drill sergeant, and TDY) prepared. Average monthly number of individual deletion/deferment actions forwarded to DA. Average monthly number of reassignment processing requests for concurrent travel processed.
PUM	<p><i>Officer Records.</i> Work center is involved in officer records maintenance to include updating officer record briefs (ORB), filing documents in military personnel records jacket (MPRJ), screening MPRJ and requesting missing documents, performing records accountability inspections, providing/charging out of MPRJ, notifying personnel of eligibility to wear certain medals, preparing forms, processing date of rank determinations and overseas replacement briefs, and requesting initiation of complete the record OERs; and supports officer promotion, command, and school selection boards by requesting/obtaining MPRJ, preparing several lists/information papers, comparing eligibles, reviewing ORB, and submitting/reviewing military personnel automation transactions.(MS-3 Studies 12 and 13)</p>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PUN	<p><i>Workload factor.</i> Average monthly number of officer/warrant officer MPRJs maintained.</p> <p><i>Transition Center.</i> Work center is involved in conducting preprocessing orientations, reviewing/updating loss rosters, scheduling separation orientations and individuals for out-processing, conducting preretirement counseling and administration of post-retirement activities, and preparing financial packets and military personnel automation input/control data forms; provides out-processing of personnel to include sorting/preparing records and forms for shipment, and updating the military personnel automation system; and performs separation actions by receiving/reviewing loss rosters, obtaining/returning MPRJ, scheduling/conducting interviews, completing administrative tasks, requesting/distributing separation orders, preparing forms/worksheets, revoking orders, and requesting port calls. (MS-3 Studies 12 and 13)</p> <p><i>Workload factor.</i> Average monthly number of length of service, medical retirements, and permanent party separations processed.</p>
PUP	<p><i>Transition Point.</i> Work center is involved in directing headquarters element transition point operations to include applying policies, providing advice/assistance, monitoring equal employment opportunity (EEO)actions/contractor performance/quality assurance programs, and working with separators; provides company administration by preparing personnel/financial management documents/actions, performing customer service functions, assisting in legal actions, processing military personnel automation system actions, and providing unit mail/administrative services; provides supply services by acquiring and inventorying supplies/equipment, processing transient trainees, processing property for turn-in and bedding supplies, maintaining/inspecting facilities, issuing/receiving guard duty equipment, and acquiring transportation; provides initial receiving by maintaining facilities/equipment and processing overseas returnees/trainee discharge program personnel; maintains headquarters operations section by conducting departure briefings, coordinating with other agencies, and planning future workload; prepares orders; provides word processing; performs overseas returnee processing by preprocessing returnees for separation, performing initial orientations, preparing/processing worksheets/records/forms, briefing/processing separators and terminal leave personnel; processes permanent party enlisted separations and terminal leave to include preparing record/form disposition and assisting separators; processes trainee separations; processes officer separations to include briefing/interviewing separators and collecting ID cards; processes officer/enlisted retirements to include medical retirements; processes/inputs/reconciles military personnel automation system to include preparing statistical reports and maintaining locator services; and processes records disposition by sequencing forms/records, preparing for shipment, and processing dependent ID cards. (MS-3 Studies 12 and 13)</p> <p><i>Workload factors.</i></p> <ol style="list-style-type: none"> Average monthly number of overseas returnee separations/retirements. Average monthly number of permanent party enlisted ETS separations. Average monthly number of RA TDP separated plus average RES/NG personnel separated. Average monthly number of permanent party officer separations. Average monthly number of permanent party enlisted retirements plus average permanent party officer retirements.
PUQ	<p><i>Reserved for future use.</i></p>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PUR	<i>Personnel Service Support Team.</i> Work center is involved in the direction and control of the personnel support team. Interviews incoming personnel for placement; coordinates response to redeployment notice; reviews request for orders; administers enlisted promotion system; reviews classification/reclassification actions and efficiency reports; and administers military sponsor program. Also processes Congressional and other special correspondence; reviews and processes military awards, decorations, and devices; processes bar actions and qualitative management program actions, management of AWOL and DFR actions and other recurring personnel actions. In addition, prepares a DD Form 1172 (Applications for Uniformed Services Identification Card DEERS Enrollment); prepares DA Form 428 (Application for Identification Card); prepares request for military identification tag (DA Form 4187 (Personnel Action)); processes request for leave; processes request for permissive TDY; and prepares a DA Form 137 Installation Clearance Record and briefs Sergeants Major. Processes convenience of Government discharges, fraudulent entry discharges, drug/alcohol abuse discharges, and discharges for the good of the Service; eliminations for unsatisfactory performance misconduct; homosexuality; and reviews charge sheet—article and appeals of Article 15—UCMJ punishment. Also processes financial documents and prepares, maintains, and monitors SIDPERS actions.
PUS	<i>Student/Trainee Processing.</i> Work center is involved in the management of student/trainee processing to include reviewing incoming/outgoing distribution/reports/statistical data, coordinating/providing technical guidance, and preparing replies/input to Congressional/special inquiries; performs administration by maintaining personnel locator files/rosters/appointment records/correspondence files, processing/distributing incoming/outgoing distribution, processing orders, and providing driver support; provides in-processing of students/trainees and updates military personnel automation system; performs records management by receiving/maintaining/charging out/filing military personnel records jackets (MPRJ), updating and posting class/in-processing/graduation rosters, processing forms/renegotiation of contracts, preparing/reviewing/forwarding transmittal letters, verifying/requesting MOS/ASI, posting promotion information/graduation dates, developing officer/warrant officer records and updating officer record briefs, performing personnel asset inventories, requesting reconstruction of MPRJ and transfer data record cards/forms, providing security check data, and updating military personnel automation system; provides soldier support by performing customer service functions, processing military ID cards/requests for special service schools, and updating military personnel automation system; provides command support by processing special assignments/MOS/strips for education promotion/promotions/regular Army appointments/suspensions of favorable personnel actions/AWOL/hometown recruiting assistant program/recycle actions/requests for alternate specialty/initial entry training reclass (sic)/retrain programs/separations, determining eligibility for promotion/command selection/school selection board, providing information for recruiter recognition program, preparing/submitting/annotating holdover reports, providing data for security checks, monitoring personnel reliability programs, and updating military personnel automation system; provides student/trainee/graduate assignment processing; and performs out-processing of students/trainees/personnel. (MS-3 Studies 12 and 13) <i>Workload factor.</i> Average monthly number of all students plus initial entry trainees programmed.
PUT	<i>Reserved for future use.</i>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PUU	<i>Brigade S1/Personnel Administration Center Activities.</i> Work center is involved in the review of data on strength, gain, loss, and other personnel management reports. Includes management of enlisted promotion systems, surveillance of classification actions; identification of personnel requirements to military personnel office; reviews of completed application/recommendations; monitors the processing of unfavorable actions; counsels/advises individual on personnel matters; and supervises preparation of casualty report. Also monitors individual awards program; processes administrative separations, and coordinates with other elements. Prepares request for orders; identifies current and projected vacancies of positions; processes overseas deferment/deletion and classification/reclassification actions; supports military sponsor program and processes applications for special assignment/actions; prepares bar to reenlistment; processes request for other than ordinary leave, processes request for permissive TDY; performs casualty reporting; investigates and reports accidents; and investigates line of duty and misconduct status. Also initiates Article 32 investigations; processes convenience of the Government discharges, fraudulent entry discharges, drug/alcohol abuse discharges, discharges for the good of the service, and trainee discharge program separation; eliminations for unsatisfactory performance, misconduct, or homosexuality; and processes charge sheet—Article 15. Prepares, maintains, and monitors SIDPERS actions. Provides mail service and administrative support.
PUV	<i>Battalion Personnel Administration Center Activities.</i> Work center is involved in the review of data on strength, gain, loss, and other personnel management reports. Includes managing enlisted promotion systems, monitoring classification actions, and identifying personnel requirements to military personnel office; reviewing completed applications/recommendations, monitoring processing of unfavorable actions, counseling/advising individuals on personnel matters, supervising preparation of casualty reports and monitoring individual awards program; processing of administrative separation; and coordinating with other elements. Also prepares request for orders; identifies current and projected vacancies of positions, prepares response to redeployment notice and verifies eligibility, initiates overseas deferment/deletion, initiates classification/reclassification action; and supports military program. Also includes processing applications for special assignment/action, preparing packets for administrative separations, reports of AWOL or dropped from rolls as a deserter, control visits to military personnel office; preparing applications for military identification cards, preparing request for military identification tags; preparing bar to reenlistment; performing casualty reporting; processing student termination; investigating line of duty and misconduct status; processing convenience of the Government discharges, fraudulent entry discharges, drug/alcohol abuse discharges, discharges for the good of the service, and trainee discharge program separation; eliminations for unsatisfactory performance, misconduct, homosexuality; and prepares charge sheet—Article 15 and financial documents. Also prepares, maintains, and monitors SIDPERS actions.
—	<i>Reception Station Management Operation.</i>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PVA	<p><i>Reception Station/Battalion Receptee (sic) Processing.</i> Work center is involved in receptee (sic) processing management to include applying prescribed policies, providing advice/assistance, maintaining liaison and receptee (sic) status, and/or providing training support; maintains processing control; handles coordination of receptees' (sic) transportation, feeding, and processing and monitors overweight receptees (sic); coordinates, monitors, and conducts Army Reserve reception station component training; conducts receptee (sic) in-processing by conducting roll calls/preliminary briefings/amnesty room processing, assigning processing line numbers, reviewing receptees' (sic) documentation, releasing receptees (sic) to processing company representatives, and automating new soldier statistics; conducts record preparation and initiation by operating automated/addressograph &tm; print machines, preparing addressograph &tm; plates, preparing/overprinting forms, assembling records, producing processing support products, and maintaining automated files; conducts personal affairs by briefing receptees (sic) and preparing forms; administers testing by conducting personal interviews, distributing/collecting/scoring tests, and classifying receptees (sic); handles record processing by reviewing military personnel records jackets and processing transfer documentation; and/or coordinates and submits changes to mobilization TDAs; and prepares/coordinates/conducts reception station tours and responds to critiques. (MS-3 Studies 10 and 11)</p> <p><i>Workload factor.</i> A receptee (sic) processed.</p>
PVB	<p><i>Reception Station/Company/Battalion Receptee(sic) Control.</i> Work center is involved in receptee (sic) control to include briefing receptees (sic), coordinating billeting, conducting building/contriband inspections, conducting initial military training, issuing spectacles/identification tags, assigning receptees (sic) to details, inventorying clothing/equipment, monitoring receptees' (sic) activity and processing, and/or performing receptee (sic) accountability inspections. (MS-3 Studies 10 and 11)</p> <p><i>Workload factor.</i> A receptee (sic) processed.</p>
PVC	<p><i>Reception Station/Battalion Support Services(Personnel, Administrative, and Logistical).</i> Work center is involved in personnel services to include performing personnel administrative actions, maintaining records of permanent party personnel status and personnel action suspense files, preparing physical examination schedules, conducting career counseling interviews, reviewing unit enlisted personnel records, processing individual personnel action requests, and providing training support or monitoring overweight program; provides administrative services by typing correspondence/reports, administering special reports, maintaining correspondence/security/suspense/central publication files and/or personnel locator files, providing duplication/mail distribution services, providing message processing, and providing support for administrative punishment/courts-martial/boards; provides supply administration support by preparing requests for issue/turn-in and customer hand receipts, maintaining document registers/property book, due-in status files, and organizational clothing records, preparing absentee clothing and clothing records/laundry rosters, consolidating/maintaining budget requirements, managing self-service supply store accounts, and processing maintenance work orders; and provides organizational supply operations by processing organizational supply/equipment requirements and performing supply/equipment inventories.(MS-3 Studies 10 and 11)</p> <p><i>Workload factor.</i> A receptee (sic) processed.</p>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PVD	<p><i>Reception Station/Battalion Management Staff.</i> Work center is involved in reception station management to include directing operations, providing advice/assistance, applying prescribed policies, approving reports, reviewing correspondence, maintaining liaison, and presenting commander's brief; and/or providing civilian support by monitoring overtime, initiating hiring actions, responding to EEO actions, maintaining leave/financial records, maintaining/updating position descriptions, processing career documentation, scheduling training, conducting annual training surveys, scheduling new employee interviews, typing/editing various documents, processing/conducting CPO insurance surveys, and maintaining publications/bulletin boards. (MS-3 Studies 10 and 11)</p> <p><i>Workload factor.</i> Requirements in subordinate work centers.</p>
PVZ	<p><i>Reception Station Management Operation (Other).</i> Work center is involved in other areas of Reception Station Management that are not adequately described in the definitions under Reception Station Management Operation. (For temporary use only, a DA Form 2028 is required.)</p>
PWZ	<p><i>Military Personnel Office Management (Other).</i> Work center is involved in other areas of Military Personnel Office Management that are not adequately described in the definitions under Military Personnel Office Management. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Recruiting Subfunction.</i></p>
PXA	<p><i>Recruiting Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Recruiting. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.</p>
PXB	<p><i>Recruiting Command.</i> Work center is involved in the command, direction and coordination of all elements of a recruiting unit. Includes direct supervision of subordinate units, serves as a member of the link-up council for military installations and the Interservice Recruiting Committee for resolving mutual recruiting problems; coordinates recruiting matters with Military Entrance Processing Command Commanders and maintains contact with influential civilian agencies, educational institutions, and individuals to obtain broad public support.</p>
PXC	<p><i>Reserved for future use.</i></p>
PXD	<p><i>Recruiting Advertising and Sales Promotion Management.</i> Work center is involved in the management of advertising and sales promotion activities required to support recruiting mission. Includes advising the commander on all advertising and public information matters; implementation of command policy on the release of information; development of advertising promotional and informational activities; executes the National Convention Program and Educator Tours; and manages the overall advertising budget.</p>
—	<p><i>Recruiting Operations.</i></p>
PYA	<p><i>Recruiting Production Control.</i> Work center is involved in the development, implementation, and surveillance of programs pertaining to procurement of personnel. Includes interpreting and disseminating enlistment policy criteria; processing of enlistment waivers; compilation of statistical production data; development of mission breakout; monitoring of the Recruiter Incentive Awards Program and special emphasis enlistment programs.</p> <p><i>Workload factor.</i> Total number of subordinate units/personnel supported.</p>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PYB	<p><i>Recruiting Market Analysis.</i> Work center is involved in the provision of recruiting marketing data for all echelons. Includes analyzing proposed changes to recruiting personnel strengths; determination/evaluation of mission assignment; and development and maintenance of market demographic and production survey data for recruiting zones.</p> <p><i>Workload factor.</i> Total number of subordinate units/personnel supported.</p>
PYC	<p><i>Recruiting Professional Development.</i> Work center is involved in professional development assistance to the recruiting force. Includes design of limited training objectives; conduction of one-on-one, hands-on performance oriented training for low production and new recruiters; and identification of common training needs that should be addressed in training conducted by the chain of command.</p> <p><i>Workload factor.</i> Total number of personnel supported at subordinate units.</p>
PYD	<p><i>Recruiter Activities.</i> Work center is involved in the contact, sale, and promotion of the Army within prescribed geographic boundaries to obtain civilian applicants for enlistment into the RA and USAR. Includes maintaining liaison with civic organizations, centers of influence, and educators to obtain support for Army Recruiting Programs; preparation of initial documentation of the enlistment packets, maintenance of appropriate records and programs reports pertaining to conduct of recruiting programs and production, market analysis and professional development.</p> <p><i>Workload factors.</i></p> <ul style="list-style-type: none"> a. Qualified males available. b. Total number of high schools/high school seniors available within recruiting zones. c. Demographics. Quality of transportation, economic environment, communications, military installations.
PYE	<p><i>Recruiting Guidance Counseling.</i> Work center is involved in the counseling and processing services provided at the Military Entrance Processing Stations (MEPS) for future or immediate enlistment or reenlistment in the RA and USAR. Includes advising prospective enlistees on special assignments and availability of school training, and obtaining training allocations and or assignments; and ensuring that all applicants are fully qualified for options selected and understand all enlistment promises made in connection with the enlistment. Also includes reviewing of enlistment forms for completeness and accuracy; maintaining suspense files of applicants scheduled for future processing, and maintaining daily applicant MEPS Processing and Accession Control Register and other administrative forms and reports as required.</p> <p><i>Workload factor.</i> Number of active Army contracts processed during preceding 1-year period.</p>
PYF	<p><i>Recruiting Operations Management Staff.</i> Work center is involved in the management of personnel procurement activities to ensure maximum production in all assigned mission programs. Includes those activities relating to production control, market analysis, professional development, and specialized recruiting.</p>
PYZ	<p><i>Recruiting Operations (Other).</i> Work center is involved in other areas of Recruiting Operations that are not adequately described in the definitions under Recruiting Operations. (For temporary use only, a DA Form 2028 is required.)</p>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
PZA	<p><i>Recruiting Nurse Counseling.</i> Work center is involved in the management and operations of the Army Nurse Corps (ANC) Recruiting Program. Includes interpreting of ANC policies and procedures pertaining to recruiting; providing technical assistance to the ANC recruiting force; interviewing all qualified nurse applicants; representing the ANC at conventions and seminars and various centers-of-influence functions, nursing schools, and State board examinations; and coordinates the advertising activities pertaining to the ANC.</p> <p><i>Workload factor.</i> Number of subordinate units supported.</p>
PZB	<p><i>Recruiting Education Coordination.</i> Work center is involved in the conduction of the Education Program activities within Army Recruiting. Includes planning and conducting educator tours, briefing civilian educators, compiling statistics and educational reports; managing the Armed Services Vocational Aptitude Battery Testing Program; and conducting field visits to assist recruiters in the High School Program.</p>
PZZ	<p><i>Recruiting (Other).</i> Work center is involved in other areas of Recruiting that are not adequately described in the definitions under Recruiting. (For temporary use only, a DA Form 2028 is required.)</p>
—	<i>Military Entrance Processing Subfunction.</i>
—	<i>Military Entrance Processing Operations Management.</i>
QAA	<p><i>Military Entrance Processing Operations.</i> Work center is involved in applicant processing and all associated functions. Includes receiving and controlling applicants; preparing enlistment agreements and travel orders; initiating Entrance National Agency Check Requests, including interviewing, fingerprinting and the review and disposition of documents; and administering the oath of enlistment, including pre- and post-enlistment briefings. Also includes preparing and accomplishing processing data; forwarding of enlistment documents packets to pertinent services; preparing of transportation requests (TRs), meal tickets, booking reservations; and maintaining applicants files.</p> <p><i>Workload factor.</i> Total number of applicants processed for enlistment.</p>
QAB	<p><i>Military Entrance Processing Operations Management Staff.</i> Work center is involved in the management of enlistment processing procedures and related matters conducted by the MEPS. Includes coordinating on matters of mutual interest with counterpart recruiting headquarters, other personnel procurement agencies, as appropriate, reception/training activities of respective services and HQ U.S. Military Enlistment Processing Command (MEPCOM) staff agencies; monitoring workload trends; and conducting systems and operations analysis of MEPCOM management systems.</p>
QAY	<p><i>Military Entrance Processing Operations Management (Limited staff).</i> Involvement with two or more Military Entrance Processing Operations Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
QAZ	<p><i>Military Entrance Processing Operations Management (Other).</i> Work center is involved in other areas of Military Entrance Processing Operations Management that are not adequately described in the definitions under Military Entrance Processing Operations Management. (For temporary use only, a DA Form 2028 is required.)</p>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
QBA	<i>Military Entrance Processing Medical Operations Management.</i> Work center is involved in the management of the medical examining procedures and related matters. Provides professional and technical guidance to subordinate units to ensure the medical qualifications of individuals into the military services. Monitors the service-unique administrative physical fitness standards and programs pertaining to special physical examinations, and conducts training courses for physicians and noncommissioned officers (NCOs).
—	<i>Military Entrance Processing Testing Management.</i>
QCA	<i>Military Entrance Processing Testing Operations.</i> Work center is involved in the administration of aptitude tests and associated functions. Includes production testing of applicants within the station and at designated supplemental test sites; institutional testing of high school students at designated high schools; security and accountability of all testing materials; liaison with Office of Personnel Management Regional Representatives for OPM-conducted tests; coordination of production and institutional testing schedules; and requisition of testing materials. <i>Workload factors.</i> a. Total number of tests administered. b. Total number of high schools within area of responsibility.
QCB	<i>Military Entrance Processing Testing Management Staff.</i> Work center is involved in the operation and management of DOD aptitude testing programs, both vocational (DOD High School Testing Program) and production for HQ MEPCOM. Includes developing plans, policies, and procedures pertaining to all aptitude testing programs implemented in the MEPS; coordinating and implementing procedures for administration of production and specialized tests for applicants selection and classification; preparing, publishing, and determining distribution of test forms, administration instructions, and procedural guidance for production and vocational testing; and developing and establishing procedural guidance concerning test scheduling and administration. Also develops training programs and aids for use by the Recruiting Services on the technical aspects of Armed Services Vocational Aptitude Battery (ASVAB).
QCZ	<i>Military Entrance Processing Testing Management (Other).</i> Work center is involved in other areas of Military Entrance Processing Testing Management that are not adequately described in the definitions under Military Entrance Processing Testing Management. (For temporary use only, a DA Form 2028 is required.)
QFA	<i>Reserved for future use.</i>
QGY	<i>Military Personnel (Limited staff).</i> Involvement with two or more Military Personnel work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QGZ	<i>Military Personnel (Other).</i> Work center is involved in other areas of Military Personnel that are not adequately described in the definitions under Military Personnel. (For temporary use only, a DA Form 2028 is required.)
—	<i>Morale, Welfare, and Recreation Function.</i>
QHA	<i>Morale, Welfare, and Recreation Staff.</i> Staff-type work involved in formulation and execution of plans, programs, policies and procedures for Morale, Welfare, and Recreation. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Morale Support Subfunction.</i>
—	<i>Community and Skill Development Activities.</i>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
QJA	<i>Community and Skill Development Coordination.</i> Work center is involved in the management of resources and programs pertaining to the visual, applied, manual, and performing arts; community recreation; information, tour, and travel programs; and cultural, physical, and social activities for dependent youth. <i>Workload factor.</i> Total number of personnel required in subordinate units.
QJB	<i>Arts and Crafts Operations.</i> Work center is involved in the operation and management of general and specialized arts and crafts shop. Includes providing instructions in such activities as drawing and painting, ceramics, pottery, and sculpture, metal work and jewelry making, leather craft, weaving and model making. Also includes conducting promotional projects, supervising arts and crafts resale supply account activities and maintaining required reports. <i>Workload factors.</i> a. Total population of installation served. b. Total size of facility in square feet.
QJC	<i>Auto Hobby Shop.</i> Work center is involved in the operation and management of auto hobby shops. Includes assisting with the diagnoses of the repairs required, and counseling participants in methods to perform repairs; providing instruction in use of tools and in the repairing of all types and models of vehicles; maintaining stock of tools, expendable supplies, and power equipment; conducting classes in auto mechanics; and maintaining administrative reports and documents as required. <i>Workload factors.</i> a. Total number of stalls/bays maintained. b. Total number of personnel supported.
QJD	<i>Woodworking.</i> Work center is involved in the management and operation of woodworking shops. Includes instructing participants of various woodworking techniques, including design and execution; maintaining tools and equipment and ensuring adherence to all safety procedures; and control and issuance of supplies and conduction of technical/vocational classes. Also prepares and maintains all administrative reports and documents as required. <i>Workload factors.</i> a. Number of woodworking facilities. b. Total number of woodworking facilities managed.
QJE	<i>Audio/Photography.</i> Work center is involved in the management and operation of an Audio/Photography shop. Includes instructing participants on photographic techniques; issuance and sale of photographic supplies and maintenance of darkrooms and photographic equipment. Also prepares and maintains all administrative reports and documents as required. <i>Workload factors.</i> a. Population served. b. Size of facility. c. Hours of operation. d. Average number of users.
QJF	<i>Community and Skill Development Activities.</i> Work center is involved in the development, operation, and management of community and skill development activities. Activities include life enhancement, community/social recreation, skill development, youth activities, and community and skill development coordination.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
QJY	<i>Community and Skill Development Activities(Limited staff).</i> Involvement with two or more Community and Skill Development Activities work centers listed above, but not separately identifiable due to limited staff size.
QJZ	<i>Community and Skill Development Activities(Other).</i> Work center is involved in other areas of Community and Skill Development Activities that are not adequately described in the definitions under Community and Skill Development Activities. (For temporary use only, a DA Form 2028 is required.)
QKA	<i>Music and Theater Activities.</i> Work center is involved in the development, operation, and management of music and theater activities/programs and the dance center for performing arts. Includes arranging for logistical support; managing publicity; and preparing and maintaining administrative records and documents as required.
QKB	<i>Recreation Centers Operations.</i> Work center is involved in the direction and administration of the Recreation Center Program and its relationship with life enhancement, community and social recreation, skill development, and youth and community skill development activities (CSDA) activities.Includes development of leisure time activities; hosting classes, clubs, seminars, workshops, or special interest events; operating information, tour and travel activities and providing information on recreational resources. Also includes assisting individuals and groups in travel plans; distributing tickets to recreational events; scheduling non-recreational activities in the Recreation Centers;and preparing and maintaining administrative records and documents.
QKC	<i>Youth Activities.</i> Work center is involved in the development, management, and operation of dependent youth programs in youth and teen centers, youth sports facilities and scout kits. Includes structured and unstructured competitive and noncompetitive sports, and youth oriented activities; supervising of community service youth programs; and preparing and maintaining administrative records and documents as required.
—	<i>Physical Activities.</i>
QLA	<i>Physical Fitness Operations.</i> Work center is involved in the operation of a physical fitness center (gymnasium/field house). Includes providing instruction to participants using the facility; maintaining a stock of athletic equipment and supplies necessary for support of activity; and the control of utilization. <i>Workload factor.</i> Size of facility measured in square feet.
QLB	<i>Bowling Centers.</i> Work center is involved in the operation and maintenance of bowling centers for use by the military community. Includes promotion of bowling activities and the preparation and maintenance of all administrative records and documents as required. <i>Workload factors.</i> a. Total number of lanes in facility. b. Average number of hours per day per week in operation. c. Size of post population supported.
QLC	<i>Golf Course.</i> Work center is involved in the operation and management of the golf course and driving range. Includes collection of fees and the maintenance of golf equipment and golf course not provided for by facilities engineering. Also includes preparing and maintaining administrative reports and documents as required. <i>Workload factors.</i> a. Total number of holes per course. b. Average number of hours of operation per day per week.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	c. Average amount of rounds of golf played per day per course.
QLD	<i>Outdoor Recreation Areas.</i> Work center is involved in the operation, management and natural resources in conjunction with governmental and local natural resources beautification, conservation, and environmental preservation and protection organizations; planning and developing outdoor recreational areas, facilities and activities for the military community; preparing and laying out facilities for use by participants and performing maintenance not provided by facilities engineering. Also includes collecting fees and charges; and preparing and maintaining administrative documents and records as required. <i>Workload factors.</i> a. Total size of post in square miles. b. Total population of installation supported. c. Average number of hours in use per day per week.
QLE	<i>Central Equipment Center.</i> Work center is involved in the issue and receipt of outdoor recreation equipment on a rental basis to authorized users. Includes instructing user on use of equipment; cleaning and performing preventive maintenance on equipment; and preparing and maintaining administrative records and documents as required. <i>Workload factors.</i> a. Total population of installation supported. b. Average number of hours of operation per day per week.
QLF	<i>Riding Stables.</i> Work center is involved in the operation of the instruction; purchase, care for, and selling of horses; collection of fees; and preparation and maintenance of administrative records and documents as required. <i>Workload factors.</i> a. Average number of hours of operation per day per week. b. Total number of horses stabled.
QLG	<i>Travel Camps.</i> Work center is involved in the operation of Army Travel Camp. Includes preventive maintenance on trailer pads, sewage disposal tanks, and lodging support facilities; conducting of outdoor camping program; maintenance of playground and picnic areas; collection of fees; and preparation and maintenance of administrative records and documents as required. <i>Workload factors.</i> a. Total population of installation supported. b. Total number of camper sites maintained.
QLH	<i>Swimming Pools.</i> Work center is involved in the operation and maintenance of swimming pools.Includes planning and conducting organized aquatic competitions and water safety orientations; and maintaining sufficient equipment.Also includes providing water training and swimming instructions. <i>Workload factors.</i> a. Number of swimming pools. b. Total number of swimming pools per installation.
QLJ	<i>Reserved for future use.</i>
QLK	<i>Reserved for future use.</i>
QLL	<i>Physical Activities Staff.</i> Work center is involved in the development, operation, and management of athletics, physical fitness, and outdoor recreation activities. Includes individual and team sport competition of installations, units, MACOM, interservice national and international levels, and noncompetitive supervised and unsupervised individual and group activities.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
QLY	<i>Physical Activities (Limited staff).</i> Involvement with two or more Physical Activities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QLZ	<i>Physical Activities (Other).</i> Work center is involved in other areas of Physical Activities that are not adequately described in the definitions under Physical Activities. (For temporary use only, a DA Form 2028 is required.)
QMA	<i>Outdoor Sports Facilities.</i> Work center is involved in the operation of outdoor sports facilities; such as, baseball, softball, and soccer fields; and badminton and volleyball courts and running tracks. Includes laying out facilities for use, maintenance not provided by Facilities Engineering and providing instruction to participants.
QMB	<i>Specialized Outdoor Recreation Facilities.</i> Work center is involved in the operation and management of specialized outdoor recreation facilities to include ski tows, nature centers, jogging or bicycle trails, motor sports or riding facilities; archery ranges; scuba diving, hunting, and shooting access, games preserves, wildlife areas, and garden plot areas. Includes organizing competitions, instructions, and participants; procurement of supplies and equipment, collection of fees; and preparation and maintenance of administrative documents and records as required. Also includes the organization and development of fishing and trapping and sport conservation clubs.
—	<i>Army Band Management.</i>
QNA	<i>Army Band Operations.</i> Work center is involved in the participation and provision of musical support to military formations and ceremonies, recreation, entertainment, and educational programs on Army installations; assisting in the promotion of Army objectives; and the enhancement of the prestige of the Army, DOD, and the U.S. Government. <i>Workload factor.</i> Total number of performances during a specified time.
QNB	<i>Army Band Management Staff.</i> Work center is involved in the program management of the Army Band Program. Includes development of plans and policies for operation of Army Bands; conducting training workshops, technical training inspections, development of training requirements; and recruiting initiatives and accession standards for all Army Band personnel.
QNZ	<i>Army Band Management (Other).</i> Work center is involved in other areas of Army Band Management that are not adequately described in the definitions under Army Band Management. (For temporary use only, a DA Form 2028 is required.)
QPA	<i>Morale Support Management Staff.</i> Work center is involved in the operation and management of physical activities; provides the Army with competitive sports programs, community skills and development, Armed Forces professional entertainment and Army Bands.
QPY	<i>Morale Support (Limited staff).</i> Involvement with two or more Morale Support work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QPZ	<i>Morale Support (Other).</i> Work center is involved in other areas of Morale Support that are not adequately described in the definitions under Morale Support. (For temporary use only, a DA Form 2028 is required.)
QRA	<i>Armed Forces Professional Entertainment.</i> Work center is involved in the operation and management of the Armed Forces Professional Entertainment Program. Includes providing a liaison to USO and other agencies; auditioning and selecting non-celebrity entertainment units; and arranging transportation, conducting overseas staff visits, and providing daily living allowance to entertainers.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
—	<i>Morale, Welfare, and Recreation Business Operations Subfunction.</i>
—	<i>Installation Club Management.</i>
QSA	<i>Club Operations.</i> Work center is involved in the operation and management of officers clubs, NCO clubs, and enlisted clubs.
QSB	Work center is involved in the administration and management of officer, NCO, and enlisted clubs. <i>Workload factor.</i> Total number of personnel required in subordinate units.
QSY	<i>Installation Club Management (Limited staff).</i> Involvement with two or more Installation Club Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QSZ	<i>Installation Club Management (Other).</i> Work center is involved in other areas of Installation Club Management that are not adequately described in the definitions under Installation Club Management. (For temporary use only, a DA Form 2028 is required.)
QTA	<i>Morale, Welfare, and Recreation Business Operations Staff.</i> Work center is involved in the development of plans and policies for revenue producing community activities. Includes providing on-site technical assistance; management and operational reviews; serves as the Army's NAF business manager; operation of the Army recreation machine program; and provides technical information and advice for business management aspects of MWR management training programs.
QTY	<i>Morale, Welfare, and Recreation Business Operations (Limited staff).</i> Involvement with two or more Morale, Welfare, and Recreation Business Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QTZ	<i>Morale, Welfare, and Recreation Business Operations (Other).</i> Work center is involved in other areas of Morale, Welfare, and Recreation Business Operations that are not adequately described in the definitions under Morale, Welfare, and Recreation Business Operations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Personnel Services Subfunction.</i>
—	<i>Army Community Services.</i>
QUA	<i>Child Development Services.</i> Work center is involved in the operation of child development centers in support of the military community. Includes full day care, hourly care, part day preschool age, and school age care, family child care and special needs care. <i>Workload factor.</i> Population served.
QUB	<i>Army Community Services/Family Support.</i> Work center is involved in providing guidance and services to Army community members in meeting problems beyond the scope of their own resources including referrals to military and civilian services. Includes conducting reception and relocation services; serves as custodian of the Army Emergency Relief funds; coordinating emergency services to include child care, clothing, and food issue, transportation, relief in natural disasters; and assistance to unaccompanied dependents. Also includes evaluating social needs in the community and coordinating the development of the program, sponsors community life programs; and provides counseling in budget, financial, home management and consumer affairs.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
QUY	<i>Army Community Services (Limited staff).</i> Involvement with two or more Army Community Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QUZ	<i>Army Community Services (Other).</i> Work center is involved in other areas of Army Community Services that are not adequately described in the definitions under Army Community Services. (For temporary use only, a DA Form 2028 is required.)
QVA	<i>Personnel Services Management Staff.</i> Work center is involved in the operation and management of Army programs that provide support services or assistance to the military member, the member's family, and retirees/veterans. Includes Army Community Services, Youth Services, and Retirees/Veterans Affairs.
QVY	<i>Personnel Services (Limited staff).</i> Involvement with two or more Personnel Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QVZ	<i>Personnel Services (Other).</i> Work center is involved in other areas of Personnel Services that are not adequately described in the definitions under Personnel Services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Library Subfunction.</i>
QWA	<i>Library Management.</i> Work center is involved in the management of the installation library system to include; main and branch libraries, bookmobiles, processing centers, and field library units. Includes development of policies and procedures, staffing, equipping, administering, supervising, and budget preparation for all library facilities, and preparing and maintaining administrative documents and reports as required. <i>Workload factor.</i> Total number of subordinate facilities managed.
QWB	<i>Library Operations.</i> Work center is involved in general library services, including circulation of materials, reference and inter-library services, reader's advisory services, and various special events and programs. Includes collections in all subject areas/level of various media to meet the education, information, recreation, and reference needs of the community served; and preparation and maintenance of all administrative records and documents as required. Includes main and branch libraries, bookmobiles, and field library units. <i>Workload factors.</i> a. Total population of military community served. b. Total number of hours facility is operated per day, per week.
QWC	<i>Technical Processing Center.</i> Work center is involved in the search for, selecting, ordering, cataloging, classifying, processing and distributing books, micro forms, audio visual items, and other library materials. Also includes determination, and distribution of materials required by main, branch, and other type library activities; and preparation and maintenance of administrative documents and records as required. <i>Workload factor.</i> Total number of library facilities supported.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
QWD	<i>Training/School Library.</i> Work center is involved in technical services to include acquiring collections, performing technical processing, and maintaining/controlling collections; and performs public services by conducting public relations programs and providing patron and reference services, and/or conducting orientations, developing/presenting special programs, presenting classroom instruction, and maintaining public service equipment. (MS-3 Study 14) <i>Workload factors.</i> a. Number of in-depth references. b. Number of inter-library loans. c. Number of paid subscriptions. d. Population supported.
QWY	<i>Library (Limited staff).</i> Involvement with two or more library work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QWZ	<i>Library (Other).</i> Work center is involved in other areas of Library that are not adequately described in the definitions under Library. (For temporary use only, a DA Form 2028 is required.)
QXA	<i>Interservice Sports Committee Activities.</i> Work center is involved in the administration for the DOD for the affairs of ISC—Army, Air Force, Marines, and Navy to include participation in interservice sports competition, Council International du Sport Militaria, National, International, and World Pan American Games, and Confederation Inter-alliee Des Officers De Reserves Military Skills Competition.
—	<i>Nonappropriated Fund Financial Management Subfunction.</i>
QYA	<i>Nonappropriated Funds Management.</i> Work center is involved in the financial management and oversight of Army NAF. Includes management of the Army morale, welfare, and recreation (MWR) Fund and NAV loans; formulation and provision of budget guidance and financial management regulatory policy; and preparation and maintenance of all administrative reports and documents as required.
QYB	<i>Nonappropriated Funds Financial Administration.</i> Work center is involved in controlling, reporting, evaluating, and protecting various NAFs to include; central Insurance, Retirement, Medical, Dental, Life, and Army Investment. Also includes receiving, accounting for, and disbursing Army NAF; performance of finance and accounting for, DOD NAF Wage Fixing Authority operating the DA Student Loan Program; and performing of cash flow analyses and projections.
QYC	<i>Nonappropriated Funds Insurance Activities.</i> Work center is involved in the operation and development of policy for NAF insurance programs. Includes operation of group life, health, and retirement plans for NAF employees, and the Army Central Insurance Fund for property and casualty insurance; and development of policy and operation of NAF group life and health insurance programs, the NAF retirement plan, and the central NAF commercial self-insurance programs.
QYD	<i>Nonappropriated Fund Contracting.</i> Work center is involved in the central contract services for NAF activities Army-wide. Includes development of NAF standardized contracting policies, procedures, and training, and administration of central NAF contracts.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
QYE	<i>Nonappropriated Fund Staff.</i> Staff-type work center is involved in the Morale Support NAF instrumentalities and custody of the installation Morale, Welfare, and Recreation Fund Business Manager. Includes advising users of the MSF in the development and preparation of budgets; surveillance of council actions and financial statements; and preparation of command action statements as required.
QYY	<i>Nonappropriated Fund Financial Management(Limited staff).</i> Involvement with two or more Nonappropriated Fund Financial Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QYZ	<i>Nonappropriated Fund Financial Management(Other).</i> Work center is involved in other areas of Nonappropriated Fund Financial Management that are not adequately described in the definitions under Nonappropriated Fund Financial Management.
QZY	<i>Morale, Welfare, and Recreation (Limited staff).</i> Involvement with two or more Morale, Welfare, and Recreation work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
QZZ	<i>Morale, Welfare, and Recreation (Other).</i> Work center is involved in other areas of Morale, Welfare, and Recreation that are not adequately described in the definitions under Morale, Welfare, and Recreation. (For temporary use only, a DA Form 2028 is required.)
—	<i>Civilian Personnel Function.</i>
—	<i>Civilian Personnel Staff Subfunction.</i>
RAA	<i>Civilian Personnel Field Operations.</i> Work center is involved in on-site surveys and evaluations of civilian personnel field operations, both CONUS and overseas.
RAB	<i>Civilian Appellate Review Activities.</i> Work center is involved in the investigation of EEO complaints, grievances, or NAF appeals that have not been resolved at the informal level by the commander, and the recommendation of resolutions or the decision of such complaints.
RAC	<i>Civilian Personnel Management.</i> Staff-type work center is involved in formulating and execution of plans, programs, policies, and procedures for Civilian Personnel. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
RAY	<i>Civilian Personnel Staff (Limited staff).</i> Involvement with two or more Civilian Personnel Staff work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
RAZ	<i>Civilian Personnel Staff (Other).</i> Work center is involved in other areas of Civilian Personnel Staff that are not adequately described in the definitions under Civilian Personnel Staff. (For temporary use only, a DA Form 2028 is required.)
—	<i>Civilian Personnel Management Subfunction.</i>
RBA	<i>Technical Services.</i> Work center is involved in the administration of civilian personnel support functions. Includes initiating and processing actions and changes affecting employee status, pay, and benefits; administration of civilian suggestion, incentive award, and benefits programs; conduct of internal evaluations; management of civilian personnel information/reporting systems; and maintenance of personnel records. <i>Direct categories of work.</i> a. Processes personnel actions. b. Conducts internal evaluations.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	c. Administers Incentive Awards Programs. d. Administers Civilian Personnel Management Information Systems (CIVPERSINS). e. Administers Employee Benefits Program. f. Administers records and files. <i>Workload factors.</i> a. Average monthly appropriated fund population served. b. Average monthly number of specified personnel actions completed. c. Average monthly number of overseas assignments processed. d. Average monthly number of personnel actions. e. Average monthly number of suggestions processed. f. Average monthly number of performance awards.
RBB	<i>Position and Pay Management.</i> Work center is involved in the management of civilian personnel positions and pay, including establishment, revision, and deletion of positions; implementation of new classification standards; review of requests for personnel actions, including recruitment; conduct of biennial reviews of organizations positions; employee counseling on classification complaint and appeal procedures; performance of audits resulting from formal complaints; processing of formal appeals and labor court cases; evaluation of impacts of individual position actions and reorganizations; performance of position control activities; wage surveys to determine population characteristics; collection of wage data for determination of environmental pay and work allowances. <i>Direct categories of work.</i> a. Individual position actions. b. Position and Pay Management Surveys. c. Complaints and appeals. d. Position management. e. Wage surveys. f. Environmental pay and work allowances. <i>Workload factors.</i> a. Average total actual strength, GS-13 and above, of population served. b. Average total actual strength, GS-1 to GS-12, of population served. c. Average total actual strength, wage grade of population served. d. Average total GS-1 to GS-12 and wage grade strength of population served.
RBC	<i>Recruitment and Placement.</i> Work center is involved in the recruitment, placement (including career management), and separation of civilian employees; development and implementation of plans and programs to provide emphasis on special employment and utilization programs; performance of vacancy fill actions; training/orientation of installation employees; and other personnel actions. <i>Direct categories of work.</i> a. Performs planning. b. Establishes and implements Installation policy. c. Performs fill actions. d. Processes other personnel actions. e. Conducts training/orientation. <i>Workload factors.</i> a. Average monthly number of appropriated fund personnel served.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<p>b. Average monthly number of all competitive referral lists that resulted in completed fill actions.</p> <p>c. Average monthly number of competitive referral lists issued that were developed by local personnel and/or staff evaluations.</p>
—	<i>Civilian Personnel Management—Employee Relations Activities.</i>
RCA	<i>Works Council.</i> Work center is involved in the representation of local national work force to command/management. Includes the insurance of applicable laws, regulations, shop agreements, tariff agreements, and administrative instructions are adhered to; promotion of the severely disabled, elderly, and youth are protected and vocational development is enhanced.
RCB	<i>Labor/Management—Employee Relations.</i> Work center is involved in local labor/management negotiations and relations; disciplinary and adverse actions; grievances and appeals in support of management—employee communications/relations; alcohol and drug control; equal employment opportunity programs; and evaluation of effectiveness of Civilian Personnel Offices. <i>Direct categories of work.</i> a. Administers Local Labor/Management Relations Program. b. Administers Personal Disciplinary and Adverse Action Process. c. Administers Grievances and Appeals Process. d. Fosters Employee—Management Communication/Relations. e. Provides Management—Employee Relations Counseling Services. f. Accomplishes CPO EEO/AA Officer Responsibilities. g. Conducts Evaluation of Civilian Personnel Management Program (CPMP). <i>Workload factors.</i> a. Total appropriated fund employees covered by collective bargaining agreements. b. Average monthly unfair labor practices; arbitrations; and contract sections negotiated. c. Total appropriated fund civilians served. d. Average monthly adverse disciplinary actions, grievances, and appeals processed.
RCY	<i>Civilian Personnel Management—Employee Relations Activities (Limited staff).</i> Involvement with two or more Civilian Personnel Management—Employee Relations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
RCZ	<i>Civilian Personnel Management—Employee Relations Activities (Other).</i> Work center is involved in other areas of Civilian Personnel Management—Employee Relations that are not adequately described in the definitions under Civilian Personnel Management—Employee Relations Activities. (For temporary use only, a DA Form 2028 is required.)
RDA	<i>Training and Development.</i> Work center is involved in employee training and development programs to meet skills, management, and executive development needs of all organizations and personnel surveyed; and administration of training programs, including scheduling, developing, arranging, and conducting training courses, special training programs, and self—development training programs. <i>Direct categories of work.</i> a. Develops training program.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<p>b. Administers training program.</p> <p>c. Advises managers and employees.</p> <p><i>Workload factors.</i> a. Average monthly off—post training requests processed and approved (for training 8 hours or more). b. Average monthly on—post training sessions supported.</p>
RDB	<i>Civilian Career Management Activities.</i> Work center is involved in the administration of civilian career management programs; assistance to functional career managers in the planned intake of career interns; training and development of both new employees and careerists; establishment and surveillance of career progression patterns; operation of a career appraisal and counseling system; operation of a centralized referral system; and establishment of required additional career programs.
RDC	<i>Office of the Chief, Civilian Personnel Office.</i> Work center is involved in the management of all appropriated fund and NAF civilian personnel administration functions in support of installation, tenant, and satellite activities for which services are provided. <i>Direct categories of work.</i> a. Manages Civilian Personnel Office. b. Advises top management. c. Develops installation/unit civilian personnel management goals and evaluates installation/unit civilian personnel management accomplishments. d. Represents installation/unit. e. Resolves personnel problems.
RDY	<i>Civilian Personnel Management (Limited staff).</i> Involvement with two or more Civilian Personnel Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
RDZ	<i>Civilian Personnel Management (Other).</i> Work center is involved in other areas of Civilian Personnel Management that are not adequately described in the definitions under Civilian Personnel Management. (For temporary use only, a DA Form 2028 is required.)
REY	<i>Civilian Personnel (Limited staff).</i> Involvement with two or more Civilian Personnel work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
REZ	<i>Civilian Personnel (Other).</i> Work center is involved in other areas of Civilian Personnel that are not adequately described in the definitions under Civilian Personnel. (For temporary use only, a DA Form 2028 is required.)
—	<i>Human Resources Development Function.</i>
RFA	<i>Human Resources Development Staff.</i> Staff—type work center is involved in formulation and execution of plans, programs, policies, and procedures for Human Resources Development. Includes long—range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
RFB	<i>Equal Opportunity.</i> Work center is involved in the development, implementation, and administration of an equal opportunity/affirmative action program encompassing all serviced organizations to which personnel are assigned. Includes formulation, coordination, and presentation of orientations, training, and seminars pertaining to equal opportunity and racial, ethnic, and sexual awareness programs; conduct of events pertaining to minority heritage and history; and processing of complaints from personnel and their family members concerning discrimination.

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
RFC	<i>Alcohol and Drug Abuse Prevention and Control.</i> Work center is involved in the management of the prevention, identification, and rehabilitation aspects of a combined alcohol and drug abuse program for all personnel. Includes preparation, development, and conduct of orientation and training courses; client evaluation and counseling service; coordination of activities relating to urine collection and analysis and actions based on laboratory findings; and collection, correlation, and analysis of program data.
RFD	<i>Leadership.</i> Work center is involved in the formulation of policy and guidance concerning leadership development; professional military ethics; and uniform and appearance. Involves study and research in the areas of behavioral science and human resources analysis.
RGA	<i>Reserved for future use.</i>
RGB	<i>Human Resources.</i> Work center is involved in development of plans, programs, and policies for human resources program management for Army and Air National Guard military and technician personnel within the 54 States and territories. Includes Army and Air National Guard programs; Human Resources/Equal Opportunity (HR/EO) programs; social actions and drug and alcohol abuse prevention and control; and EEO Programs. Also includes execution of responsibilities for Federally Assisted Programs and development and execution of required training programs.
RHY	<i>Human Resources Development (Limited staff).</i> Involvement with two or more Human Resources Development work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
RHZ	<i>Human Resources Development (Other).</i> Work center is involved in other areas of Human Resources Development that are not adequately described in the definitions under Human Resources Development. (For temporary use only, a DA Form 2028 is required.)
—	<i>Reserve Component Personnel and Administration Function.</i>
RJA	<i>Reserve Component Personnel and Administration Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Reserve Components Personnel and Administration. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
RJB	<i>Reserve Component Personnel and Administration Activities.</i> Work center is involved in planning for mobilizing a required number of trained individual reservists and retired personnel to enable the United States Army to effectively go to war. Activities also include managing statutory and regulatory programs that provide assistance to the service member, civilian employees, Government activities, and the general public.
RJY	<i>Reserve Component Personnel and Administration (Limited staff).</i> Involvement with two or more Reserve Component Personnel and Administration work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
RJZ	<i>Reserve Component Personnel and Administration (Other).</i> Work center is involved in other areas of Reserve Component Personnel and Administration that are not adequately described in the definitions under Reserve Component Personnel and Administration. (For temporary use only, a DA Form 2028 is required.)
—	<i>Medical Personnel Support Function.</i>

**Table 13-1
Personnel Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
RKA	<i>Medical Personnel Support Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Medical Personnel. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
RKB	<i>Medical Officer Procurement.</i> Work center is involved in the development, coordination, implementation and direction of plans, programs, and policies for the procurement of Army Medical Department officers and WOs (except ANC) for the Active Army and Reserve Components.
RKC	<i>Medical Career Management.</i> Work center is involved in the performance of career management functions (to include specialty skill identifier (SSI) classification, military professional development, and training, assignment, retention, separation, and career development guidance) for all Army Medical Department officers and WOs.
RKD	<i>Medical Personnel Services.</i> Work center is involved in providing medical input into the DA promotion system by verification of zones of consideration and eligibility for all selection boards. Includes processing of requests for retention, extension of service obligations, resignations, retirements, relief from active duty, and extension beyond mandatory or regulatory retirement dates; and the interpretation and implementation of regulatory guidance concerning incentive pay for physicians and dentists.
RKE	<i>Medical Personnel Professional Education.</i> Work center is involved in the development and management of the professional educational programs for Army Medical Department personnel.
RKF	<i>Reserved for future use.</i>
RKZ	<i>Medical Personnel Support (Other).</i> Work center is involved in other areas of Medical Personnel Support which are not adequately described in the definitions under Medical Personnel Support. (For temporary use only, a DA Form 2028 is required.)
RLA	<i>Military/Civilian Personnel Support for Reserve Officer Training Corps (ROTC).</i> Work center is involved in military personnel management to include administering assignments/weight control program, processing evaluation reports/awards and decorations/personnel actions, performing standard installation/division personnel system function, coordinating casualty assistance/medical support, and monitoring class A agent orders; performs civilian personnel management by coordinating placement actions/processing of complaints/grievances and other personnel actions, maintaining personnel files, administering incentive awards/personnel training programs, and processing time/attendance records; and conducts command inspections. (MS-3 Study 8)
	<i>Workload factors.</i>
	a. Total number of military and civilian manpower requirements.
	b. Total number of cadets enrolled in the Senior ROTC Program.

Table 13-1
Personnel Work Center Codes—Continued

AFD code (SWCC)	Title and definition
RLB	<p><i>Reserve Officer Training Corps (ROTC) Cadet Personnel Support.</i> Work center is involved in cadet personnel actions to include processing requests for waivers/exceptions/conscientious objector cases/willful evasion cases/cadet injury cases, coordinating requests for security clearances/Army Fellowship Program/administrative conferences, monitoring medical examination program, answering Congressional inquiries, and administering ROTC testing program/duty appointment file; administers ROTC officers accession program by processing applications/branch preference statements/selections and selection status change requests, issuing appointments, maintaining officer records, and administering the early commissioning/commissioning of completion study/guaranteed assignment programs and guaranteed reserve forces duty; processes basic and advanced camp documentation; prepares, distributes, and manages cadet orders; administers ROTC scholarship program; manages ROTC management information system by developing directives, processing input, and monitoring system and cadet progress; and conducts command inspections. (MS-3 Study 8)</p> <p><i>Workload factor.</i> Total number of scholarship cadets enrolled in the Senior ROTC Program.</p>
RZY	<p><i>Personnel (Limited staff).</i> Involvement with two or more Personnel functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
RZZ	<p><i>Personnel (Other).</i> Work center is involved in other areas of Personnel that are not adequately described in the definitions under Personnel. (For temporary use only, a DA Form 2028 is required.)</p>

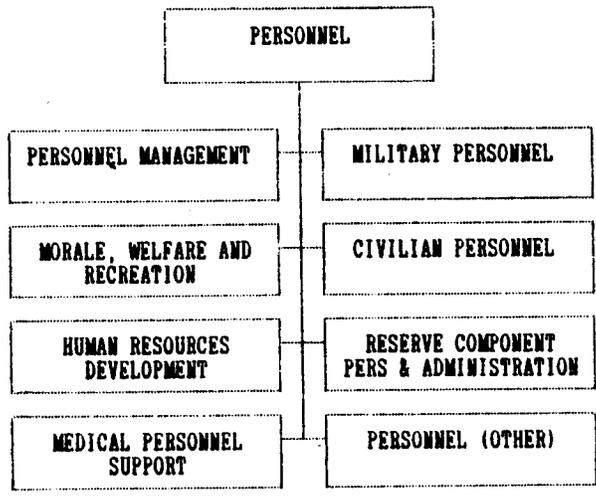


Figure 13-1. Personnel functional hierarchy

Functional
Category

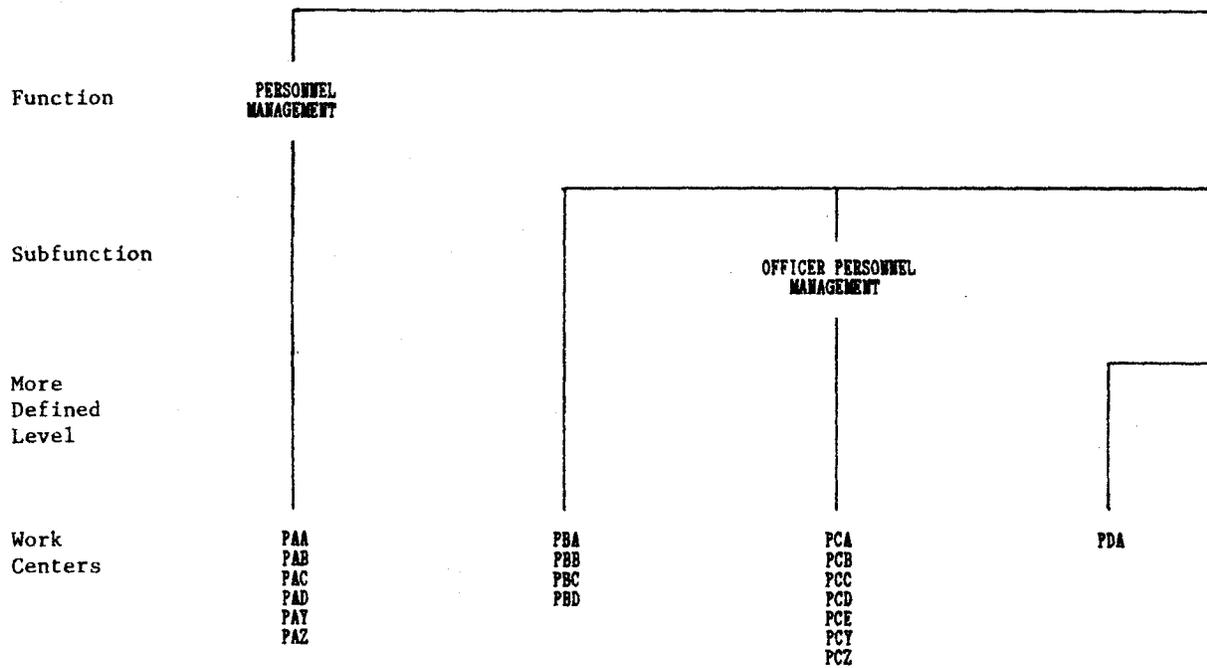


Figure 13-1. Personnel functional hierarchy—Continued

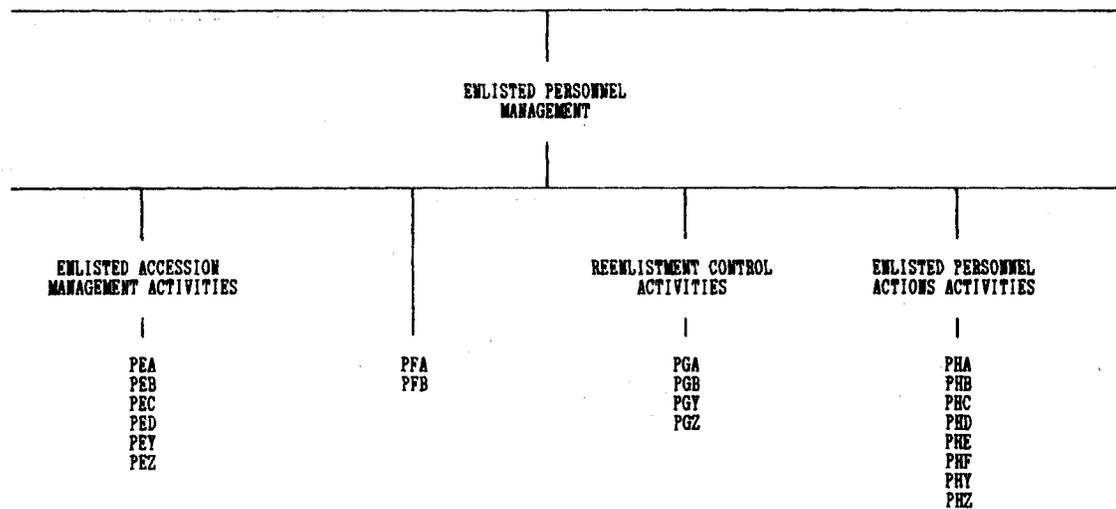


Figure 13-1. Personnel functional hierarchy—Continued

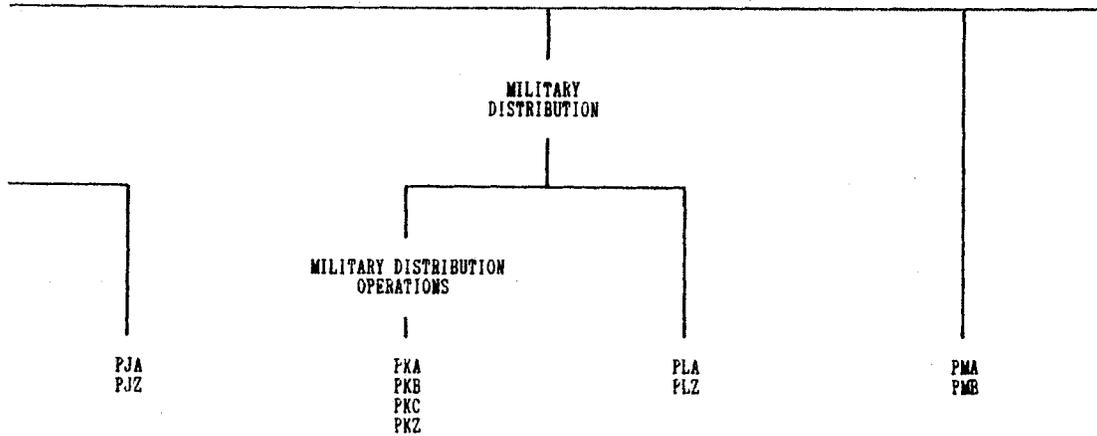


Figure 13-1. Personnel functional hierarchy—Continued

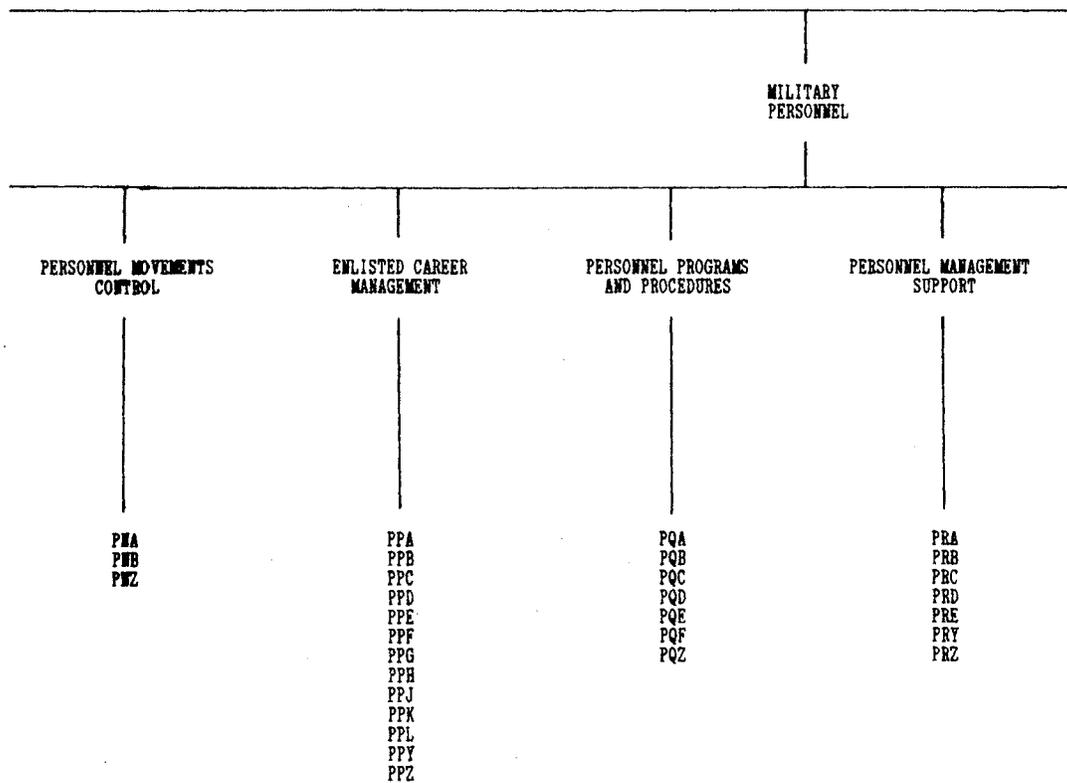


Figure 13-1. Personnel functional hierarchy—Continued

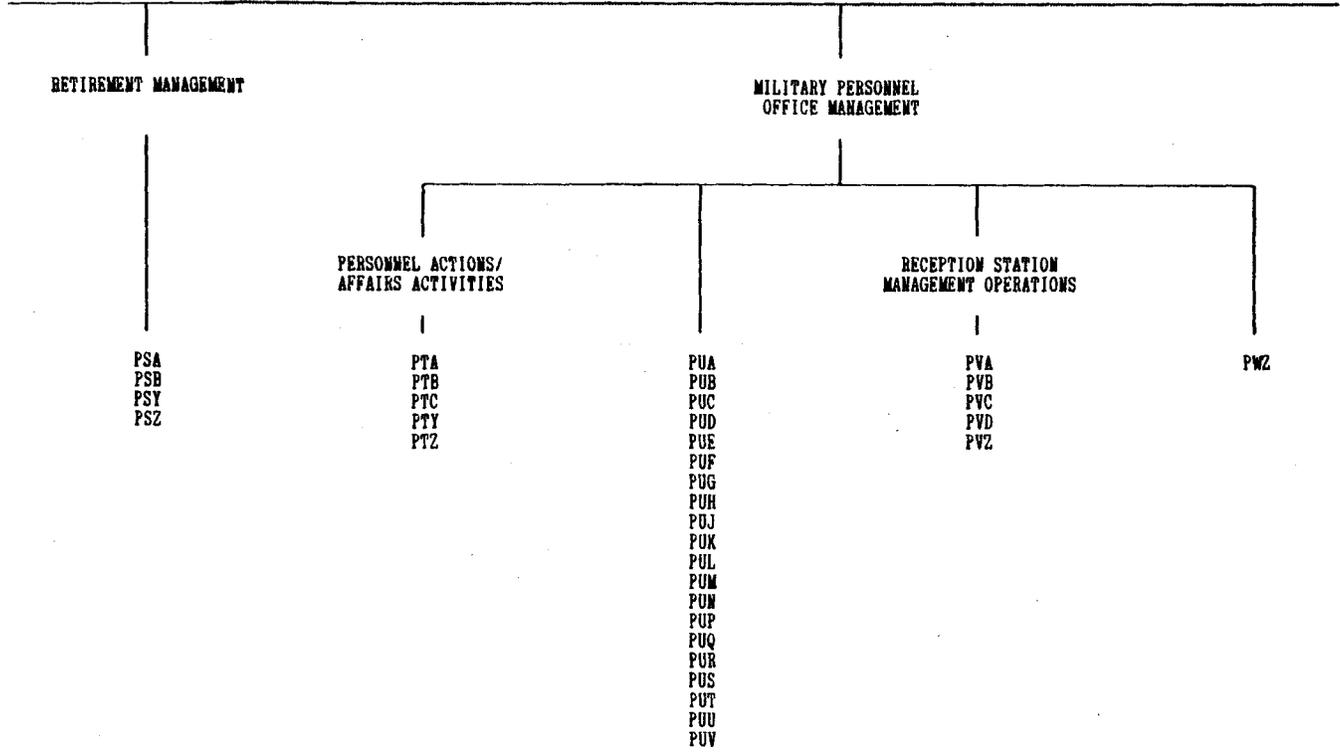


Figure 13-1. Personnel functional hierarchy—Continued

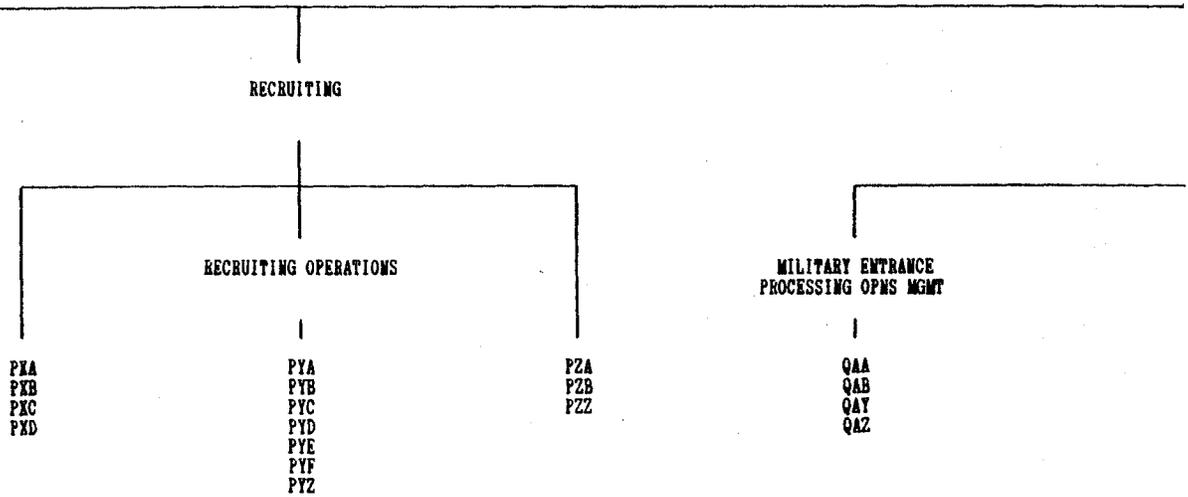


Figure 13-1. Personnel functional hierarchy—Continued

PERSONNEL

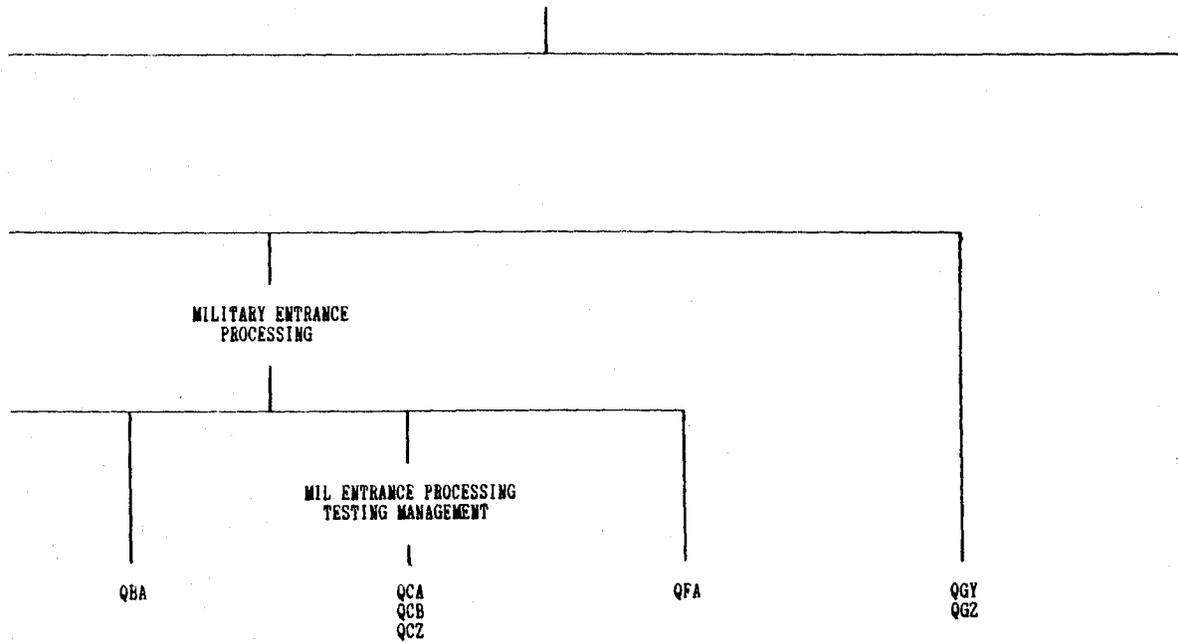


Figure 13-1. Personnel functional hierarchy—Continued

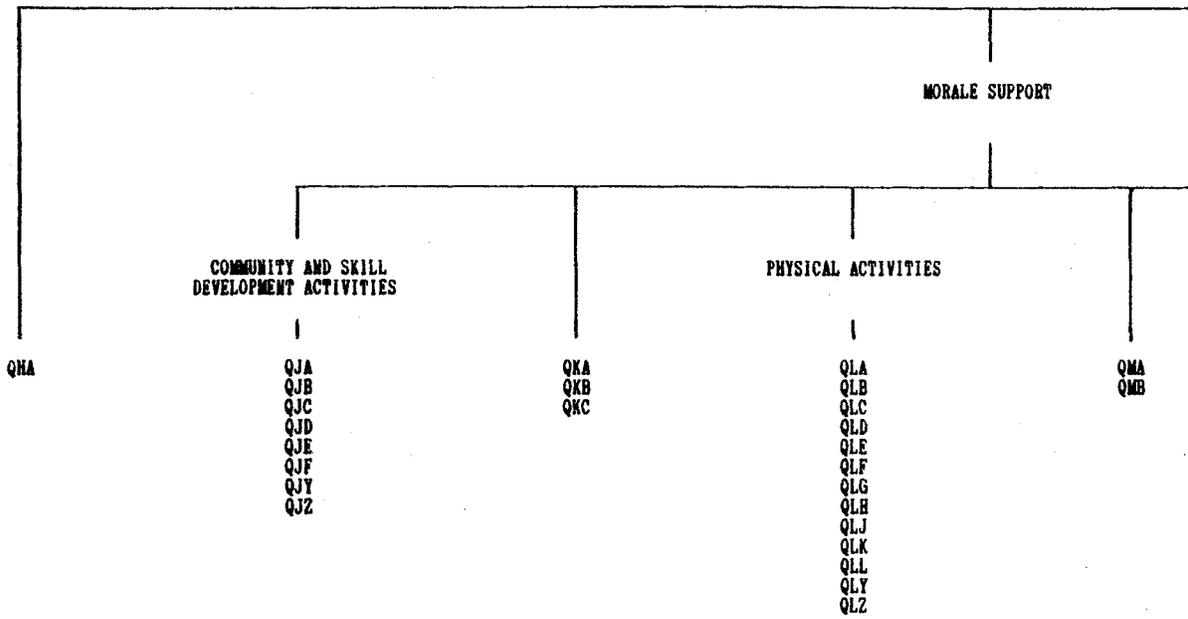


Figure 13-1. Personnel functional hierarchy—Continued

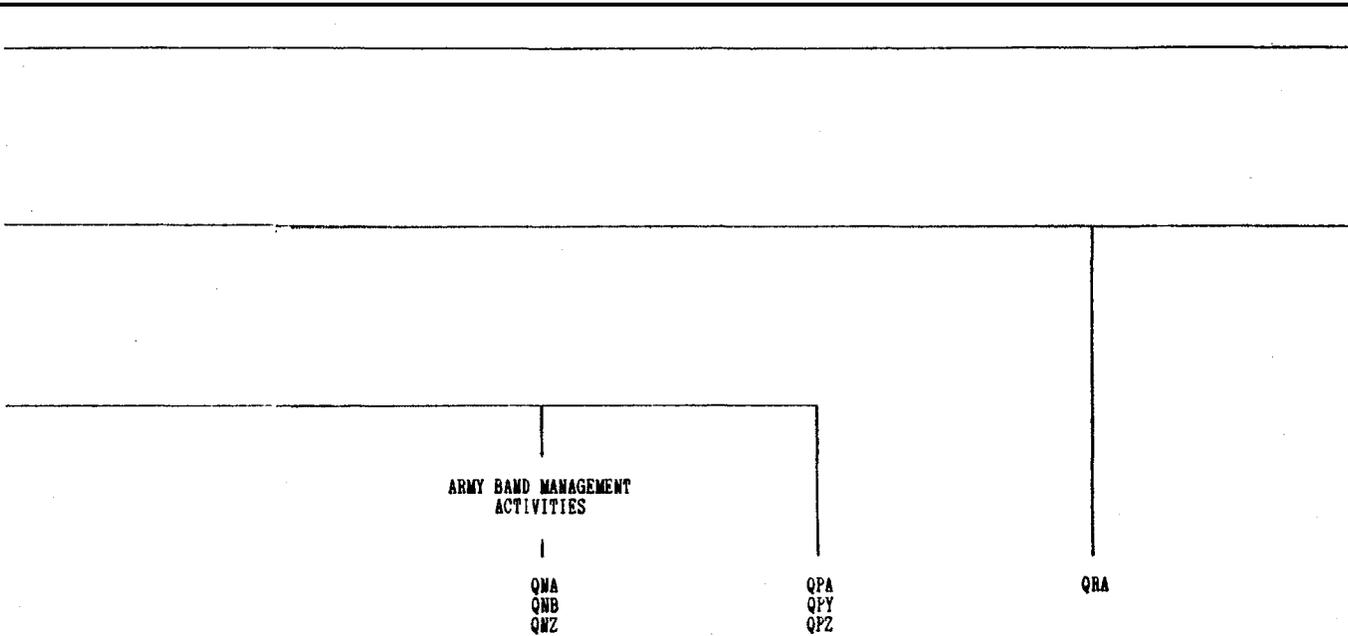


Figure 13-1. Personnel functional hierarchy—Continued

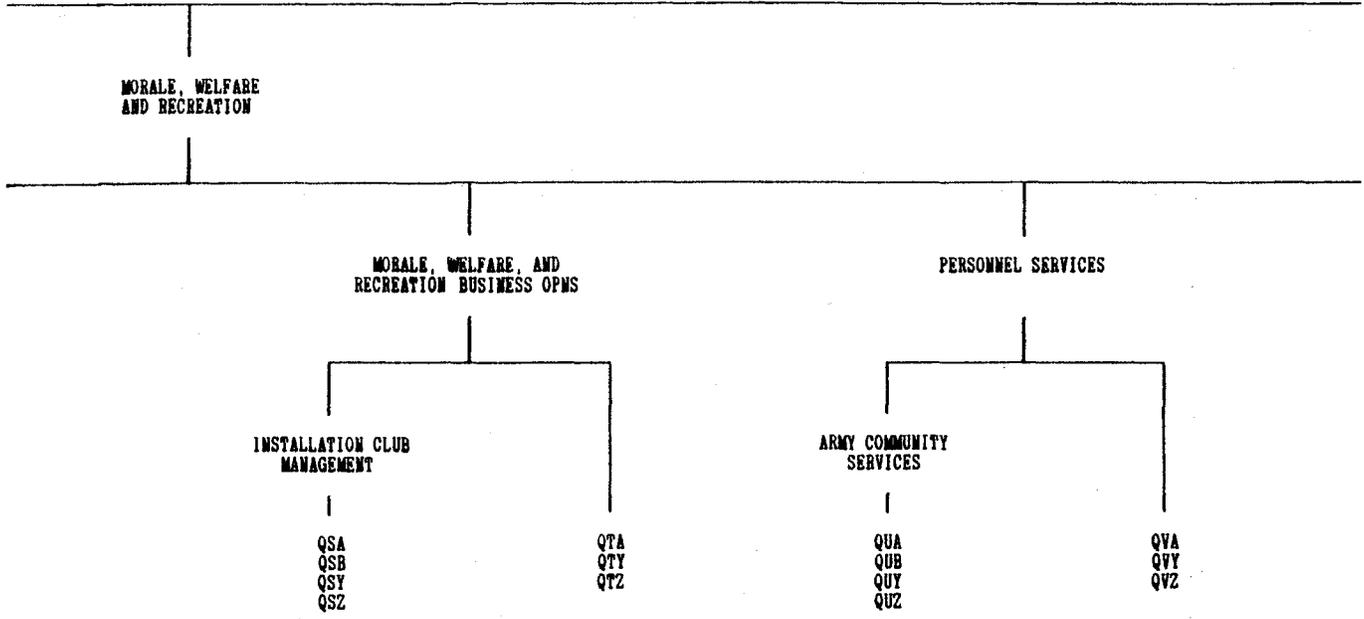


Figure 13-1. Personnel functional hierarchy—Continued

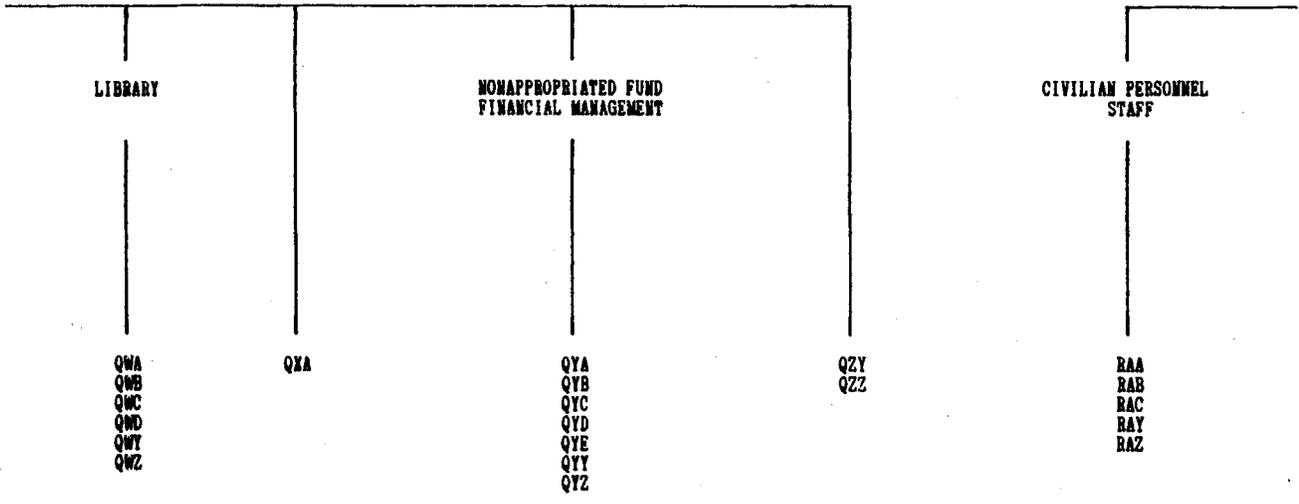


Figure 13-1. Personnel functional hierarchy—Continued

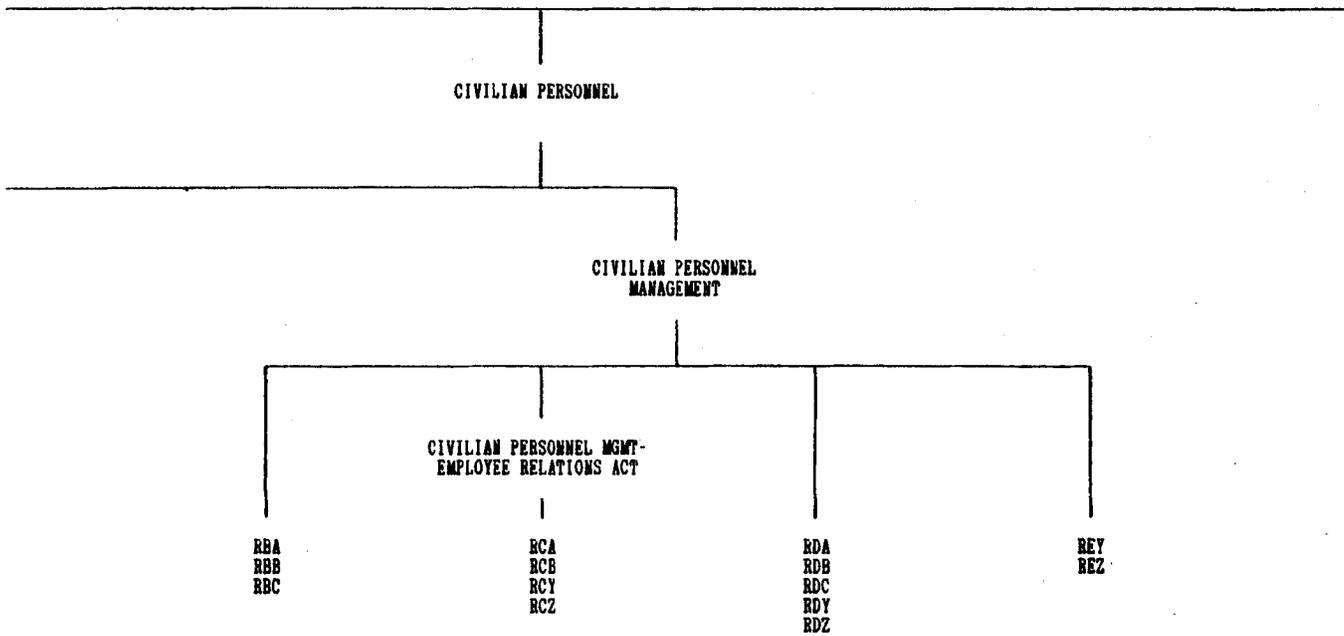


Figure 13-1. Personnel functional hierarchy—Continued

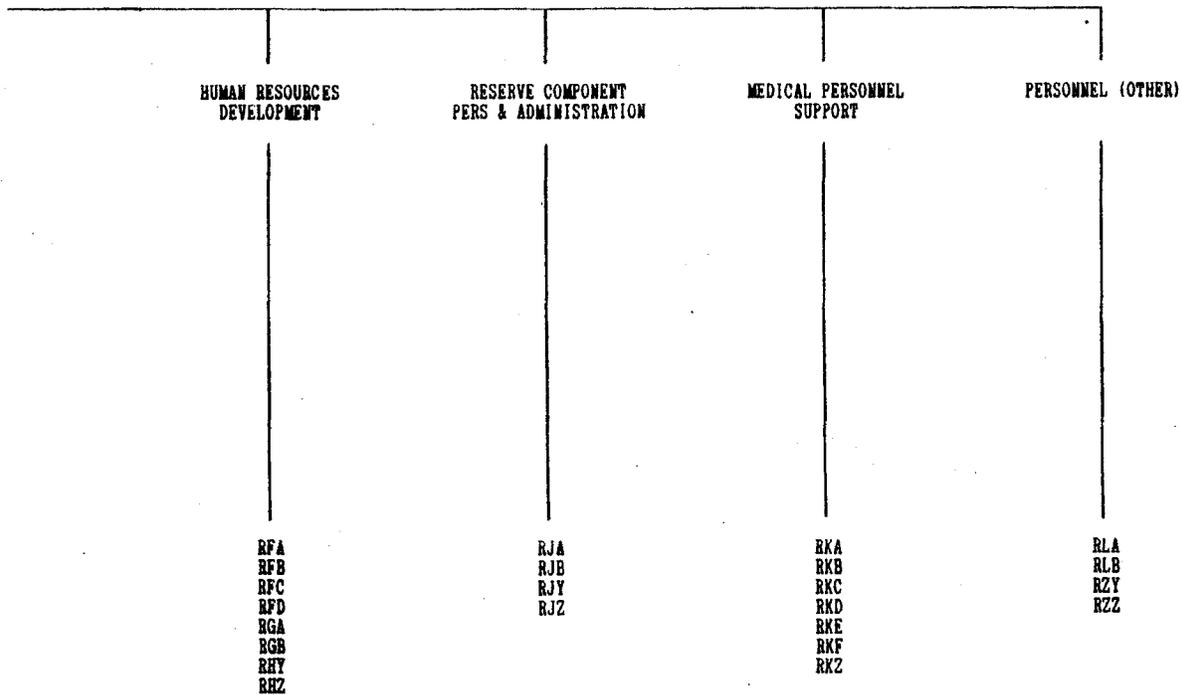


Figure 13-1. Personnel functional hierarchy—Continued

Chapter 14 Research and Development Functional Category— AFD Code (SWCC) S

14-1. General

This chapter lists research and development work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define research and development work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

14-2. Research and development codes and definitions

Research and development work center titles and definitions are listed in table 14-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 14-1 depicts the functional hierarchy of the research and development functional category.

Table 14-1
Research and Development Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Research and Development Functional Category.</i>
—	<i>Research, Development, Test, and Evaluation Function.</i>
SAA	<i>Research, Development, Test, and Evaluation Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for research, development, test and evaluation. Includes long-range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
SAB	<i>Scientific and Technical Library.</i> Work center is involved in the operation and management of a scientific and technical library, including the storage and retrieval of automated scientific and technical information in an automated library.

Table 14-1
Research and Development Work Center Codes—Continued

AFD code (SWCC)	Title and definition
SAC	<i>Research Programs and Operations.</i> Work center is involved in the plans, integration, program management, systems development and engineering and technical data phases of research and development programs; translation of research, development and acquisition plans and objectives into technical programs; establishment and operation of project management systems and automated program manager/project leader support systems; management of systems analysis, systems engineering and production engineering programs; and operation of automated technical data management systems.
SAD	<i>Research, Development, Test, and Evaluation Operations.</i> Work center is involved in the management and control of research, development, test, and evaluation of new and improved Army systems, doctrine, and combat and combat support systems.
SAY	<i>Research, Development, Test, and Evaluation (Limited staff).</i> Involvement with two or more Research, Development, Test, and Evaluation work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
SAZ	<i>Research, Development, Test, and Evaluation (Other).</i> Work center is involved in other areas of Research, Development, Test, and Evaluation that are not adequately described in the definitions under Research, Development, Test, and Evaluation. (For temporary use only, a DA Form 2028 is required.)
—	<i>Research Function.</i>

**Table 14–1
Research and Development Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
SBA	<i>Research Staff.</i> Staff–type work center is involved in formulation and execution of plans, programs, policies, and procedures for Research. Includes long–range planning; program coordination, oversight and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Research Program Management Subfunction.</i>
—	<i>Physical Sciences Research Activities.</i>
SCA	<i>Physical Sciences Research (Scientific Study).</i> Work center is involved in the design and supervision of experiments; analysis of experiment results; computer modeling of physical processes and phenomena; development of theories to explain experiment and real–world observations; written and oral reporting of research results; and integration of new results with previous data. <i>Workload factor.</i> Number of projects programmed. (Projects will include, but not be limited to, scientific papers, conference presentations, patents, products, experiments, etc.)
SCB	<i>Physical Sciences Research (Technical Support).</i> Work center is involved in the collection of research literature; modification, fabrication, assembly and instrumentation of prototype and test bed components; set–up and conduct of experiments; laboratory analysis of products of experiments; and collection and processing of experimental data. <i>Workload factor.</i> Total number of experiments conducted.
SCC	<i>Physical Sciences Research Management Staff.</i> Work center is involved in analysis and experimentation involving physical phenomena (mechanical, electrical, chemical, molecular, nuclear, etc.); development of new theories to explain current and emerging data; and examination of strengths and weaknesses of existing combat and combat support systems.
SCY	<i>Physical Sciences Research Activities (Limited staff).</i> Involvement with two or more Physical Sciences Research work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
SCZ	<i>Physical Sciences Research Activities (Other).</i> Work center is involved in other areas of Physical Sciences Research that are not adequately described in the definitions under Physical Sciences Research Activities. (For temporary use only, a DA Form 2028 is required.)
—	<i>Biological Research Operations.</i>
SDA	<i>Reserved for future use.</i>
SDB	<i>Biological Research (Technical Support).</i> Work center is involved in the collection of research literature; preparation of live participants for experiments; modification, fabrication, assembly and instrumentation of physical components of experiment; preparation of chemical and organic derivatives used in experiments; set–up and conduct of experiments; laboratory analysis of products of experiments; and collection and processing of experimental data. <i>Workload factor.</i> Number of projects programmed. (Projects will include, but not be limited to, scientific papers, conference presentations, patents, products, experiments, etc.)
SDC	<i>Biological Research Management Staff.</i> Work center is involved in analysis and experimentation involving biological processes or phenomenon, development of new theories to explain current and emerging data; and examination of strengths and weaknesses of agents employed on biological systems (humans, animals, and plants) and biological agents employed in prevention or treatment of human health problems.

**Table 14–1
Research and Development Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
SDY	<i>Biological Research Operations (Limited staff).</i> Involvement with two or more Biological Research work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
SDZ	<i>Biological Research Operations (Other).</i> Work center is involved in other areas of Biological Research that are not adequately described in the definitions under Biological Research Operations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Behavioral Research Activities.</i>
SEA	<i>Behavioral Research Laboratory (Scientific Study).</i> Work center is involved in the design and supervision of laboratory experiments; analysis of experiment results; computer modeling of human and organizational behavior; development of theories to explain experiment and real–world observations; written and oral reporting of research results; and integration of new results with previous data. <i>Workload factor.</i> Number of projects programmed. (Projects will include, but not be limited to, scientific papers, conference presentations, patents, products, experiments, etc.)
SEB	<i>Behavioral Research Field Studies (Scientific Study).</i> Work center is involved in the design and supervision of field studies of human performance behavior and attitudes; design of questionnaires and statistical sampling methodologies; analysis of study results; development of theories to explain observations obtained from field studies; written and oral reporting of research results; and integration of new results with previous data. <i>Workload factor.</i> Number of projects programmed. (Projects will include, but not be limited to, scientific papers, conference presentations, patents, products, experiments, etc.)
SEC	<i>Behavioral Research (Technical Support).</i> Work center is involved in the collection of research literature; set–up and conduct of experiments; modification, fabrication, assembly and instrumentation of physical components of experiments; preparation of surveys; conduct of surveys; and collection and processing of survey and experimental data. <i>Workload factor.</i> Number of projects programmed. (Projects will include, but not be limited to, scientific papers, conference presentations, patents, products, experiments, etc.)
SED	<i>Behavioral Research Management Staff.</i> Work center is involved in analysis, surveys, and experimentation involving human behavior in military organizations and systems; development of new theories to explain observed behavioral patterns; and examination of the strengths and weaknesses of procedures and systems designed to reduce adverse behavioral patterns.
SEZ	<i>Behavioral Research Activities (Other).</i> Work center is involved in other areas of Behavioral Research that are not adequately described in the definitions under Behavioral Research Activities. (For temporary use only, a DA Form 2028 is required.)
SFA	<i>Research Program Management Staff.</i> Work center is involved in the overall management of research designed to enhance the technology base and to identify, explore, demonstrate, and validate new combat and combat development concepts.
SFZ	<i>Research Program Management (Other).</i> Work center is involved in other areas of Research Program Management that are not adequately described in the definitions under Research Program Management. (For temporary use only, a DA Form 2028 is required.)

**Table 14-1
Research and Development Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
SGA	<i>Concepts Analysis.</i> Work center is involved in the review, analysis, and comparison of threat analyses and field-reported deficiencies; analysis of operational plans and studies; analysis of results of follow-on testing; identification of mission element needs and formulation of alternative combat and support concepts for meeting projected needs; and computer modeling of combat situations and alternative combat, system, and support concepts.
SGB	<i>Research Operations.</i> Work center is involved in the management and control of basic and applied research designed to advance scientific and technical knowledge, and to ensure state-of-the-art military functional capabilities. Includes continuing analysis of mission areas; exploration of alternative system concepts; scientific study and experimentation into physical, biological and behavioral phenomena; and basic research, exploratory development and non-system advanced development phase of life cycle system management models.
SGY	<i>Research (Limited staff).</i> Involvement with two or more Research work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
SGZ	<i>Research (Other).</i> Work center is involved in other areas of Research that are not adequately described in the definitions under Research. (For temporary use only, a DA Form 2028 is required.)
—	<i>Development Function.</i>
SHA	<i>Development Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for development. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Development-Materiel Systems and Equipment Subfunction.</i>
SJA	<i>Development-Materiel Systems and Equipment(Engineering).</i> Work center is involved in the design of prototype models; design and supervision of laboratory tests of these models; and analysis of test results to determine feasibility and efficacy of alternative designs. Includes development of technical data packages and consideration of design factors to assure compliance with Army program objectives in such areas as production, standardization, parts control, safety, quality assurance, design-to-cost (DTC), integrated logistics support (ILS), health hazards, integrated personnel support, environmental quality, value engineering, and physical security.
SJB	<i>Development-Materiel Systems and Equipment(Technician Support).</i> Work center is involved in the modification, fabrication, assembly and instrumentation of prototype and test bed components; set-up and conduct of laboratory tests; laboratory analysis of products of test; and collection and processing of test data.
SJC	<i>Development-Materiel Systems and Equipment Staff.</i> Work center is involved in concepts analysis, design, and engineering, manufacture, and laboratory testing of prototype materiel systems and equipment, components, and software with the intent of defining practical material and procedures capable of achieving specified performance objectives within specific environments.
SJZ	<i>Development-Materiel Systems and Equipment(Other).</i> Work center is involved in other areas of Development Materiel Systems and Equipment that are not adequately described in the definitions under Development-Materiel Systems and Equipment. (For temporary use only, a DA Form 2028 is required.)

**Table 14-1
Research and Development Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
SKA	<i>Development-Doctrine.</i> Work center is involved in the analysis, design, modeling, and testing of new procedures and processes with the intent of implementing feasible new combat and combat support concepts, systems and support programs capable of enhancing combat effectiveness and/or reducing support costs.
SKB	<i>Development-Operations.</i> Work center is involved in the management and control of exploratory, advanced, engineering and operational system development, including the full range of efforts from fundamental applied research to construction of full-scale weapon system prototypes. Includes advanced system development, demonstration, validation, and full-scale development phase of life cycle system management models.
SKZ	<i>Development (Other).</i> Work center is involved in other areas of Development that are not adequately described in the definitions under Development. (For temporary use only, a DA Form 2028 is required.)
—	<i>Test and Evaluation Function.</i>
SLA	<i>Test and Evaluation Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for test and evaluation. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
SLB	<i>Test Administration.</i> Work center is involved in the definition of tests; coordination among combat developers, materiel developers, trainers, system users, and designated testing organizations; test planning, including preparation of various test planning and program documents; and test reporting and evaluation.
SLC	<i>Development Testing.</i> Work center is involved in the test and evaluation of components, subsystems, brass board configurations, preproduction prototypes, initial or pilot production items, and operational items of materiel and support systems; formal development tests; and bench testing and engineer design testing and validation.
SLD	<i>Operational Testing.</i> Work center is involved in the test and evaluation of brass board configurations, preproduction prototypes and production items of materiel and support systems using typical user/operators, crews, or units; formal operational tests and follow-on evaluations; force development testing and experimentation; and user testing and on-site user testing.
SLE	<i>Test and Evaluation Control.</i> Work center is involved in the management and control of testing and evaluation of concepts, components, systems, and procedures to verify that technical, operational, and support requirements could be or have been met. Includes development, operational, force development, production, and post production testing; user testing and testing conducted as part of various logistics management programs; testing of non-developmental items and systems and items developed by other agencies, foreign nations, and commercial firms; supportive testing in areas of reliability, availability, maintainability, extreme climate, environmental impact assessment, transportability, supportability, electronic warfare/signal intelligence vulnerability, electromagnetic compatibility, and safety.
SLY	<i>Test and Evaluation (Limited staff).</i> Involvement with two or more Test and Evaluation work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
SLZ	<i>Test and Evaluation (Other).</i> Work center is involved in other areas of Test and Evaluation that are not adequately described in the definitions under Test and Evaluation. (For temporary use only, a DA Form 2028 is required.)

Table 14-1
Research and Development Work Center Codes—Continued

AFD code (SWCC)	Title and definition
—	<i>Medical Research, Development, Test and Evaluation Function.</i>
SMA	<i>Medical Research, Development, Test, and Evaluation Management.</i> Work center is involved in the management and control of research, development, test, and evaluation for new and improved Army medical systems, doctrine, and equipment.
SMZ	<i>Medical Research, Development, Test, and Evaluation (Other).</i> Work center is involved in other areas of Medical Research, Development, Test, and Evaluation that are not adequately described in the definitions under Medical Research, Development, Test, and Evaluation. (For temporary use only, a DA Form 2028 is required.)
SZY	<i>Research and Development (Limited staff).</i> Work center is involved in two or more Research and Development functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
SZZ	<i>Research and Development (Other).</i> Work center is involved in other areas of Research and Development that are not adequately described in the definitions under Research and Development. (For temporary use only, a DA Form 2028 is required.)

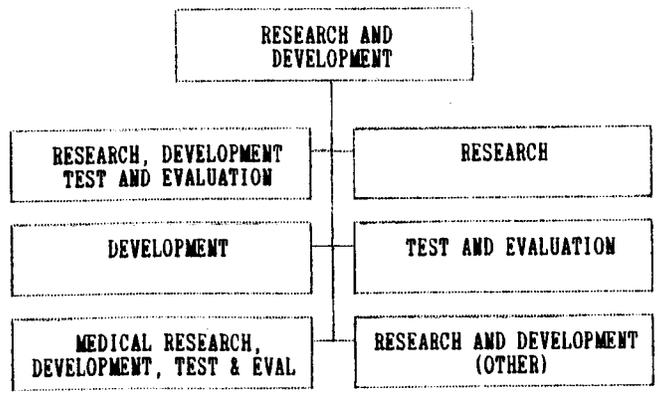


Figure 14-1. Research and Development functional hierarchy

Functional
Category

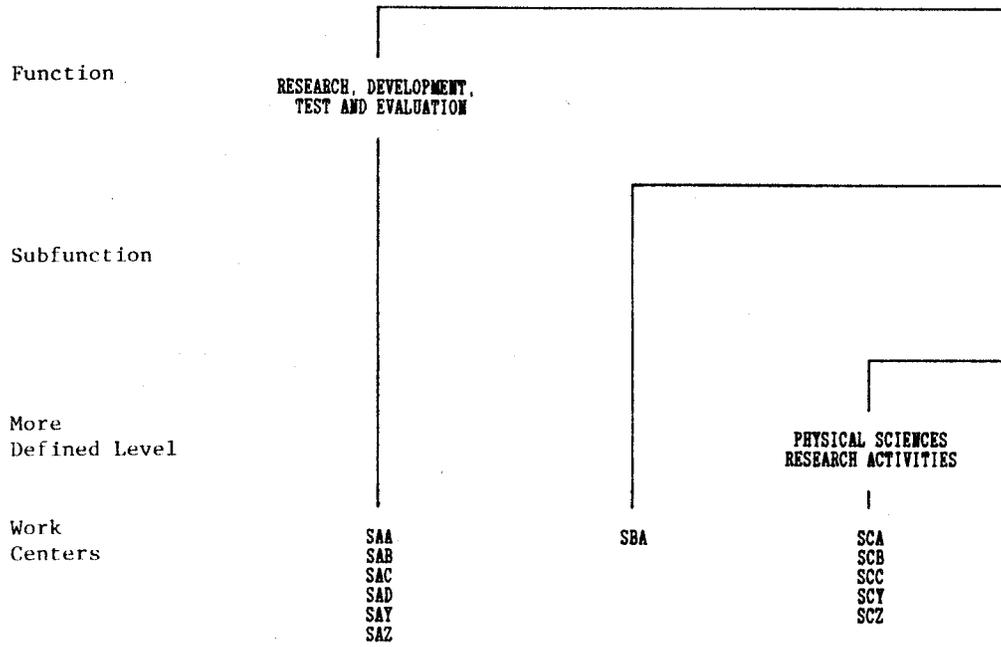


Figure 14-1. Research and Development functional hierarchy—Continued

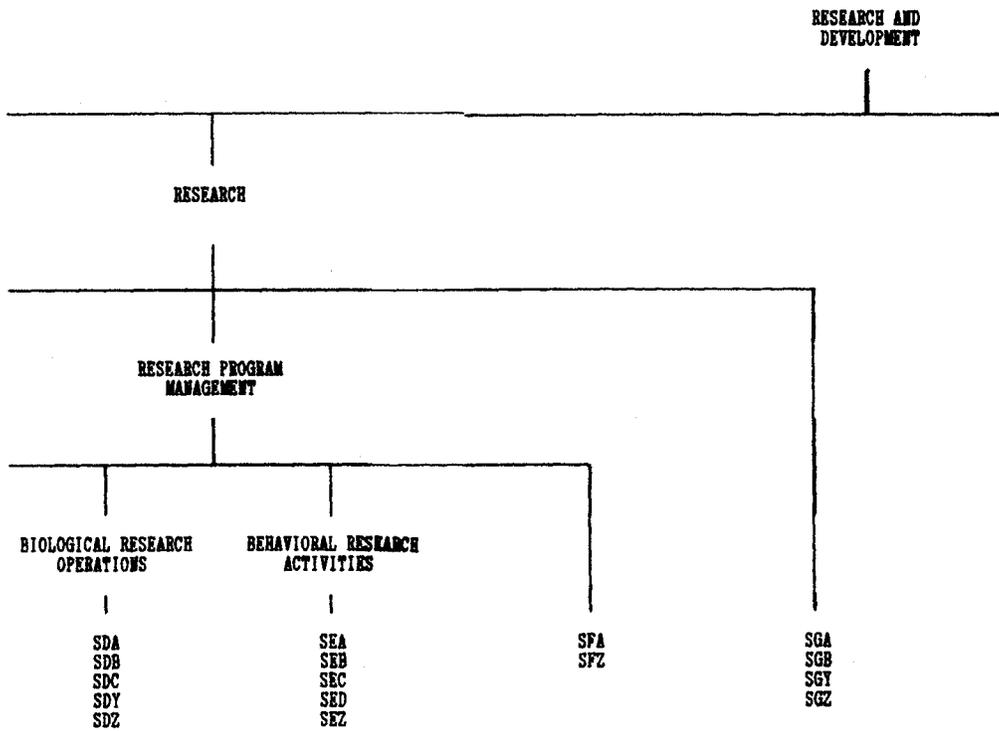


Figure 14-1. Research and Development functional hierarchy—Continued

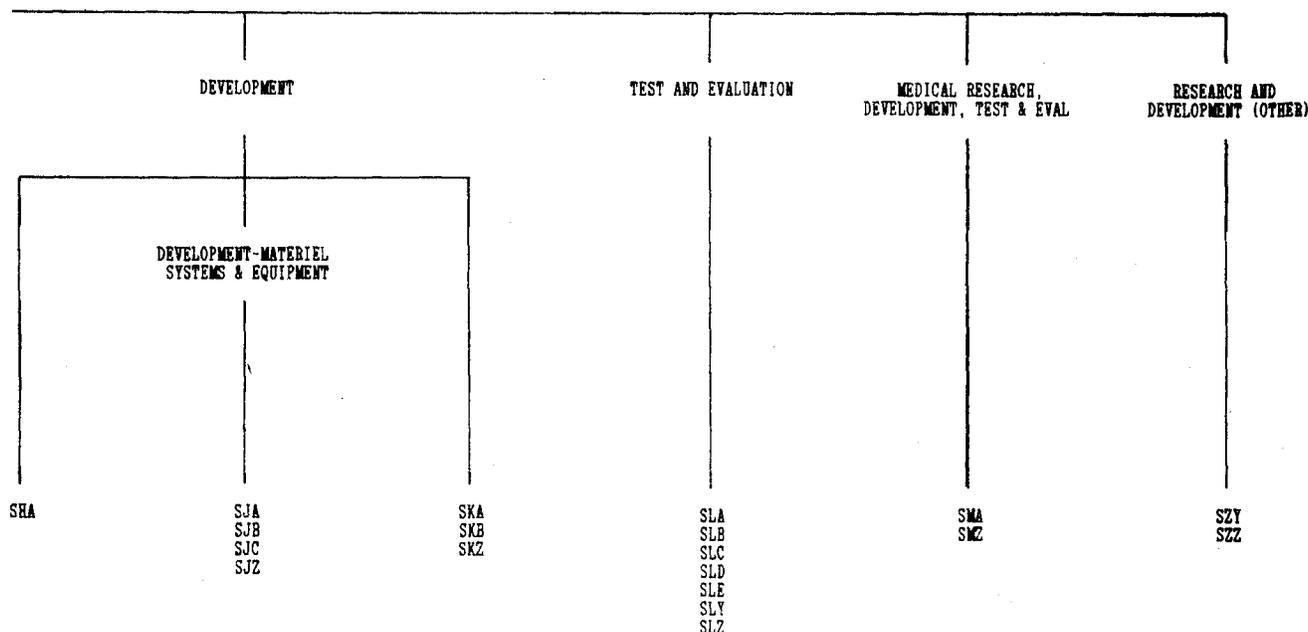


Figure 14-1. Research and Development functional hierarchy—Continued

Chapter 15 Security Functional Category—AFD Code (SWCC) T

15-1. General

This chapter lists security work center titles and definitions with associated codes and, when available, direct categories or work and workload factors. These titles and definitions are used to define security work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

15-2. Security codes and definitions

Security work center titles and definitions are listed in table 15-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 15-1 depicts the functional hierarchy of the security functional category.

Table 15-1
Security Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Criminal Investigations Management Function.</i>
TAA	<i>Criminal Investigations Management Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Criminal Investigations Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Criminal Investigations Subfunction.</i>
TBA	<i>Economic Crime Operations.</i> Work center is involved in the suppression, prevention, detection, and investigation of crimes involving U.S. Government property or funds affecting the economic system; and noncriminal investigative support of legal authorities taking suspension/disbarment action.
TBB	<i>Drug Suppression Activities.</i> Work center is involved in the investigation of drug use by Army personnel and their dependents on military installations.

Table 15-1
Security Work Center Codes—Continued

AFD code (SWCC)	Title and definition
TBC	<i>Criminal Investigations Staff.</i> Work center is involved in scientific investigative assistance to military law enforcement agencies or other Federal investigative agencies, including forensic chemical analysis, forensic examination of fingerprints, documents, firearms, and tool marks, and forensic photography.
TBD	<i>Military Police Investigative (MPI) Activities.</i> Work center is involved in investigations to include apprehending, transporting, interviewing, and interrogating suspects (including juveniles), gathering evidence, performing search and seizures, testifying in court, and closing investigations; performs surveillance activities; establishes sources; performs personal security missions to include very important person (VIP) escort services; maintains criminal intelligence exchange; participates in drug suppression activities; performs as evidence custodian by receiving, transporting, inspecting, reporting, and disposing and/or filing of evidence; processes terminations, and inspects MPI applications; and, in some instances, provides translation services. (MS-3 Study 15) <i>Workload factors.</i> a. Population served. b. A complaint received. c. A crime recorded.
TBY	<i>Criminal Investigations (Limited staff).</i> Involvement with two or more Criminal Investigations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
TBZ	<i>Criminal Investigations (Other).</i> Work center is involved in other areas of Criminal Investigations that are not adequately described in the definitions under Criminal Investigations. (For temporary use only, a DA Form 2028 is required.)

Table 15-1
Security Work Center Codes—Continued

AFD code (SWCC)	Title and definition
—	<i>Crime Laboratory Operations Subfunction.</i>
TCA	<i>Forensic Chemical Analysis.</i> Work center is involved in the microscopic, macroscopic, chemical, physical, instrumental, comparative, and serological analyses of physical evidence, including analyses of suspected drugs, hairs, and fibers, other trace materials, and body fluids.
TCB	<i>Forensic Latent Print Analysis.</i> Work center is involved in the development of latent prints on exhibits of evidence; comparisons of latent prints with recorded inked impressions; and the examination and analysis of footwear, tire, and other impressions.
TCC	<i>Forensic Documents Analysis.</i> Work center is involved in comparative analyses of handwriting, hand printing, type-writing, and xerographic reproductions; and document examinations involving indented writing, secret writing, inks, writing instruments, alterations, counterfeit currencies, documents, charred documents and paper, and commercial printing.
TCD	<i>Forensic Firearms and Tool Marks Analysis.</i> Work center is involved in physical, microscopic and chemical examination of criminal evidence relating to firearms and ammunition, tool marks, and the restoration of obliterated serial numbers and other writings.
TCE	<i>Forensic Photograph Analysis.</i> Work center is involved in forensic photographic support to other criminal laboratory operations using both routine and special photographic techniques.
TCF	<i>Crime Laboratory Operations Staff.</i> Work center is involved in scientific investigative assistance to military law enforcement agencies or other Federal investigative agencies, including forensic chemical analysis, forensic examination of fingerprints, documents, firearms and tool marks, and forensic photography.
TCZ	<i>Crime Laboratory Operations (Other).</i> Work center is involved in other areas of Crime Laboratory Operations that are not adequately described in the definitions under Crime Laboratory Operations. (For temporary use only, a DA Form 2028 is required.)
TDA	<i>Crime Records Management.</i> Work center is involved in the receipt, maintenance, accountability, and disposition of criminal investigative reports, military police reports, and other agency reports, pertaining to criminal incidents of interest to the U.S. Army or elements of the U.S. Government; release of crime record information to authorized recipients; release of information pertaining to Freedom of Information Act and Privacy Act requests; correlation of data and statistics; and crime analysis and studies.
TDB	<i>Protective Services.</i> Work center is involved in protection services (personal security) for DOD and DA personnel.
TDC	<i>Criminal Investigations Operations.</i> Work center is involved in management and control of criminal investigations, crime laboratories, crime records, and protective services.
TDZ	<i>Criminal Investigations Management (Other).</i> Work center is involved in other areas of Criminal Investigations Management that are not adequately described in the definitions under Criminal Investigations Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Law Enforcement Function.</i>
TEA	<i>Law Enforcement Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Law Enforcement. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Provost Marshal Activities Subfunction.</i>

Table 15-1
Security Work Center Codes—Continued

AFD code (SWCC)	Title and definition
TFA	<i>Police Administration.</i> Work center is involved in identification registration to include processing employee badges and registering vehicles/weapons; maintains driver privilege status that includes permits, revocations, suspensions, reinstatements, and accident information; maintains barred personnel files and lists; provides automation management support; processes citations, court actions, and traffic tickets, formulates and executes programming and budgeting; and prepares and processes police reports. (MS-3 Study 15) <i>Workload factors.</i> a. Population served. b. Provost Marshal population.
TFB	<i>Military Working Dog (MWD).</i> Work center is involved in using MWD to include requisitioning MWD and tracking status; schedules, conducts, and certifies MWD team proficiency training; provides MWD drug (narcotic/non-narcotic) training aid (DTA) and MWD explosives training aid (ETA) accountability/utilization by renewing DEA registration certification, updating DTA custodian documents, requisitioning and storing controlled substances and obtaining qualitative analyses, using and constructing DTA, maintaining accountability and destroying DTA; provides kennel/training area support by maintaining MWD, training area and equipment; prepares and conducts MWD team utilization briefings; and evaluates/tests MWD under the DOD MWD procurement program and compiles MWD asset reports. (MS-3 Study 15) <i>Workload factor.</i> A MWD authorized and utilized.
TFC	<i>Patrol Operations.</i> Work center is involved in patrols to include attending guard mounts, patrolling assigned areas, conducting law and order actions, and providing dispositions/testimony; provides special detail support by providing special escorts, serving in convoys, maintaining special posts, and augmenting other law enforcement officials; manages the entry/exit control points by inspecting/controlling vehicles, materiel, and packages, and monitoring unauthorized entries; operates road checks to include roadblocks, detours, and checkpoints along with overseeing parades/ceremonies/special events; provides traffic study assistance; and maintains animal control. (MS-3 Study 15) <i>Workload factors.</i> a. Population served. b. Number of buildings requiring inspection. c. Square miles patrolled. d. Number of patrols. e. An entry/exit maintained.
TFD	<i>Traffic Operations.</i> Work center is involved in attending guard mount inspections; provides traffic law enforcement through patrols, radar checks that include radar gun calibration, processing traffic violations, and providing dispositions/testimony; operates road checks or checkpoint operations by establishing roadblocks, detours, escorting convoys, and overseeing parades/ceremonies/special events; handles ticket administration; provides traffic accident assistance by addressing personal injuries, controlling scenes of accidents, preparing sketches, and drawing conclusions; conducts traffic control studies; controls privately owned vehicles (POV) by processing abandoned/impounded vehicles and monitoring impound lots; and, in most instances, manages emergency deployment readiness exercise (EDRE) operations by storing, releasing, or disposing of POVs. (MS-3 Study 15) <i>Workload factors.</i> a. Population served. b. A vehicle registered.

**Table 15-1
Security Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
	<p>c. A traffic ticket/citation processed.</p> <p>d. Miles of road patrolled.</p> <p>e. A traffic study conducted.</p>
TFE	<p><i>Law Enforcement Operations.</i> Work center is involved in program management and evaluation to include developing policies and planning, directing, and evaluating work; provides management assistance; directs, coordinates, supervises, and monitors operations; prepares/coordinates serious incident reports; and serves as contracting officer representative. (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <p>a. Population served.</p> <p>b. A complaint received.</p> <p>c. Crimes recorded.</p> <p>d. Assigned personnel supervised.</p>
TFF	<p><i>Provost Marshal.</i> Work center is involved in program management and evaluation to include developing policies and planning, directing, and evaluating work; provides management assistance; provides law enforcement liaison and coordination; manages, directs, and supervises operations; inspects police facilities to include installation detention facilities (IDF) and evidence rooms; serves as contracting officer representative; provides special project support; manages the individual reliability program/personnel reliability program; and attends/briefs community/installation boards to include management of the Armed Forces Disciplinary Control Board. (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <p>a. Population served.</p> <p>b. A complaint received.</p> <p>c. Crimes recorded.</p> <p>d. Assigned personnel supervised.</p>
TFG	<p><i>Military Police Company/Battalion (Provisional).</i> Work center is involved in command management to include ensuring health, welfare, morale, discipline, and professional development/safety of personnel; provides unit management to include reviewing manpower requirements and preparing budgets; provides a variety of personnel management services, actions, and support; maintains/monitors training programs, reference library, and learning center; provides supply operations support; performs storage and maintenance for the arms and ammunition operation and/or motor vehicles; and develops directives and performs inspections and investigations for vehicle operations.(MS-3 Study 15)</p> <p><i>Workload factor.</i> Assigned personnel.</p>
TFH	<p><i>Police Desk Operations.</i> Work center is involved in day-to-day desk operations to include communicating with military police (MP), processing MP reports, monitoring voice recording tapes, issuing equipment, controlling armor, monitoring/evaluating/directing responses to intrusion detection and closed circuit television systems, receiving/evaluating complaints, and performing dispatch operations for installation patrols;provides short term, temporary detention cell management to detain, feed, and release prisoners and suspects and conducts breath tests; and prepares and finalizes police case documentation. (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <p>a. Population served.</p> <p>b. A complaint received.</p> <p>c. Crimes recorded.</p> <p>d. Assigned personnel (traffic and patrol)</p>

**Table 15-1
Security Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
TFY	<p><i>Provost Marshal Activities (Limited staff).</i> Involvement with two or more Provost Marshal Activities work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
TFZ	<p><i>Provost Marshal Activities (Other).</i>Work center is involved in other areas of Provost Marshal Activities that are not adequately described in the definitions under Provost Marshal Activities. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Confinement of Military Offenders Subfunction.</i></p>
TGA	<p><i>Civilian Liaison and absent without leave (AWOL)/Deserter Apprehension.</i> Work center is involved in civil liaison, contacts, joint missions, and agreements with civilian agencies; advises on civil authority legal actions to include processing civilian authority arrests; administers, reviews, coordinates, verifies, and updates AWOL and deserter apprehensions and surrenders; reviews and processes other cases; prepares and controls reward and incarceration fees; determines need and provides escort services; and, in some instances, provides translation services. (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <p>a. Population served.</p> <p>b. A civilian law enforcement agency agreement maintained.</p> <p>c. An AWOL or deserter apprehension processed.</p>
TGB	<p><i>Installation Confinement Facility (ICF).</i> Work center is involved in prisoner admission and release(in/out-processing); maintains custody and control by supervising prisoner movement, conducting searches/inspections, processing escapees, managing prisoner utilization program, controlling keys, preparing reports and forms, and maintaining strength, correctional reporting system, classification chart, and custody; and administers health and welfare by monitoring visits, maintaining fund ledgers, health and comfort items, bulletin boards, and prisoner clothing/linen, controlling prisoner mail and hospitalized prisoners, and coordinating professional service support.(MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <p>a. A prisoner confined.</p> <p>b. Assigned personnel.</p>
TGY	<p><i>Confinement of Military Offenders (Limited staff).</i>Involvement with two or more Confinement of Military Offenders work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
TGZ	<p><i>Confinement of Military Offenders (Other).</i> Work center is involved in other areas of Confinement of Military Offenders that are not adequately described in the definitions under Confinement of Military Offenders. (For temporary use only, a DA Form 2028 is required.)</p>
THA	<p><i>Military Police Readiness and Plans.</i>Work center is involved in the military police force structure planning and readiness capability. Includes training and employment of military police units for exercises and actual contingency operations.</p>
THB	<p><i>Law Enforcement Management.</i> Work center is involved in the maintenance of order through the enforcement of laws, regulations, and directives; apprehension of violators; control of vehicular and pedestrian traffic; patrolling of installations, towns, and terminals; and correction of offenders.</p>

**Table 15-1
Security Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
THC	<p><i>Game Warden.</i> Work center is involved in enforcing fish and wildlife laws—Game Warden—to include maintaining liaison with other agencies, searching for lost hunters, relocating trapped wildlife, providing dispositions/testimony, and attending guard mounts; provides land/game management assistance; provides entry/exit control points management by inspecting and controlling vehicles, material, and packages, and monitoring unauthorized entries; conducts road check operations by establishing roadblocks and detours; provides traffic study assistance; and maintains animal control. (Environmental protection/improvement of fish and wildlife habitats is defined under the Installation Facilities Engineering functional category.) (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <ul style="list-style-type: none"> a. Miles of patrol. b. Acres of land under jurisdiction. c. Number of patrols. d. A citation issued.
THY	<p><i>Law Enforcement (Limited staff).</i> Involvement with two or more Law Enforcement work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
THZ	<p><i>Law Enforcement (Other).</i> Work center is involved in other areas of Law Enforcement that are not adequately described in the definitions under Law Enforcement. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Physical Security Function.</i></p>
TJA	<p><i>Physical Security Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Physical Security. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.</p>
TJB	<p><i>Physical Security.</i> Work center is involved in scheduling, conducting, and completing physical security inspections and surveys; maintains physical security and contingency plans as required; participates in emergency readiness exercises and performs vulnerability and reaction force tests to include conducting risk analyses and physical security training, processing work orders, reviewing construction plans, and managing physical security council; conducts security breach inquiries; prepares reports; manages the intrusion detection system by issuing cards, badges, and passes, determining need for the system, producing duress codes and evaluating/recommending application of physical security devices/systems; serves as contracting officer representative; administers crime prevention program, public awareness and education, and lost and found; and in general provides security consulting services to installation activities by assisting with implementation/forecasting of asset production programs to include inventory, purchasing/receiving, disposal, and similar controls/measures, and supervises the physical security aspects of the Army's automation program. (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <ul style="list-style-type: none"> a. An inspection or survey conducted. b. A test conducted. c. Population served.
—	<p><i>Physical Security Patrols Subfunction.</i></p>
TKA	<p><i>Border Operations.</i> Work center is involved in the surveillance and physical security patrol of order areas and designated entry/access areas. Includes the operation of intrusion detection systems.</p>

**Table 15-1
Security Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
TKB	<p><i>Physical Security (Chemical and Special Weapons Surety Materiel).</i> Work center is involved in entry/exit control to include checking/controlling/inspecting permanent duty personnel, visitors, vehicles, material, and packages; conducts patrols; provides escort operations; provides various convoy escorts, for example, vehicle, rail, aircraft, and waterborne; maintains site security control center (SSCC) operations; performs electronic monitoring by operating closed circuit television (CCTV) and intrusion detection systems (IDS); and operates security force by providing security alert teams (SAT), special reaction teams (SRT), or a backup force (BF), and, in some instances, providing personnel protection services and hostage negotiations. (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <ul style="list-style-type: none"> a. Manned entry/exit control points. b. Square miles patrolled (chemical or special weapons). c. Party escorted (chemical or special weapons). d. Convoy movement (chemical or special weapons). e. SSCC operator (chemical or special weapons). f. CCTV operator (chemical or special weapons). g. IDS operator (chemical or special weapons). h. Security force (chemical or special weapons).
TKC	<p><i>Physical Security (Arms, Ammunition, and Explosives (AA&E)).</i> Work center is involved in entry/exit control to include processing individuals and inspecting and controlling vehicles, material, and packages; performs physical security patrols and physical security of storage structures; and provides individual personnel reliability program (IPRP) and convoy escorts. (MS-3 Study 15)</p> <p><i>Workload factors.</i></p> <ul style="list-style-type: none"> a. Manned entry/exit control points. b. Square miles patrolled AA&E. c. Party escorted AA&E. d. Convoy movement AA&E.
TKY	<p><i>Physical Security Patrols (Limited staff).</i> Involvement with two or more Physical Security Patrols work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
TKZ	<p><i>Physical Security Patrols (Other).</i> Work center is involved in other areas of Physical Security Patrols that are not adequately described in the definitions under Physical Security Patrols. (For temporary use only, a DA Form 2028 is required.)</p>
TLA	<p><i>Physical Security Operations.</i> Work center is involved in physical security of Army personnel and Government property, including prevention of malicious destruction, vandalism, theft, misappropriation, and other criminal or terrorist acts. Includes security of weapons/munitions equipment, facilities, documents, and materials.</p>
TLY	<p><i>Physical Security (Limited staff).</i> Involvement with two or more Physical Security work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)</p>
TLZ	<p><i>Physical Security (Other).</i> Work center is involved in other areas of Physical Security that are not adequately described in the definitions under Physical Security. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Polygraph Operations Function.</i></p>
TMA	<p><i>Polygraph Operations.</i> Work center is involved in the polygraph operations, including administration of polygraph examinations and analysis of examination results.</p>

**Table 15–1
Security Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
TMY	<i>Polygraph Operations (Limited staff).</i> Involvement with two or more Polygraph Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
TMZ	<i>Polygraph Operations (Other).</i> Work center is involved in other areas of Polygraph Operations that are not adequately described in the definitions under Polygraph Operations. (For temporary use only, a DA Form 2028 is required.)
TNA	<i>Security Management Staff.</i> Work center is involved in criminal investigations, law enforcement, polygraph operations and protection of personnel and property.
TNB	<i>Security Services for Schools.</i> Work center is involved in security management and awareness to include managing personnel security/automatic data processing (ADP) security/industrial security/foreign disclosure programs, directing counterintelligence/physical security plans/programs, administering information security, ensuring security awareness, updating SOPs, coordinating sensitive compartmented information programs, and/or providing U.S. Army intelligence credentials; and provides security support services by conducting security inspections, performing key control, managing foreign visitor programs, supporting foreign officer contact program, reviewing dossier requests, and/or assisting civilian personnel office. (MS–3 Study 14) <i>Workload factor.</i> Student input or average student load and staff and faculty.
TNC	<i>Security Support Services for Schools.</i> Work center is involved in the personnel security program management to include verifying/requesting clearance investigations, revocations/suspensions of clearances, and medical evaluations, processing incoming/outgoing personnel, forwarding derogatory information, and verifying clearances for TDY; provides counter–intelligence plans/program direction by investigating bomb and hostile threats; provides ADP security program management by determining sensitivity level of equipment, completing accreditation packages, performing inspections, and developing/distributing education material; provides information security program administration by reviewing articles and providing information; maintains security awareness by performing briefings, developing/distributing information, and updating SOPs; conducts security inspections; manages/directs/coordinates foreign disclosure, physical security, and sensitive compartmented information facility (SCIF) programs; and provides civilian personnel security processing. (MS–3 Study 14) <i>Workload factors.</i> a. Average student load. b. Staff and faculty.
TPA	<i>Crime Prevention.</i> Work center is involved in crime prevention (CP) program administration to include coordinating CP council meetings and managing the citizen crime watch, McGruff Safehouse, child identification, and personal property identification programs; conducts public awareness and education by conducting workshops/seminars/briefings/campaigns, publicizing CP programs, and recognizing exceptional supervisory participation; conducts CP inspections; conducts environmental design analyses/surveys; and assumes custody of lost and found articles/property by inventorying, advertising, and disposing of articles/property. (MS–3 Study 15) <i>Workload factors.</i> a. Population served. b. A CP program administered.

**Table 15–1
Security Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
TZY	<i>Security (Limited staff).</i> Involvement with two or more Security functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
TZZ	<i>Security (Other).</i> Work center is involved in other areas of Security that are not adequately described in the definitions under Security. (For temporary use only, a DA Form 2028 is required.)

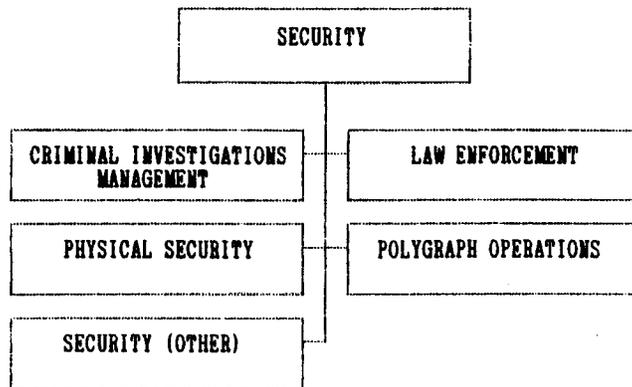


Figure 15-1. Security functional hierarchy

Functional
Category

Function

CRIMINAL INVESTIGATIONS
MANAGEMENT

Subfunction

CRIMINAL INVESTIGATIONS

CRIME LABORATORY
OPERATIONS

Work
Centers

TAA

TBA
TBB
TBC
TBD
TBY
TBZ

TCA
TCB
TCC
TCD
TCE
TCF
TCZ

TDA
TDB
TDC
TDZ

Figure 15-1. Security functional hierarchy—Continued

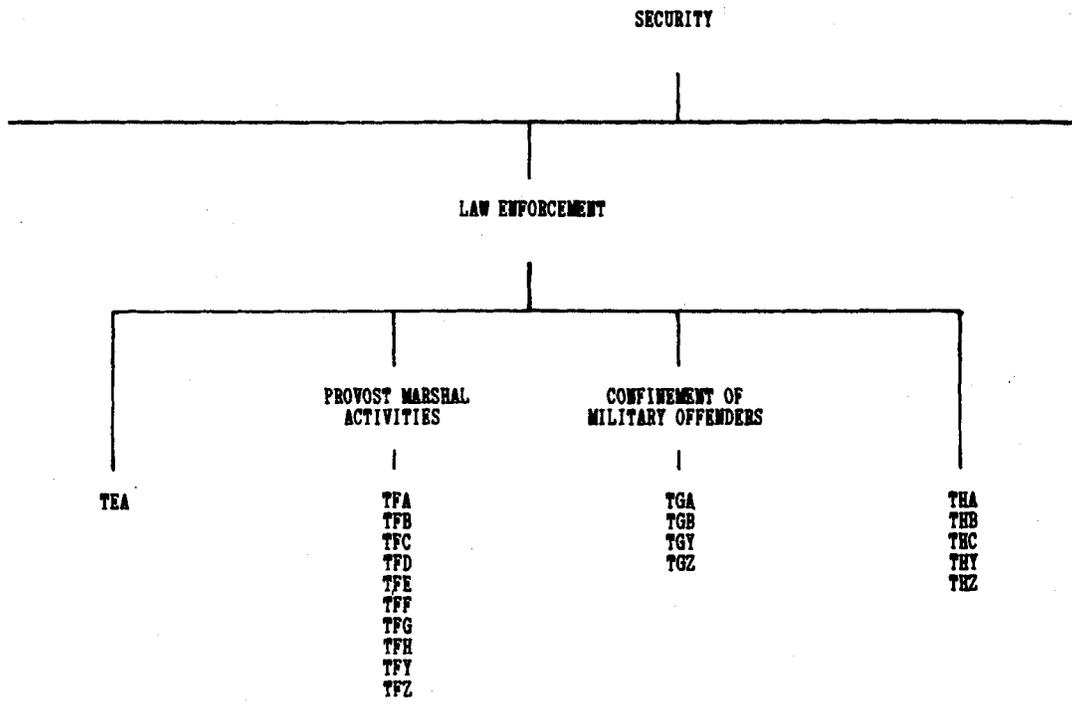


Figure 15-1. Security functional hierarchy—Continued

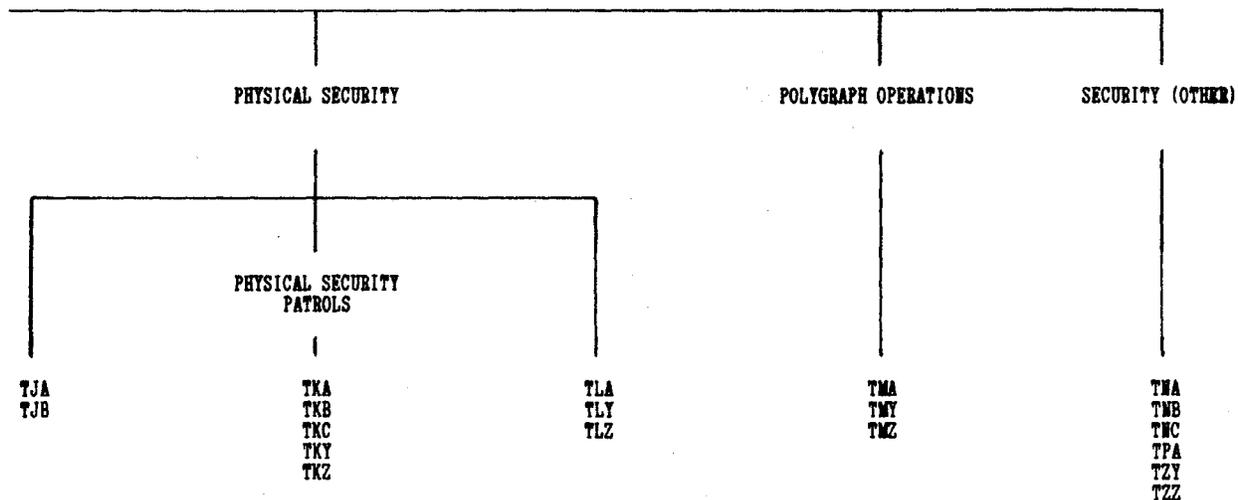


Figure 15-1. Security functional hierarchy—Continued

Chapter 16 Training and Education Functional Category—AFD Code (SWCC) U

16-1. General

This chapter lists training and education work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define training and education work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

16-2. Training and education codes and definitions

Training and education work center titles and definitions are listed in table 16-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 16-1 depicts the functional hierarchy of the training and education functional category.

Table 16-1
Training and Education Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Training and Education Functional Category.</i> (Any Command may use U codes for training and education functions/work centers not defined elsewhere in this dictionary.)
—	<i>Training and Education Management Function.</i>
UAA	<i>Training and Education Management Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for individual and collective Training and Education Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
UAB	<i>Individual Training Staff.</i> Work center is involved in the formulation and execution of plans, programs, policies, and procedures for individual training programs. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services.
UAC	<i>Collective Training Staff.</i> Work center is involved in the formulation and execution of plans, programs, policies, and procedures for collective training programs. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services.

Table 16-1
Training and Education Work Center Codes—Continued

AFD code (SWCC)	Title and definition
UAD	<i>Training and Education Operation.</i> Work center is involved in management and control of training and education programs; course development and instruction; training design, development and analysis; training and academic records; training literature and library support; training evaluation/standardization programs; and education/learning centers, ranges, and training facilities. Includes the U.S. Military Academy cadet program and Reserve Officer Training Corps activities.
UAY	<i>Training and Education Management (Limited staff).</i> Involvement with two or more Training and Education Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
UAZ	<i>Training and Education Management (Other).</i> Work center is involved in other areas of Training and Education Management that are not adequately described in the definitions under Training and Education Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Instruction Function.</i>
UBA	<i>Instruction Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedure for Instruction. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Officer Training Subfunction.</i>
UCA	<i>Officer Basic/Advanced Training.</i> Work center is involved in instruction programs for officer and officer-level civilian courses covering basic and advanced training. Includes Combined Arms and Services Staff School and Officer Candidate School (OCS).
UCB	<i>Officer Functional Training.</i> Work center is involved in instruction programs for officer and officer-level civilian training courses covering specific functional/mission (for example, artillery, infantry, and armor) subject matter.
UCC	<i>Officer Professional Education.</i> Work center is involved in instruction programs for officer and officer-level civilian training courses covering professional military education subjects.

**Table 16-1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UCD	<i>Officer Training Staff.</i> Work center is involved in instruction programs for officer and officer-level civilian training courses, including basic, advanced, functional, and professional training. Also includes Combined Arms and Services Staff School and OCS.
UCY	<i>Officer Training (Limited staff).</i> Involvement with two or more Officer Training work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
UCZ	<i>Officer Training (Other).</i> Work center is involved in other areas of Officer Training that are not adequately described in the definitions under Officer Training. (For temporary use only, a DA Form 2028 is required.)
—	<i>Warrant Officer Training Subfunction.</i>
UDA	<i>Warrant Officer Entry Level/Advanced Training.</i> Work center is involved in instruction programs for warrant officer and warrant officer-level civilian training courses covering entry level and advanced training.
UDB	<i>Warrant Officer Functional/Technical Training.</i> Work center is involved in instruction programs for warrant officer and warrant officer-level civilian training courses covering specific functional/mission (for example, artillery, infantry, and armor) subject matter and technical fields.
UDC	<i>Warrant Officer Training Staff.</i> Work center is involved in instruction programs for warrant officer and warrant officer-level civilian training courses, including entry level, advanced, functional, and technical training.
UDZ	<i>Warrant Officer Training (Other).</i> Work center is involved in other areas of Warrant Officer training that are not adequately described in the definitions under Warrant Officer training. (For temporary use only, a DA Form 2028 is required.)
—	<i>Noncommissioned Officer (NCO) Training Subfunction.</i>
UEA	<i>Noncommissioned Officer (NCO) Skill Level Training.</i> Work center is involved in instruction programs for NCO and NCO-level civilian training courses covering specific skill level subject matter; including basic management and leadership areas.
UEB	<i>Noncommissioned Officer (NCO) Professional Training.</i> Work center is involved in instruction programs for NCO and NCO-level civilian training courses covering professional military education subjects.
UEC	<i>Noncommissioned Officer (NCO) Functional Training.</i> Work center is involved in instruction programs for NCO and NCO-level civilian training course covering specific functions and mission areas, (for example, artillery, infantry, and armor).
UED	<i>Noncommissioned Officer (NCO) Training Staff.</i> Work center is involved in instruction programs for NCO and NCO-level civilian training courses, including skill level, professional, and functional training.
UEY	<i>Noncommissioned Officer (NCO) Training (Limited staff).</i> Involvement with two or more Noncommissioned Officers (NCO) Training work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
UEZ	<i>Noncommissioned Officer (NCO) Training (Other).</i> Work center is involved in other areas of Noncommissioned Officers (NCO) Training that are not adequately described in the definitions under Noncommissioned Officers (NCO) Training. (For temporary use only, a DA Form 2028 is required.)
—	<i>Enlisted Training Subfunction.</i>

**Table 16-1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UFA	<i>One-Station Unit Training.</i> Work center is involved in instruction programs for enlisted training courses encompassing basic training and advanced individual training at one installation. Excludes NCO instruction programs accounted for above.
UFB	<i>Academic Instruction—Recruit/Basic Training (Committee Group Instructors).</i> Work center is involved in providing academic instruction during basic rifle marksmanship, combat indoctrination, and general subjects to enlisted personnel. This includes conducting classroom and laboratory seminars/conferences/discussions/lectures/demonstrations, conducting performance tests through observation of recruit performance on equipment, conducting practical exercise training during equipment operation and field training, and conducting recruit critiques.(MS-3 Study 7) <i>Workload factor.</i> Company starts per year.
UFC	<i>Enlisted Advanced Individual Training Centers.</i> Work center is involved in instruction programs for enlisted and enlisted-level civilian advanced individual training courses conducted by training centers. Includes skill training at the entry level to qualify individual for award of a military occupational specialty or civilian classification series/grade. Excludes NCO instruction programs accounted for above.
UFD	<i>Enlisted Advanced Individual Training Schools.</i> Work center is involved in instruction programs for enlisted and enlisted-level Civilian advanced individual training courses conducted by training schools. Includes skill training at the entry level to qualify individuals for award of a military occupational specialty or civilian classification series/grade. Excludes NCO instruction programs accounted for above.
UFE	<i>Enlisted Functional Training.</i> Work center is involved in instructional programs for enlisted and enlisted-level civilian training courses covering specific functional/mission (for example, artillery, infantry, and armor)subject matter.
UFF	<i>Enlisted Training Staff.</i> Work center is involved in instruction programs for enlisted and enlisted-level civilian training courses, including station unit training; basic training; center- and school-conducted advanced individual training; and functional training. Excludes NCO instruction programs accounted for above.
UFZ	<i>Enlisted Training (Other).</i> Work center is involved in other areas of Enlisted Training that are not adequately described in the definitions under Enlisted Training. (For temporary use only, a DA Form 2028 is required.)
UGA	<i>Academic Instruction—Flight Instructor Pilots.</i> Work center that presents scheduled and/or unscheduled flight training/instruction to students attending the Initial Entry Rotary Wing course, Aviation Qualification course, Aircraft Maintenance Officer course (AMOC), Instructor Pilot course, Instructor Pilot Military occupational information (MOI) course, and Speciality course. Scheduled flight training involves presenting planned instruction to students for the appropriate courses. Unscheduled flight training involves conducting the MOI course at various TDY locations and assisting students with additional training. (MS-3 Study 1) <i>Workload factor.</i> Monthly flight instructor contact hours (MOFICH).
UGB	<i>Clinical Chaplaincy Instruction.</i> Work center is involved in the preparation and presentation of all resident instruction on the role and mission of chaplain personnel in the health care delivery system. Includes guidance and counseling on ethical dimensions in health care and in death, dying, and grief; academic counseling and evaluation of designated students; conduct of services; and performance of staff duties and other activities in the Academy of Health Sciences.

Table 16-1
Training and Education Work Center Codes—Continued

AFD code (SWCC)	Title and definition
UGC	<i>Jungle Operations Training.</i> Work center is involved in development and update of military tactics and doctrine related to jungle warfare. Includes the conduct of training in jungle warfare.
UGD	<i>Instruction Development.</i> Work center is involved in the development of course material, instruction in course matter, conduct of resident and nonresident critiques and evaluation of training effectiveness.
UGY	<i>Instruction (Limited staff).</i> Involvement with two or more Instruction work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
UGZ	<i>Instruction (Other).</i> Work center is involved in other areas of Instruction that are not adequately described in the definitions under Instruction. (For temporary use only, a DA Form 2028 is required.)
—	<i>Instruction Program Administration Function.</i>
UHA	<i>Instruction Program Administration Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Instruction Program Administration. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
UHB	<i>Basic Training Instruction Program Administration.</i> Work center is involved in administration and administrative support of basic training instruction programs.
UHC	<i>One-Station Unit Training Instruction Program Administration.</i> Work center is involved in administration and administrative support of One-Station Unit Training Instruction Program.
—	<i>Miscellaneous Training Instruction Program Administration Subfunction.</i>
UJA	<i>Advanced Individual Training in Army Training Center Instruction Program Administration.</i> Work center is involved in administration and administrative support of Advanced Individual Training in Army Training Center Instruction Programs.
UKA	<i>Reserved for future use.</i>
UKB	<i>Reserved for future use.</i>
UKC	<i>Formal School Instruction Program Administration Staff.</i> Work center is involved in administration and administrative support of Initial and Graduate Flight Training Formal School Instruction Programs.
ULA	<i>Miscellaneous Training Instruction Program Administration Staff.</i> Work center is involved in administration and administrative support of miscellaneous training instruction programs.
ULZ	<i>Miscellaneous Training Instruction Program Administration (Other).</i> Work center is involved in other areas of Miscellaneous Training Instruction Program Administration that are not adequately described in the definitions under Miscellaneous Training Instruction Program Administration. (For temporary use only, a DA Form 2028 is required.)
UMA	<i>Instruction Program Operation.</i> Work center is involved in administration and administrative support of instruction programs, including basic training; one-station unit training; certain categories of advanced individual training; formal initial and graduate flight training; and miscellaneous training categories.

Table 16-1
Training and Education Work Center Codes—Continued

AFD code (SWCC)	Title and definition
UMB	<i>Training Department Director's Staff.</i> Work center is involved in management to include planning, directing, and administering training operations, applying policies/directives, reviewing reports/statistical data, reviewing/approving training content and methods, evaluating/awarding/counseling personnel, and conducting NCO development program; reviews student status reports/board actions and resolves appeals; and provides academic instruction to include observing/critiquing training. (MS-3 Study 19) <i>Workload factors.</i> a. Resident student load. b. A class start. c. An assigned person managed. d. A subordinate work center managed. e. Student input. f. A proponent course managed.
UMC	<i>Training Department (Overhead) Management Staff.</i> Work center is involved in management to include planning, directing, and coordinating training operations, applying policies/directives, reviewing reports/statistical data, and reviewing/approving training content and methods; provides academic instruction to include observing/critiquing training; and prepares/maintains student academic documentation and files to include initiating/accomplishing academic/administrative proceedings. (MS-3 Study 19) <i>Workload factors.</i> a. Resident student load. b. A class start. c. An instructor supported. d. Student input.
UMD	<i>Training Department Operations.</i> Work center is involved in course material maintenance to include maintaining course material and monitoring training classes; coordinates/manages course scheduling; handles special training requirement coordination such as mobilization plans and exercises and mobile training teams; provides/schedules department ceremony support by obtaining certificates/diplomas and preparing after action reports; provides operational assistance by maintaining student liaison, reviewing student documentation, inputting modernization resource information submissions, and coordinating training/programming system input; and coordinates/performs special tasking. (MS-3 Study 19) <i>Workload factors.</i> a. Resident student load. b. A training class supported. c. An outside training requirement supported. d. An Instructor supported. e. Student input.
UMY	<i>Instruction Program Administration (Limited staff).</i> Involvement with two or more Instruction Program Administration work centers listed above, but not separately identifiable due to limited staff sizes. (For temporary use only, a DA Form 2028 is required.)
UMZ	<i>Instruction Program Administration (Other).</i> Work center is involved in other areas of Instruction Program Administration that are not adequately described in the definitions under Instruction Program Administration. (For temporary use only, a DA Form 2028 is required.)
—	<i>Training Management Function.</i>

**Table 16–1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UNA	<p><i>School Training Management Staff.</i> Work center is involved in training management to include directing and controlling, reviewing incoming/outgoing distribution/reports/statistical data, developing budget estimates, receiving and assisting visiting officials, providing personnel administration, and monitoring management improvement programs; and provides administration support by processing unclassified distribution, maintaining reading files, and preparing administrative reports. (MS–3 Study 9)</p> <p><i>Workload factors.</i></p> <p>a. An assigned person managed.</p> <p>b. A subordinate work center managed.</p>
UNB	<p><i>School/Academic Records.</i> Work center is involved in the generation, upkeep, and retirement of academic records. Includes student counseling in training areas.</p> <p><i>Direct categories of work.</i></p> <p>a. Generation, upkeep, and retirement of academic records.</p> <p>b. Prepares certificates, diplomas, statistical summaries, and reports.</p> <p>c. Administers academic review boards and committees.</p>
UNC	<p><i>School Training Material Support.</i> Work center is involved in the general support of academic programs in the areas of supplies, equipment and facilities. Includes distribution of training materials and coordination of printing requirements.</p> <p><i>Direct category of work.</i> Receives, stores, maintains, issues, and accounts for training material.</p>
UND	<p><i>Reserved for future use.</i></p>
UNE	<p><i>School Allied Training.</i> Work center is involved in the allied student administration to include establishing and maintaining personnel folders, providing mail services and name tags, maintaining locator card files, reviewing invitational travel orders/passports, preparing payments and memorandums of residency, conducting student testing/retesting, reporting tests results, enrolling students, planning/coordinating ceremonies, assisting in purchase of duty-free merchandise, informing security assistance officer, coordinating sale of military training, monitoring training, reviewing/updating training rosters, coordinating publicity and uniform issues, and requesting biographical data; handles student processing by processing incoming/outgoing students; manages/conducts informational program management by managing program funds and conducting allied sponsorship program; and performs academic and personal counseling by reviewing student training schedules and preparing academic efficiency reports. (MS–3 Study 14)</p> <p><i>Workload factor.</i> Average student load.</p>
UNF	<p><i>Training Administration.</i> Work center is involved in the management and administration of training programs and directly related functional elements. Includes school secretariat activities and any training management elements not accounted for elsewhere in this category.</p>
UNG	<p><i>Reserved for future use.</i></p>
UNH	<p><i>School Translation Services.</i></p> <p><i>Direct category of work.</i> Provides translation and editing of instructional, training, and administrative materials.</p>

**Table 16–1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UNJ	<p><i>School Resident Training Management.</i> Work center is involved in resident training management to include preparing/publishing/updating annual training schedules, monitoring the quota management system, preparing regulatory guidance/special projects/recurring reports, managing course accreditation programs, processing unprogrammed or unscheduled training requests/local use course quota requests/course prerequisite waiver requests/constructive school credit/equivalent knowledge requests, and coordinating instructional contracts; provides resource management support by reviewing new systems/devices requirement and training requirements analysis system documents, directing structure manning decision review or annual program review processes, participating in special equipment distribution and officer basic course scheduling conferences, reviewing support agreements, and preparing inter-service training requirements organization document input; prepares school mobilization plans and installation plan input by conducting school mobilization meetings/training base expansion exercises, updating mobilization Army Program for Individual Training (ARPRINT), reviewing mobilization course information, preparing training base capacity studies/ATRRS resource scheduling model data/mobilization table of distribution and allowances (MOBTDA) data, participating in mobilization exercises, and coordinating annual or active duty training dates; and provides resident training support by maintaining scheduling board, processing classroom requests, managing training support, preparing/processing/finalizing training schedules, preparing utilization reports, reviewing after action reports, managing school ammunition requirements and study materials, and coordinating guest speaker requirements. (MS–3 Study 9)</p> <p><i>Workload factors.</i></p> <p>a. An approved resident course.</p> <p>b. A week of instruction.</p> <p>c. A scheduled class.</p>
UNK	<p><i>School Non-Resident Training Management.</i> Work center is involved in non-resident training management to include preparing regulatory guidance and special projects, and processing unscheduled training requests/career progression eligibility requests/Reserve Component (RC) resident phase course quota requests/course prerequisite waiver requests; provides non-resident instructional material support by preparing course lists, managing training support packages, reviewing instructional material inventory, and processing non-resident material requests; provides non-resident support by processing support requests, participating as a member of U.S. Army Reserve Forces (USARF) school affiliation/training team, and updating mailing lists; and provides RC annual training/active duty or inactive duty training support by coordinating training support, hosting RC conferences and participating in other related conferences, and conducting staff assistance visits. (MS–3 Study 9)</p> <p><i>Workload factors.</i></p> <p>a. A proponent Army Operations Center/military occupational specialty (ADC/MOS), LIC or SI/ASI.</p> <p>b. A proponent resident/non-resident course.</p> <p>c. A non-resident request received.</p>
UNZ	<p><i>Training Management (Other).</i> Work center is involved in other areas of Training Management that are not adequately described in the definitions under Training Management. (For temporary use only, a DA Form 2028 is required.)</p>
—	<p><i>Training Development Function.</i></p>

**Table 16–1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UPA	<i>Training Development Staff.</i> Staff–type work center is involved in formulation and execution of plans, programs, policies, and procedures for Training Development. Includes long–range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
UPB	<i>Training Design and Development.</i> Work center is involved in instructional program design, course and test development, course management plans and test plans and analysis.
UPC	<i>Training Analysis.</i> Work center is involved in training management plans, mission analysis, task identification and review, system training requirements analysis, individual and collective training plan outline development, nonsystem device analysis, independent evaluation plan, concept evaluation programs, and training device requirements.
UPD	<i>Staff and Faculty Training.</i> Work center is involved in conduct of training staff and faculty courses, consultant services, and skill documentation programs.
UPE	<i>Instructor–Provided Support.</i> Work center is involved in task performance measure construction, job performance, aid analysis, learning analysis, instructional program design and development, and test development.
UPF	<i>Training Literature Production.</i> Work center is involved in production of training literature, including writing, editing, visualization, typeset, and non–proponent review. Includes task domain review and development of job and skill performance aids.
UPG	<i>Training Evaluation and Standardization.</i> Work center is involved in the evaluation of training currency, adequacy, and doctrinal sufficiency; training programs, activities, and materials standardization; standardized training conduct and personnel knowledge, skill, and performance capability reviews.
UPH	<i>Training Development Management Analysis.</i> Work center is involved in the management and analysis of training development, including training plan proposals, product interface studies, resource utilization analysis, information system inputs, training design, development, analysis, literature production and training evaluation and standardization.
UPJ	<i>Nurse Training Services.</i> Work center is involved in the administration of the nursing education and training service. Includes development and implementation of continuing in service education programs for nursing personnel; supervision and evaluation of on–the–job training for enlisted and non–professional nursing personnel; supervision of clinical practice experiences for Reserve Components Nursing personnel; and provides advice to nursing personnel concerning course training and career planning. <i>Workload factor.</i> Full–time equivalents (FTE) man–months.
UPY	<i>Training Development (Limited staff).</i> Involvement with two or more Training Development work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
UPZ	<i>Training Development (Other).</i> Work center is involved in other areas of Training Development that are not adequately described in the definitions under Training Development. (For temporary use only, a DA Form 2028 is required.)
—	<i>Proponency (sic) Function.</i>

**Table 16–1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UQA	<i>Proponency (sic) Staff.</i> Staff–type work center is involved in formulation and execution of plans programs, policies, and procedures for Proponency (sic). Includes long–range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
UQB	<i>Reserved for future use.</i>
UQC	<i>Proponency (sic) Management.</i> Work center is involved in the integration of doctrine, organizational policy, equipment, training, and personnel requirements within a specified mission or functional area.
UQY	<i>Proponency (sic) (Limited staff).</i> Involvement with two or more Proponency (sic) work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
UQZ	<i>Proponency (sic) (Other).</i> Work center is involved in other areas of Proponency (sic) that are not adequately described in the definitions under Proponency (sic). (For temporary use only, a DA Form 2028 is required.)
—	<i>Training Support Function.</i>
URA	<i>Training Support Staff.</i> Staff–type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Training Support. Includes long–range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
URB	<i>Training Ancillary Support.</i> Work center is involved in assisting schools in conduct of training, providing demonstrations to students and other troop functions in support of students.
URC	<i>Academic Instruction—Flight Simulator Training.</i> Work center is involved in the simulator operation to provide operator support for instruction of undergraduate/graduate pilots for externally operated simulators and proficiency training in internally controlled simulators. This includes conducting simulator orientations, entering initial cockpit condition set by entering preprogrammed conditions for each cockpit, conducting preflights cockpit by verifying motion platform is clear, ladder is retracted, and cockpit occupants are ready, operating simulator by performing air traffic control (ATC) functions, briefing relief console operator on simulations, ceasing simulator cockpit operation at completion of simulated flight, halting training when a malfunction would degrade training effectiveness or cause safety concerns, and performing simulator performance integration. (MS–3 Study 2) <i>Workload factor.</i> a. Monthly Programs of instruction/military occupational information (POI/MOI) hours for externally operated simulators. b. Monthly active Army simulator hours for internally operated simulators. c. Monthly operator contact hours for instructor operated simulators.
URD	<i>Training Range/Land/Facilities Support.</i> Work center is involved in management of training ranges, areas and facilities, including assessment of current and projected requirements.
URE	<i>Unit Training Control.</i> Work center is involved in control of individual training programs at unit level, including requisition and distribution of required course materials; counseling trainees on administrative and technical requirements of individual training programs; monitoring individual training progress and maintaining required records.

Table 16-1
Training and Education Work Center Codes—Continued

AFD code (SWCC)	Title and definition
URF	<i>Training Operations.</i> Work center is involved in the development, acquisition, production and distribution of training materials, devices, media, technology, and facilities. Includes troop services activities in support of students, training, simulation elements (except flight simulators) and training land, range, and facilities support.
URG	<i>Academic Instruction—Procedural Flight Training.</i> Work center is involved in providing formal training to students on procedural training devices. This includes conducting classroom/laboratory orientations on cockpit procedures and the use of the cockpit procedures trainer (CPT), conducting hardware practical exercise training during equipment operation, conducting performance tests through observation of student performance on the CPT, and conducting student critiques. (MS-3 Study 2) <i>Workload factor.</i> Operator contact hours (OCH).
URH	<i>Academic Instruction—Flight Simulator/Procedural Trainer Dispatcher.</i> Work center is involved in simulator management to include scheduling synthetic flight training simulator (SFTS) device usage, maintaining Army aviators' flight records, monitoring device utilization, conducting flight demonstrations, coordinating simulator availability, and coordinating changes to computer database. (MS-3 Study 2) <i>Workload factor.</i> Monthly operating hours of the facility.
URY	<i>Training Support (Limited staff).</i> Involvement with two or more Training Support work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
URZ	<i>Training Support (Other).</i> Work center is involved in other areas of Training Support that are not adequately described in the definitions under Training Support. (For temporary use only, a DA Form 2028 is required.)
—	<i>Education Services Function.</i>
USA	<i>Education Services Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Education Services. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
USB	<i>Education Center.</i> Work center is involved in operation of education centers. Includes providing professional counseling and guidance concerning basic skills, secondary, undergraduate, and graduate education programs. Also includes school registration assistance, military occupational specialty instruction and assistance, test control activities and related services.
USC	<i>Learning Center.</i> Work center is involved in multimedia service to include performing briefings and instructing users; controls training equipment and material by determining need and authorization for equipment and material, researching stock numbers/nomenclature/material publications, preparing justification and change requests, taking follow-on action, receiving, issuing, and storing equipment/material, conducting physical inventories, and/or maintaining custodian documents; and prepares statistical data by maintaining usage logs, monitoring enrollment and completion, issuing certificates of completion, and/or preparing equipment inventory and usage reports/logs. (MS-3 Study 14) <i>Workload factor.</i> Average student load.
USD	<i>Education Services and Operations.</i> Work center is involved in the operation of education and learning centers; voluntary improvement of personnel educational levels; on-post undergraduate and graduate programs; secondary education programs and basic skills education and development programs.

Table 16-1
Training and Education Work Center Codes—Continued

AFD code (SWCC)	Title and definition
USY	<i>Education Services (Limited staff).</i> Involvement with two or more Education Services work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
USZ	<i>Education Services (Other).</i> Work center is involved in other areas of Education Services that are not adequately described in the definitions under Education Services. (For temporary use only, a DA Form 2028 is required.)
—	<i>Reserve Officer Training Corps (ROTC) Function.</i>
UTA	<i>ROTC Cadet Command Staff.</i> Work center is involved in planning, programming, and coordinating enrollment, training, administration, and support of Army ROTC, Junior ROTC, and National Defense Cadet Corps trainees.
UTB	<i>Reserve Officer Training Corps (ROTC) Camps Coordination.</i> Work center is involved in training development to include developing program of instruction (POI), preparing master training schedules/operations plans, supervising lesson plan development, and conducting/attending conferences; provides logistical support by determining requirements, arranging logistical support, and securing buildings; provides administrative support by developing processing plan, stocking publications/forms, obtaining awards, and preparing reports; and develops staffing plan by determining requirements, identifying sources, and assigning/selecting employees. (MS-3 Study 8) <i>Workload factor.</i> Total number of cadets enrolled in the Senior ROTC Program.
UTC	<i>Reserve Officer Training Corps (ROTC) Senior.</i> Work center is involved in the Senior ROTC Program to include establishing/disestablishing units, amending contracts, approving master training schedules, updating program of instruction (POI), executing management plan, administering leadership assessment program, managing use of officer selection battery/physical aptitude exam, monitoring physical security program/high interest items, processing travel orders, and preparing budget estimates/region mobilization plans; conducts command inspections; performs cadet enrollment analysis; and administers cadet training by administering additional skill training quotas and Army orientation visit program, monitoring high risk training, and coordinating marksmanship program. (MS-3 Study 8) <i>Workload factor.</i> Total number of cadets enrolled in the Senior ROTC Program.
UTD	<i>Reserve Officer Training Corps (ROTC) Junior.</i> Work center is involved in the Junior ROTC Program and National Defense Cadet Corps (NDCC) Program to include establishing/disestablishing units, amending applications/agreements, approving master training schedules, administering the Retired Instructor Personnel Program, processing travel orders, monitoring physical security program, and preparing budget estimates; conducts command inspections; performs student enrollment by processing enrollment reports and reviewing cross-enrollment agreements; administers cadet training by administering the summer camp program, coordinating training ammunition requirements/unit orientation visits/marksmanship program; processes awards and certificates; and manages orientation conferences. (MS-3 Study 8) <i>Workload factor.</i> Total number of retired instructors authorized.

**Table 16-1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UTE	<i>Reserve Officer Training Corps (ROTC) Command Management.</i> Work center is involved in command of region headquarters and assigned instructor groups, directing mission accomplishment, maintaining liaison, and exercising Article 15 authority; performs command assistance by coordinating/supporting commander's activities, maintaining schedule of events, and providing counsel to region enlisted personnel; provides staff direction by advising/informing/representing commander and/or staff and serving as civilian position manager; maintains area command by commanding subordinate units, disseminating policies, conducting command visits, serving as president of command inspection board, and monitoring cadet personnel actions; and manages inspector general activities by conducting investigations and inquiries and conducting surveys/studies/assistance visits. (MS-3 Study 8) <i>Workload factor.</i> Total manpower requirements.
UTZ	<i>ROTC (Other)</i> Work center is involved in other areas of ROTC that are not adequately described in the definitions under ROTC. (For temporary use only, a DA Form 2029 is required.)
—	<i>Cadet Training Function.</i>
UUA	<i>Cadet Training Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Cadet Training. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
UUB	<i>Cadet Education.</i> Work center is involved in the curriculum development, course material preparation, and instruction in social and scientific studies.
UUC	<i>Cadet Military Education.</i> Work center is involved in the preparation of materials and instruction in cadet military training, leadership, and related subjects.
UUD	<i>Cadet Athletics.</i> Work center is involved in the preparation of materials, instruction and administration of physical education and related athletics.
UUE	<i>Cadet Professional Development.</i> Work center is involved in professional military education of cadets. Includes curriculum development, course materials preparation, instruction and associated administration.
UUZ	<i>Cadet Training (Other).</i> Work center is involved in other areas of Cadet Training that are not adequately described in the definitions under Cadet Training. (For temporary use only, a DA Form 2028 is required.)
—	<i>New Equipment Training Function.</i>
UVA	<i>New Equipment Training (NET) Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for NET. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.

**Table 16-1
Training and Education Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
UVB	<i>New Equipment Training (NET).</i> Work center is involved in NET management to include developing policies, providing staff guidance, monitoring manning status/special projects, and managing the budget; plans and programs by providing program management input, participating in integrated logistics support management team efforts, and preparing qualitative/quantitative personnel requirements information and NET plans/budgets; conducts course development; handles contract acquisition by reviewing data call, performing research, establishing requirements, preparing contract requirements package, and acting as technical representative; performs contract administration to include reviewing/approving course material/instruction; presents instruction/lectures to include conducting practical seminars, administering/grading/reviewing tests or evaluations, and reviewing/responding to critiques; performs training administration by conducting surveys, allocating quotas, obtaining training material, preparing training packages/travel documentation, and certifying training; prepares scripts for training films and assists film/editing crews; maintains/demonstrates/certifies flying proficiency; and/or develops training material for schedule "B" intern training to include conducting and documenting training. (MS-3 Study 21) <i>Workload factors.</i> a. A new equipment training plan maintained. b. A course developed. c. A course developed by contract. d. A class taught. e. A class taught by contract.
UVY	<i>New Equipment Training (Limited staff).</i> Involvement with two or more New Equipment Training work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA 2028 is required.)
UVZ	<i>New Equipment Training (Other).</i> Work center is involved in other areas of New Equipment Training that are not adequately described in the definitions under New Equipment Training. (For temporary use only, a DA Form 2028 is required.)
UZY	<i>Training and Education (Limited staff).</i> Involvement with two or more Training and Education functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
UZZ	<i>Training and Education (Other).</i> Work center is involved in other areas of Training and Education that are not adequately described in the definitions under Training and Education. (For temporary use only, a DA Form 2028 is required.)

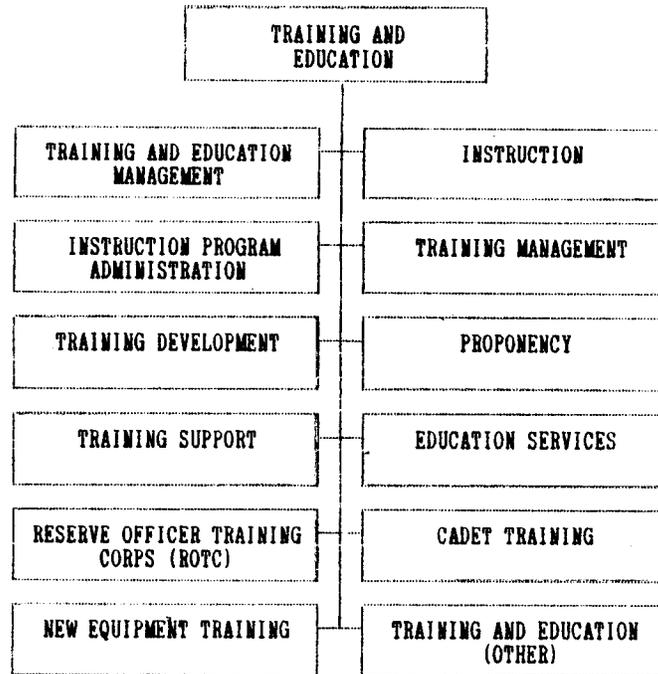


Figure 16-1. Training and Education functional hierarchy

**Functional
Category**

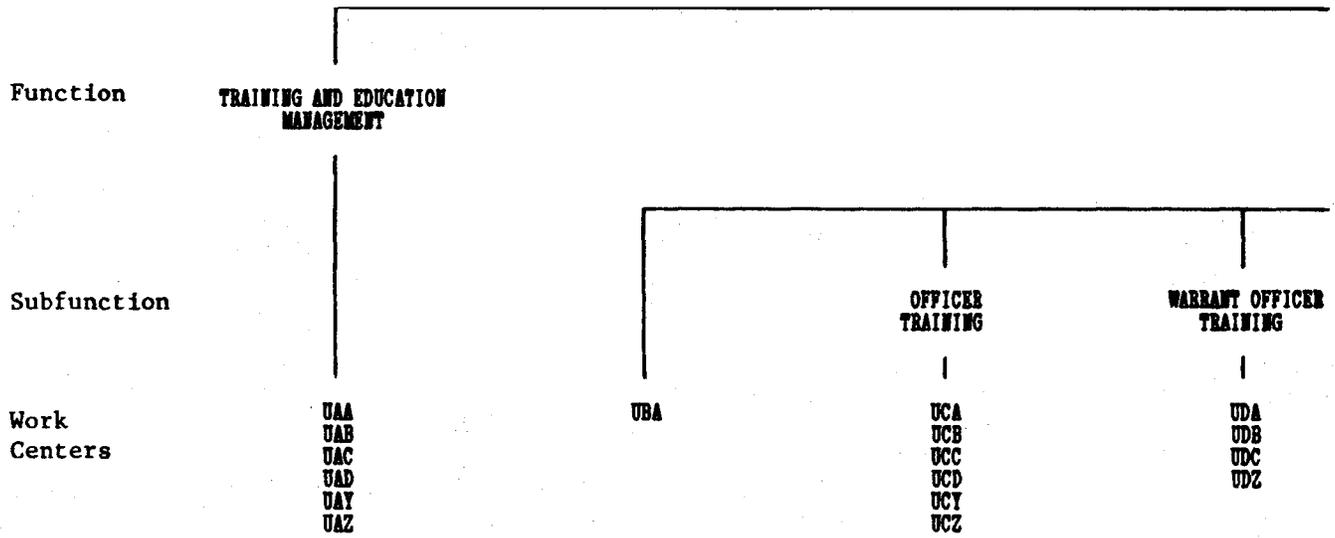


Figure 16-1. Training and Education functional hierarchy—Continued

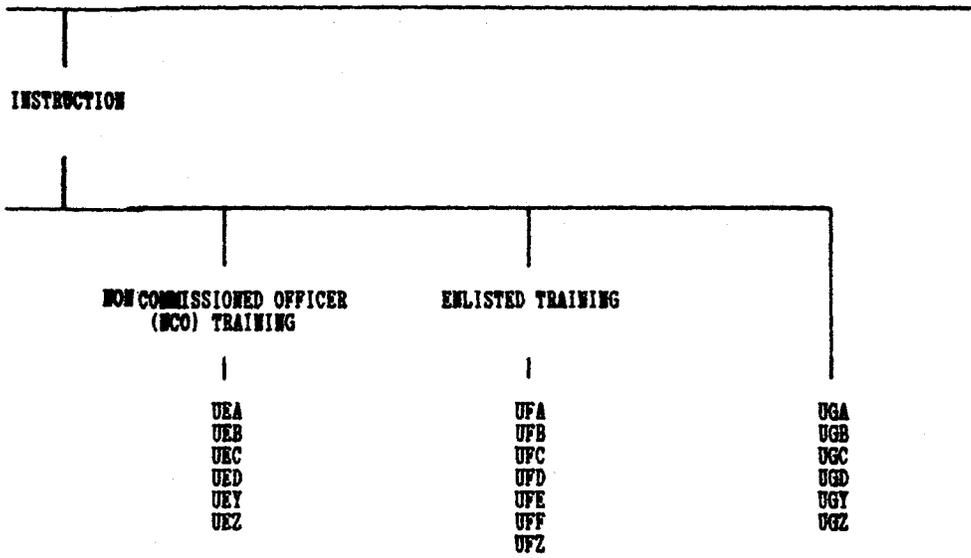


Figure 16-1. Training and Education functional hierarchy—Continued

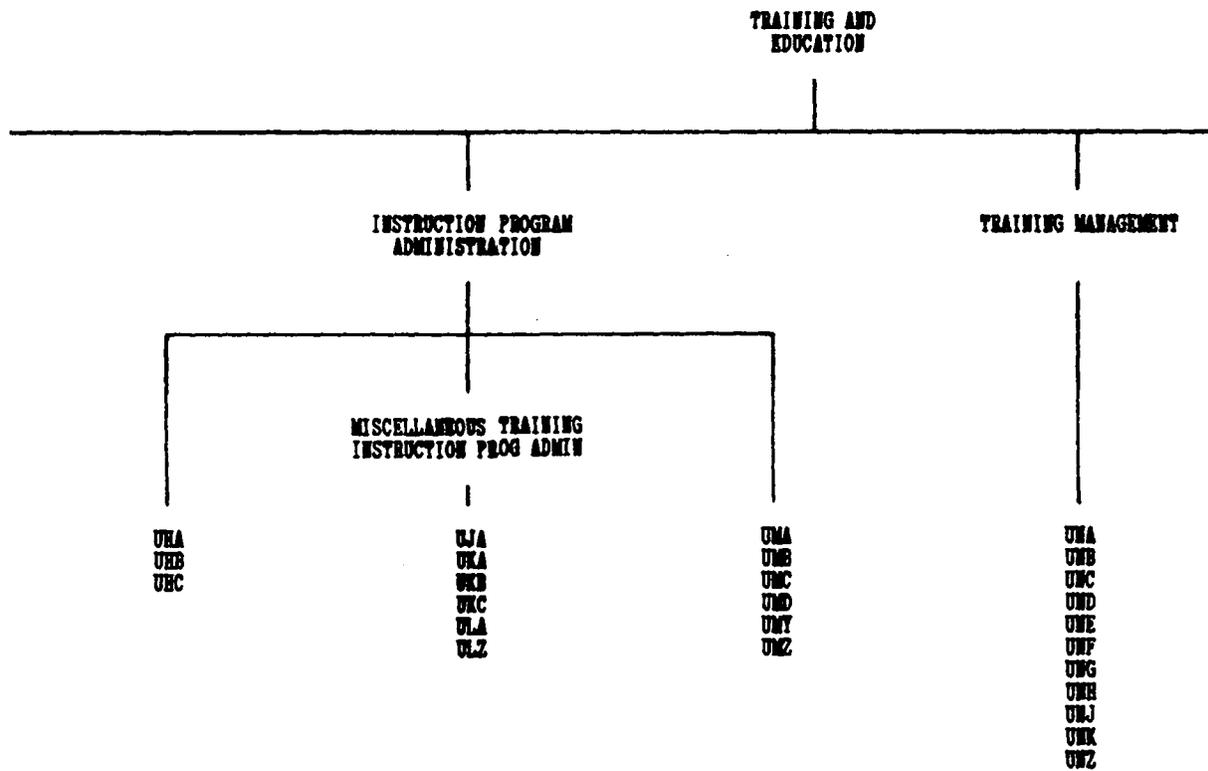


Figure 16-1. Training and Education functional hierarchy—Continued

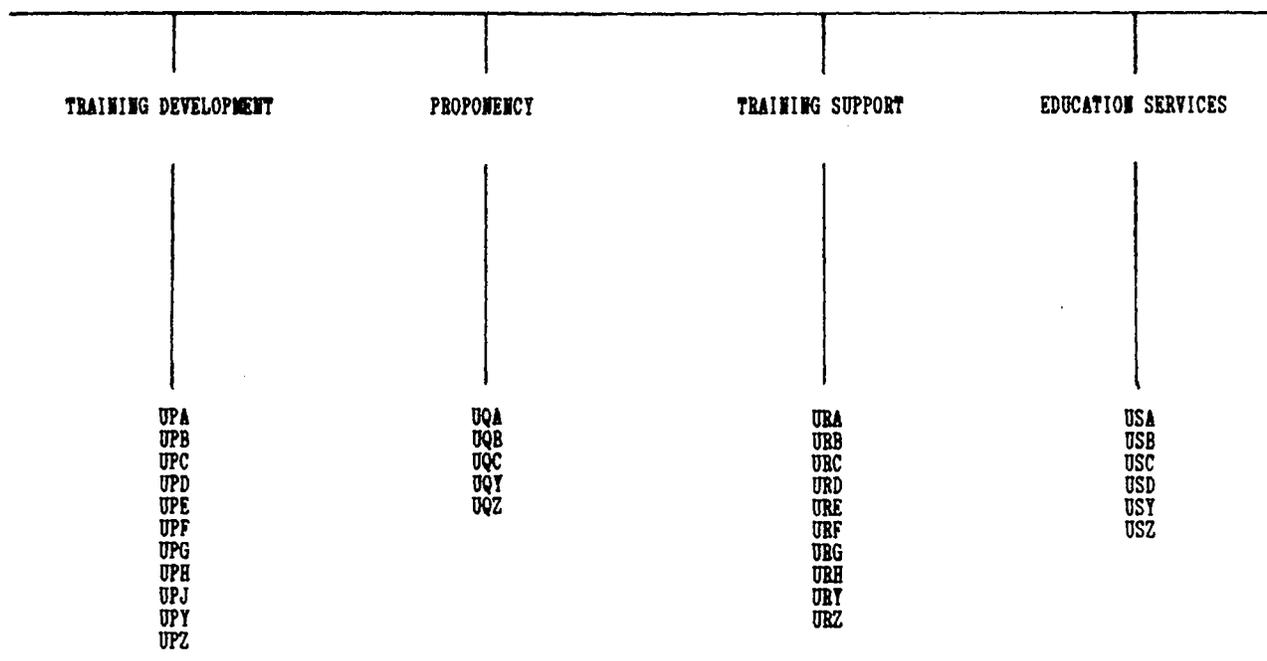


Figure 16-1. Training and Education functional hierarchy—Continued

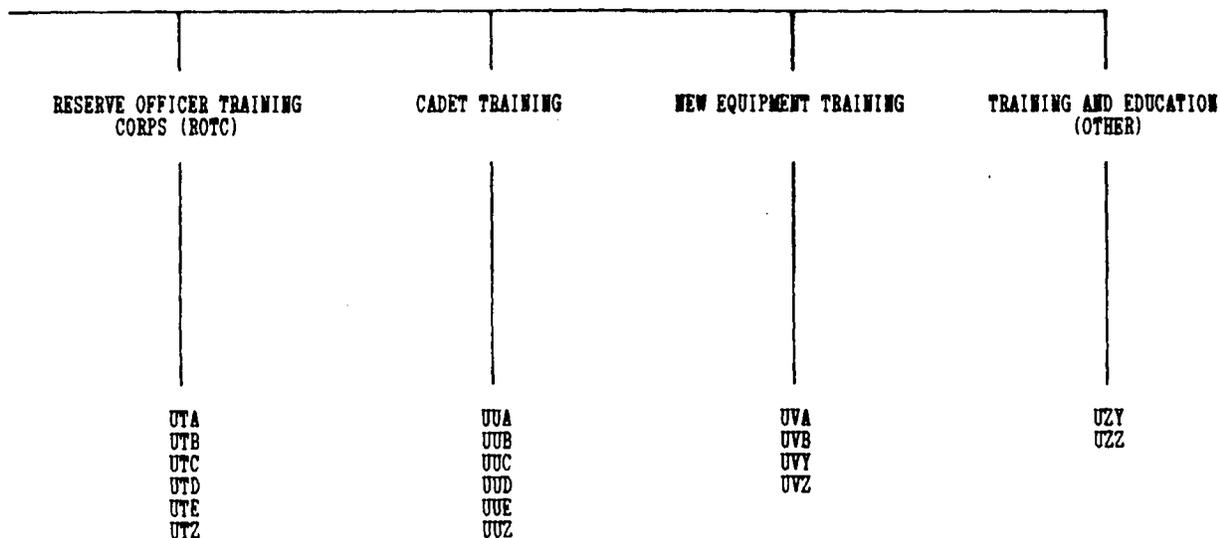


Figure 16-1. Training and Education functional hierarchy—Continued

Chapter 17 Materiel Acquisition Functional Category—AFD Code (SWCC) V

17-1. General

This chapter lists materiel acquisition work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define materiel acquisition work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

17-2. Materiel acquisition codes and definitions

Materiel acquisition work center titles and definitions are listed in table 17-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 17-1 depicts the functional hierarchy of the materiel acquisition functional category.

Table 17-1
Materiel Acquisition Work Center Codes

AFD code (SWCC)	Title and definition
—	<i>Materiel Acquisition Functional Category.</i>
—	<i>Materiel Acquisition Management Function.</i>
VAA	<i>Materiel Acquisition Management Staff.</i> Staff-type work center is involved in formulation and execution of plans, programs, policies, and procedures for Materiel Acquisition Management. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
VAB	<i>Materiel Acquisition Operation.</i> Work center is involved in the overall direction and control of program/project/product management; systems engineering management; integrated logistics support management; program/project/product management office (PMO) test and evaluation management; and product assurance.
VAZ	<i>Materiel Acquisition Management (Other).</i> Work center is involved in other areas of Materiel Acquisition Management that are not adequately described in the definitions under Materiel Acquisition Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>Program/Project/Product Management Function.</i>

Table 17-1
Materiel Acquisition Work Center Codes—Continued

AFD code (SWCC)	Title and definition
—	<i>Program Management Office (PMO) Subfunction.</i>
VBA	<i>Program Management Office Planning (PMO).</i> Work center is involved in the preparation and maintenance of system development and production plans and schedules; development and maintenance of program schedule control and program management information systems; maintenance of chronological event records; analysis of schedule problems; schedule resource trade-off studies; surveillance of decision risk analyses; and preparation and coordination of decision coordinating papers and updates for assigned systems. <i>Workload factor.</i> Total number of plans and schedules maintained during a prescribed period of time.
VBB	<i>Materiel Fielding Coordination.</i> Work center is involved in the coordination of operations required to deploy new, modified and displaced materiel systems, including processing of equipment; new equipment training for crew operators and maintenance personnel; unit, direct and general support maintenance; and test, measurement and diagnostic equipment and repair parts support. Identification, investigation, and reporting of fielding problems and recommendation for changes in design, operations, technical manuals, repair instructions, calibration procedures/equipment, special tools and test equipment, repair parts support and training requirements. (Actual support functions are defined under applicable functional categories such as training, logistics, etc.) <i>Workload factor.</i> Total number of personnel required in subordinate units.
VBC	<i>Program management Office (PMO) Staff.</i> Work center is involved in staff-level program management, fiscal management, program evaluation, force development, and administrative support materiel system program/project product operations.
VBV	<i>Program Management Office (PMO) (Limited staff).</i> Involvement with two or more PMO work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

Table 17-1
Material Acquisition Work Center Codes—Continued

AFD code (SWCC)	Title and definition
VBZ	<i>Program Management Office (PMO) (Other).</i> Work center is involved in other areas of PMO that are not adequately described in the definitions under PMO. (For temporary use only, a DA Form 2028 is required.)
—	<i>Program Management Office (PMO) Procurement/Production Management Subfunction.</i>
VCA	<i>Program Management Office (PMO) Procurement Management.</i> Work center is involved in the plans, selection, scheduling, coordination and surveillance aspects of procurement operations required to design, develop, acquire and support Army materiel systems. Includes development of policy and procedures on procurement; preparation of acquisition documents; assembly of technical data packages, coordination of technical scope of work; surveillance of procurement progress and contract execution; on-site surveillance of manufacturing facilities; and processing of contractor claims.
VCB	<i>Program Management Office (PMO) Production Management.</i> Work center is involved in the plans, scheduling, coordination and surveillance aspects of production operations required to design, develop, acquire and support military materiel systems. Includes development of policy and procedures on facilities requirements, acquisition of production equipment; system production; production engineering; scheduling, and surveillance of production; and production base planning and analysis.
VCC	<i>Program Management Office (PMO) Procurement and Production Management Staff.</i> Work center is involved in the plans, selection, scheduling, coordination and surveillance aspects of procurement and production operations required to design, develop, acquire, manufacture, and support military materiel systems.
VCZ	<i>Program Management Office (PMO) Procurement/Production Management (Other).</i> Work center is involved in other areas of PMO Procurement/Production Management that are not adequately described in the definitions under PMO Procurement/Production Management. (For temporary use only, a DA Form 2028 is required.)
—	<i>System Engineering Management Subfunction.</i>
VDA	<i>Product Engineering Management.</i> Work center is involved in the management of engineering operations for assigned materiel systems, including component engineering and selection; integration of subsystems; technical assistance to project/program organizations; preparation of technical sections of development plans and schedules; development of scope of work elements of solicitations; maintenance of system specifications; correction of engineering deficiencies; contracting officers technical representative duties; integration of user requirements; monitoring of threat assessments; preparation of environmental impact assessments; and coordination of systems tests.
VDB	<i>Configuration Management.</i> Work center is involved in the overall direction and control of a formal configuration management program for assigned materiel systems. Includes establishment and maintenance of policies for configuration identification, control, and accounting; processing of engineering change proposals; maintenance of configuration status; oversight of assembly of technical data packages and incorporation of changes; configuration audits; and implementation of value engineering and standardization programs. <i>Workload factor.</i> Average number packages/programs maintained.

Table 17-1
Material Acquisition Work Center Codes—Continued

AFD code (SWCC)	Title and definition
VDC	<i>Systems Engineering Management Staff.</i> Work center is involved in the management of the scientific and engineering aspects of engineering development and production of materiel systems to assure that stated military characteristics and technical requirements are achieved. Includes product and component engineering, systems integration, and configuration management.
VDZ	<i>Systems Engineering Management (Other).</i> Work center is involved in other areas of Systems Engineering Management that are not adequately described in the definitions under Systems Engineering Management. (For temporary use only, a DA Form 2028 is required.)
VEA	<i>Integrated Logistics Support Management.</i> Work center is involved in the guidance, direction, and evaluation relative to integrated logistics support to assure optimum fielding and support for assigned materiel systems. Includes staff supervision, policy guidance, procedural implementation, and advice on matters relative to development of integrated logistics support. Management areas include design influence, maintenance, supply support equipment and TMDE; training and training devices; technical data; computer resources support; packaging, handling, and storage; transportation and transportability; facilities; standardization and interoperability, and soldier-machine interface; and review of system designs for support ability consideration in each support area.
VEB	<i>Program Management Office (PMO) Test and Evaluation Management.</i> Work center is involved in budget, input, scheduling, hardware requirement, system test plan, and key objective aspects of test and evaluation operations for incorporation into overall coordinated test programs. Includes preparation of scopes of work for contractor testing solicitations; coordination of testing activities with materiel developers, contractors, and testing agencies; dissemination of test results to interested engineering and user agencies; and coordination of evaluations.
VEC	<i>Product Assurance.</i> Work center is involved in the continuous assessment and upgrading of product quality and reliability availability and maintainability of assigned materiel systems. Includes development of procedures, schedules, and budgets to implement quality assurance and reliability availability and maintainability programs throughout the life cycle; preparation of quality assurance and reliability availability and maintainability sections of solicitation documents; planning and direction of quality assurance and establishment of criteria and guidance for frequency of verification, performance evaluation, and inspection procedures. Includes review of designs and specifications to assure full consideration of the life cycle reliability availability and maintainability requirements in all stages of design, development, and modification; design trade-off and failure analyses; establishment of indices and measures for overseeing reliability availability and maintainability performance; determination of test requirements for demonstrating achievement of reliability availability and maintainability objectives and analyses of results of tests; participation in fact-finding exercises to ascertain causes and appropriate actions to respond to problem notices from the field and proposals from contractors; and preparation of reliability availability and maintainability status reports.
VED	<i>Program, Project, and Product Management Staff.</i> Work center is involved in the management and control of the development, production, acquisition, fielding, and integrated logistics support of Army materiel systems; allocation and utilization review of all resources authorized for the execution of approved program, project, and product; and selection of sources for technical support.

Table 17–1
Material Acquisition Work Center Codes—Continued

AFD code (SWCC)	Title and definition
VEY	<i>Program/Project/Product Management (Limited staff).</i> Involvement with two or more Program/Project/Product Management work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
VEZ	<i>Program/Project/Product Management (Other).</i> Work center is involved in other areas of Program/Project/Product Management that are not adequately described in the definitions under Program/Project/Product Management. (For temporary use only, a DA Form 2028 is required.)
VFA	<i>Medical Acquisition.</i> Work center is involved in the management of the Army's medical acquisition program. Includes the management of medical materiel, identification of deficiencies contributing to shortfalls in equipment readiness; management of initial staffing of new equipment requirements, integrated logistics support planning and the publication and distribution of Material Fielding Plans and Materiel Fielding Agreements; and the management of field services activities.
VZY	<i>Materiel Acquisition (Limited staff).</i> Involvement with two or more Materiel Acquisition functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
VZZ	<i>Materiel Acquisition (Other).</i> Work center is involved in other areas of Materiel Acquisition that are not adequately described in the definitions under Materiel Acquisition. (For temporary use only, a DA Form 2028 is required.)

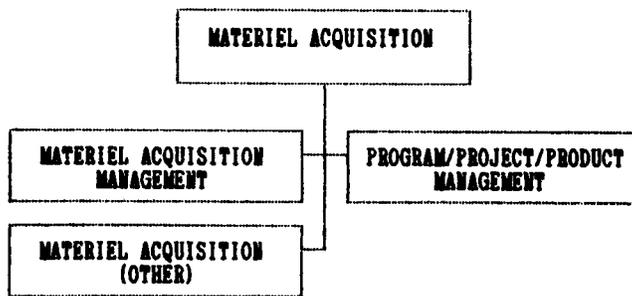


Figure 17-1. Materiel Acquisition functional hierarchy

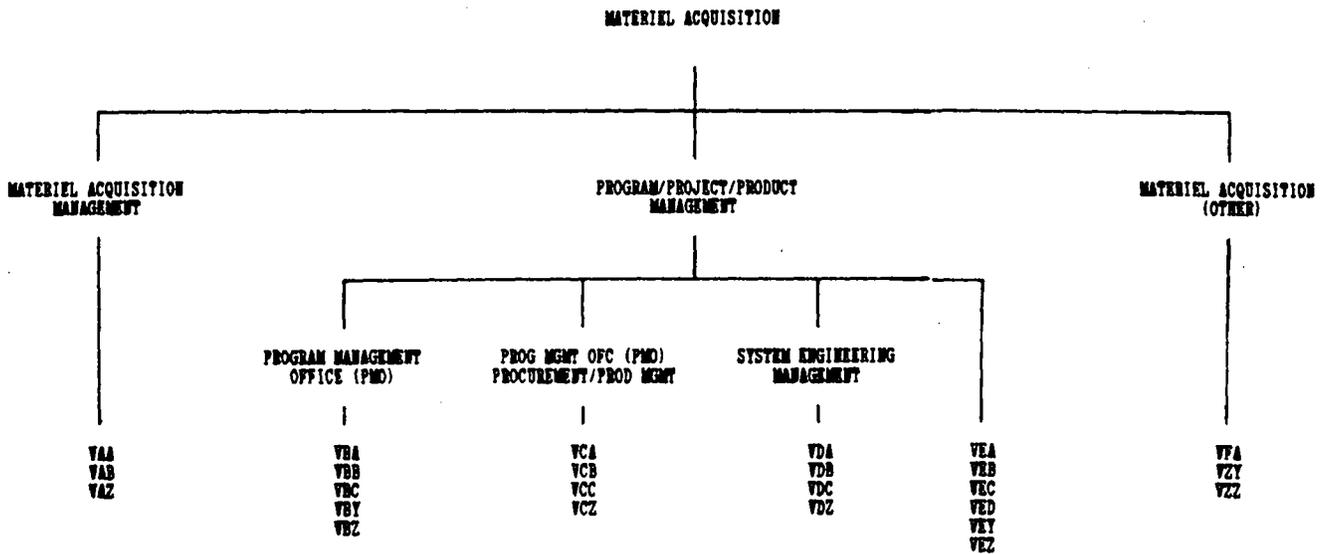


Figure 17-1. Materiel Acquisition functional hierarchy—Continued

**Chapter 18
Civilian Trainee Programs Functional Category—
AFD Code (SWCC) W**

18-1. General

This chapter lists civilian trainee programs work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define civilian trainee programs work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

18-2. Civilian trainee programs codes and definitions

Civilian trainee programs work center titles and definitions are listed in table 18-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 18-1 depicts the functional hierarchy of the civilian trainee functional category.

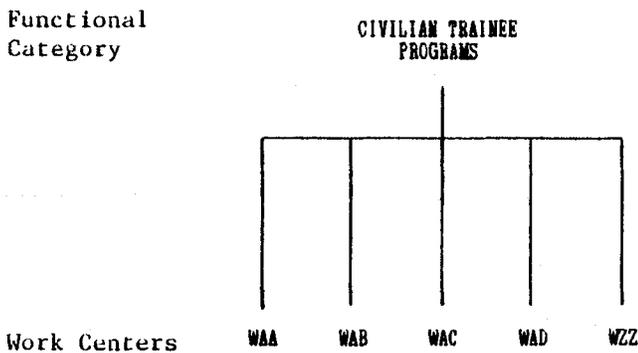


Figure 18-1. Civilian Trainee Programs functional hierarchy

**Table 18-1
Civilian Trainee Programs Work Center Codes**

AFD code (SWCC)	Title and definition
—	<i>Civilian Trainee Programs Functional Category.</i>
WAA	<i>Civilian Career Program Interns.</i> Work center is involved in civilian manpower authorizations and requirements representing Civilian Career Program Intern positions. This code/definition is reserved for centrally managed Civilian Career Program Interns positions managed by the Civilian Training, Education, and Development Student Detachment.
WAB	<i>Facility Engineering Apprentice Programs.</i> Work center is involved in civilian manpower authorizations and requirements representing Facility Engineering Apprentice Program positions. This code/definition is reserved for centrally managed Facility Engineer Apprentice Program positions managed by the Civilian and Development Student Detachment.
WAC	<i>Civilian Long-term Trainee Programs.</i> Work center is involved in civilian manpower authorizations and requirements representing long-term training positions. Civilian employees, assigned in a student status under this program, attend centrally managed long-term training programs (120 calendar days or more) or participate in centrally managed developmental assignments. This code/definition is reserved for centrally managed Civilian Long-Term Trainee Program positions managed by the Civilian Training, Education, and Development Student Detachment.

**Table 18-1
Civilian Trainee Programs Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
WAD	<i>Civilian Trainee Programs Management Staff.</i> Work center is involved in civilian manpower requirements and authorizations representing centrally managed student positions in support of intern, apprentice, or other trainee programs. The codes in this category are not intended to reflect specific functions or activities in which the trainees are involved.
WZZ	<i>Civilian Trainee Programs (Other).</i> Work center is involved in civilian manpower authorizations or requirements accountable in the area of Civilian Trainee Programs that are not adequately described in the definitions under Civilian Trainee Programs. (For temporary use only, a DA Form 2028 is required.)

**Chapter 19
Operations, Plans, and Forces Functional
Category—AFD Code (SWCC) X**

19-1. General

This chapter lists operations, plans, and forces work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define operations, plans, and forces work centers listed on all TDA documents. TDA documents will be coded as stated in chapter 1.

19-2. Operations, plans, and forces codes and definitions

Operations, plans, and forces work center titles and definitions are listed in table 19-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 19-1 depicts the functional hierarchy of the operations, plans, and forces functional category.

**Table 19-1
Operations, Plans, and Forces**

AFD code (SWCC)	Title and definition
—	<i>Operations, Plans, and Forces Functional Category.</i>
—	<i>Operations and Plans Function.</i>
XAA	<i>Operations and Plans Forces Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Operations and Plans. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
XAB	<i>Operations and Plans Control.</i> Work center is involved in the management and control of operations, plans, force development, force readiness, and mobilization programs. Includes all aspects of Army operational matters, planning and programming elements, readiness requirements and capabilities, and mobilization procedures.
XAY	<i>Operations and Plans (Limited staff).</i> Involvement with two or more Operations and Plans work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XAZ	<i>Operations and Plans (Other).</i> Work center is involved in other areas of Operations and Plans that are not adequately described in the definitions under Operations and Plans. (For temporary use only, a DA Form 2028 is required.)
—	<i>Operations Function.</i>

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)	Title and definition
XBA	<i>Operations Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Operations. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
XBB	<i>Operations Studies and Analysis.</i> Work center is involved in studies and analysis of overall Army operational programs, methods, and procedures; technical assessment of studies, analyses, models, and methodologies developed within other agencies; mission impact determination for scientific and management information system models; and improvement and integration of force level studies.
—	<i>Command and Control Subfunction.</i>
XCA	<i>Command and Control Management.</i> Work center is involved in the overall management of command and control systems, including Worldwide Military Command and control system (WWMCCS) in support of Army-wide operations. (Restricted to U.S. Army Command and Control Staff Support Agency.)
XCB	<i>Command and Control Staff Support.</i> Work center is involved in fiscal management and administrative support of command and control operational elements and systems. Includes security, training, personnel, logistical and acquisition management support.
XCC	<i>Command and Control Data Automation Support.</i> Work center is involved in management assistance and support of command and control systems, including data automation resources and operations, communications elements and command and control networks.
XCD	<i>Command and Control Graphics Support.</i> Work center is involved in the design, creation, and preparation of illustrations and two- and three-dimensional visual aid products prepared manually or by computer or other automated equipment in support of the command and control network. Includes representations, charts, graphs, and other visual materials.
XCE	<i>Command and Control Plans and Programs.</i> Work center is involved in the formulation and execution of plans, programs, policies, and procedures for command and control elements. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services.
XCF	<i>Reserved for future use.</i>
XCG	<i>Command and Control Communications Technical Control.</i> Work center is involved in providing maximum effective transmission and circuit operation of communication and electronic systems, including digital and voice networks, in support of command and control systems. Includes circuit routing and restoral of circuits and channels. (Excludes technical control elements that are integral to AUTODIN and AUTOVON switching centers.)
XCH	<i>Command and Control Data Processing Management.</i> Work center is involved in the management of command and control data processing functions, including computer operations, unit level maintenance elements and data processing technical support activities such as production control, database management, data codes and tape/disk libraries. Includes development of equipment communications and environmental support plans for command and control systems.
XCJ	<i>Command and Control Input/Output Control.</i> Work center is involved in the receipt, batch control, routing, and distribution of all command and control data processing products. Includes maintenance of a job history and a library of program folders and run books.

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)	Title and definition
XCK	<i>Command and Control Data Processing Scheduling.</i> Work center is involved in the preparation and adjustment of command and control job processing schedules, including production planning, forecasting, and scheduling; establishment and control of the processing sequence; and allocation of processing resources.
XCL	<i>Command and Control Computer Operations.</i> Work center is involved in the operation of data processing equipment, including computers and all peripheral support equipment in support of command and control systems. Includes retrieval and use of magnetic tape/disk resources for applications processing of data.
XCM	<i>Command and Control Systems Analysis and Programming.</i> Work center is involved in computer programming in support of command and control systems, including analysis and implementation of new systems and applications programs; review and analysis of existing systems and applications programs; evaluation of various programming methods and procedures, and initial test and ongoing maintenance of computer programs.
XCN	<i>Reserved for future use.</i>
XCP	<i>Command and Control Operations.</i> Work center is involved in operational command and control matters, including operation of tactical and strategic military command and control systems; management of Operations and/or Command Centers; and review of interoperability and standardization aspects of interfacing command and control systems.
XCY	<i>Command and Control (Limited staff).</i> Involvement with two or more Command and Control work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XCZ	<i>Command and Control (Other).</i> Work center is involved in other areas of Command and Control that are not adequately described in the definition under Command and Control. (For temporary use only, a DA Form 2028 is required.)
—	<i>Nuclear and Chemical Programs Subfunction.</i>
XDA	<i>Nuclear Programs.</i> Work center is involved in nuclear weapons programs, including nuclear stockpile management; scientific and technical studies of nuclear capabilities and atomic energy applications; nuclear strategy studies and surety programs; and weapon quality assurance and reliability testing. Also includes evaluation of nuclear personnel training and readiness levels; material development and materiel readiness; and determination and authentication of individual and unit nuclear qualifications.
XDB	<i>Chemical Programs.</i> Work center is involved in chemical weapons programs, including scientific and technical studies of chemical properties, limitations and capabilities; storage policy and detoxification/demilitarization procedures; chemical warfare applications; evaluation of personnel training and readiness levels and operational testing programs; and material development and materiel readiness.
XDC	<i>Nuclear/Biological/Chemical (NBC) Defense.</i> Work center is involved in NBC defense programs; development of NBC contamination avoidance protection and decontamination; procedures; scientific and technical studies of NBC defense requirements; NBC defense material development and materiel readiness; and conduct of NBC defense exercises.
XDD	<i>Nuclear/Chemical Programs Management Staff.</i> Work center is involved in nuclear and chemical programs and NBC defense programs, including scientific and technical studies of the programs; nuclear strategy application and nuclear stockpile management; atomic energy matters and nuclear weapons quality assurance and reliability testing; nuclear and chemical surety programs; and nuclear and chemical material development and materiel readiness.

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)	Title and definition
XDE	<i>Chemical Agent Munitions Disposal System (CAMDS) Operations.</i> Work center is involved in planning, scheduling, coordinating, reviewing, and executing a Chemical Agent Munitions Disposal System. This includes the piloting and testing of new and unique demilitarization processes, development of facilities, conducting process improvement studies, engineering of design improvements, and operation and maintenance of the CAMDS facility.
XDY	<i>Nuclear and Chemical Programs (Limited staff).</i> Involvement with two or more Nuclear and Chemical Programs work centers listed above, but not separately identifiable due to limited staff size. (Form temporary use only, a DA Form 2028 is required.)
XDZ	<i>Nuclear and Chemical Programs (Other).</i> Work center is involved in other areas of Nuclear and Chemical Programs that are not adequately described in the definitions under Nuclear and Chemical Programs. (For temporary use only, a DA Form 2028 is required.)
—	<i>Aviation Subfunction.</i>
XEA	<i>Aviation Operations.</i> Work center is involved in aviation and air-space matters, including aircraft utilization and flying hour programs; aircraft and aircrew operational readiness; determination of aviation facility requirements and Aviation Life Support Equipment levels; development of airspace procedures and investigation of violations; and direct Aviation Life Support Equipment support of aircrew personnel. <i>Workload factors.</i> a. Number of aircraft authorized/assigned, weighted by type and/or mission. b. Flying hours programmed or flown, weighted by type aircraft and/or mission. c. Number of operational or support flying units subordinate to this activity.
XEB	<i>Airfield Operations.</i> Work center is involved in the operation of airfields and aviation facilities and operational support provided to aircrew and aircraft including preparation and control of aircraft clearances; assistance in flight planning and dispatch of aircraft; maintenance of individual and aircraft flight records; scheduling and utilization operational support aircrew and aircraft; coordination of aviation support request and interface with air traffic agencies; maintenance of flight data on departures and arrivals, flying regulations, navigational aids, aeronautical charts, weather information and Notice to Airmen files; servicing incoming aircraft, including meeting, parking, refueling and minor servicing and scheduling for transient aircraft; preventive maintenance and operation of fuel–dispensing and other flight line support vehicles; and maintenance of runway lighting systems and cleanliness of runways, taxiway, and parking areas. <i>Workload factors.</i> a. Number of days/week and hours/day of airfield operation. b. Number of flight plans and/or clearances processed. c. Number of incoming/outgoing aircraft processed.
XEC	<i>Aviation Standardization.</i> Work center is involved in the standardization and evaluation of aircrew, aircraft, and aviation mission support procedures; development of individual and unit flying training policies and procedures; and evaluation of aircrew readiness. <i>Workload factors.</i> a. Number and size of aviation units supported, weighted by mission. b. Number of standardization/evaluation flights performed, weighted by type.

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)	Title and definition
XED	<i>Aviation Management Staff.</i> Work center is involved in aviation operations and airfield management, including flying hour programs and aircraft/aircrew operational readiness status; development of aviation doctrine, policies and force structure proposals; maintenance of individual and aircraft flight records; development and execution of aviation standardization and evaluation programs.
XEY	<i>Aviation (Limited staff).</i> Involvement with two or more Aviation work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XEZ	<i>Aviation (Other).</i> Work center is involved in other areas of Aviation that are not adequately described in the definitions under Aviation. (For temporary use only, a DA Form 2028 is required.)
XFA	<i>Special Operations.</i> Work center is involved in the development and implementation of special operations programs, including unconventional warfare; psychological and counter–terrorist operations; and collective security and civil affairs measures. Also includes assessment of current and projected special operations requirements and capabilities; oversight of field–level special operations programs; and development and control of sensitive materiel supporting special operations forces.
—	<i>Current Operations Subfunction.</i>
—	<i>Terrorism Counteraction Activities.</i>
XGA	<i>Counterterrorism.</i> Work center is involved in the overall control of Army programs dealing with offensive measures taken to respond to terrorist acts, including the gathering of information and threat analysis in support of these measures.
XGB	<i>Reserved for future use.</i>
XGC	<i>Reserved for future use.</i>
XGZ	<i>Terrorism Counteraction Activities (Other).</i> Work center is involved in other areas of Terrorism Counteraction that are not adequately described in the definitions under Terrorism Counteraction Activities. (For temporary use only, a DA Form 2028 is required.)
XHA	<i>Operations Security (OPSEC).</i> Work center is involved in programs to deny enemy forces information about friendly capabilities and intentions by identification, control, and protection of indicators associated with planned, ongoing and completed operations.
XHB	<i>Signals Security (SIGSEC).</i> Work center is involved in communications security and electronics security that encompass measures intended to deny or counter hostile exploitation of electronic emissions.
XHC	<i>Maneuver Damage and Prevention.</i> Work center is involved in the estimation, evaluation, and prevention of damage to real property and equipment during troop movement, maneuvers, and exercises.
XHD	<i>Current Operations Staff.</i> Work center is involved in the military support of Army mission requirements and needs of other Federal, State and local agencies as directed by command and control elements, including Operations and/or Command Centers; implementation of mobilization and troop movement orders; determination of operational priorities for distribution of mission essential assets; support of civil defense, civil emergency/disturbance, civil affairs, search and rescue and other domestic and/or crisis programs; continuity of operations and survival programs; management of the Crisis Action System, command readiness evaluations and Operations Security and force protection programs; and control of mission requirements and operations in support of other military organizations.
XHY	<i>Current Operations (Limited staff).</i> Involvement with two or more Current Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)	Title and definition
XHZ	<i>Current Operations (Other).</i> Work center is involved in other areas of Current Operations that are not adequately described in the definitions under Current Operations. (For temporary use only, a DA Form 2028 is required.)
XJA	<i>Explosive Ordnance Disposal (EOD).</i> Work center is involved in the Explosive Ordnance Disposal programs and requirements including command and control of Explosive Ordnance Disposal organizational elements; determination of Explosive Ordnance Disposal unit operational status and personnel, equipment, and training requirements; coordination of explosive Ordnance Disposal support to all requesting agencies; development of recruiting program requirements for volunteers for the Explosive Ordnance Disposal specialty. Primary mission includes detection, identification, field evaluation, render safe, recovery, and disposal of unexploded ordnance.
XJB	<i>Joint Operations.</i> Work center is involved in the operations in support of Department of Defense (DOD), Joint Chiefs of Staff (JCS), Unified and Specified Commands and other military department programs; establishment of Army position on joint actions; and assessment of Army requirements and capabilities regarding all joint operations.
XJC	<i>International Affairs.</i> Work center is involved in Army programs supporting international operations and support of foreign governments. Includes international standardization, rationalization, and interoperability programs; training in support of foreign personnel; mission impact assessment and economic analysis of international laws, customs, conventions, and treaties; personnel exchange programs with armed services of foreign nations.
—	<i>Security Assistance Subfunction.</i>
XKA	<i>Coalition Warfare.</i> Work center is involved in the development and maintenance of plans and procedures to facilitate communication, coordination and support procedures between U.S. forces, allied nations, and other friendly forces. Includes improvement of overall war fighting capability through enlistment, support and improvement of allied nations' ground force capabilities; improvement of allied forces' ability to meet existing or anticipated threats without commitment of U.S. forces: development of plans for support and employment of indigenous individuals or groups willing to join irregular force units; interface between the United States, allied and other friendly nations in military matters; conduct of expanded relations with ground forces to strengthen mutually beneficial defense programs; and analysis of organization, force objectives and modernization programs of allied and friendly armies.
XKB	<i>Security Assistance Staff.</i> Work center is involved in the conduct of Security Assistance programs involving sale or grant of defense articles, provision of military training and other defense-related services to foreign nations. Includes foreign military sales; military assistance programs; international military education and training programs; and economic support funds and peacekeeping operations.
XKZ	<i>Security Assistance (Other).</i> Work center is involved in other areas of Security Assistance that are not adequately described in the definitions under Security Assistance. (For temporary use only, a DA Form 2028 is required.)
XLA	<i>Civil Affairs.</i> Work center that embrace the relationship between the military forces and civil authorities and people in a friendly country or area, or occupied country or area when military forces are present.
XLB	<i>Psychological Operations.</i> Work center is involved in planned psychological activities in peace and war directed towards the enemy, friendly and neutral audiences, in order to create attitudes and behavior favorable to the achievement of political and military objectives. Includes psychological action, psychological warfare and psychological consolidation and encompasses these political, military, economic, ideological, and information activities designed for achieving a desired psychological effect.

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)	Title and definition
XLC	<i>Topography.</i> Work center develops and establishes topographic policy; serves as command expert for all topographic matters and advises higher level officials of policies, established procedures, and the status of ongoing programs. Develops and directs topographic programs; validates and prioritizes topographic requirements in support of contingency plans, exercises, training, and maneuvers. Develops policy and provides guidance and technical assistance to the Army Staff and subordinate unit staffs in identifying and establishing topographic requirements. Assembles and compiles information, and prepares studies, projects, special memoranda and reports in response to requirements.
XLD	<i>Operations and Control.</i> Work center is involved in the command and control policy determination and procedural guidance to staff and field elements; studies and analysis of operational matters and support elements' interface with operations functions; nuclear and chemical weapons and nuclear/biological/chemical (NBC) defense programs; Army support of joint DOD operations and international affairs, including Security Assistance programs; aviation programs and airfield operations; unconventional and psychological warfare programs and all other special operations functions; current operations responsibilities, including Operations Centers at all echelons; explosive ordnance disposal programs.
XLY	<i>Operations (Limited staff).</i> Involvement with two or more Operations work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XLZ	<i>Operations (Other).</i> Work center is involved in other areas of Operations that are not adequately described in the definitions under Operations. (For temporary use only, a DA Form 2028 is required.)
—	<i>Force Development Function.</i>
XMA	<i>Force Development Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Force Development. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
XMB	<i>Force Doctrine.</i> Work center is involved in the development of Army doctrine; evaluation of past and present mission concepts and principles: development of common philosophy and purpose among military organizations; development, review, and revision of doctrinal literature to support employment and operational concepts; and application of evolving management procedures and technological innovations to the Army mission.
XMC	<i>Force Management.</i> Work center is involved in the overall planning and programming for force organizational elements; review of manpower program shifts for impact on force structure and review of organizational structure for compliance with directed mission objectives.
XMD	<i>Force Requirements and Programs.</i> Work center is involved in the development of force requirements and programs; review of current force capabilities and resource impact of newly programmed requirements; and prioritization of new programs and requirements.
XME	<i>Force Modernization.</i> Work center is involved in mission capability improvement of organizations, weapons and support systems and materiel; fielding of new and improved equipment, systems, and organizations; redistribution and fielding of displaced systems and associated supporting equipment and functions; force structure enhancements that may include organizational redesign; organizational integration, distribution, and redistribution; and operational interface with research, development, test, and evaluation RDTE, acquisition and modernization training elements.

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)Title and definition	
XMFM	<i>Force Planning Analysis.</i> Work center is involved in the overall analysis of force alternatives within current and programmed resource constraints; review and analysis of personnel and materiel activities impacting Army programs; analysis of readiness conditions and capabilities and mobilization and deployment requirements; and evaluation of current and programmed force structure.
XMG	<i>Force Structure and Stationing.</i> Work center is involved in the development of force structure and geographic positioning of organizational elements; analysis of organizational requirements for the overall mission accomplishment; implementation of approved doctrine impacting on force structure; activation, deactivation, reorganization or relocation of forces; assessment of environmental, economic, and mission impacts due to force structure/stationing changes; and evaluation of resource requirements before implementation of organizational changes.
XMHM	<i>Force Combat Development.</i> Work center is involved in the development of concepts for employment of forces under combat conditions; analysis of resource and organizational requirements in support of combat operations; integration of scientific and engineering developments into mission areas; and identification of future combat requirements to research and development activities.
XMJM	<i>Force Design and Systems Integration.</i> Work center is involved in the assessment of the overall force design and integration of current and programmed systems with other Services and allied nation systems; development of requirements in support of force design initiatives, including integrated battlefield doctrine; and coordination of programming factors and operational concepts as basis for studies and analysis efforts.
XMKM	<i>Force Accounting and Documentation.</i> Work center is involved in the operation and maintenance of force accounting systems involving authorized, required, and assigned manpower and equipment; documentation in support of force planning and programming; database management policy and input for authorization document systems, subsystems, and other force development accounting systems.
XML	<i>Force Development Operations.</i> Work center is involved in the development and implementation of force doctrine, design, requirements, programs, and management; force modernization and systems integration; force planning analysis, technological applications, and testing; prioritization of new programs and requirements and identification of resource trade-offs; fielding new systems and redistribution of assets for displaced programs; and operation of force accounting systems and documentation programs. The total management process consists of the development of a combat force within available resources to accomplish overall missions and functions.
XYM	<i>Force Development (Limited staff).</i> Involvement with two or more Force Development work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XMZ	<i>Force Development (Other).</i> Work center is involved in other areas of Force Development that are not adequately described in the definitions under Force Development. (For temporary use only, a DA Form 2028 is required.)
—	<i>Force Readiness and Mobilization Function.</i>
XNA	<i>Force Readiness and Mobilization Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies, and procedures for Force Readiness and Mobilization. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
—	<i>Force Readiness Subfunction.</i>

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)Title and definition	
XPA	<i>Readiness Group Assistance.</i> (Includes Signal, Ordnance, Transportation, Chemical, Medical, Military Police/Intelligence, Quartermaster, Food Services, Supply, Adjutant General/Finance/Personnel/Administration/Infantry/Special Forces, Field/Air Defense Artillery, Armor, Engineer, and Aviation Assistance Teams.) Work center is involved in requests for assistance processing by receiving/acknowledging requests for assistance and determining availability/team capabilities; performs assistance visit preparation by reviewing unit files and developing/collecting training material; provides assistance; handles follow-up actions by preparing appropriate reports; validates exercise/training plans by receiving/reviewing exercise/training plans and coordinating changes; and performs liaison among RC units. (MS–3 Study 6) <i>Workload factor.</i> An assistance trip performed.
XPB	<i>Readiness Group Command Staff.</i> Work center is involved in Readiness Group (RG) management to include directing operations, developing policies and procedures, and administering/inspecting personnel and facilities; and performs liaison by serving as primary point of contact, assisting the numbered armies in the continental United States (CONUSA) commanders, coordinating actions, and performing liaison visits. (MS–3 Study 6) <i>Workload factor.</i> Personnel assigned to command element.
XPC	<i>Readiness Group Operations and Training.</i> Work center is involved in operations by developing policy, monitoring Reserve Component (RC) unit capabilities, managing assistance programs, coordinating transportation requirements, and managing funding allocations; provides training for RG/RC personnel and training support to assistance teams; maintains training aids by maintaining training extension course (TEC) tape and publications libraries, audiovisual equipment, and equipment mock-up; provides USAR schools and USAR and ARNG academy support by processing requests for assistance, preparing for visits and completing follow-up actions for assistance visits; and manages mobilization by managing mobilization assistance teams (MAT) and providing mobilization assistance. (MS–3 Study 6) <i>Workload factor.</i> Personnel assigned to subordinate work centers.
XPD	<i>Readiness Group Maintenance Assistance Instruction.</i> Work center is involved in requests for assistance processing by receiving/acknowledging requests for assistance, and determining availability/team capabilities; performs assistance visit preparation by reviewing unit files and developing/collecting training materials; provides assistance; handles follow-up action by preparing appropriate reports; conducts testing/licensing of personnel by testing/licensing drivers/marine vehicle operators; and performs liaison among RC units. (MS–3 Study 6) <i>Workload factor.</i> An assistance trip performed.
XPE	<i>Readiness Group Combat Assistance Supervision.</i> Work center is involved in management by administering/supervising personnel, reviewing incoming/outgoing distribution/reports/statistical data, developing budget estimates, inspecting personnel/facilities, investigating accidents/incidents, and receiving/assisting visiting officials; and maintains liaison by providing interface with RC commanders and staff. (MS–3 Study 6) <i>Workload factor.</i> N/A—See application instructions.
XPZ	<i>Force Readiness (Other).</i> Work center is involved in other areas of Force Readiness that are not adequately described in the definitions under Force Readiness. (For temporary use only, a DA Form 2028 is required.)
XQA	<i>Force Mobilization.</i> Work center is involved in mobilization requirements, capabilities, and exercises; evaluation of mobilization exercises and improvement of mobilization performance levels; development and testing of enhanced mobilization procedures.

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)Title and definition	
XQB	<i>Force Readiness and Mobilization Analysis.</i> Work center is involved in readiness, mobilization, and deployment of forces; analysis of deployment requirements, readiness capability levels, and mobilization goals; and participation in planning and execution phases of readiness and mobilization exercises.
XQY	<i>Force Readiness and Mobilization (Limited staff).</i> Involvement with two or more Force Readiness and Mobilization work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XQZ	<i>Force Readiness and Mobilization (Other).</i> Work center is involved in other areas of Force Readiness and Mobilization that are not adequately described in the definitions under Force Readiness and Mobilization. (For temporary use only, a DA Form 2028 is required.)
—	<i>Plans Function.</i>
XRA	<i>Plans Staff.</i> Staff-type work center is involved in the formulation and execution of plans, programs, policies and procedures for Plans. Includes long-range planning; program coordination, oversight, and evaluation; and advisory services. Also includes common staff responsibilities internal to the work center.
XRB	<i>Strategy, Plans and Policy.</i> Work center is involved in the formulation of policy and development of strategy in support of planning activities; development of specific plans to support operational objectives; and assessment of organizational capabilities to support current and projected plans.
XRC	<i>Operations and Contingency Plans.</i> Work center is involved in the development of plans in support of contingency operations such as civil emergencies/disturbances, civil defense, and operational support of local and Federal Government agencies; intra- and inter-command operational programs; augmentation of unified command operations; and combat readiness mobilization and deployment programs. Also includes assessment of organizations' ability to execute plans and evaluation of exercises involving specific plans.
XRD	<i>Long-Range Plans.</i> Work center is involved in the development of long-range plans and programs; evaluation of proposed and actual force changes and their impact on current and projected operational plans; consideration of emerging concepts and technologies in plans development; and incorporation of long-range goals into the planning process.
XRE	<i>Space Plans.</i> Work center is involved in the development of plans involving space-related activities; integration of space related capabilities into current doctrine and future operational concepts; assessment of organizations' requirements and capabilities related to the space environment.
XRF	<i>War Plans.</i> Work center is involved in the development of war plans; apportionment of organizational elements in the planning process to conduct all operational and support phases of combat missions; assessment of unit capabilities to execute plans and evaluation of exercises involving specific plans.
XRG	<i>Politico-Military Plans.</i> Work center is involved in the development of plans involving international relations; consideration of political and military aspects of plans and programs, including arms control and disarmament negotiations; application of international law concerning armed conflict; and plans involving international organizations and treaty commitments.
XRH	<i>Plans Integration and Prioritization.</i> Work center is involved in the prioritization of plans and programs and integration of all mission areas into higher echelon programs; review, coordination, and integration of plans prepared by other activities, including JCS, DOD, other federal agencies, and foreign governments, which involve Army participation. Includes input to and maintenance of integrated information systems involving plans and programs.

**Table 19–1
Operations, Plans, and Forces—Continued**

AFD code (SWCC)Title and definition	
XRJ	<i>National Security Affairs.</i> Work center is involved in review, analysis, and dissemination of domestic, foreign, and military policy, and programs relating to the national security.
XRK	<i>Collective Security.</i> Work center is involved in political, economic, psychological, and military security measures to provide mutual assistance and protection against aggression by other nations; provision of collective security advice to countries and organizations under security assistance programs; review of security aspects of negotiation details in military-to-military agreements; and consideration of standardization and interoperability concepts as they impact on collective security.
XRL	<i>Electronic Security (ELSEC).</i> Work center is involved in programs to deny unauthorized persons information of value derived from the intercept and analysis of transmissions over non-telecommunications equipment such as radar.
XRM	<i>Plans Development.</i> Work center is involved in development of plans, including objectives, policy statements and procedural guidance; combat readiness, mobilization and deployment plans; war plans covering all mission and mission-support aspects of combat operations; contingency plans for intra- and inter-command operational activities.
XRY	<i>Plans (Limited staff).</i> Involvement with two or more Plans work centers listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XRZ	<i>Plans (Other).</i> Work center is involved in other areas of Plans that are not adequately described in the definitions under Plans. (For temporary use only, a DA Form 2028 is required.)
XZY	<i>Operations, Plans, and Forces (Limited staff).</i> Involvement with two or more Operations, Plans, and Forces functions listed above, but not separately identifiable due to limited staff size. (For temporary use only, a DA Form 2028 is required.)
XZZ	<i>Operations, Plans, and Forces (Other).</i> Work center is involved in other areas of Operations, Plans, and Forces that are not adequately described in the definitions under Operations, Plans, and Forces. (For temporary use only, a DA Form 2028 is required.)

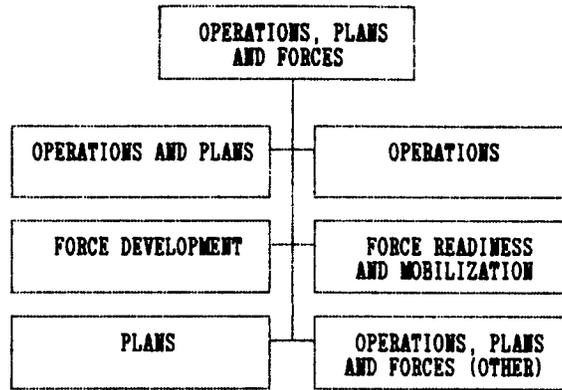


Figure 19-1. Operations, Plans, and Forces functional hierarchy—Continued

Functional
Category

Function

OPERATIONS AND PLANS

Subfunction

COMMAND AND CONTROL

NUCLEAR AND CHEMICAL
PROGRAMS

More
Defined
Level

Work
Centers

XAA
XAB
XAY
XAZ

XBA
XBB

XCA
XCB
XCC
XCD
XCE
XCF
XCG
XCH
XCJ
XCK
XCL
XCM
XCN
XCP
XCY
XCZ

XDA
XDB
XDC
XDD
XDE
XDY
XDZ

Figure 19-1. Operations, Plans, and Forces functional hierarchy—Continued

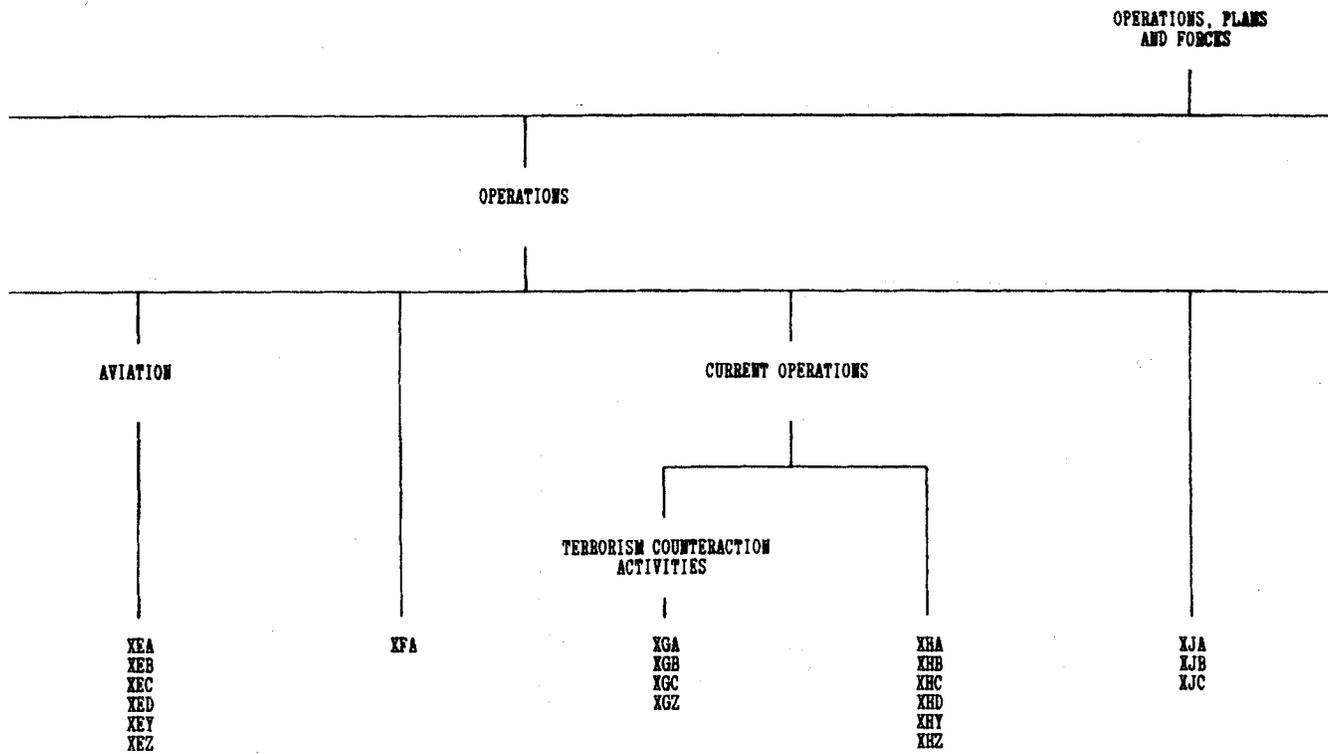


Figure 19-1. Operations, Plans, and Forces functional hierarchy—Continued

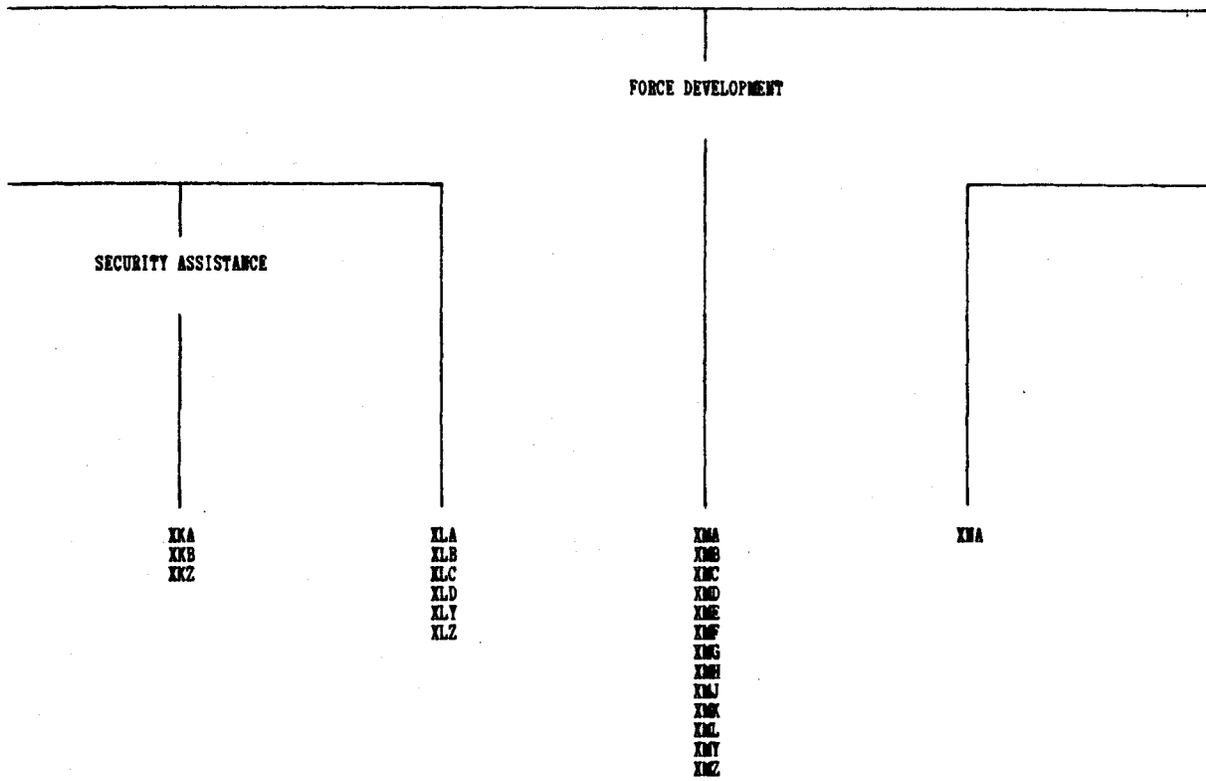


Figure 19-1. Operations, Plans, and Forces functional hierarchy—Continued

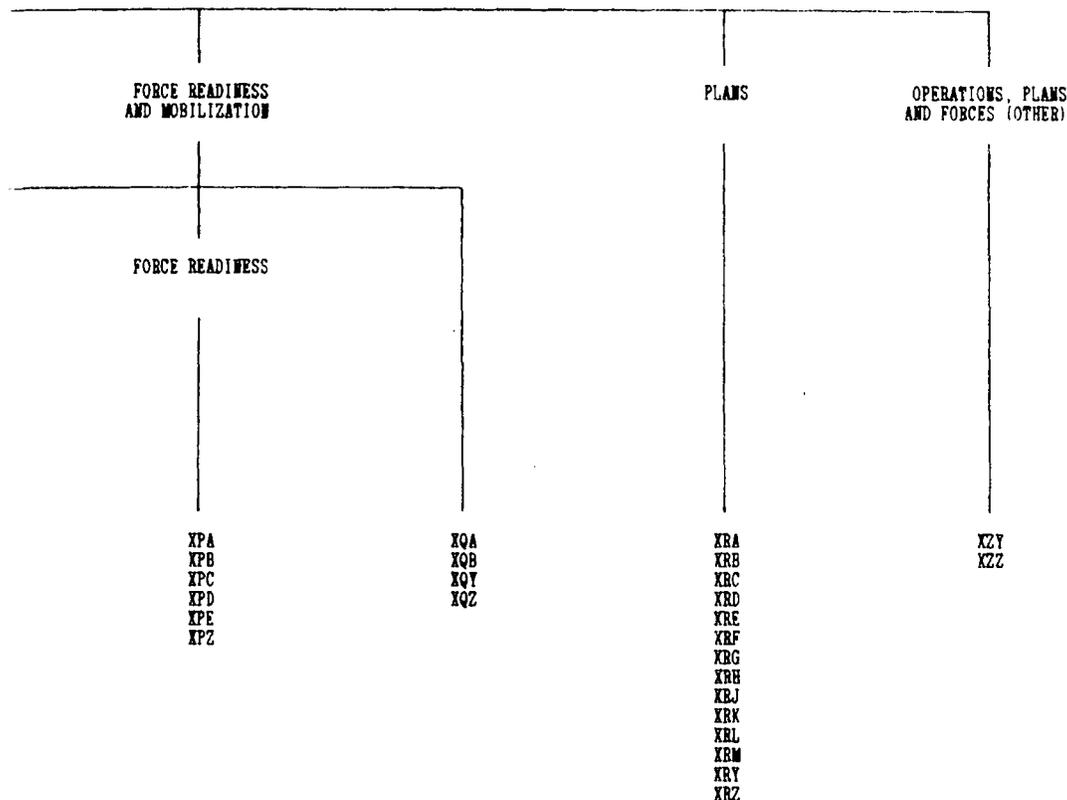


Figure 19-1. Operations, Plans, and Forces functional hierarchy—Continued

Chapter 20
Combined Functional Category—AFD Code (SWCC)
Y

20-1. General

This chapter lists combined functional category work center titles and definitions with associated codes and, when available, direct categories of work and workload factors. These titles and definitions are used to define combined functional category work centers listed on all TDA documents. TDA document will be coded as stated in chapter 1.

20-2. Combined functional category codes and definitions

Combined functional category work center titles and definitions are listed in table 20-1. The table is arranged in alphabetical order by AFD code (SWCC). Figure 20-1 depicts the functional hierarchy of the combined functional category.

Table 20-1
Combined Functional Category Work Center Codes

AFD code (SWCC)	Title and definition
—	Combined Functional Category.
—	Combined Activities.
YAA	Administration, Public Affairs, and Personnel. Work center is involved in overall management of combined administrative, public affairs, and personnel programs.

Table 20-1
Combined Functional Category Work Center Codes—Continued

AFD code (SWCC)	Title and definition
YAB	Resource Management IV. Work center is involved in overall management of combined administration, information systems management, fiscal and resource management, personnel, acquisition, security, and training programs.
YAC	Resource Management I. Work center is involved in the overall management of combined administrative, fiscal and resource management, manpower, and force development programs.
YAD	Administration and Services. Work center is involved in providing administrative support to subordinate organizational elements; providing administrative support to Community Clubs; providing housing management services; and utilization of small and disadvantaged business programs. Also providing administrative and logistical support for the Special Staff, that is Legal Officer, Public Affairs Officer, Civilian Personnel Officer, Chaplain, Personal Services Officer, Safety Officer, Inspector General, Chemical Surety Officer, Security Officer, and Organizational Effectiveness Officer.
YAE	Manpower and Legislative Liaison. Work center is involved in the overall management of combined legislative liaison, fiscal and resource management and manpower programs.

**Table 20-1
Combined Functional Category Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
YAF	<i>Manpower and Reserve Affairs.</i> Work center is involved in the overall management of combined manpower and ARNG/USAR affairs. Includes force structure requirements and management; force operational readiness; mobilization manpower; military and civilian manpower and personnel management; quality of life programs; personnel procurement; military health care; labor management relations; equal opportunity and race relations; equal employment opportunity; morale, welfare, and disciplinary matters, including custody of military prisoners; drug and alcohol abuse programs; education and individual training; personnel research programs; headquarters organization matters; military compensation; programs involving foreign nationals, including decorations and awards and hospitalization in Army facilities; personnel security, including safe-guarding of classified material; DA Military Review Boards Agency matters, including Army Board for Correction of Military Records, Army Council of Review Boards, and the Army Clemency and Parole Board; sensitive investigatory matters in conjunction with the Army General Counsel; exercise of authority on military justice matters; administrative and logistical support of Nonappropriated Fund Personnel Policy Office; and civilian executive resources management.
YAG	<i>Tunnel Neutralization.</i> Work center is involved in the overall management and operation of tunnel neutralization teams; field tunnel search operations; collection and analysis of field data, including intelligence information from all sources; and operation of electronic tunnel detection equipment. Includes information systems, engineering, and intelligence functions.
YAH	<i>Civil Works.</i> Work center is involved in the overall management of The Corps of Engineers Civil Work Program for water resources development; oversight of Panama Canal Commission and execution of the Panama Canal Treaty, to include provisions pertaining to sea level canal affairs; oversight for construction support to foreign nations, except for construction in support of U.S. Forces; and Army components of the National Cemetery Program.
YAI	<i>Resource Management II.</i> Work center is involved in the overall management of combined fiscal management, resource management, and manpower programs.
YAJ	<i>Resource Management III.</i> Work center is involved in the overall management of combined fiscal management, resource management, manpower, and force development programs.
YAK	<i>Laundry, Facilities Engineering, and Supply.</i> Work center is involved in the overall management of combined medical facility linen/laundry service, facilities engineering, and supply programs.
YAL	<i>Intelligence and Security.</i> Work center is involved in the overall management of combined intelligence and security operations and programs.
YAM	<i>Reserved for future use.</i>
YAN	<i>Supply and Services.</i> Work center is involved in the overall management of combined supply and services functions. Includes property control, weapons and equipment pool, customer service, food service, troop issue subsistence, laundry and dry cleaning, mortuary and other personnel support services.

**Table 20-1
Combined Functional Category Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
YAP	<i>Maintenance and Supply Management.</i> Work center is involved in the overall management of combined maintenance and supply functions. Includes maintenance management; supply management; tank, automotive, communication/electronics, troop support, missile/weapons and ammunition/special weapons logistics programs; integrated logistics support and modernization; supply and maintenance policy; war reserve materiel management; and equipment distribution programs.
YAQ	<i>Supply and Maintenance.</i> Work center is involved in logistics programs concerning policy and procedures for supply and maintenance of materiel, including all associated automated systems. Includes analysis, development or promotion of improvement in policies, plans, methods, procedures, systems or techniques used in supply and maintenance management programs; conduct of, participation in and/or analysis of surveys and studies pertaining to supply and maintenance functional area and internal/external coordination for all aspects of automated supply and maintenance management information systems.
YAR	<i>Transportation, Energy, and Troop Support Management.</i> Work center is involved in the overall management of combined transportation, energy, and troop support functions. Includes strategic mobility; water and petroleum energy; food service, commissary, subsistence, clothing, graves registration, and laundry; personal property, passenger, and cargo movement; customs activities; and non-tactical vehicle transportation.
YAS	<i>Industrial Operations.</i> Work center is involved in the overall management of combined garrison-level supply, procurement, transportation, maintenance, housing, food service, commissary, laundry and dry cleaning and other troop services functions. Includes development and execution of the logistics portion of plans, exercises, and operations involving supported units or functions.
YAT	Reserved for future use.
YAU	<i>Research, Development, and Acquisition.</i> Work center is involved in the overall management of RDTE programs; materiel acquisition; North Atlantic Treaty Organization (NATO) standardization and interoperability programs; implementation of security assistance policies; acquisition source selection; value engineering programs; property disposal (except real property); statutory and regulatory findings, determinations and exceptions concerning RDTE and acquisition authority; program/project manager selection process; and development of Mission Element Need Statements.
YAV	<i>Security, Training, and Plans.</i> Work center is involved in the overall management of combined security, training, and plans programs.
YAW	<i>Plans and Training.</i> Work center is involved in the overall management of combined plans and operations functions; training elements and audiovisual (AV) support; aviation functions and force development and modernization elements.
YAX	<i>Plans, Training, and Mobilization.</i> Work center is involved in plans and operations, including management of training facilities and activities of garrison force units, small units and personnel not in trainee or student status; supervision of range operations; monitorship of training aids, AV and graphics services and other support programs; coordination of mobilization programs and procedures; review of command and control aspects during peacetime; supervision of nuclear and chemical programs; oversight of aviation programs; involvement in special operations, international affairs, budget matters, and plans integration and prioritization; and coordination of explosive ordnance disposal and joint operations matters.

**Table 20-1
Combined Functional Category Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
YBA	<i>Plans, Training, Mobilization, and Security.</i> Work center is involved in plans and operations, including management of training facilities and activities of garrison force units, small units, and personnel not in trainee or student status; supervision of range operations; monitorship of training aids, AV and graphics services and other support programs; coordination of mobilization programs and procedures; review of command and control aspects during peacetime; supervision of nuclear and chemical programs; oversight of aviation programs; involvement in special operations, international affairs, budget matters, and plans integration and prioritization; and coordination of explosive ordnance disposal and joint operations matters. Also includes counterintelligence and security/counterintelligence planning; information, personnel and industrial security; security education programs, foreign disclosure and technology transfer; operations security, ADP security, SIGSEC and COMSEC program support; intelligence collection and dissemination; storage and distribution of topographic, geodetic and aerial photography products; weather service support; Subversion and Espionage Directed Against the Army program; terrorism counteraction, including counterterrorism and antiterrorism; visitor accreditation; mobilization support; nonaffiliated DOD information; TEMPEST programs; technical surveillance countermeasures; cryptographic facility inspections; Emergency Deployment Readiness Exercise support; and contingency planning support.
—	<i>Joint Activities Function.</i> (Use of codes beginning with YT is restricted to TAADS documents for Supreme Headquarters Allied Powers Europe (SHAPE) Activities—Army manpower in SHAPE elements. This coding structure takes into consideration that Joint Activities do not conform to the same basic rules that are used to define work centers in Non-Joint Activity TDAs.)
YTA	<i>Joint Activities—SHAPE. Army manpower in SHAPE; TAADS Command Code J1 applies.</i>
—	<i>Joint Activities—Nonsecurity Assistance Function.</i> (Use of codes beginning with YU is restricted to TAADS documents for JOINT Activities—Army manpower in Unified Commands and miscellaneous Joint Activities (less SHAPE) that is not dedicated to security assistance functions. This coding structure takes into consideration that Joint Activities—Nonsecurity Assistance—do not conform to the same basic rules that are used to define work centers in Non-Joint Activity TDAs.)
YUA	<i>Joint Activities—PACOM (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of U.S. Pacific Command.
YUB	<i>Joint Activities—SOUTHCOM (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of U.S. Southern Command.
YUC	<i>Joint Activities—EUCOM (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements U.S. European Command.
YUD	<i>Joint Activities—CENTCOM (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of U.S. Central Command.
YUE	<i>Joint Activities—LANTCOM (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of U.S. Atlantic Command.
YUF	<i>Joint Activities—SPACECOM (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of U.S. Space Command.
YUG	<i>Joint Activities—REDCOM (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of U.S. Readiness Command.

**Table 20-1
Combined Functional Category Work Center Codes—Continued**

AFD code (SWCC)	Title and definition
YUH	<i>Joint Activities—Miscellaneous Nonsecurity Assistance Elements.</i> Army manpower in nonsecurity assistance elements of the Special Operations Command, U.S. Transportation Command, and other miscellaneous JA elements.
—	<i>Joint Activities—Security Assistance Function.</i> (Use of codes beginning with YV is restricted to TAADS documents for JOINT Activities—Army manpower in Unified Commands and miscellaneous Joint Activities (less SHAPE) which performs security assistance functions. This coding structure takes into consideration that Joint Activities—Security Assistance—do not conform to the same basic rules that are used to define work centers in Non-Joint Activity TDAs.)
YVA	<i>Joint Activities—PACOM (Security Assistance).</i> Army manpower in security assistance elements of U.S. Pacific Command.
YVB	<i>Joint Activities—SOUTHCOM (Security Assistance).</i> Army manpower in security assistance elements of U.S. Southern Command.
YVC	<i>Joint Activities—EUCOM (Security Assistance).</i> Army manpower in security assistance elements of U.S. European Command.
YVD	<i>Joint Activities—CENTCOM (Security Assistance).</i> Army manpower in security assistance elements of U.S. Central Command.
YVE	<i>Joint Activities—LANTCOM (Security Assistance).</i> Army manpower in security assistance elements of U.S. Atlantic Command.
YVF	<i>Joint Activities—SPACECOM (Security Assistance).</i> Army manpower in security assistance elements of U.S. Space Command.
YVG	<i>Joint Activities—REDCOM (Security Assistance).</i> Army manpower in security assistance elements of U.S. Readiness Command.
YVH	<i>Joint Activities—Miscellaneous Security Assistance Elements.</i> Army manpower in security assistance elements of the Special Operations Command, U.S. Transportation Command, and other miscellaneous JA elements.
—	<i>Defense Activities—Nonsecurity Assistance Function.</i> (Use of codes beginning with YW is restricted to TAADS documents for Defense Activities that are not dedicated to security assistance functions. This coding structure takes into consideration that Defense Activities—Nonsecurity Assistance—do not conform to the same basic rules that are used to define work centers in Non-Defense Activity TDAs.)
YWA	<i>Defense Activities—OSD (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Office of the Secretary of Defense.
YWB	<i>Defense Activities—USUHS (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Uniformed Services University of Health Sciences.
YWC	<i>Defense Activities—OJCS (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Office of the Joint Chiefs of Staff.
YWD	<i>Defense Activities—DCA (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Defense Communications Agency.
YWE	<i>Defense Activities—DIA and DAS(Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Defense Intelligence Agency and the Defense Attache System.
YWF	<i>Defense Activities—DNA (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Defense Nuclear Agency.

Table 20-1
Combined Functional Category Work Center Codes—Continued

AFD code (SWCC)	Title and definition
YWG	<i>Defense Activities—DMA (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Defense Mapping Agency.
YWH	<i>Defense Activities—DLA (Nonsecurity Assistance).</i> Army manpower in nonsecurity assistance elements of the Defense Logistics Agency.
YWI	<i>Defense Activities—Miscellaneous Nonsecurity Assistance Elements.</i> Army manpower in nonsecurity assistance elements of the Joint Tactical Command, Control and Communications Agency and other miscellaneous Defense elements.
—	<i>Defense Activities—Security Assistance Function.</i> (Use of codes beginning with YX is restricted to TAADS documents for Defense Activities that are dedicated to security assistance functions. This coding structure takes into consideration that Defense Activities—Security Assistance—do not conform to the same basic rules that are used to define work centers in Non-Defense Activity TDAs.)
YXA	<i>Defense Activities—OSD (Security Assistance).</i> Army manpower in security assistance elements of the Office of the Secretary of Defense.
YXB	<i>Defense Activities—USUHS (Security Assistance).</i> Army manpower in security assistance elements of the Uniformed Services University of Health Sciences.
YXC	<i>Defense Activities—OJCS (Security Assistance).</i> Army manpower in security assistance elements of the Office of the Joint Chiefs of Staff.
YXD	<i>Defense Activities—DCA (Security Assistance).</i> Army manpower in security assistance elements of the Defense Communications Agency.
YXE	<i>Defense Activities—DIA and DAS (Security Assistance).</i> Army manpower in security assistance elements of the Defense Intelligence Agency and the Defense Attache System.
YXF	<i>Defense Activities—DNA (Security Assistance).</i> Army manpower in security assistance elements of the Defense Nuclear Agency.
YXG	<i>Defense Activities—DMA (Security Assistance).</i> Army manpower in security assistance elements of the Defense Logistics Agency.
YXH	<i>Defense Activities—DLA (Security Assistance).</i> Army manpower in security assistance elements of the Defense Logistics Agency.
YXI	<i>Defense Activities—Miscellaneous Security Assistance Elements.</i> Army manpower in security assistance elements of the Joint Tactical Command, Control and Communications Agency and other miscellaneous DF elements.
YZZ	<i>Combined Categories (Other).</i> Work center is involved in two or more functional categories of this dictionary that are not adequately described in the definitions under Combined Activities. This code will also be used to account for functions not considered to be accurately identified by any definition in the dictionary, including “Y” (limited staff) or “Z” (other) codes. (For temporary use only, a DA Form 2028 is required.)

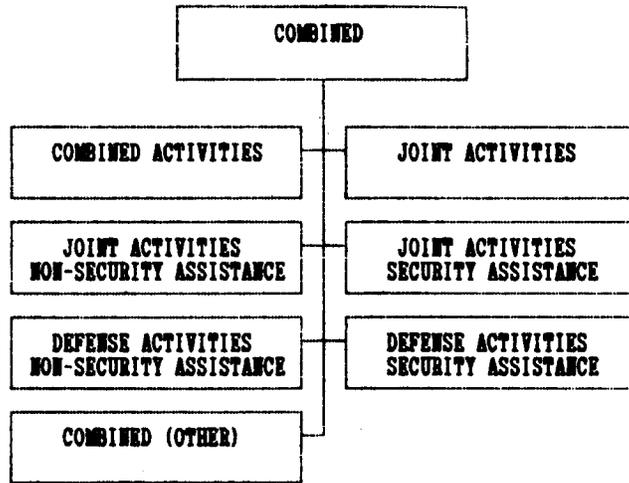


Figure 20-1. Combined functional hierarchy

**Functional
Category**

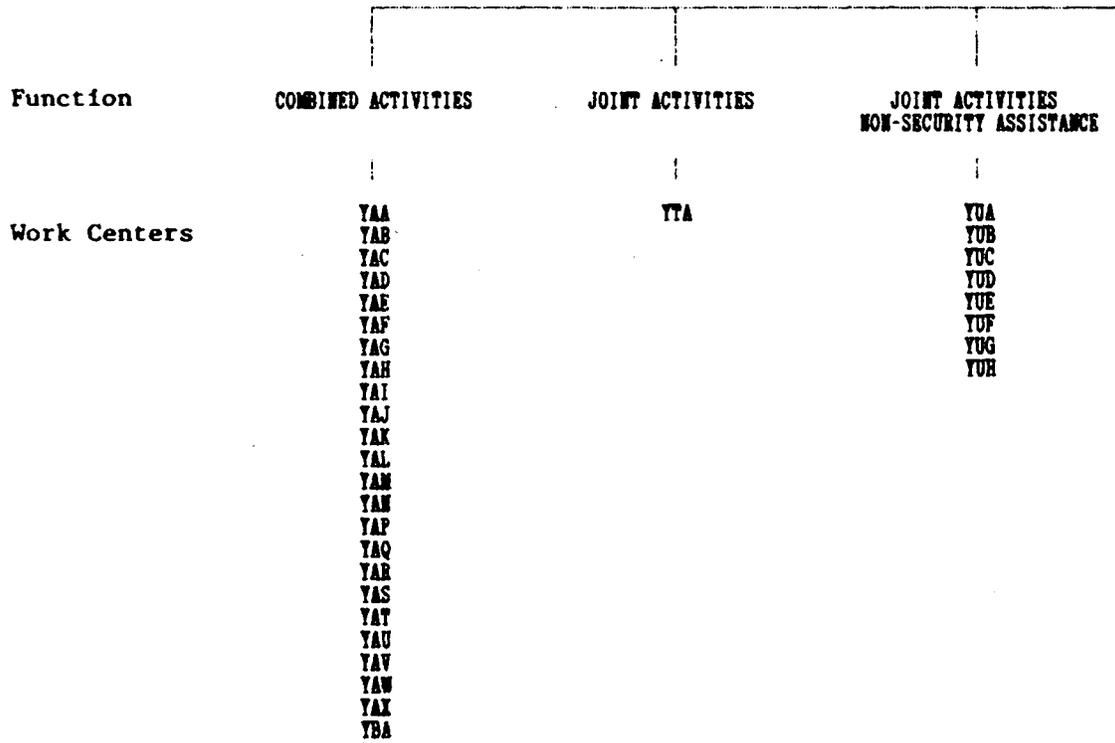


Figure 20-1. Combined functional hierarchy—Continued

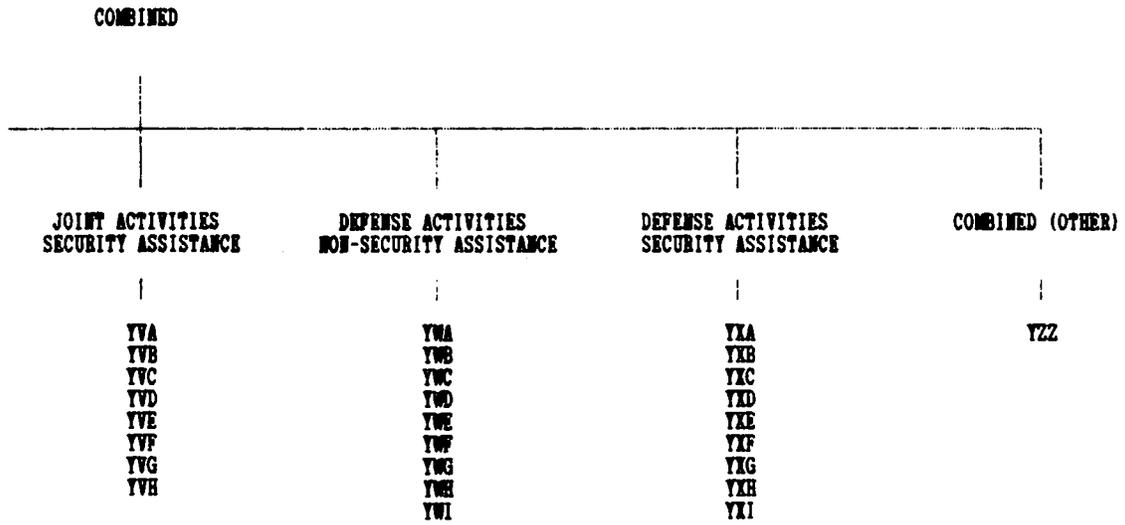


Figure 20-1. Combined functional hierarchy—Continued

Appendix A
AFD Code (SWCC) Reference

AFD code (SWCC)	Title
AAA	Administration Management Staff
AAB	Administration Program Analysis
AAC	Administration Operations
AAY	Administration Management (Limited staff)
AAZ	Administration Management (Other)
ABA	Administrative Systems Development
ABB	Administrative Systems Management Staff
ABY	Administrative Systems (Limited staff)
ABZ	Administrative Systems (Other)
ACA	Records and Forms Control
ACB	Micrographics
ACC	Records and/or Micrographics Management Staff
ACY	Records and/or Micrographics (Limited staff)
ACZ	Records and/or Micrographics (Other)
ADA	Duplication Services
ADB	Administrative Support
ADC	Administrative Support Management Staff
ADD	Administrative/Management for Supply/Services
ADE	Administrative/Management for Transportation
ADF	Office of School Secretary
ADG	Administrative Support Activities for Schools
ADH	Distribution Support Activities for Schools
ADI	Training Department Administrative Support
ADJ	Administrative Support to Readiness Group
ADK	Personnel and Administrative Support for Reserve Officer Training Corps (ROTC)
ADL	Administrative Support for Reserve Officer Training(ROTC)
ADM	Administrative Support for Military Personnel
ADY	Administrative Support Management (Limited staff)
ADZ	Administrative Support Management (Other)
AEA	Heraldic Support Operations
AEB	Historical Heraldic Data
AEC	Heraldry Creative Services
AED	Heraldic Design and Illustration
AEE	Heraldic Sculpture and Display
AEF	Heraldic Technical Support
AEG	Heraldic Services Management Staff
AEZ	Heraldic Services (Other)
AFA	Publications Management Staff
AFB	Publishing
AFC	Editing
AGA	Composition
AGB	Printing
AGC	Bindery
AGD	Printing Plant Management Staff
AGY	Printing Plant Operations (Limited staff)
AGZ	Printing Plant Operations (Other)
AHA	Field Printing Management Staff
AHZ	Field Printing (Other)
AJA	Publications Center Operations
AJB	Publications Registry/Depository
AJC	Publications Distribution Management Staff
AJZ	Publications Distribution (Other)
AKA	Publications Control
AKY	Publications Management (Limited staff)
AKZ	Publications Management (Other)
ALA	Postal Services Staff
ALB	Postal Operations
ALC	Joint Military Postal Activities
ALD	Postal and Directory Services
AMA	Mail Room
AMB	Mail Distribution Management Staff
AMY	Mail Distribution (Limited staff)
AMZ	Mail Distribution (Other)
ANA	Courier Service
ANB	Postal Services
ANY	Postal Services (Limited staff)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
ANZ	Postal Services (Other)
APA	Physical Disability Administration Staff
APB	Physical Disability Medical Evaluations
APC	Physical Disability Operations
APZ	Physical Disability Administration (Other)
AQA	Special Administrative Medical Support Staff
AQZ	Special Administrative Medical Support (Other)
ARA	Medical Treatment Facility Administration
ARB	In-patient Administration
ARC	Out-patient Administration
AZY	Administration (Limited staff)
AZZ	Administration (Other)
BAA	Headquarters Command Support
BAB	Subcommunity Command Activities
BAC	Installation Coordination Activities
BAD	Courts and Boards
BAE	Reserve Component Support
BAF	Liaison
BAG	Host-Tenant/Interservice Support
BAH	Command Management Staff
BBA	Medical Command Staff
BBB	Special Medical Staff
BBC	Medical Staff Direction and Development
BBZ	Medical Command (Other)
BCA	Liaison/Mission and Installation Support
BCB	Medical Advice and Liaison
BCC	Manpower Command Staff
BCY	Command (Limited staff)
BCZ	Command (Other)
BDA	Protocol Management Staff
BDY	Protocol (Limited Staff)
BDZ	Protocol (Other)
BEA	Public Affairs Clearance Review
BEB	Public Affairs Management
BEY	Public Affairs Staff (Limited Staff)
BEZ	Public Affairs Staff (Other)
BFA	Public Affairs Community Relations
BFB	Advertising and Public Affairs for Reserve Officer Training Corps (ROTC)
BGA	Electronic Media Services
BGB	Media Initiatives
BGC	Media Relations Management Staff
BGY	Media Relations (Limited Staff)
BGZ	Media Relations (Other)
BHA	Command Information Publications
BHB	Command Information Programs Management Staff
BHY	Command Information Programs (Limited Staff)
BHZ	Command Information Programs (Other)
BJA	Army Broadcasting Management
BJB	Broadcasting Media Management Staff
BJZ	Broadcasting Media (Other)
BKA	Public Affairs Operations
BKY	Public Affairs (Limited Staff)
BKZ	Public Affairs (Other)
BLA	Equal Employment Opportunity Staff
BLB	Equal Employment Opportunity Operations
BLY	Equal Employment Opportunity (Limited Staff)
BLZ	Equal Employment Opportunity (Other)
BMA	Organizational Effectiveness Management Staff
BMZ	Organizational Effectiveness (Other)
BNA	Inspection Staff
BNB	Inspection Operations
BNC	Assistance and Investigation
BND	Inspector General Activities
BNY	Inspection (Limited Staff)
BNZ	Inspection (Other)
BPA	Legal Services Management Staff
BPB	Contract/Logistics Law
BPC	Reserved For Future Use
BPD	Reserved For Future Use
BPE	Intellectual Property Law
BPF	Reserved For Future Use

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
BPG	Acquisition Law Management Staff
BPY	Acquisition Law Activities (Limited staff)
BPZ	Acquisition Law Activities (Other)
BQA	Military Personnel Law Litigation
BQB	Civilian Personnel Law Litigation
BQC	Reserved For Future Use
BQD	Tort Law/Medical Law Litigation
BQE	General Law Litigation
BQF	Reserved For Future Use
BQG	Litigation Management Staff
BQZ	Litigation Activities (Other)
BRA	Labor-Management Relations
BRB	Reserved For Future Use
BRC	Labor Law Management Staff
BRY	Labor Law Activities (Limited staff)
BRZ	Labor Law Activities (Other)
BSA	Reserved For Future Use
BSB	Environmental Law
BSC	Real Estate Law
BSD	Civil Law Management Staff
BSY	Civil Law (Limited Staff)
BSZ	Civil Law (Other)
BTA	Government Representation
BTB	Soldier Representation
BTC	Judiciary Support
BTD	Criminal Law Management Staff
BTY	Criminal Law Activities (Limited staff)
BTZ	Criminal Law Activities (Other)
BUA	Legislative Law
BUB	General Law
BUC	Personnel Law
BUD	Administrative Law Management Staff
BUY	Administrative Law Activities (Limited staff)
BUZ	Administrative Law Activities (Other)
BVA	Operational Law
BVB	Status of Forces Agreements/Treaty Law
BVC	International Law Management Staff
BVY	International Law Activities (Limited staff)
BVZ	International Law Activities (Other)
BWA	Legal Assistance
BWB	Military Law Management Staff
BWY	Military Law (Limited staff)
BWZ	Military Law (Other)
BXA	Foreign/Maritime Claims
BXB	General Claims
BXC	Medical Claims
BXD	Personnel Claims/Recovery
BXE	Claims Management Staff
BXY	Claims (Limited staff)
BXZ	Claims (Other)
BYA	Legal Services Operations
BYY	Legal Services (Limited staff)
BYZ	Legal Services (Other)
BZA	Chaplaincy Activities Staff
BZB	Chaplaincy Plans and Programs
BZC	Reserved For Future Use
BZD	Chaplaincy Staff Operations
BZE	Chaplaincy Personnel and Ecclesiastical Relations
BZF	Chaplaincy Pastoral and Religious Activities
BZG	Medical Facility Chaplaincy Activities
BZH	Medical Facility Pastoral Education Management
BZJ	Chaplaincy
BZY	Chaplaincy Activities (Limited staff)
BZZ	Chaplaincy Activities (Other)
CAA	Small Business Staff
CAB	Small Business Operations
CAY	Small Business (Limited staff)
CAZ	Small Business (Other)
CBA	History Staff
CCA	Museum/Art Operations
CCB	History Activities Staff
CCY	History Activities (Limited staff)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
CCZ	History Activities (Other)
CDA	History Operations
CDY	History (Limited staff)
CDZ	History (Other)
CEA	Legislative Inquiries
CEB	Legislative Liaison Management Staff
CEZ	Legislative Liaison (Other)
CFA	Audit Staff
CFB	Audit Operations
CFC	Audit Management
CFZ	Audit (Other)
CGA	Internal Review Management
CGY	Internal Review (Limited staff)
CGZ	Internal Review (Other)
CHA	Safety Staff
CHB	Installation/Community Ground Safety
CHC	Aviation Safety
CHD	Military/Civil Works Safety
CHE	Government-Owned/Contractor Operated Activities Safety
CHF	Explosive Safety
CHG	Medical Safety
CHH	Safety Management
CHJ	Materiel Safety
CHY	Safety (Limited staff)
CHZ	Safety (Other)
CZY	Command and Command Support (Limited staff)
CZZ	Command and Command Support (Other)
DAA	Information Management Staff
DAB	Information Systems Management and Support
DAC	Information Management Activities
DAY	Information Management (Limited staff)
DAZ	Information Management (Other)
DBA	Information Systems Operations Staff
DCA	Fixed Special Application Information Operations
DCB	Mobile Special Application Information Operations
DCC	Special Application Information Operations Staff
DCZ	Special Application Information Operations (Other)
DDA	Standard Information Systems Operations
DEA	Air Traffic Control Activities Staff
DEB	Air Traffic Control Office Operations
DEC	Flight Following flight operations center/flight coordination center (FOC/FCC)
DED	Control Tower Operations
DEE	Ground Control Approach (GCA)
DEF	Radar Approach Control (RAC)
DEG	Air Traffic Control Equipment Support
DEH	Air Traffic Control
DEY	Air Traffic Control Activities (Limited staff)
DEZ	Air Traffic Control Activities (Other)
DFA	Audiovisual Activities Staff
DFB	Still and Motion Picture Photography
DFC	Television Production and Engineering
DFD	Graphic Arts
DFE	Displays and Devices
DFF	Audiovisual Support Services
DFG	Medical Illustration and Photography
DFH	Audiovisual Management
DFY	Audiovisual Activities (Limited staff)
DFZ	Audiovisual Activities (Other)
DGA	Information Systems Site Operations Staff
DHA	Automatic Digital Network (AUTODIN) Switching
DHB	Automatic Voice Network (AUTOVON) Switching
DHC	Automatic Secure Voice Communication (AUTOSEVOCOM)Switching
DHD	Switching Management Staff
DHZ	Switching Management Activities (Other)
DJA	Multi-channel Radio Activities
DJB	Single Channel Radio Activities
DJC	Contingency Radio Operations
DJD	Military Affiliate Radio System (MARS)
DJE	Radio Operations Staff

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
DJZ	Radio Activities (Other)
DKA	Command and Control Network
DKB	Communications Technical Control Activities
DKC	Range Communications—Electronics Operations
DKD	Satellite Communications Terminal Activities
DLA	Switchboard Operations
DLB	Telephone Inside Plant Activities
DLC	Telephone Installation
DLD	Cable, Wire, and Pole Support
DLE	Telephone Activity Management Staff
DLY	Telephone Activities (Limited staff)
DLZ	Telephone Activities (Other)
DMA	Telecommunications Center Operations
DMB	Automated Multimedia—Media Exchanges (AMME) Activities
DMC	Miscellaneous Communications—Electronics (C—E) Support
DMD	Communications—Electronics (C—E) Equipment Installation
DME	Area Communications—Electronics (C—E) Support
DMF	Labor Service
DMG	Antenna Support
DMH	Information Systems COMSEC Logistics
DNA	Automatic Data Processing Input/Output Control
DNB	Automatic Data Processing Scheduling
DNC	Automatic Data Processing Computer Operations
DND	Automatic Data Processing Systems Analysis, Design, and Programming
DNE	Automatic Data Processing Data Conversion
DNF	Automatic Data Processing Library Control
DNG	ADP Management and Technical Support Management Staff
DNH	Automation Support for Reserve Officer Training Corps (ROTC)
DNY	ADP Management and Technical Support Activities—(Limited staff)
DNZ	ADP Management and Technical Support Activities (Other)
DPA	Information Systems Site Activities
DPY	Information Systems Site Operations (Limited staff)
DPZ	Information Systems Site Operations (Other)
DQA	Information Systems Operations Activities
DQZ	Information Systems Operations (Other)
DRA	Post Deployment Software Support (PDSS)/Battlefield Automated Systems (BAS) Management
DRB	Post Deployment Software Support (PDSS)/Battlefield Automated Systems (BAS) Software Engineering
DRC	Post Deployment Software Support (PDSS)/Battlefield Automated Systems (BAS) Development and Acquisition Engineering
DRD	Deployed Systems Sustainment
DRZ	Battlefield Automation (Other)
DSA	Military Personnel Automation I
DSB	Military Personnel Automation II
DZY	Information Systems Management (Limited staff)
DZZ	Information Systems Management (Other)
EAA	Engineering Management Staff
EAB	Engineering Management Activities
EAY	Engineering Management (Limited staff)
EAZ	Engineering Management (Other)
EBA	Civil Works Planning Staff
EBB	Flood Plain Management
EBC	Environmental Analysis
EBD	Socio—Economic Analysis
EBE	Civil Works Planning Activities
EBZ	Civil Works Planning (Other)
ECA	Engineering Operations Staff
ECB	General Engineering
ECC	Electrical and Mechanical Engineering
ECD	Geo—technical Engineering
ECE	Hydraulic and Hydrologic Engineering
ECF	Civil/Environmental Engineering

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
EDA	Health Facility Design and Development
EDB	Structural Engineering Operations
EDY	Structural Engineering (Limited staff)
EDZ	Structural Engineering (Other)
EEA	Master Planning
EFA	Engineering Management Activities
EFY	Engineering Operations (Limited staff)
EFZ	Engineering Operations (Other)
EGA	Water Resource Operations Staff
EGB	Hydropower Operations
EHA	Water Regulatory Operations
EHB	Floating Operations
EHC	Water Resources Management
EHD	Waterways Navigation Operations
EHZ	Waterways Navigation (Other)
EJA	Water Resource Operations Activities
EJZ	Water Resource Operations (Other)
EKA	Construction Staff
ELA	Construction Supervision and Inspection
ELB	Construction Contract Administration
ELC	Reserved For Future Use
ELD	Construction Program Management Staff
ELZ	Construction Program Management (Other)
EMA	Construction Management
EMY	Construction (Limited staff)
EMZ	Construction (Other)
ENA	Real Estate Management
ENB	Real Estate Acquisition
ENC	Real Estate Appraisal
ENE	Real Estate Management and Disposal
ENF	Timber Harvesting and Disposal
ENG	Real Estate Planning and Control
ENH	Real Estate Staff (CONUS)
ENI	Real Estate Staff (OCONUS)
ENZ	Real Estate (Other)
EPA	Emergency Management Staff
EPB	Domestic Emergencies
EPC	National Security Emergency Planning
EPD	Emergency Management Activities
EPZ	Emergency Management (Other)
EZY	Engineering (Limited staff)
EZZ	Engineering (Other)
FAA	Fiscal Management Staff
FAB	Fiscal Management Activities
FAY	Fiscal Management (Limited staff)
FAZ	Fiscal Management (Other)
FBA	Finance and Accounting Staff
FCA	Military Pay
FCB	Civilian Pay
FCC	Disbursing
FCD	Travel Pay
FCE	Commercial Accounts
FCF	Retirement Pay
FCG	Job Corps Pay
FCH	Local National Pay
FCJ	Reserved For Future Use
FCK	Finance Operations Staff
FCY	Finance Operations (Limited staff)
FCZ	Finance Operations (Other)
FDA	Accounts Control
FDB	Accounts Maintenance
FDC	Accounts Analysis/Reconciliation
FDD	Accounting Operations
FDY	Accounting (Limited staff)
FDZ	Accounting (Other)
FEA	Non—appropriated Fund Accounting
FEB	Internal Control Programs
FEC	Finance Network Quality
FED	Finance and Accounting Transportation Operations
FEE	Finance and Accounting Operations
FEY	Finance and Accounting (Limited staff)
FEZ	Finance and Accounting (Other)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
FFA	Budget Staff
FFB	Budget Programming
FFC	Budget Execution and Systems
FFD	Budget Research and Studies
FFE	Budget Operations
FFY	Budget (Limited staff)
FFZ	Budget (Other)
FGA	Resource Management Staff
FGB	Management Analysis
FGC	Cost Analysis
FGD	Productivity Improvement
FGE	Resource Management Activities
FGF	Medical Resource Management
FGG	Resource Management for Reserve Officer Training Corps (ROTC)
FGY	Resource Management (Limited staff)
FGZ	Resource Management (Other)
FZY	Fiscal and Resource Management (Limited staff)
FZZ	Fiscal and Resource Management (Other)
GAA	Acquisition Management Staff
GBA	Source Selection
GBB	Contract Pricing and Cost Analysis
GBC	Contracting
GBD	Contract Administration
GBE	Purchasing
GBF	Acquisition Management Operations Staff
GBY	Acquisition Management Operations (Limited staff)
GBZ	Acquisition Management Operations (Other)
GCA	Contract Surveillance
GCB	Acquisition Career Program Management
GCC	Acquisition Management Control
GCZ	Acquisition Management (Other)
GZY	Acquisition (Limited staff)
GZZ	Acquisition (Other)
HAA	General Medical Ward
HAB	Cardiology Ward
HAC	Coronary Care Unit
HAD	Dermatology Ward
HAE	Endocrinology Ward
HAF	Gastroenterology Ward
HAG	Reserved For Future Use
HAH	Medical Intensive Care Unit
HAJ	Nephrology Ward
HAK	Neurology Ward
HAL	Oncology Ward
HAM	Pulmonary/Upper Respiratory Diseases Ward
HAN	Reserved For Future Use
HAP	Medical Evaluation Ward
HAQ	Medical/Surgical Ward
HAR	Medical/Surgical/Coronary Intensive Care Unit
HAS	Light/Minimal Care Ward
HAZ	Inpatient Care (Other)
HBA	General Surgical Ward
HBB	Cardiovascular and Thoracic Surgical Ward
HBC	Intensive Care Surgical Unit
HBD	Neurosurgical Ward
HBE	Ophthalmology Surgical Ward
HBF	Oral Surgical Ward
HBG	Otorhinolaryngology Surgical Ward
HBH	Pediatric Surgical Ward
HBJ	Plastic Surgery Ward
HBK	Reserved For Future Use
HBL	Urology Surgical Ward
HBZ	Inpatient Surgical Care (Other)
HCA	Gynecology Ward
HCB	Obstetrics Ward
HCC	Obstetrics and Gynecology Ward
HCZ	Obstetrical and Gynecological Care (Other)
HDA	Pediatrics Ward
HDB	Newborn Nursery
HDC	NeoNatal Intensive Care Unit
HDD	Pediatric Intensive Care Unit

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
HDZ	Pediatric Care (Other)
HEA	Orthopedic Ward
HEB	Podiatry Ward
HEC	Orthopedics/Podiatry Ward
HEZ	Orthopedic Care (Other)
HFA	Psychiatric Ward
HFB	Residential Treatment Facility
HFZ	Behavioral Science Care (Other)
HGA	Internal Medicine Clinic
HGB	Allergy Clinic
HGC	Cardiology Clinic
HGD	Diabetes Clinic
HGE	Endocrinology (Metabolism) Clinic
HGF	Gastroenterology Clinic
HGG	Hematology Clinic
HGH	Hypertension Clinic
HGJ	Nephrology Clinic
HGK	Neurology Clinic
HGL	Nutrition Clinic
HGM	Oncology Clinic
HGN	Pulmonary Disease Clinic
HGP	Rheumatology Clinic
HGQ	Dermatology Clinic
HGR	Infectious Disease Clinic
HGS	Allergy and Immunology Clinic
HGT	Oncology and Hematology Clinic
HGU	Pulmonary–Infectious Clinic
HGZ	Ambulatory Medical Care (Other)
HHA	General Surgery Clinic
HHB	Cardiovascular and Thoracic Surgery Clinic
HHC	Neurosurgery Clinic
HHD	Ophthalmology Clinic
HHE	Organ Transplant Clinic
HHF	Otorhinolaryngology Clinic
HHG	Plastic Surgery Clinic
HHH	Reserved For Future Use
HHJ	Urology Clinic
HHK	Reserved For Future Use
HHZ	Ambulatory Surgical Care (Other)
HJA	Obstetrics Clinic
HJB	Gynecology Clinic
HJC	Family Planning Clinic
HJD	Obstetrics/Gynecology Clinic
HJZ	Obstetrical and Gynecological Care (Other)
HKA	Pediatrics Clinic
HKB	Adolescent Clinic
HKC	Well Baby Clinic
HKD	Exceptional Family Member Program Service
HKZ	Pediatrics Care (Other)
HLA	Orthopedic Clinic
HLB	Cast Clinic
HLC	Hand Surgery Clinic
HLD	Neuromuscular Screening Clinic
HLE	Orthopedic Appliance Clinic
HLF	Podiatry Clinic
HLZ	Orthopedic Care (Other)
HMA	Psychiatry Clinic
HMB	Psychology Clinic
HMC	Child Guidance Clinic
HMD	Mental Health Clinic
HME	Social Work Clinic
HMF	Drug Screening and Testing Service
HMZ	Behavior Science Service (Other)
HNA	Family Practice Clinic
HNZ	Family Practice Care (Other)
HPA	Primary Care and Community Medicine
HPB	Medical Examination Clinic
HPC	Optometry Clinic
HPD	Audiology Clinic
HPE	Speech Pathology Clinic
HPF	Emergency Medical Care
HPG	Flight Medical Care

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
HPZ	Primary Medical Care (Other)
HQA	Dental Service
HQB	Limited Dental Prosthetics
HQC	Reception Station Dental Support Services
HQZ	Dental Care (Other)
HRA	Pharmacy Staff
HRB	Pharmacy Support Service
HRC	Outpatient Pharmacy
HRD	Inpatient Pharmacy
HRE	Hematology—Oncology Pharmacy
HRF	Nuclear Pharmacy
HRG	Pathology Staff
HRH	Anatomical Pathology
HRJ	Electron Microscopy Service
HRK	Cytology Service
HRL	Clinical Pathology
HRM	Chemistry Service
HRN	Clinical Microscopy Service
HRP	Microbiology Service
HRQ	Immunohematology (Blood bank)
HRR	Radiology Staff
HRS	Diagnostic Radiology
HRT	Therapeutic Radiology
HRU	Computerized Tomography
HRV	Ultrasound Service
HRW	Radiation Therapy Service
HRX	Nuclear Medicine Service
HSA	Electrocardiography
HSB	Electroencephalography
HSC	Electroneuromyography
HSD	Pulmonary
HSE	Cardiac Catheterization
HSF	Anesthesiology
HSG	Surgical Suite
HSH	Recovery Room
HSJ	Reserved For Future Use
HSK	Same Day Surgery
HSL	Hemodialysis
HSM	Reserved For Future Use
HSN	Inhalation/Respiratory Therapy
HSP	Occupational Therapy
HSQ	Physical Medicine
HSR	Physical Therapy
HSZ	Ancillary Services (Other)
HTA	Clinical Management
HTB	Medical Nutritional Care Management
HTZ	Medical Support Services (Other)
HUA	Area Veterinary Medical Reference Laboratory
HUB	Area Dental Prosthetic Laboratory
HUC	Ophthalmic Fabrication and Repair
HUD	Military Blood Supply
HUE	Clinical Investigation
HUF	Physiological Training/Support
HUG	Military Entrance Processing Medical Operations
HUH	Reception Station Medical Support Services
HUZ	Special Programs (Other)
HVA	Community Health Services
HVB	Preventive Medicine
HVC	Industrial Hygiene
HVD	Health Physics
HVE	Environmental Health
HVF	Epidemiology and Disease Control
HVG	Occupational Health
HVH	Immunizations
HVJ	Veterinary Services
HVK	Veterinary Food Inspection
HVL	Animal Medicine
HVZ	Public Health Services (Other)
HWA	Decedent Affairs
HWB	Patient Transportation
HWC	Aeromedical Staging Facilities/Transient Patient Care
HWZ	Military Unique Medical Activities (Other)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
HZZ	Health Services (Other)
IAA	Intelligence Staff
IAB	Intelligence Control
IAY	Intelligence Management (Limited staff)
IAZ	Intelligence Management (Other)
IBA	Human Intelligence
ICA	Communications Intelligence Collection
ICB	Electronics Intelligence Collection
ICC	Foreign Instrumentation Signals Intelligence Collection
ICD	Signals Intelligence Operations
ICY	Signals Intelligence (Limited staff)
ICZ	Signals Intelligence (Other)
IDA	Imagery Intelligence Collection
IDB	Measurement and Signature Intelligence
IDC	Weather Intelligence Collection
IDD	Intelligence Collection Operations
IDZ	Intelligence Collection (Other)
IEA	Tactical Technical Intelligence
IEB	Foreign Materiel Acquisition Intelligence
IEC	Medical Intelligence
IED	Scientific and Technical Intelligence Operations
IEY	Scientific and Technical Intelligence (Limited staff)
IEZ	Scientific and Technical Intelligence (Other)
IFA	Military/Combat Intelligence
IGA	Capabilities Assessment
IGB	Net Assessment
IGC	Threat Analysis Operations
IGY	Threat Analysis (Limited staff)
IGZ	Threat Analysis (Other)
IHA	Intelligence Production Operations
IHY	Intelligence Production (Limited staff)
IHZ	Intelligence Production (Other)
IIA	Electronic Warfare Staff
IIB	Electronic Countermeasures
IIC	Electronic Counter—Countermeasures
IID	Electronic Warfare Studies
IYY	Electronic Warfare (Limited staff)
IIZ	Electronic Warfare (Other)
IJA	Counterintelligence Staff
IJB	Counterintelligence Investigations
IJC	Counterintelligence Special Operations/Techniques
IKA	Communications Security (COMSEC)
IKB	Electronics Security (Intelligence)
IKC	Tempest
IKD	Counter—Sigint Intelligence Operations
IKY	Counter—Sigint Intelligence (Limited staff)
IKZ	Counter—Sigint Intelligence (Other)
ILA	Counter—Terrorism (Intelligence)
ILB	Anti—Terrorism (Intelligence)
ILC	International Narcotics Interdiction
ILD	Terrorism Counteraction (Intelligence) Operations
ILZ	Terrorism Counteraction (Intelligence) (Other)
IMA	Counterintelligence Operations
IMB	Reserved For Future Use
IMY	Counterintelligence (Limited staff)
IMZ	Counterintelligence (Other)
INA	Statistical Clearance and Policy
INB	Record Disclosure
INC	Security Programs Management Staff
INY	Security Programs Staff (Limited staff)
INZ	Security Program Staff (Other)
IPA	Reserved For Future Use
IPB	Information Security Management Staff
IPC	Reserved For Future Use
IPY	Information Security (Limited staff)
IPZ	Information Security (Other)
IQA	Industrial Security
IQB	Automation Security
IQC	Technology Transfer
IRA	Personnel Security Screening
IRB	Personnel Security Investigations
IRC	Central Personnel Security Clearance Activities

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
IRD	Personnel Security Management Staff
IRY	Personnel Security (Limited staff)
IRZ	Personnel Security (Other)
ISA	Security Programs/Activities
ISY	Security Programs (Limited staff)
ISZ	Security Programs (Other)
IZY	Intelligence (Limited staff)
IZZ	Intelligence (Other)
JAA	Installation Facilities Engineering Management Staff
JAB	Installation Facilities Engineering Activities
JAY	Installation Facilities Engineering Management(Limited staff)
JAZ	Installation Facilities Engineering Management(Other)
JBA	Troop Construction
JBB	Mobilization
JBC	Off-Post Facilities
JBD	Facilities Engineering Operations Staff
JBY	Facilities Engineering Operations (Limited staff)
JBZ	Facilities Engineering Operations (Other)
JCA	Work Reception and Scheduling
JCB	Estimating and Facility Inspection
JCC	Real Property
JCD	Programming/Budget Accounting and Statistics
JCE	Facilities Engineering Resources Management Staff
JCY	Facilities Engineering Resources Management (Limited staff)
JCZ	Facilities Engineering Resources Management (Other)
JDA	Industrial Engineering Services
JDB	Engineering Services
JDC	Construction Inspection
JDD	Master Plans and Programs
JDE	Facilities Energy Management
JDF	Facilities Engineering Services Staff
JDY	Facilities Engineering Services (Limited staff)
JDZ	Facilities Engineering Services (Other)
JEA	Army Housing Staff
JEB	Housing Referrals
JEC	Housing Management
JED	Furnishings Management
JEE	Army Housing Control
JEY	Army Housing (Limited staff)
JEZ	Army Housing (Other)
JFA	Environmental Management Staff
JFY	Environmental Management (Limited staff)
JFZ	Environmental Management (Other)
JGA	Utilities, Buildings, and Grounds Staff
JHA	Carpentry
JHB	Masonry
JHC	Metalworking
JHD	Painting
JHE	Building Preventive Maintenance
JHF	Custodial Services
JHG	Surfaced Area Maintenance
JHH	Asphalt and Gravel Plants and Quarry Machinery Operations
JHJ	Railroad Maintenance
JHK	Semi- and Improved Grounds Maintenance
JHL	Unimproved Grounds Maintenance
JHM	Forestry Management
JHN	Reserved For Future Use
JHP	Range Maintenance
JHQ	Fish and Wildlife
JHR	Pest Control
JHS	Cemetery
JHT	Buildings, Grounds, and Structures Staff
JHY	Buildings, Grounds, and Structures (Limited staff)
JHZ	Buildings, Grounds, and Structures (Other)
JJA	Refrigeration and Air-Conditioning (Operation)
JJB	Refrigeration and Air-Conditioning Maintenance
JJC	Boiler Plants
JJD	Heating Plants
JJE	Heating Systems Maintenance and Operation

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
JJF	Plumbing
JJG	Pipe Fitting
JJH	Kitchen and Domestic Appliances Maintenance
JJJ	Electrical Systems
JJK	Electric Power Production
JJL	Water Plant
JJM	Sewage Plant
JJN	Refuse Collection and Disposal
JJP	Utility Operations Staff
JJY	Utility Operations (Limited staff)
JJZ	Utility Operations (Other)
JKA	Utilities, Buildings, and Grounds Control
JKY	Utilities, Buildings, and Grounds (Limited staff)
JKZ	Utilities, Buildings, and Grounds (Other)
JLA	Fire Prevention/Protection Staff
JMA	Fire Protection Operations
JMB	Aeromedical Rescue
JMC	Crash Fire Rescue
JMD	Fire Protection Management Staff
JMY	Fire Protection Management (Limited staff)
JMZ	Fire Protection Management (Other)
JNA	Fire Prevention
JNB	Fire Prevention/Protection Control
JNY	Fire Prevention/Protection (Limited staff)
JNZ	Fire Prevention/Protection (Other)
JOA	Facility Engineering Support for Schools
JOB	Facility Support for Schools
JZY	Installation Facilities Engineering (Limited staff)
JZZ	Installation Facilities Engineering (Other)
KAA	Logistics Management Staff
KAB	Logistics Plans and Operations
KAC	Energy Management
KAD	Logistics Systems Integration
KAE	Logistics Engineering
KBA	Systems Analysis
KBB	Systems Cost Analysis
KBC	Systems Cost/Schedule Control
KBD	Systems and Cost Analysis Management Staff
KBY	Systems and Cost Analysis (Limited staff)
KBZ	Systems and Cost Analysis (Other)
KCA	Logistics Control
KCY	Logistics Management (Limited staff)
KCZ	Logistics Management (Other)
KDA	Troop Services Staff
KDB	Food Services Office
KDC	Food Services Staff
KDY	Food Services Management Activities (Limited staff)
KDZ	Food Services Management Activities (Other)
KEA	Cooking and Baking
KEB	Bread Bakeries
KEC	Pastry Kitchens
KED	Dining Facilities Management Staff
KEY	Dining Facilities (Limited staff)
KEZ	Dining Facilities (Other)
KFA	Food Service Attending
KFB	Food Services Office/Contract Management
KFZ	Food Services (Other)
KGA	Commissary Staff
KGB	Commissary Control Operations
KGC	Commissary Front-End Operations
KGD	Commissary Grocery Operations (With and without a scanning system)
KGE	Commissary Meat Operations
KGF	Commissary Produce Operations
KGG	Commissary Direction and Administration Staff
KGZ	Commissary Operations (Other)
KHA	Troop Issue Subsistence
KHB	Ration Breakdown
KHZ	Troop Issue Subsistence Activities (Other)
KJA	Reserved for Future Use
KKA	Reserved For Future Use
KKB	Billeting Operation

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
KKC	Billeting (Guest House/BEQ/BOQ) Management Staff
KKY	Billeting (Guest House/BEQ/BOQ) (Limited staff)
KKZ	Billeting (Guest House/BEQ/BOQ) (Other)
KLA	Laundry Operations
KLB	Dry Cleaning Operations
KLC	Linen Exchange
KLD	Laundry and Dry Cleaning Plant Management Staff
KLE	Laundry and Dry Cleaning
KLF	Reserved For Future Use
KLG	Reserved For Future Use
KLH	Reserved For Future Use
KLJ	Medical Linen and Laundry Service
KLZ	Laundry and Dry Cleaning Plant Management (Other)
KMA	Mortuary Affairs
KMB	Mortuary Affairs and Operations
KMC	Current Death Program Activities
KMD	Graves Registration
KME	Reserved For Future Use
KMZ	Mortuary Affairs (Other)
KNA	Reserved For Future Use
KNB	Reserved For Future Use
KNC	Fumigation and Bath Activity
KPA	Medical Housekeeping and Janitorial Services
KPY	Troop Services (Limited staff)
KPZ	Troop Services (Other)
KQA	Transportation Staff
KQB	Transportation Engineering
KQC	Transportation Quality Control
KRA	Transportation Management Staff
KRB	Movements Management Staff
KRC	Unit/Troop Movements
KRD	Transportation Activities Management Control
KRE	Military Air Traffic Coordination
KRF	Transportation Rates/Tariffs
KRY	Transportation Activities Management (Limited staff)
KRZ	Transportation Activities Management (Other)
KSA	Personal Property Quality Control and Inspection
KSB	Personal Property (Installation)
KSC	Personal Property (MOT)
KSD	Personal Property Quality Assurance Staff
KSY	Personal Property Quality Assurance Activities(Limited staff)
KSZ	Personal Property Quality Assurance Activities(Other)
KTA	Personal Property Storage
KTB	Personal Property Management Staff
KTY	Personal Property (Limited staff)
KTZ	Personal Property (Other)
KUA	Group Transportation (CONUS)
KUB	International Passenger Traffic
KUC	Customs
KUD	Passports and Visas
KUE	Passenger Services Management Staff
KUF	Reserved For Future Use
KUY	Passenger Services (Limited staff)
KUZ	Passenger Services (Other)
KVA	Personnel Movements (Passenger Traffic)
KVB	Travel Support Management Staff
KVY	Travel Support Activity (Limited staff)
KVZ	Travel Support Activity (Other)
KWA	Personnel Movements Management Staff
KWY	Personnel Movements (Limited staff)
KWZ	Personnel Movements (Other)
KXA	Rate Quotations
KXB	Transit and Tariff
KXC	Rate Negotiations Management Staff
KXY	Rate Negotiations (Limited staff)
KXZ	Rate Negotiations (Other)
KYA	Transportation Documentation
KYB	Inland Freight Traffic Management
KYC	Rail Fleet Management
KZA	Cargo Inspection
KZB	Hazardous Cargo Handling Inspection

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
KZC	International Cargo Traffic Management Staff
KZY	International Cargo Traffic Operations (Limited staff)
KZZ	International Cargo Traffic Operation (Other)
LAA	Munitions Traffic and Transportation
LAB	Packing and Crating
LAC	Installation Freight Traffic
LAD	Freight Terminal
LAE	Freight/Cargo Transportation Management Staff
LAY	Freight/Cargo Transportation (Limited staff)
LAZ	Freight/Cargo Transportation (Other)
LBA	Motor Transportation Services/Management
LBB	Driver Testing
LBC	Vehicle Control/Dispatch
LBD	Vehicle Operations
LBE	Vehicle Maintenance (Organizational)
LBF	Vehicle Supply
LBG	Vehicle Inspection
LBH	Unit Transportation
LBJ	Motor Transportation Services
LBY	Motor Transportation Services (Limited staff)
LBZ	Motor Transportation Services (Other)
LCA	Railroad Operations
LCB	Utility Watercraft Operations
LCC	Transportation Activities (OCONUS)
LCD	Transportation Control
LCY	Transportation (Limited staff)
LCZ	Transportation (Other)
LDA	Maintenance Staff
LDB	Maintenance Program Development
LEA	Maintenance Engineering Program Development
LEB	Maintenance Engineering Support and Pre-issu
LEC	Maintenance Engineering Field Support
LED	Maintenance Engineering and Analysis
LFA	Maintenance Assistance and Instruction
LFB	Maintenance Engineering Technical Assistance Staff
LFY	Maintenance Engineering Technical Assistance Activities (Limited staff)
LFZ	Maintenance Engineering Technical Assistance Activities (Other)
LGA	Product Improvement Engineering
LGB	Maintenance Publications
LGC	Maintenance Engineering Management Staff
LGD	Calibration
LGY	Maintenance Engineering (Limited staff)
LGZ	Maintenance Engineering (Other)
LHA	Aircraft Inspections
LHB	Automotive Equipment Inspections
LHC	Combat Vehicles Inspections
LHD	Construction Equipment Inspections
LHE	Electronics-Communications Equipment Inspections
LHF	Missile Systems Inspections
LHG	Ship Inspections
LHH	Armament Inspections
LHJ	Reserved For Future Use
LHK	General Equipment Inspections
LHL	Commodity Groups Inspections
LHM	Maintenance Quality Control Inspections Staff
LHN	Maintenance Quality Control Staff
LHY	Maintenance Quality Control Inspections Activity(Limited staff)
LHZ	Maintenance Quality Control Inspections Activity(Other)
LJA	Maintenance Operations Management
LJB	Work Control
LJC	Overhaul/Rebuild
LJD	Equipment Repair
LJE	Preventive Maintenance
LKA	Reserved For Future Use
LKB	Combat Vehicle Test Measurement and Diagnostic Equipment Maintenance
LKC	Construction Test Measurement and Diagnostic Equip-ment Maintenance

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
LKD	Communications—Electronic Test Measurement and Diagnostic Equipment
LKE	Reserved For Future Use
LKF	Reserved For Future Use
LKG	Weapons Systems Test Measurement and Diagnostic Equipment Maintenance
LKH	Rail Test Measurement and Diagnostic Equipment Maintenance
LKJ	Reserved For Future Use
LKK	Automotive Test Measurement and Diagnostic Equipment Maintenance
LKL	Reserved For Future Use
LKM	Commodity Test Measurement and Diagnostic Equipment Maintenance
LKN	Test Measurement and Diagnostic Equipment Maintenance Operations
LKZ	Test Measurement and Diagnostic Equipment Maintenance Activity (Other)
LLA	Aircraft Weapons Armament Maintenance
LLB	Aircraft Missile Armament Maintenance
LLC	Automotive Armament Maintenance
LLD	Combat Vehicle Armament Maintenance
LLE	Reserved For Future Use
LLF	Munitions Armament Maintenance
LLG	Weapons Armament Maintenance
LLH	Armament Maintenance Operations
LLY	Armament Maintenance Activity (Limited staff)
LLZ	Armament Maintenance Activity (Other)
LMA	Oil Analysis
LMB	Engine Maintenance Operations
LMZ	Engine Maintenance Activities (Other)
LNA	Aircraft Ground Support Equipment Maintenance
LNB	Aircraft Hydraulic Repair
LNC	Propeller and Rotor Maintenance
LND	Aircraft Instrument and Electrical Maintenance
LNE	Airframe Maintenance
LNF	Aircraft Maintenance Inspection
LNG	Aircraft Maintenance Operations
LNY	Aircraft Maintenance Activities (Limited staff)
LNZ	Aircraft Maintenance Activities (Other)
LPA	Automotive Allied Trades Maintenance
LPB	Automotive Maintenance/Staff
LPC	Combat Vehicle Maintenance
LPY	Automotive Maintenance Activity (Limited staff)
LPZ	Automotive Maintenance Activity (Other)
LQA	Construction Equipment Engine Maintenance
LQB	Construction Equipment Maintenance Staff
LQY	Construction Equipment Maintenance Activity (Limited staff)
LQZ	Construction Equipment Maintenance Activity (Other)
LRA	Communications Mobile Maintenance
LRB	Communications Installation Removal and Support Engineering
LRC	Aircraft Communications—Electronic Equipment Maintenance
LRD	Automotive Communications—Electronics Equipment Maintenance
LRE	Installation Telephone Maintenance
LRF	Teletypewriter Maintenance
LRG	Secure Equipment Maintenance
LRH	Installation Communications Maintenance
LRJ	Antenna Maintenance
LRK	ATC/NAVAIDS Maintenance
LRL	SATCOM Station (Non—tactical) Maintenance
LRM	AUTODIN Equipment Maintenance
LRN	Avionic Equipment Maintenance
LRP	Communications—Electronic Equipment Maintenance Operations
LRY	Communications—Electronic Equipment Maintenance Activities (Limited staff)
LRZ	Communications—Electronic Equipment Maintenance Activities (Other)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
LSA	Missile Propulsion Systems Maintenance
LSB	Missile Support Launch Equipment Maintenance
LSC	Missile Guidance Systems Maintenance
LSD	Missile Ground Communications and Control Systems Maintenance
LSE	Missile Payload Systems Maintenance
LSF	Missile System Maintenance Staff
LSY	Missile Systems Maintenance Activity (Limited staff)
LSZ	Missile Systems Maintenance Activity (Other)
LTA	Reserved For Future Use
LTB	Reserved For Future Use
LTC	Reserved For Future Use
LTD	Reserved For Future Use
LTE	Reserved For Future Use
LTF	Ship Maintenance Staff
LTY	Ship Maintenance Activity (Limited staff)
LTZ	Ship Maintenance Activity (Other)
LUA	Rail Equipment Maintenance
LVA	Target Mechanism Maintenance
LVB	General Equipment Maintenance Staff
LVC	General Equipment Maintenance Operations
LVE	General Equipment Maintenance Activity (Limited staff)
LVD	General Equipment Maintenance Activity (Other)
LWA	Data Processing Equipment Maintenance
LXA	Audio Visual Equipment Maintenance
LXB	Office Machine Maintenance
LXC	Clothing and Textile Maintenance
LXD	Footwear Maintenance
LXE	Light Canvas and Webbing Maintenance
LXF	Wood and Metal Maintenance
LXG	Furniture Maintenance
LXH	Heavy Tentage Maintenance
LXJ	Air Delivery Equipment Maintenance
LXK	Carpet Maintenance
LXL	Commodity Groups Maintenance Staff
LXM	Reserved For Future Use
LXY	Commodity Groups Maintenance Activity (Limited staff)
LXZ	Commodity Groups Maintenance Activity (Other)
LYA	Reserved For Future Use
LYB	Reserved For Future Use
LZA	Artillery Maintenance
LZB	Air Defense Gun Maintenance
LZC	Mortar Maintenance
LZD	Small Arms Maintenance
LZE	Fire Control Maintenance
LZF	Chemical Weapons and Equipment Repair
LZG	Weapons Maintenance Staff
LZY	Weapons Maintenance Activity (Limited staff)
LZZ	Weapons Maintenance Activity (Other)
MAA	Biomedical Equipment Maintenance
MAZ	Maintenance Operations (Other)
MBA	Maintenance Control
MBY	Maintenance (Limited staff)
MBZ	Maintenance (Other)
MCA	Supply Staff Operations
MCB	Supply and Services Management
MCC	Supply Control
MCY	Supply Staff (Limited staff)
MCZ	Supply Staff (Other)
MEA	Supply and Storage Management
MEB	Supply Management Operations
MEC	Supply Production Planning and Control
MED	Ammunition Staff
MEE	Supply Technical Staff
MFA	Supply Quick Reaction Force Programs
MFB	Supply Customer Assistance
MFY	Supply Customer Support (Limited staff)
MFZ	Supply Customer Support (Other)
MGA	Supply Requirements Determination
MGB	Supply Acquisition Direction
MHA	Item Identification (Federal)
MHB	Item Identification (Army)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
MHC	Catalog Management Data
MHD	Supply Publications
MHE	Supply Data Management
MHF	Supply Data Conversion and Files
MHG	Reserved For Future Use
MHH	Item Reduction
MHJ	Cataloging Staff
MHY	Cataloging Activity (Limited staff)
MHZ	Cataloging Activity (Other)
MJA	Overhaul and Rebuild Direction
MJB	Disposition Direction
MJC	Inventory Control Management Staff
MJY	Inventory Control (Limited staff)
MJZ	Inventory Control (Other)
MKA	Supply Distribution
MLA	Supply Point Operations
MLB	Requisitioning Requirements Computations
MMA	Installation Supply Management
MMB	Requisition Processing
MMC	Property Management Staff
MMD	Reserved For Future Use
MMY	Property Management (Limited staff)
MMZ	Property Management (Other)
MNA	Supply Item Processing
MNB	Supply Document Processing
MNC	Document Control
MND	Supply Receiving Staff
MNY	Supply Receiving Activities (Limited staff)
MNZ	Supply Receiving Activities (Other)
MPA	Storage Management
MPB	Storage
MPC	Storage and Issue for Schools
MPD	Storage (Subwarehouse)
MPE	Inprocess Material Storage
MPY	Storage Activities (Limited staff)
MPZ	Storage Activities (Other)
MQA	Preservation and Packaging
MQB	Packing
MRA	Rewarehousing
MRB	Supply Location
MRC	Container Assembly
MRD	Consolidation and Containerization Documentation
MRE	Warehousing Management Staff
MRF	Commissary Warehouse Operations
MRY	Warehousing Activity (Limited staff)
MRZ	Warehousing Activity (Other)
MSA	Weapons Disassembly
MSB	Weapons Serialization
MSC	Weapons and Equipment Pool
MSD	Unit Weapons Room
MSE	Set Assembly/Disassembly Operations
MSY	Set Assembly/Disassembly Operations (Limited staff)
MSZ	Set Assembly/Disassembly Operations (Other)
MTA	Aircraft Delivery
MUA	Watercraft Storage Management
MUB	Watercraft Preservation Servicing
MUC	Watercraft Storage Operations
MUZ	Watercraft Storage Operations (Other)
MVA	Supply Control Staff
MVY	Supply Control (Limited staff)
MVZ	Supply Control (Other)
MWA	Ammunition Supply Management
MWB	Ammunition Locator Control
MWC	Ammunition Support
MWD	Chemical, Conventional, and Missile Ammunition Storage
MXA	Ammunition Maintenance
MXB	Ammunition Storage Maintenance Operations
MXY	Ammunition Storage Maintenance Operation (Limited staff)
MXZ	Ammunition Storage Maintenance Operation (Other)
MYA	Ammunition Services Staff
MYB	Ammunition Supply and Storage

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
MYC	Ammunition Peculiar Equipment Support
MYY	Ammunition Services (Limited staff)
MYZ	Ammunition Services (Other)
MZA	Inventory Research and Reconciliation
MZB	Physical Inventory Management Staff
MZY	Physical Inventory Activity (Limited staff)
MZZ	Physical Inventory Activity (Other)
NAA	Inventory Management Staff
NAY	Inventory Management (Limited staff)
NAZ	Inventory Management (Other)
NBA	Self-Service Supply Center (SSSC)
NBB	Initial Clothing Issue
NBC	Central Issue Facility
NBD	Supply Issue Management Staff
NBY	Supply Issue (Limited staff)
NBZ	Supply Issue (Other)
NCA	Lethal Chemical Ammunition and Agents
NCB	Conventional Ammunition
NCC	Reserved For Future Use
NCD	Reserved For Future Use
NCE	Military Supplies and Equipment
NCF	Demilitarization Staff
NCZ	Demilitarization Operations (Other)
NDA	Recovery
NDB	Supply Disposal Management Staff
NDZ	Supply Disposal (Other)
NEA	Shipping
NFA	Stock Control
NFB	Asset Reporting
NFC	Materiel Management
NFY	Stock Control (Limited staff)
NFZ	Stock Control (Other)
NGA	Test and Rehabilitation
NGB	Industrial Plant Equipment Warehousing/Processing
NGC	Industrial Plant Equipment Support
NGD	Industrial Plant Equipment Management Staff
NGZ	Industrial Plant Equipment Management (Other)
NHA	Fuel Storage and Issue
NHB	Bulk Fuel and Lubricating Operations
NHC	Bulk POL
NHY	Bulk Fuel and Lubricating Activities (Limited staff)
NHZ	Bulk Fuel and Lubricating Activities (Other)
NJA	Quality Assurance/Management
NJB	Quality Control Management
NKA	Receiving Inspections (Returns/Excluding returns)
NKB	Cyclic Inspections
NKC	Preservation Packaging, and Packing Inspections
NKD	Supply Quality Assurance Ammunition Surveillance
NKE	Shipping Inspections
NKF	Set Assembly—Disassembly Inspection
NKG	Supply Quality Control Inspections Staff
NKY	Supply Quality Control Inspections Activities(Limited staff)
NKZ	Supply Quality Control Inspections Activities (Other)
NLA	Supply Quality Control Management Staff
NLY	Supply Quality Control (Limited staff)
NLZ	Supply Quality Control (Other)
NMA	Materiel Special Processing
NMB	Reserved For Future Use
NMC	Reserve Components Supply Activities
NNA	Medical Materiel
NNB	Materiel Distribution
NNC	Property Management
NND	Medical Property/Control
NNE	Purchasing and Contracting
NNF	Medical Materiel Services Management Staff
NNG	Central Sterile Supply
NNH	Central Materiel Service
NNY	Medical Logistics (Limited staff)
NNZ	Medical Logistics (Other)
NPZ	Supply (Other)
NQA	Equipment Management Staff
NQB	Property Control

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
NQC	Equipment Operations
NQD	Property Book for Schools
NQY	Equipment Management (Limited staff)
NQZ	Equipment Management (Other)
NRA	Logistics Management for Schools
NRB	Supply
NRC	Logistics Management Support for Schools
NRD	Logistics and Facilities Engineering Support for Schools
NRE	Logistics Support to Schools
NSA	Manufacturing Management Staff
NSB	Manufacturing Operational Management
NSC	Manufacturing Production Planning and Control Staff
NSD	Manufacturing Production Staff
NSE	Manufacturing Engineering
NSF	Manufacturing Cost Control
NSG	Production Planning and Estimating
NSH	Production Scheduling
NSI	Production Inprocess Control
NSJ	Foundry Operations
NSK	Forging Operations
NSL	Heat Treating Operations
NSM	Welding and Brazing Operations
NSN	Spring Winding Operations
NSO	Machining Operations
NSP	Chemical and Explosive Production Operations
NSQ	Sheet Metal Operations
NSR	Plating and Surface Finishing Operations
NSS	Sandblasting Operations
NST	Corrosive Control (Painting) Operations
NSU	Assembly Operations
NSV	Pliable Goods Operations
NSW	Tooling Operations
NSZ	Manufacturing Operations (Other)
NZY	Logistics (Limited staff)
NZZ	Logistics (Other)
OAA	Manpower Management Staff
OAB	Manpower Requirements Management Staff
OAY	Manpower Management (Limited staff)
OAZ	Manpower Management (Other)
OBA	Manpower Surveys and Standards
OBB	Manpower Programs Staff
OBC	Manpower Staffing Standards
OBD	Manpower Surveys
OBF	Manpower Quality Assurance
OBG	Manpower Policies and Programs
OBY	Manpower Programs (Limited staff)
OBZ	Manpower Programs (Other)
OCA	Army Manpower Programs Team Activities
OCB	Manpower Systems Management Team Activities
OCC	Military Strength Activities Staff
OCZ	Military Strength Activities (Other)
ODA	Manpower Documentation and Allocation
ODB	Manpower Management and Analysis Staff
ODY	Manpower Management and Analysis (Limited staff)
ODZ	Manpower Management and Analysis (Other)
OZY	Manpower (Limited Staff)
OZZ	Manpower (Other)
PAA	Personnel Management Staff
PAB	Personnel Plans and Systems
PAC	Personnel Management Activities
PAD	Personnel Proponent
PAY	Personnel Management (Limited staff)
PAZ	Personnel Management (Other)
PBA	Military Personnel Staff
PBB	General Officer Management
PBC	Research and Studies
PBD	Military Personnel Management
PCA	Aviation Personnel Plans/Program
PCB	Officer Career Programs
PCC	Officer Education and Training Administration
PCD	Officer Distribution
PCE	Officer Personnel Management Staff

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
PCY	Officer Personnel Management (Limited staff)
PCZ	Officer Personnel Management (Other)
PDA	Enlisted Personnel
PEA	U.S. Army Enlistment Eligibility Activities
PEB	Trainee Assignments
PEC	Specialized Training
PED	Enlisted Accession Management Staff
PEY	Enlisted Accession Management Activity (Limited staff)
PEZ	Enlisted Accession Management Activity (Other)
PFA	Personnel Security Management
PFB	Language Requirements
PGA	Retention
PGB	Reenlistment Control Staff
PGY	Reenlistment Control Activities (Limited staff)
PGZ	Reenlistment Control Activities (Other)
PHA	Compassionate Review
PHB	Special Actions
PHC	Appeals and Separation
PHD	Personnel Control Facility Activities
PHE	Reclassification and Physical Disability
PHF	Enlisted Personnel Actions Staff
PHY	Enlisted Personnel Actions Activity (Limited staff)
PHZ	Enlisted Personnel Actions Activity (Other)
PJA	Enlisted Personnel Management Staff
PJZ	Enlisted Personnel Management (Other)
PKA	Strength Management
PKB	CAP III Operations
PKC	Distribution Operations Staff
PKZ	Military Distribution Operations (Other)
PLA	Military Distribution Staff
PLZ	Military Distribution (Other)
PMA	Mobilization Planning
PMB	Personnel Plans and Analysis
PNA	Personnel Assistance Points Activities
PNB	Personnel Movements Control Staff
PNZ	Personnel Movements Control (Other)
PPA	Infantry/Armor Career Management
PPB	Field Artillery/Air Defense Artillery Career Management
PPC	Engineer Career Management
PPD	Transportation/Aviation Career Management
PPE	Military Police/Intelligence Career Management
PPF	Maintenance Career Management
PPG	Administration Career Management
PPH	Medical Career Management
PPJ	Logistics Career Management
PPK	Personnel Career Management
PPL	Enlisted Career Management Staff
PPY	Enlisted Career Management (Limited staff)
PPZ	Enlisted Career Management (Other)
PQA	Personnel Programs
PQB	Personnel Deletion and Stabilization
PQC	Personnel Assignment Procedures
PQD	Military Personnel Office Assistance
PQE	Awards and Decorations
PQF	Personnel Programs and Procedures Management Staff
PQZ	Personnel Programs and Procedures (Other)
PRA	Enlisted Records and Evaluation Activities
PRB	Officer Personnel Records
PRC	Reserved For Future Use
PRD	Evaluation Systems Management
PRE	Personnel Management Support Staff
PRY	Personnel Management Support (Limited staff)
PRZ	Personnel Management Support (Other)
PSA	Retirement Services
PSB	Retirement Management Staff
PSY	Retirement Management (Limited staff)
PSZ	Retirement Management (Other)
PTA	Check Control Activities
PTB	Tax Relief
PTC	Personnel Plans and Actions
PTY	Personnel Actions/Affairs (Limited staff)
PTZ	Personnel Actions/Affairs (Other)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
PUA	Customer Service
PUB	Soldier Actions
PUC	Reserved For Future Use
PUD	Reserved For Future Use
PUE	Enlisted and Flagged Records
PUF	ID Cards and Tags
PUG	Reserved For Future Use
PUH	In and Out Processing
PUJ	Promotions
PUK	Evaluations
PUL	Personnel Reassignments
PUM	Officer Records
PUN	Transition Center
PUP	Transition Point
PUQ	Reserved For Future Use
PUR	Personnel Service Support Team
PUS	Student/Trainee Processing
PUT	Reserved For Future Use
PUU	Brigade S1/Personnel Administration Center Activities
PUV	Battalion Personnel Administration Center Activities
PVA	Reception Station/Battalion Recptee Processing
PVB	Reception Station/Company/Battalion Recptee Control
PVC	Reception Station/Battalion Support Services(Personnel, Administrative, and Logistical)
PVD	Reception Station/Battalion Management Staff
PVZ	Reception Station Management Operation (Other)
PWZ	Military Personnel Office Management (Other)
PXA	Recruiting Staff
PXB	Recruiting Command
PXC	Reserved For Future Use
PXD	Recruiting Advertising and Sales Promotion Management
PYA	Recruiting Production Control
PYB	Recruiting Market Analysis
PYC	Recruiting Professional Development
PYD	Recruiter Activities
PYE	Recruiting Guidance Counseling
PYF	Recruiting Operations Management Staff
PYZ	Recruiting Operations (Other)
PZA	Recruiting Nurse Counseling
PZB	Recruiting Education Coordination
PZZ	Recruiting (Other)
QAA	Military Entrance Processing Operations
QAB	Military Entrance Processing Operations Management Staff
QAY	Military Entrance Processing Operations Management(Limited staff)
QAZ	Military Entrance Processing Operations Management(Other)
QBA	Military Entrance Processing Medical Operations Management
QCA	Military Entrance Processing Testing Operations
QCB	Military Entrance Processing Testing Management Staff
QCZ	Military Entrance Processing Testing Management(Other)
QFA	Reserved For Future Use
QGY	Military Personnel (Limited staff)
QGZ	Military Personnel (Other)
QHA	Morale, Welfare, and Recreation Staff
QJA	Community and Skill Development Coordination
QJB	Arts and Crafts Operations
QJC	Auto Hobby Shop
QJD	Woodworking
QJE	Audio/Photography
QJF	Community and Skill Development Activities
QJY	Community and Skill Development Activities (Limited staff)
QJZ	Community and Skill Development Activities (Other)
QKA	Music and Theater Activities
QKB	Recreation Centers Operations
QKC	Youth Activities
QLA	Physical Fitness Operations
QLB	Bowling Centers
QLC	Golf Course

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
QLD	Outdoor Recreation Areas
QLE	Central Equipment Center
QLF	Riding Stables
QLG	Travel Camps
QLH	Swimming Pools
QLJ	Reserved For Future Use
QLK	Reserved For Future Use
QLL	Physical Activities Staff
QLY	Physical Activities (Limited staff)
QLZ	Physical Activities (Other)
QMA	Outdoor Sports Facilities
QMB	Specialized Outdoor Recreation Facilities
QNA	Army Band Operations
QNB	Army Band Management Staff
QNZ	Army Band Management (Other)
QPA	Morale Support Management Staff
QPY	Morale Support (Limited staff)
QPZ	Morale Support (Other)
QRA	Armed Forces Professional Entertainment
QSA	Club Operations
QSB	Installation Club Management Staff
QSY	Installation Club Management (Limited staff)
QSZ	Installation Club Management (Other)
QTA	Morale, Welfare, and Recreation Business Operations Staff
QTY	Morale, Welfare, and Recreation Business Operations(Limited staff)
QTZ	Morale, Welfare, and Recreation Business Operations(Other)
QUA	Child Development Services
QUB	Army Community Services/Family Support
QUY	Army Community Service (Limited staff)
QUZ	Army Community Service (Other)
QVA	Personnel Services Management Staff
QVY	Personnel Services (Limited staff)
QVZ	Personnel Services (Other)
QWA	Library Management
QWB	Library Operations
QWC	Technical Processing Center
QWD	Training/School Library
QWY	Library (Limited staff)
QWZ	Library (Other)
QXA	Interservice Sports Committee Activities
QYA	Nonappropriated Funds Management
QYB	Nonappropriated Funds Financial Administration
QYC	Nonappropriated Funds Insurance Activities
QYD	Nonappropriated Fund Contracting
QYE	Nonappropriated Fund Staff
QYY	Nonappropriated Fund Financial Management (Limited staff)
QYZ	Nonappropriated Fund Financial Management (Other)
QZY	Morale, Welfare, and Recreation (Limited staff)
QZZ	Morale, Welfare, and Recreation (Other)
RAA	Civilian Personnel Field Operations
RAB	Civilian Appellate Review Activities
RAC	Civilian Personnel Management
RAY	Civilian Personnel Staff (Limited staff)
RAZ	Civilian Personnel Staff (Other)
RBA	Technical Services
RBB	Position and Pay Management
RBC	Recruitment and Placement
RCA	Works Council
RCB	Labor/Management–Employee Relations
RCY	Civilian Personnel Management–Employee Relations Activities (Limited staff)
RCZ	Civilian Personnel Management–Employee Relations Activities (Other)
RDA	Training and Development
RDB	Civilian Career Management Activities
RDC	Office of the Chief, Civilian Personnel Office
RDY	Civilian Personnel Management (Limited staff)
RDZ	Civilian Personnel Management (Other)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
REY	Civilian Personnel (Limited staff)
REZ	Civilian Personnel (Other)
RFA	Human Resources Development Staff
RFB	Equal Opportunity
RFC	Alcohol and Drug Abuse Prevention and Control
RFD	Leadership
RGA	Reserved For Future Use
RGB	Human Resources (NGB)
RHY	Human Resources Development (Limited staff)
RHZ	Human Resources Development (Other)
RJA	Reserve Component Personnel and Administration Staff
RJB	Reserve Component Personnel and Administration Activities
RJY	Reserve Component Personnel and Administration- (Limited staff)
RJZ	Reserve Component Personnel and Administration(Other)
RKA	Medical Personnel Support Staff
RKB	Medical Officer Procurement
RKC	Medical Career Management
RKD	Medical Personnel Services
RKE	Medical Personnel Professional Education
RKF	Reserved For Future Use
RKZ	Medical Personnel Support (Other)
RLA	Military/Civilian Personnel Support for Reserve Officer Training Corps (ROTC)
RLB	Reserve Officer Training Corps (ROTC) Cadet Personnel Support
RZY	Personnel (Limited staff)
RZZ	Personnel (Other)
SAA	Research, Development, Test, and Evaluation Staff
SAB	Scientific and Technical Library
SAC	Research Programs and Operations
SAD	Research, Development, Test, and Evaluation Operations
SAY	Research, Development, Test, and Evaluation (Limited staff)
SAZ	Research, Development, Test, and Evaluation (Other)
SBA	Research Staff
SCA	Physical Sciences Research (Scientific Study)
SCB	Physical Sciences Research (Technical Support)
SCC	Physical Sciences Research Management Staff
SCY	Physical Sciences Research Activities (Limited staff)
SCZ	Physical Sciences Research Activities (Other)
SDA	Reserved For Future Use
SDB	Biological Research (Technical Support)
SDC	Biological Research Management Staff
SDY	Biological Research Operation (Limited staff)
SDZ	Biological Research Operation (Other)
SEA	Behavioral Research—Laboratory (Scientific Study)
SEB	Behavioral Research—Field Studies (Scientific Study)
SEC	Behavioral Research (Technical Support)
SED	Behavioral Research Management Staff
SEZ	Behavioral Research Activities (Other)
SFA	Research Program Management Staff
SFZ	Research Program Management (Other)
SGA	Concepts Analysis
SGB	Research Operations
SGY	Research (Limited staff)
SGZ	Research (Other)
SHA	Development Staff
SJA	Development—Materiel Systems and Equipment(Engineering)
SJB	Development—Materiel Systems and Equipment(Technician Support)
SJC	Development—Materiel Systems and Equipment Staff
SJZ	Development—Materiel Systems and Equipment (Other)
SKA	Development—Doctrine
SKB	Development—Operations
SKZ	Development (Other)
SLA	Test and Evaluation Staff
SLB	Test Administration
SLC	Development Testing
SLD	Operational Testing

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
SLE	Test and Evaluation Control
SLY	Test and Evaluation (Limited staff)
SLZ	Test and Evaluation (Other)
SMA	Medical Research, Development, Test and Evaluation Management
SMZ	Medical Research, Development, Test and Evaluation(Other)
SZY	Research and Development (Limited staff)
SZZ	Research and Development (Other)
TAA	Criminal Investigations Management Staff
TBA	Economic Crime Operations
TBB	Drug Suppression Activities
TBC	Criminal Investigations Staff
TBD	Military Police Investigative (MPI) Activities
TBY	Criminal Investigations (Limited staff)
TBZ	Criminal Investigations (Other)
TCA	Forensic Chemical Analysis
TCB	Forensic Latent Print Analysis
TCC	Forensic Documents Analysis
TCD	Forensic Firearms and Tool Marks Analysis
TCE	Forensic Photographic Analysis
TCF	Crime Laboratory Operations Staff
TCZ	Crime Laboratory Operations (Other)
TDA	Crime Records Management
TDB	Protective Services
TDC	Criminal Investigations Operations
TDZ	Criminal Investigations Management (Other)
TEA	Law Enforcement Staff
TFA	Police Administration
TFB	Military Working Dog (MWD)
TFC	Patrol Operations
TFD	Traffic Operations
TFE	Law Enforcement Operations
TFF	Provost Marshal
TFG	Military Police Company/Battalion (Provisional)
TFH	Police Desk Operations
TFY	Provost Marshal Activities (Limited staff)
TFZ	Provost Marshal Activities (Other)
TGA	Civilian Liaison and AWOL/Deserter Apprehension
TGB	Installation Confinement Facility (ICF)
TGY	Confinement of Military Offenders (Limited staff)
TGZ	Confinement of Military Offenders (Other)
THA	Military Police Readiness and Plans
THB	Law Enforcement Management
THC	Game Warden
THY	Law Enforcement (Limited staff)
THZ	Law Enforcement (Other)
TJA	Physical Security Staff
TJB	Physical Security
TKA	Border Operations
TKB	Physical Security (Chemical and Special Weapons Surety Material)
TKC	Physical Security (Arms, Ammunition and Explosives(AA&E))
TKY	Physical Security Patrols (Limited staff)
TKZ	Physical Security Patrols (Other)
TLA	Physical Security Operations
TLY	Physical Security (Limited staff)
TLZ	Physical Security (Other)
TMA	Polygraph Operations
TMY	Polygraph Operations (Limited staff)
TMZ	Polygraph Operations (Other)
TNA	Security Management Staff
TNB	Security Services for Schools
TNC	Security Support Services for Schools
TPA	Crime Prevention
TZY	Security (Limited staff)
TZZ	Security (Other)
UAA	Training and Education Management Staff
UAB	Individual Training Staff
UAC	Collective Training Staff
UAD	Training and Education Operation

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
UJAY	Training and Education Management (Limited staff)
UAZ	Training and Education Management (Other)
UBA	Instruction Staff
UCA	Officer Basic/Advanced Training
UCB	Officer Functional Training
UCC	Officer Professional Education
UCD	Officer Training Staff
UCY	Officer Training (Limited staff)
UCZ	Officer Training (Other)
UDA	Warrant Officer Entry Level/Advanced Training
UDB	Warrant Officer Functional/Technical Training
UDC	Warrant Officer Training Staff
UDZ	Warrant Officer Training (Other)
UEA	Noncommissioned Officer (NCO) Skill Level Training
UEB	Noncommissioned Officer (NCO) Professional Training
UEC	Noncommissioned Officer (NCO) Functional Training
UED	Noncommissioned Officer (NCO) Training Staff
UEY	Noncommissioned Officer (NCO) Training (Limited staff)
UEZ	Noncommissioned Officer (NCO) Training (Other)
UFA	One-Station Unit Training
UFB	Academic Instruction—Recruit/Basic Training(Committee Group Instructors)
UFC	Enlisted Advanced Individual Training Centers
UFD	Enlisted Advanced Individual Training Schools
UFE	Enlisted Functional Training
UFF	Enlisted Training Staff
UFZ	Enlisted Training (Other)
UGA	Academic Instruction—Flight Instructor Pilots
UGB	Clinical Chaplaincy Instruction
UGC	Jungle Operations Training
UGD	Instruction Development
UGY	Instruction (Limited staff)
UGZ	Instruction (Other)
UHA	Instruction Program Administration Staff
UHB	Basic Training Instruction Program Administration
UHC	One-Station Unit Training Instruction Program Administration
UJA	Advanced Individual Training in Army Training Center Instruction Program Administration
UKA	Reserved For Future Use
UKB	Reserved For Future Use
UKC	Formal School Instruction Program Administration Staff
ULA	Miscellaneous Training Instruction Program Administration Staff
ULZ	Miscellaneous Training Instruction Program Administration (Other)
UMA	Instruction Program Operation
UMB	Training Department Director's Staff
UMC	Training Department (Overhead) Management Staff
UMD	Training Department Operations
UMY	Instruction Program Administration (Limited staff)
UMZ	Instruction Program Administration (Other)
UNA	School Training Management Staff
UNB	School/Academic Records
UNC	School Training Material Support
UND	Reserved For Future Use
UNE	School Allied Training
UNF	Training Administration
UNG	Reserved For Future Use
UNH	School Translation Services
UNJ	School Resident Training Management
UNK	School Non-Resident Training Management
UNZ	Training Management (Other)
UPA	Training Development Staff
UPB	Training Design and Development
UPC	Training Analysis
UPD	Staff and Faculty Training
UPE	Instructor-Provided Support
UPF	Training Literature Production
UPG	Training Evaluation and Standardization
UPH	Training Development Management Analysis
UPJ	Nurse Training Services

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
UPY	Training Development (Limited staff)
UPZ	Training Development (Other)
UQA	Proponency Staff
UQB	Reserved For Future Use
UQC	Proponency Management
UQY	Proponency (Limited staff)
UQZ	Proponency (Other)
URA	Training Support Staff
URB	Training Ancillary Support
URC	Academic Instruction—Flight Simulator Training
URD	Training Range/Land/Facilities Support
URE	Unit Training Control
URF	Training Operations
URG	Academic Instruction—Procedural Flight Training
URH	Academic Instruction—Flight Simulator/Procedural Trainer Dispatcher
URY	Training Support (Limited staff)
URZ	Training Support (Other)
USA	Education Services Staff
USB	Education Center
USC	Learning Center
USD	Education Services and Operations
USY	Education Services (Limited staff)
USZ	Education Services (Other)
UTA	Reserve Officer Training Corps (ROTC) Cadet Command Staff
UTB	Reserve Officer Training Corps (ROTC) Camps Coordination
UTC	Reserve Officer Training Corps (ROTC) Senior
UTD	Reserve Officer Training Corps (ROTC) Junior
UTE	Reserve Officer Training Corps (ROTC) Command Management
UTZ	Reserve Officer Training Corps (ROTC) (Other)
UUA	Cadet Training Staff
UUB	Cadet Education
UUC	Cadet Military Education
UUD	Cadet Athletics
UUE	Cadet Professional Development
UUZ	Cadet Training (Other)
UVA	New Equipment Training Staff
UVB	New Equipment Training (NET)
UVY	New Equipment Training (Limited staff)
UVZ	New Equipment Training (Other)
UZY	Training and Education (Limited staff)
UZZ	Training and Education (Other)
VAA	Materiel Acquisition Management Staff
VAB	Materiel Acquisition Operation
VAZ	Materiel Acquisition Management (Other)
VBA	Program Management Office Planning (PMO)
VBB	Materiel Fielding Coordination
VBC	Program Management Office (PMO) Staff
VBY	Program Management Office (PMO) (Limited staff)
VBZ	Program Management Office (PMO) (Other)
VCA	Program Management Office (PMO) Procurement Management
VCB	Program Management Office (PMO) Production Management
VCC	Program Management Office (PMO) Procurement and Production Management Staff
VCZ	Program Management Office (PMO)Procurement/Production Management (Other)
VDA	Product Engineering Management
VDB	Configuration Management
VDC	Systems Engineering Management Staff
VDZ	Systems Engineering Management (Other)
VEA	Integrated Logistics Support Management
VEB	Program Management Office (PMO) Test and Evaluation Management
VEC	Product Assurance
VED	Program, Project, and Product Management Staff
VEY	Program/Project/Product Management (Limited staff)
VEZ	Program/Project/Product Management (Other)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
VFA	Medical Acquisition
VZY	Materiel Acquisition (Limited staff)
VZZ	Materiel Acquisition (Other)
WAA	Civilian Career Program Interns
WAB	Facility Engineering Apprentice Programs
WAC	Civilian Long-term Trainee Programs
WAD	Civilian Trainee Programs Management Staff
WZZ	Civilian Trainee Programs (Other)
XAA	Operations and Plans Forces Staff
XAB	Operations and Plans Control
XAY	Operations and Plans (Limited staff)
XAZ	Operations and Plans (Other)
XBA	Operations Staff
XBB	Operations Studies and Analysis
XCA	Command and Control Management
XCB	Command and Control Staff Support
XCC	Command and Control Data Automation Support
XCD	Command and Control Graphics Support
XCE	Command and Control Plans and Programs
XCF	Reserved For Future Use
XCG	Command and Control Communications Technical Control
XCH	Command and Control Data Processing Management
XCJ	Command and Control Input/Output Control
XCK	Command and Control Data Processing Scheduling
XCL	Command and Control Computer Operations
XCM	Command and Control Systems Analysis and Programming
XCN	Reserved For Future Use
XCP	Command and Control Operations
XCY	Command and Control (Limited staff)
XCZ	Command and Control (Other)
XDA	Nuclear Programs
XDB	Chemical Programs
XDC	Nuclear/Biological/Chemical Defense
XDD	Nuclear/Chemical Programs Management Staff
XDE	Chemical Agent Munitions Disposal System (CAMDS) Operations
XDY	Nuclear and Chemical Programs (Limited staff)
XDZ	Nuclear and Chemical Programs (Other)
XEA	Aviation Operations
XEB	Airfield Operations
XEC	Aviation Standardization
XED	Aviation Management Staff
XEY	Aviation (Limited staff)
XEZ	Aviation (Other)
XFA	Special Operations
XGA	Counterterrorism
XGB	Reserved For Future Use
XGC	Reserved For Future Use
XGZ	Terrorism Counteraction Activities (Other)
XHA	Operations Security (OPSEC)
XHB	Signals Security (SIGSEC)
XHC	Maneuver Damage and Prevention
XHD	Current Operations Staff
XHY	Current Operations (Limited staff)
XHZ	Current Operations (Other)
XJA	Explosive Ordnance Disposal (EOD)
XJB	Joint Operations
XJC	International Affairs
XKA	Coalition Warfare
XKB	Security Assistance Staff
XKZ	Security Assistance (Other)
XLA	Civil Affairs
XLB	Psychological Operations
XLC	Topography
XLD	Operations and Control
XLY	Operations (Limited staff)
XLZ	Operations (Other)
XMA	Force Development Staff
XMB	Force Doctrine
XMC	Force Management

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
XMD	Force Requirements and Programs
XME	Force Modernization
XMF	Force Planning Analysis
XMG	Force Structure and Stationing
XMH	Force Combat Development
XMJ	Force Design and Systems Integration
XMK	Force Accounting and Documentation
XML	Force Development Operations
XMY	Force Development (Limited staff)
XMZ	Force Development (Other)
XNA	Force Readiness and Mobilization Staff
XPA	Readiness Group Assistance
XPB	Readiness Group Command Staff
XPC	Readiness Group Operations and Training
XPD	Readiness Group Maintenance Assistance Instruction
XPE	Readiness Group Combat Assistance Supervision
XPZ	Force Readiness (Other)
XQA	Force Mobilization
XQB	Force Readiness and Mobilization Analysis
XQY	Force Readiness and Mobilization (Limited staff)
XQZ	Force Readiness and Mobilization (Other)
XRA	Plans Staff
XRB	Strategy, Plans, and Policy
XRC	Operations and Contingency Plans
XRD	Long-Range Plans
XRE	Space Plans
XRF	War Plans
XRG	Politico-Military Plans
XRH	Plans Integration and Prioritization
XRJ	National Security Affairs
XRK	Collective Security
XRL	Electronic Security (ELSEC)
XRM	Plans Development
XRY	Plans (Limited staff)
XRZ	Plans (Other)
XZY	Operations, Plans, and Forces (Limited staff)
XZZ	Operations, Plans, and Forces (Other)
YAA	Administration, Public Affairs, and Personnel
YAB	Resource Management IV
YAC	Resource Management I
YAD	Administration and Services
YAE	Manpower and Legislative Liaison
YAF	Manpower and Reserve Affairs
YAG	Tunnel Neutralization
YAH	Civil Works
YAI	Resource Management II
YAJ	Resource Management III
YAK	Laundry, Facilities Engineering and Supply
YAL	Intelligence and Security
YAM	Reserved For Future Use
YAN	Supply and Services
YAP	Maintenance and Supply Management
YAQ	Supply and Maintenance
YAR	Transportation, Energy, and Troop Support Management
YAS	Industrial Operations
YAT	Reserved For Future Use
YAU	Research, Development, and Acquisition
YAV	Security, Training, and Plans
YAW	Plans and Training
YAX	Plans, Training, and Mobilization
YBA	Plans, Training, Mobilization and Security
YTA	Joint Activities—SHAPE
YUA	Joint Activities—PACOM (Non-security assistance)
YUB	Joint Activities—SOUTHCOM (Non-security assistance)
YUC	Joint Activities—EUCOM (Non-security assistance)
YUD	Joint Activities—CENTCOM (Non-security assistance)
YUE	Joint Activities—LANTCOM (Non-security assistance)
YUF	Joint Activities—SPACECOM (Non-security assistance)
YUG	Joint Activities—EDCOM (Non-security assistance)
YUH	Joint Activities—Miscellaneous Non-security Assistance Elements
YVA	Joint Activities—PACOM (Security assistance)

AFD Code (SWCC) Reference—Continued

AFD code (SWCC)	Title
YVB	Joint Activities—SOUTHCOM (Security assistance)
YVC	Joint Activities—EUCOM (Security assistance)
YVD	Joint Activities—CENTCOM (Security assistance)
YVE	Joint Activities—LANTCOM (Security assistance)
YVF	Joint Activities—SPACECOM (Security assistance)
YVG	Joint Activities—REDCOM (Security assistance)
YVH	Joint Activities—Miscellaneous Security Assistance Elements
YWA	Defense Activities—OSD (Non-security assistance)
YWB	Defense Activities—USUHS (Non-security assistance)
YWC	Defense Activities—OJCS (Non-security assistance)
YWD	Defense Activities—DCA (Non-security assistance)
YWE	Defense Activities—DIA and DAS (Non-security assistance)
YWF	Defense Activities—DNA (Non-security assistance)
YWG	Defense Activities—DMA (Non-security assistance)
YWH	Defense Activities—DLA (Non-security assistance)
YWI	Defense Activities—Miscellaneous Non-security Assistance Elements
YXA	Defense Activities—OSD (Security assistance)
YXB	Defense Activities—USUHS (Security assistance)
YXC	Defense Activities—OJCS (Security assistance)
YXD	Defense Activities—DCA (Security assistance)
YXE	Defense Activities—DIA and DAS (Security assistance)
YXF	Defense Activities—DNA (Security assistance)
YXG	Defense Activities—DMA (Security assistance)
YXH	Defense Activities—DLA (Security assistance)
YXI	Defense Activities—Miscellaneous Security Assistance Elements
YZZ	Combined Categories (Other)

**Appendix B
Title Reference**

AFD code (SWCC)	Title
UGA	Academic Instruction—Flight Instructor Pilots
URC	Academic Instruction—Flight Simulator Training
URH	Academic Instruction—Flight Simulator/Procedural Trainer Dispatcher
URG	Academic Instruction—Procedural Flight Training
UFB	Academic Instruction—Recruit/Basic Training(Committee Group Instructors)
FDY	Accounting (Limited staff)
FDZ	Accounting (Other)
FDD	Accounting Operations
FDC	Accounts Analysis/Reconciliation
FDA	Accounts Control
FDB	Accounts Maintenance
GZY	Acquisition (Limited staff)
GZZ	Acquisition (Other)
GCB	Acquisition Career Program Management
BPY	Acquisition Law Activities (Limited staff)
BPZ	Acquisition Law Activities (Other)
BPG	Acquisition Law Management Staff
GCZ	Acquisition Management (Other)
GCC	Acquisition Management Control
GBY	Acquisition Management Operations (Limited staff)
GBZ	Acquisition Management Operations (Other)
GBF	Acquisition Management Operations Staff
GAA	Acquisition Management Staff
AZY	Administration (Limited staff)
AZZ	Administration (Other)
PPG	Administration Career Management
AAY	Administration Management (Limited staff)
AAZ	Administration Management (Other)
AAA	Administration Management Staff
AAC	Administration Operations
AAB	Administration Program Analysis
YAD	Administration and Services
YAA	Administration, Public Affairs, and Personnel
BUY	Administrative Law Activities (Limited staff)
BUZ	Administrative Law Activities (Other)
BUD	Administrative Law Management Staff
ADB	Administrative Support
ADG	Administrative Support Activities for Schools
ADY	Administrative Support Management (Limited staff)
ADZ	Administrative Support Management (Other)
ADC	Administrative Support Management Staff
ADM	Administrative Support for Military Personnel
ADL	Administrative Support for Reserve Officer Training(RO-TC)
ADJ	Administrative Support to Readiness Group
ABY	Administrative Systems (Limited staff)
ABZ	Administrative Systems (Other)
ABA	Administrative Systems Development
ABB	Administrative Systems Management Staff
ADD	Administrative/Management for Supply/Services
ADE	Administrative/Management for Transportation
HKB	Adolescent Clinic
DNY	ADP Management and Technical Support Activities-(Limited staff)
DNZ	ADP Management and Technical Support Activities(Other)
DNG	ADP Management and Technical Support Management Staff
UJA	Advanced Individual Training in Army Training Center Instruction Program Administration
BFB	Advertising and Public Affairs for Reserve Officer Training Corps (ROTC)
JMB	Aeromedical Rescue
HWC	Aeromedical Staging Facilities/Transient Patient Care
LZB	Air Defense Gun Maintenance
LXJ	Air Delivery Equipment Maintenance

Title Reference—Continued

AFD code (SWCC)	Title
DEH	Air Traffic Control
DEY	Air Traffic Control Activities (Limited staff)
DEZ	Air Traffic Control Activities (Other)
DEA	Air Traffic Control Activities Staff
DEG	Air Traffic Control Equipment Support
DEB	Air Traffic Control Office Operations
LRC	Aircraft Communications—Electronic Equipment Maintenance
MTA	Aircraft Delivery
LNA	Aircraft Ground Support Equipment Maintenance
LNB	Aircraft Hydraulic Repair
LHA	Aircraft Inspections
LND	Aircraft Instrument and Electrical Maintenance
LNY	Aircraft Maintenance Activities (Limited staff)
LNZ	Aircraft Maintenance Activities (Other)
LNF	Aircraft Maintenance Inspection
LNG	Aircraft Maintenance Operations
LLB	Aircraft Missile Armament Maintenance
LLA	Aircraft Weapons Armament Maintenance
XEB	Airfield Operations
LNE	Airframe Maintenance
RFC	Alcohol and Drug Abuse Prevention and Control
HGB	Allergy Clinic
HGS	Allergy and Immunology Clinic
HGZ	Ambulatory Medical Care (Other)
HHZ	Ambulatory Surgical Care (Other)
MWB	Ammunition Locator Control
MXA	Ammunition Maintenance
MYC	Ammunition Peculiar Equipment Support
MYY	Ammunition Services (Limited staff)
MYZ	Ammunition Services (Other)
MYA	Ammunition Services Staff
MED	Ammunition Staff
MXY	Ammunition Storage Maintenance Operation (Limited staff)
MXZ	Ammunition Storage Maintenance Operation (Other)
MXB	Ammunition Storage Maintenance Operations
MWA	Ammunition Supply Management
MYB	Ammunition Supply and Storage
MWC	Ammunition Support
HRH	Anatomical Pathology
HSZ	Ancillary Services (Other)
HSF	Anesthesiology
HVL	Animal Medicine
LRJ	Antenna Maintenance
DMG	Antenna Support
ILB	Anti-Terrorism (Intelligence)
PHC	Appeals and Separation
DME	Area Communications—Electronics (C-E) Support
HUB	Area Dental Prosthetic Laboratory
HUA	Area Veterinary Medical Reference Laboratory
LHH	Armament Inspections
LLY	Armament Maintenance Activity (Limited staff)
LLZ	Armament Maintenance Activity (Other)
LLH	Armament Maintenance Operations
QRA	Armed Forces Professional Entertainment
QNZ	Army Band Management (Other)
QNB	Army Band Management Staff
QNA	Army Band Operations
BJA	Army Broadcasting Management
QUY	Army Community Service (Limited staff)
QUZ	Army Community Service (Other)
QUB	Army Community Services/Family Support
JEY	Army Housing (Limited staff)
JEZ	Army Housing (Other)
JEE	Army Housing Control
JEA	Army Housing Staff
OCA	Army Manpower Program Team Activities
LZA	Artillery Maintenance
QJB	Arts and Crafts Operations
JHH	Asphalt and Gravel Plants and Quarry Machinery Operations

Title Reference—Continued

AFD code (SWCC)	Title
NSU	Assembly Operations
NFB	Asset Reporting
BNC	Assistance and Investigation
LRK	ATC/NAVAIDS Maintenance
LXA	Audio Visual Equipment Maintenance
QJE	Audio/Photography
HPD	Audiology Clinic
DFY	Audiovisual Activities (Limited staff)
DFZ	Audiovisual Activities (Other)
DFA	Audiovisual Activities Staff
DFH	Audiovisual Management
DFF	Audiovisual Support Services
CFZ	Audit (Other)
CFC	Audit Management
CFB	Audit Operations
CFA	Audit Staff
QJC	Auto Hobby Shop
LRM	AUTODIN Equipment Maintenance
DMB	Automated Multimedia—Media Exchanges (AMME)A- ctivities
DNC	Automated Data Processing Computer Operations
DNE	Automated Data Processing Data Conversion
DNA	Automatic Data Processing Input/Output Control
DNF	Automatic Data Processing Library Control
DNB	Automatic Data Processing Scheduling
DND	Automatic Data Processing Systems Analysis, Design, and Programming
DHA	Automatic Digital Network (AUTODIN) Switching
DHC	Automatic Secure Voice Communication (AUTOSEVOCOM)Switching
DHB	Automatic Voice Network (AUTOVON) Switching
IQB	Automation Security
DNH	Automation Support for Reserve Officer Training Corps(ROTC)
LPA	Automotive Allied Trades Maintenance
LLC	Automotive Armament Maintenance
LRD	Automotive Communications—Electronics Equipment Maintenance
LHB	Automotive Equipment Inspections
LPY	Automotive Maintenance Activity (Limited staff)
LPZ	Automotive Maintenance Activity (Other)
LPB	Automotive Maintenance/Staff
LKK	Automotive Test Measurement and Diagnostic Equipment Maintenance
XEY	Aviation (Limited staff)
XEZ	Aviation (Other)
XED	Aviation Management Staff
XEA	Aviation Operations
PCA	Aviation Personnel Plans/Program
CHC	Aviation Safety
XEC	Aviation Standardization
LRN	Avionic Equipment Maintenance
PQE	Awards and Decorations
UHB	Basic Training Instruction Program Administration
PUV	Battalion Personnel Administration Center Activities
DRZ	Battlefield Automation (Other)
HMZ	Behavior Science Service (Other)
SEC	Behavioral Research (Technical Support)
SEZ	Behavioral Research Activities (Other)
SED	Behavioral Research Management Staff
SEB	Behavioral Research—Field Studies (Scientific Study)
SEA	Behavioral Research—Laboratory (Scientific Study)
HFZ	Behavioral Science Care (Other)
KKY	Billeting (Guest House/BEQ/BOQ) (Limited staff)
KKZ	Billeting (Guest House/BEQ/BOQ) (Other)
KKC	Billeting (Guest House/BEQ/BOQ) Management Staff
KKB	Billeting Operation
AGC	Bindery
SDB	Biological Research (Technical Support)
SDC	Biological Research Management Staff
SDY	Biological Research Operation (Limited staff)
SDZ	Biological Research Operation (Other)

Title Reference—Continued

AFD code (SWCC)	Title
MAA	Biomedical Equipment Maintenance
JJC	Boiler Plants
TKA	Border Operations
QLB	Bowling Centers
KEB	Bread Bakeries
PUU	Brigade S1/Personnel Administration Center Activities
BJZ	Broadcasting Media (Other)
BJB	Broadcasting Media Management Staff
FFY	Budget (Limited staff)
FFZ	Budget (Other)
FFC	Budget Execution and Systems
FFE	Budget Operations
FFB	Budget Programming
FFD	Budget Research and Studies
FFA	Budget Staff
JHE	Building Preventive Maintenance
JHY	Buildings, Grounds, and Structures (Limited staff)
JHZ	Buildings, Grounds, and Structures (Other)
JHT	Buildings, Grounds, and Structures Staff
NHY	Bulk Fuel and Lubricating Activities (Limited staff)
NHZ	Bulk Fuel and Lubricating Activities (Other)
NHB	Bulk Fuel and Lubricating Operations
NHC	Bulk POL
DLD	Cable, Wire, and Pole Support
UUD	Cadet Athletics
UUB	Cadet Education
UUC	Cadet Military Education
UUE	Cadet Professional Development
UUZ	Cadet Training (Other)
UUA	Cadet Training Staff
LGD	Calibration
PKB	CAP III Operations
IGA	Capabilities Assessment
HSE	Cardiac Catheterization
HGC	Cardiology Clinic
HAB	Cardiology Ward
HHB	Cardiovascular and Thoracic Surgery Clinic
HBB	Cardiovascular and Thoracic Surgical Ward
KZA	Cargo Inspection
JHA	Carpentry
LXK	Carpet Maintenance
HLB	Cast Clinic
MHC	Catalog Management Data
MHY	Cataloging Activity (Limited staff)
MHZ	Cataloging Activity (Other)
MHJ	Cataloging Staff
JHS	Cemetery
QLE	Central Equipment Center
NBC	Central Issue Facility
EBZ	Civil Works Planning (Other)
EBE	Civil Works Planning Activities
EBA	Civil Works Planning Staff
ECF	Civil/Environmental Engineering
RAB	Civilian Appellate Review Activities
RDB	Civilian Career Management Activities
WAA	Civilian Career Program Interns
TGA	Civilian Liaison and AWOL/Deserter Apprehension
WAC	Civilian Long-term Trainee Programs
FCB	Civilian Pay
REY	Civilian Personnel (Limited staff)
REZ	Civilian Personnel (Other)
RAA	Civilian Personnel Field Operations
BQB	Civilian Personnel Law Litigation
RAC	Civilian Personnel Management
RDY	Civilian Personnel Management (Limited staff)
RDZ	Civilian Personnel Management (Other)
RCY	Civilian Personnel Management—Employee Relations Ac- tivities (Limited staff)
RCZ	Civilian Personnel Management—Employee Relations Ac- tivities (Other)
RAY	Civilian Personnel Staff (Limited staff)
RAZ	Civilian Personnel Staff (Other)

Title Reference—Continued

AFD code (SWCC)	Title
WZZ	Civilian Trainee Programs (Other)
WAD	Civilian Trainee Programs Management Staff
BXY	Claims (Limited staff)
NNH	Central Materiel Service
IRC	Central Personnel Security Clearance Activities
NNG	Central Sterile Supply
BZJ	Chaplaincy
BZY	Chaplaincy Activities (Limited staff)
BZZ	Chaplaincy Activities (Other)
BZA	Chaplaincy Activities Staff
BZF	Chaplaincy Pastoral and Religious Activities
BZE	Chaplaincy Personnel and Ecclesiastical Relations
BZB	Chaplaincy Plans and Programs
BZD	Chaplaincy Staff Operations
PTA	Check Control Activities
XDE	Chemical Agent Munitions Disposal System (CAMDS)Operations
XDB	Chemical Programs
LZF	Chemical Weapons and Equipment Repair
NSP	Chemical and Explosive Production Operations
MWD	Chemical, Conventional and Missile Ammunition Storage
HRM	Chemistry Service
QUA	Child Development Services
HMC	Child Guidance Clinic
XLA	Civil Affairs
BSY	Civil Law (Limited staff)
BSZ	Civil Law (Other)
BSD	Civil Law Management Staff
YAH	Civil Works
BXZ	Claims (Other)
BXE	Claims Management Staff
UGB	Clinical Chaplaincy Instruction
HUE	Clinical Investigation
HTA	Clinical Management
HRN	Clinical Microscopy Service
HRL	Clinical Pathology
LXC	Clothing and Textile Maintenance
QSA	Club Operations
XKA	Coalition Warfare
XRK	Collective Security
UAC	Collective Training Staff
LLD	Combat Vehicle Armament Maintenance
LPC	Combat Vehicle Maintenance
LKB	Combat Vehicle Test Measurement and Diagnostic Equipment Maintenance
LHC	Combat Vehicles Inspections
YZZ	Combined Categories (Other)
BCY	Command (Limited staff)
BCZ	Command (Other)
BHY	Command Information Programs (Limited staff)
BHZ	Command Information Programs (Other)
BHB	Command Information Programs Management Staff
BHA	Command Information Publications
BAH	Command Management Staff
CZY	Command and Command Support (Limited staff)
CZZ	Command and Command Support (Other)
XCY	Command and Control (Limited staff)
XCZ	Command and Control (Other)
XCG	Command and Control Communications Technical Con- trol
XCL	Command and Control Computer Operations
XCC	Command and Control Data Automation Support
XCH	Command and Control Data Processing Management
XCK	Command and Control Data Processing Scheduling
XCD	Command and Control Graphics Support
XCJ	Command and Control Input/Output Control
XCA	Command and Control Management
DKA	Command and Control Network
XCP	Command and Control Operations
XCE	Command and Control Plans and Programs
XCB	Command and Control Staff Support

Title Reference—Continued

AFD code (SWCC)	Title
XCM	Command and Control Systems Analysis and Program- ming
FCE	Commercial Accounts
KGB	Commissary Control Operations
KGG	Commissary Direction and Administration Staff
KGC	Commissary Front-End Operations
KGD	Commissary Grocery Operations (With and without a scanning system)
KJA	Reserved for Future Use
KGE	Commissary Meat Operations
KGZ	Commissary Operations (Other)
KGF	Commissary Produce Operations
KGA	Commissary Staff
MRF	Commissary Warehouse Operations
LHL	Commodity Groups Inspections
LXY	Commodity Groups Maintenance Activity (Limited staff)
LXZ	Commodity Groups Maintenance Activity (Other)
LXL	Commodity Groups Maintenance Staff
LKM	Commodity Test Measurement and Diagnostic Equipment Maintenance
LRB	Communications Installation Removal and Support En- gineering
ICA	Communications Intelligence Collection
LRA	Communications Mobile Maintenance
IKA	Communications Security (COMSEC)
DKB	Communications Technical Control Activities
LRP	Communications—Electronic Equipment Maintenance Op- erations
LRY	Communications—Electronic Equipment Maintenance Ac- tivities (Limited staff)
LRZ	Communications—Electronic Equipment Maintenance Ac- tivities (Other)
LKD	Communications—Electronic Test Measurement and Diag- nostic Equipment
DMD	Communications—Electronics (C-E) Equipment Installa- tion
HVA	Community Health Services
QJF	Community and Skill Development Activities
QJY	Community and Skill Development Activities (Limited staff)
QJZ	Community and Skill Development Activities (Other)
QJA	Community and Skill Development Coordination
PHA	Compassionate Review
AGA	Composition
HRU	Computerized Tomography
SGA	Concepts Analysis
VDB	Configuration Management
TGY	Confinement of Military Offenders (Limited staff)
TGZ	Confinement of Military Offenders (Other)
MRD	Consolidation and Containerization Documentation
EMY	Construction (Limited staff)
EMZ	Construction (Other)
ELB	Construction Contract Administration
LQA	Construction Equipment Engine Maintenance
LHD	Construction Equipment Inspections
LQY	Construction Equipment Maintenance Activity (Limited staff)
LQZ	Construction Equipment Maintenance Activity (Other)
LQB	Construction Equipment Maintenance Staff
JDC	Construction Inspection
EMA	Construction Management
ELZ	Construction Program Management (Other)
ELD	Construction Program Management Staff
EKA	Construction Staff
ELA	Construction Supervision and Inspection
LKC	Construction Test Measurement and Diagnostic Equip- ment Maintenance
MRC	Container Assembly
DJC	Contingency Radio Operations
GBD	Contract Administration
GBB	Contract Pricing and Cost Analysis
GCA	Contract Surveillance

Title Reference—Continued

AFD code (SWCC)	Title
BPB	Contract/Logistics Law
GBC	Contracting
DED	Control Tower Operations
NCB	Conventional Ammunition
KEA	Cooking and Baking
HAC	Coronary Care Unit
NST	Corrosive Control (Painting) Operations
FGC	Cost Analysis
IKY	Counter-Sigint Intelligence (Limited staff)
IKZ	Counter-Sigint Intelligence (Other)
IKD	Counter-Sigint Intelligence Operations
ILA	Counter-Terrorism (Intelligence)
IMY	Counterintelligence (Limited staff)
IMZ	Counterintelligence (Other)
IJB	Counterintelligence Investigations
IMA	Counterintelligence Operations
IJC	Counterintelligence Special Operations/Techniques
IJA	Counterintelligence Staff
XGA	Counterterrorism
ANA	Courier Service
BAD	Courts and Boards
JMC	Crash Fire Rescue
TCZ	Crime Laboratory Operations (Other)
TCF	Crime Laboratory Operations Staff
TPA	Crime Prevention
TDA	Crime Records Management
TBY	Criminal Investigations (Limited staff)
TBZ	Criminal Investigations (Other)
TDZ	Criminal Investigations Management (Other)
TAA	Criminal Investigations Management Staff
TDC	Criminal Investigations Operations
TBC	Criminal Investigations Staff
BTY	Criminal Law Activities (Limited staff)
BTZ	Criminal Law Activities (Other)
BTD	Criminal Law Management Staff
KMC	Current Death Program Activities
XHY	Current Operations (Limited staff)
XHZ	Current Operations (Other)
XHD	Current Operations Staff
JHF	Custodial Services
PUA	Customer Service
KUC	Customs
NKB	Cyclic Inspections
HRK	Cytology Service
LWA	Data Processing Equipment Maintenance
HWA	Decedent Affairs
YWD	Defense Activities—DCA (Non-security assistance)
YXD	Defense Activities—DCA (Security assistance)
YWE	Defense Activities—DIA and DAS (Non-security assistance)
YXE	Defense Activities—DIA and DAS (Security assistance)
YWH	Defense Activities—DLA (Non-security assistance)
YXH	Defense Activities—DLA (Security assistance)
YWG	Defense Activities—DMA (Non-security assistance)
YXG	Defense Activities—DMA (Security assistance)
YWF	Defense Activities—DNA (Non-security assistance)
YXF	Defense Activities—DNA (Security assistance)
YWI	Defense Activities—Miscellaneous Non-security Assistance Elements
YXI	Defense Activities—Miscellaneous Security Assistance Elements
YWC	Defense Activities—OJCS (Non-security assistance)
YXC	Defense Activities—OJCS (Security assistance)
YWA	Defense Activities—OSD (Non-security assistance)
YXA	Defense Activities—OSD (Security assistance)
YWB	Defense Activities—USUHS (Non-security assistance)
YXB	Defense Activities—USUHS (Security assistance)
NCZ	Demilitarization Operations (Other)
NCF	Demilitarization Staff
HQZ	Dental Care (Other)
HQA	Dental Service
DRD	Deployed Systems Sustainment

Title Reference—Continued

AFD code (SWCC)	Title
HGQ	Dermatology Clinic
HAD	Dermatology Ward
SKZ	Development (Other)
SHA	Development Staff
SLC	Development Testing
SKA	Development—Doctrine
SJA	Development—Materiel Systems and Equipment(Engineering)
SJZ	Development—Materiel Systems and Equipment (Other)
SJB	Development—Materiel Systems and Equipment(Technician Support)
SJC	Development—Materiel Systems and Equipment Staff
SKB	Development—Operations
HGD	Diabetes Clinic
HRS	Diagnostic Radiology
KEY	Dining Facilities (Limited staff)
KEZ	Dining Facilities (Other)
KED	Dining Facilities Management Staff
FCC	Disbursing
DFE	Displays and Devices
MJB	Disposition Direction
PKC	Distribution Operations Staff
ADH	Distribution Support Activities for Schools
MNC	Document Control
EPB	Domestic Emergencies
LBB	Driver Testing
HMF	Drug Screening and Testing Service
TBB	Drug Suppression Activities
KLB	Dry Cleaning Operations
ADA	Duplication Services
TBA	Economic Crime Operations
AFC	Editing
USB	Education Center
USY	Education Services (Limited staff)
USZ	Education Services (Other)
USA	Education Services Staff
USD	Education Services and Operations
JJK	Electric Power Production
JJJ	Electrical Systems
ECC	Electrical and Mechanical Engineering
HSA	Electrocardiography
HSB	Electroencephalography
HRJ	Electron Microscopy Service
HSC	Electroneuromyography
IIC	Electronic Counter—Countermeasures
IIB	Electronic Countermeasures
BGA	Electronic Media Services
XRL	Electronic Security (ELSEC)
IYY	Electronic Warfare (Limited staff)
IIZ	Electronic Warfare (Other)
IIA	Electronic Warfare Staff
IID	Electronic Warfare Studies
ICB	Electronics Intelligence Collection
IKB	Electronics Security (Intelligence)
LHE	Electronics—Communications Equipment Inspections
EPZ	Emergency Management (Other)
EPD	Emergency Management Activities
EPA	Emergency Management Staff
HPF	Emergency Medical Care
HGE	Endocrinology (Metabolism) Clinic
HAE	Endocrinology Ward
KAC	Energy Management
LMZ	Engine Maintenance Activities (Other)
LMB	Engine Maintenance Operations
PPC	Engineer Career Management
EZY	Engineering (Limited staff)
EZZ	Engineering (Other)
EAY	Engineering Management (Limited staff)
EAZ	Engineering Management (Other)
EAB	Engineering Management Activities
EFA	Engineering Management Activities
EAA	Engineering Management Staff

Title Reference—Continued

AFD code (SWCC)	Title
EFY	Engineering Operations (Limited staff)
EFZ	Engineering Operations (Other)
ECA	Engineering Operations Staff
JDB	Engineering Services
PEY	Enlisted Accession Management Activity (Limited staff)
PEZ	Enlisted Accession Management Activity (Other)
PED	Enlisted Accession Management Staff
UFC	Enlisted Advanced Individual Training Centers
UFD	Enlisted Advanced Individual Training Schools
PPY	Enlisted Career Management (Limited staff)
PPZ	Enlisted Career Management (Other)
PPL	Enlisted Career Management Staff
UFE	Enlisted Functional Training
PDA	Enlisted Personnel
PHY	Enlisted Personnel Actions Activity (Limited staff)
PHZ	Enlisted Personnel Actions Activity (Other)
PHF	Enlisted Personnel Actions Staff
PJZ	Enlisted Personnel Management (Other)
PJA	Enlisted Personnel Management Staff
PRA	Enlisted Records and Evaluation Activities
UFZ	Enlisted Training (Other)
UFF	Enlisted Training Staff
PUE	Enlisted and Flagged Records
EBC	Environmental Analysis
HVE	Environmental Health
BSB	Environmental Law
JFY	Environmental Management (Limited staff)
JFZ	Environmental Management (Other)
JFA	Environmental Management Staff
HVF	Epidemiology and Disease Control
BLY	Equal Employment Opportunity (Limited staff)
BLZ	Equal Employment Opportunity (Other)
BLB	Equal Employment Opportunity Operations
BLA	Equal Employment Opportunity Staff
RFB	Equal Opportunity
NQY	Equipment Management (Limited staff)
NQZ	Equipment Management (Other)
NQA	Equipment Management Staff
NQC	Equipment Operations
LJD	Equipment Repair
JCB	Estimating and Facility Inspection
PRD	Evaluation Systems Management
PUK	Evaluations
HKD	Exceptional Family Member Program Service
XJA	Explosive Ordnance Disposal (EOD)
CHF	Explosive Safety
JDE	Facilities Energy Management
JBY	Facilities Engineering Operations (Limited staff)
JBZ	Facilities Engineering Operations (Other)
JBD	Facilities Engineering Operations Staff
JCY	Facilities Engineering Resources Management (Limited staff)
JCZ	Facilities Engineering Resources Management (Other)
JCE	Facilities Engineering Resources Management Staff
JDY	Facilities Engineering Services (Limited staff)
JDZ	Facilities Engineering Services (Other)
JDF	Facilities Engineering Services Staff
WAB	Facility Engineering Apprentice Programs
JOA	Facility Engineering Support for Schools
JOB	Facility Support for Schools
HJC	Family Planning Clinic
HNZ	Family Practice Care (Other)
HNA	Family Practice Clinic
PPB	Field Artillery/Air Defense Artillery Career Management
AHZ	Field Printing (Other)
AHA	Field Printing Management Staff
FEC	Finance Network Quality
FCY	Finance Operations (Limited staff)
FCZ	Finance Operations (Other)
FCK	Finance Operations Staff
FEY	Finance and Accounting (Limited staff)
FEZ	Finance and Accounting (Other)

Title Reference—Continued

AFD code (SWCC)	Title
FEE	Finance and Accounting Operations
FBA	Finance and Accounting Staff
FED	Finance and Accounting Transportation Operations
LZE	Fire Control Maintenance
JNA	Fire Prevention
JNY	Fire Prevention/Protection (Limited staff)
JNZ	Fire Prevention/Protection (Other)
JNB	Fire Prevention/Protection Control
JLA	Fire Prevention/Protection Staff
JMY	Fire Protection Management (Limited staff)
JMZ	Fire Protection Management (Other)
JMD	Fire Protection Management Staff
JMA	Fire Protection Operations
FAY	Fiscal Management (Limited staff)
FAZ	Fiscal Management (Other)
FAB	Fiscal Management Activities
FAA	Fiscal Management Staff
FZY	Fiscal and Resource Management (Limited staff)
FZZ	Fiscal and Resource Management (Other)
JHQ	Fish and Wildlife
DCA	Fixed Special Application Information Operations
DEC	Flight Following (FOC/FCC)
HPG	Flight Medical Care
EHB	Floating Operations
EBB	Flood Plain Management
KFA	Food Service Attending
KFZ	Food Services (Other)
KDY	Food Services Management Activities (Limited staff)
KDZ	Food Services Management Activities (Other)
KDB	Food Services Office
KFB	Food Services Office/Contract Management
KDC	Food Services Staff
LXD	Footwear Maintenance
XMK	Force Accounting and Documentation
XMH	Force Combat Development
XMJ	Force Design and Systems Integration
XMV	Force Development (Limited staff)
XMZ	Force Development (Other)
XML	Force Development Operations
XMA	Force Development Staff
XMB	Force Doctrine
XMC	Force Management
XQA	Force Mobilization
XME	Force Modernization
XMF	Force Planning Analysis
XPZ	Force Readiness (Other)
XQY	Force Readiness and Mobilization (Limited staff)
XQZ	Force Readiness and Mobilization (Other)
XQB	Force Readiness and Mobilization Analysis
XNA	Force Readiness and Mobilization Staff
XMD	Force Requirements and Programs
XMG	Force Structure and Stationing
ICC	Foreign Instrumentation Signals Intelligence Collection
IEB	Foreign Materiel Acquisition Intelligence
BXA	Foreign/Maritime Claims
TCA	Forensic Chemical Analysis
TCC	Forensic Document Analysis
TCD	Forensic Firearms and Tool Marks Analysis
TCB	Forensic Latent Print Analysis
TCE	Forensic Photographic Analysis
JHM	Forestry Management
NSK	Forging Operations
UKC	Formal School Instruction Program Administration Staff
NSJ	Foundry Operations
LAD	Freight Terminal
LAY	Freight/Cargo Transportation (Limited staff)
LAZ	Freight/Cargo Transportation (Other)
LAE	Freight/Cargo Transportation Management Staff
NHA	Fuel Storage and Issue
KNC	Fumigation and Bath Activity
JED	Furnishings Management
LXG	Furniture Maintenance

Title Reference—Continued

AFD code (SWCC)	Title
THC	Game Warden
HGF	Gastroenterology Clinic
HAF	Gastroenterology Ward
BXB	General Claims
ECB	General Engineering
LHK	General Equipment Inspections
LVY	General Equipment Maintenance Activity (Limited staff)
LVZ	General Equipment Maintenance Activity (Other)
LVC	General Equipment Maintenance Operations
LVB	General Equipment Maintenance Staff
BUB	General Law
BQE	General Law Litigation
HAA	General Medical Ward
PBB	General Officer Management
HAA	General Surgery Clinic
HBA	General Surgical Ward
ECD	Geo-technical Engineering
QLC	Golf Course
BTA	Government Representation
CHE	Government-Owned/Contractor Operated Activities Safety
DFD	Graphic Arts
KMD	Graves Registration
DEE	Ground Control Approach (GCA)
KUA	Group Transportation (CONUS)
HJB	Gynecology Clinic
HCA	Gynecology Ward
HLC	Hand Surgery Clinic
KZB	Hazardous Cargo Handling Inspection
BAA	Headquarters Command Support
EDA	Health Facility Design and Development
HVD	Health Physics
HZZ	Health Services (Other)
NSL	Heat Treating Operations
JJD	Heating Plants
JJE	Heating Systems Maintenance and Operation
LXH	Heavy Tentage Maintenance
HGG	Hematology Clinic
HRE	Hematology—Oncology Pharmacy
HSL	Hemodialysis
AED	Heraldic Design and Illustration
AEE	Heraldic Sculpture and Display
AEZ	Heraldic Services (Other)
AEG	Heraldic Services Management Staff
AEA	Heraldic Support Operations
AEF	Heraldic Technical Support
AEC	Heraldry Creative Services
AEB	Historical Heraldic Data
CDY	History (Limited staff)
CDZ	History (Other)
CCY	History Activities (Limited staff)
CCZ	History Activities (Other)
CCB	History Activities Staff
CDA	History Operations
CBA	History Staff
BAG	Host—Tenant/Interservice Support
JEC	Housing Management
JEB	Housing Referrals
IBA	Human Intelligence
RGB	Human Resources (NGB)
RHY	Human Resources Development (Limited staff)
RHZ	Human Resources Development (Other)
RFA	Human Resources Development Staff
ECE	Hydraulic and Hydrologic Engineering
EGB	Hydropower Operations
HGH	Hypertension Clinic
PUF	ID Cards and Tags
IDA	Imagery Intelligence Collection
HVH	Immunizations
HRQ	Immunohematology (Blood bank)
PUH	In-and-Out Processing
ARB	In-patient Administration

Title Reference—Continued

AFD code (SWCC)	Title
UAB	Individual Training Staff
JDA	Industrial Engineering Services
HVC	Industrial Hygiene
YAS	Industrial Operations
NGZ	Industrial Plant Equipment Management (Other)
NGD	Industrial Plant Equipment Management Staff
NGC	Industrial Plant Equipment Support
NGB	Industrial Plant Equipment Warehousing/Processing
IQA	Industrial Security
PPA	Infantry/Armor Career Management
HGR	Infectious Disease Clinic
DAY	Information Management (Limited staff)
DAZ	Information Management (Other)
DAC	Information Management Activities
DAA	Information Management Staff
IPY	Information Security (Limited staff)
IPZ	Information Security (Other)
IPB	Information Security Management Staff
DMH	Information Systems COMSEC Logistics
DZY	Information Systems Management (Limited staff)
DZZ	Information Systems Management (Other)
DAB	Information Systems Management and Support
DQZ	Information Systems Operations (Other)
DQA	Information Systems Operations Activities
DBA	Information Systems Operations Staff
DPA	Information Systems Site Activities
DPY	Information Systems Site Operations (Limited staff)
DPZ	Information System Site Operations (Other)
DGA	Information Systems Site Operations Staff
HSN	Inhalation/Respiratory Therapy
NBB	Initial Clothing Issue
KYB	Inland Freight Traffic Management
HAZ	Inpatient Care (Other)
HRD	Inpatient Pharmacy
HBZ	Inpatient Surgical Care (Other)
MPE	Inprocess Materiel Storage
BNY	Inspection (Limited staff)
BNZ	Inspection (Other)
BNB	Inspection Operations
BNA	Inspection Staff
BND	Inspector General Activities
QSY	Installation Club Management (Limited staff)
QSZ	Installation Club Management (Other)
QSB	Installation Club Management Staff
LRH	Installation Communications Maintenance
TGB	Installation Confinement Facility (ICF)
BAC	Installation Coordination Activities
JZY	Installation Facilities Engineering (Limited staff)
JZZ	Installation Facilities Engineering (Other)
JAB	Installation Facilities Engineering Activities
JAY	Installation Facilities Engineering Management(Limited staff)
JAZ	Installation Facilities Engineering Management(Other)
JAA	Installation Facilities Engineering Management Staff
LAC	Installation Freight Traffic
MMA	Installation Supply Management
LRE	Installation Telephone Maintenance
CHB	Installation/Community Ground Safety
UGY	Instruction (Limited staff)
UGZ	Instruction (Other)
UGD	Instruction Development
UMY	Instruction Program Administration (Limited staff)
UMZ	Instruction Program Administration (Other)
UHA	Instruction Program Administration Staff
UMA	Instruction Program Operation
UBA	Instruction Staff
UPE	Instructor—Provided Support
VEA	Integrated Logistics Support Management
BPE	Intellectual Property Law
IZY	Intelligence (Limited staff)
IZZ	Intelligence (Other)
IDZ	Intelligence Collection (Other)

Title Reference—Continued

AFD code (SWCC)	Title
IDD	Intelligence Collection Operations
IAB	Intelligence Control
IAY	Intelligence Management (Limited staff)
IAZ	Intelligence Management (Other)
IHY	Intelligence Production (Limited staff)
IHZ	Intelligence Production (Other)
IHA	Intelligence Production Operations
IAA	Intelligence Staff
YAL	Intelligence and Security
HBC	Intensive Care Surgical Unit
FEB	Internal Control Programs
HGA	Internal Medicine Clinic
CGY	Internal Review (Limited staff)
CGZ	Internal Review (Other)
CGA	Internal Review Management
XJC	International Affairs
KZC	International Cargo Traffic Management Staff
KZY	International Cargo Traffic Operation (Limited staff)
KZZ	International Cargo Traffic Operation (Other)
BVY	International Law Activities (Limited staff)
BVZ	International Law Activities (Other)
BVC	International Law Management Staff
ILC	International Narcotics Interdiction
KUB	International Passenger Traffic
QXA	Interservice Sports Committee Activities
MJY	Inventory Control (Limited staff)
MJZ	Inventory Control (Other)
MJC	Inventory Control Management Staff
NAY	Inventory Management (Limited staff)
NAZ	Inventory Management (Other)
NAA	Inventory Management Staff
MZA	Inventory Research and Reconciliation
MHB	Item Identification (Army)
MHA	Item Identification (Federal)
MHH	Item Reduction
FCG	Job Corps Pay
YUD	Joint Activities—CENTCOM (Non—security assistance)
YVD	Joint Activities—CENTCOM (Security assistance)
YUC	Joint Activities—EUCOM (Non—security assistance)
YVC	Joint Activities—EUCOM (Security assistance)
YUE	Joint Activities—LANTCOM (Non—security assistance)
YVE	Joint Activities—LANTCOM (Security assistance)
YUH	Joint Activities—Miscellaneous Non—security Assistance Elements
YVH	Joint Activities—PACOM (Non—security assistance)
YUA	Joint Activities—PACOM (Security assistance)
YUG	Joint Activities—REDCOM (Non—security assistance)
YVG	Joint Activities—REDCOM (Security assistance)
YTA	Joint Activities—SHAPE
YUB	Joint Activities—SOUTHCOM (Non—security assistance)
YVB	Joint Activities—SOUTHCOM (Security assistance)
YUF	Joint Activities—SPACECOM (Non—security assistance)
YVF	Joint Activities—SPACECOM (Security assistance)
ALC	Joint Military Postal Activities
XJB	Joint Operations
BTC	Judiciary Support
UGC	Jungle Operations Training
JJH	Kitchen and Domestic Appliances Maintenance
BRY	Labor Law Activities (Limited staff)
BRZ	Labor Law Activities (Other)
BRC	Labor Law Management Staff
DMF	Labor Service
BRA	Labor—Management Relations
RCB	Labor/Management—Employees Relations
PCB	Language Requirements
KLA	Laundry Operations
KLE	Laundry and Dry Cleaning
KLZ	Laundry and Dry Cleaning Plant Management (Other)
KLD	Laundry and Dry Cleaning Plant Management Staff
YAK	Laundry, Facilities Engineering and Supply
THY	Law Enforcement (Limited staff)
THZ	Law Enforcement (Other)

Title Reference—Continued

AFD code (SWCC)	Title
THB	Law Enforcement Management
TFE	Law Enforcement Operations
TEA	Law Enforcement Staff
RFD	Leadership
USC	Learning Center
BWA	Legal Assistance
BYY	Legal Services (Limited staff)
BYZ	Legal Services (Other)
BPA	Legal Services Management Staff
BYA	Legal Services Operations
CEA	Legislative Inquiries
BUA	Legislative Law
CEZ	Legislative Liaison (Other)
CEB	Legislative Liaison Management Staff
NCA	Lethal Chemical Ammunition and Agents
BAF	Liaison
BCA	Liaison/Mission and Installation Support
QWY	Library (Limited staff)
QWZ	Library (Other)
QWA	Library Management
QWB	Library Operations
LXE	Light Canvas and Webbing Maintenance
HAS	Light/Minimal Care Ward
HQB	Limited Dental Prosthetics
KLC	Linen Exchange
BQZ	Litigation Activities (Other)
BQG	Litigation Management Staff
FCH	Local National Pay
NZY	Logistics (Limited staff)
NZZ	Logistics (Other)
PPJ	Logistics Career Management
KCA	Logistics Control
KAE	Logistics Engineering
KCY	Logistics Management (Limited staff)
KCZ	Logistics Management (Other)
KAA	Logistics Management Staff
NRC	Logistics Management Support for Schools
NRA	Logistics Management for Schools
KAB	Logistics Plans and Operations
NRE	Logistics Support to Schools
KAD	Logistics Systems Integration
NRD	Logistics and Facilities Engineering Support for Schools
XRD	Long—Range Plans
NSO	Machining Operations
AMY	Mail Distribution (Limited staff)
AMZ	Mail Distribution (Other)
AMB	Mail Distribution Management Staff
AMA	Mail Room
MBY	Maintenance (Limited staff)
MBZ	Maintenance (Other)
LFA	Maintenance Assistance and Instruction
PPF	Maintenance Career Management
MBA	Maintenance Control
LGY	Maintenance Engineering (Limited staff)
LGZ	Maintenance Engineering (Other)
LEC	Maintenance Engineering Field Support
LGC	Maintenance Engineering Management Staff
LEA	Maintenance Engineering Program Development
LEB	Maintenance Engineering Support and Pre—issue
LFY	Maintenance Engineering Technical Assistance Activities (Limited staff)
LFZ	Maintenance Engineering Technical Assistance Activities (Other)
LFB	Maintenance Engineering Technical Assistance Staff
LED	Maintenance Engineering and Analysis
MAZ	Maintenance Operations (Other)
LJA	Maintenance Operations Management
LDB	Maintenance Program Development
LGB	Maintenance Publications
LHY	Maintenance Quality Control Inspections Activity(Limited staff)
LHZ	Maintenance Quality Control Inspections Activity(Other)

Title Reference—Continued

AFD code (SWCC)	Title
LHM	Maintenance Quality Control Inspections Staff
LHN	Maintenance Quality Control Staff
LDA	Maintenance Staff
YAP	Maintenance and Supply Management
FGB	Management Analysis
XHC	Maneuver Damage and Prevention
OZY	Manpower (Limited staff)
OZZ	Manpower (Other)
BCC	Manpower Command Staff
ODA	Manpower Documentation and Allocation
OAY	Manpower Management (Limited staff)
OAZ	Manpower Management (Other)
OAA	Manpower Management Staff
ODY	Manpower Management and Analysis (Limited staff)
ODZ	Manpower Management and Analysis (Other)
ODB	Manpower Management and Analysis Staff
OBG	Manpower Policies and Programs
OBY	Manpower Programs (Limited staff)
OBZ	Manpower Programs (Other)
OBB	Manpower Programs Staff
OBF	Manpower Quality Assurance
OAB	Manpower Requirements Management Staff
OBC	Manpower Staffing Standards
OBD	Manpower Surveys
OBA	Manpower Surveys and Standards
OCB	Manpower Systems Management Team Activities
YAE	Manpower and Legislative Liaison
YAF	Manpower and Reserve Affairs
NSF	Manufacturing Cost Control
NSE	Manufacturing Engineering
NSA	Manufacturing Management Staff
NSB	Manufacturing Operational Management
NSZ	Manufacturing Operations (Other)
NSC	Manufacturing Production Planning and Control Staff
NSD	Manufacturing Production Staff
JHB	Masonry
EEA	Master Planning
JDD	Master Plans and Programs
VZY	Materiel Acquisition (Limited staff)
VZZ	Materiel Acquisition (Other)
VAZ	Materiel Acquisition Management (Other)
VAA	Materiel Acquisition Management Staff
VAB	Materiel Acquisition Operation
NNB	Materiel Distribution
VBB	Materiel Fielding Coordination
NFC	Materiel Management
CHJ	Materiel Safety
NMA	Materiel Special Processing
IDB	Measurement and Signature Intelligence
BGB	Media Initiatives
BGY	Media Relations (Limited staff)
BGZ	Media Relations (Other)
BGC	Media Relations Management Staff
VFA	Medical Acquisition
BCB	Medical Advice and Liaison
RKC	Medical Career Management
PPH	Medical Career Management
BXC	Medical Claims
BBZ	Medical Command (Other)
BBA	Medical Command Staff
HAP	Medical Evaluation Ward
HPB	Medical Examination Clinic
BZG	Medical Facility Chaplaincy Activities
BZH	Medical Facility Pastoral Education Management
KPA	Medical Housekeeping and Janitorial Services
DFG	Medical Illustration and Photography
IEC	Medical Intelligence
HAH	Medical Intensive Care Unit
KLJ	Medical Linen and Laundry Service
NNY	Medical Logistics (Limited staff)
NNZ	Medical Logistics (Other)
NNA	Medical Materiel

Title Reference—Continued

AFD code (SWCC)	Title
NNF	Medical Materiel Services Management Staff
HTB	Medical Nutritional Care Management
RKB	Medical Officer Procurement
RKE	Medical Personnel Professional Education
RKD	Medical Personnel Services
RKZ	Medical Personnel Support (Other)
RKA	Medical Personnel Support Staff
NND	Medical Property/Control
SMZ	Medical Research, Development, Test and Evaluation(Other)
SMA	Medical Research, Development, Test and Evaluation Management
FGF	Medical Resource Management
CHG	Medical Safety
BBC	Medical Staff Direction and Development
HTZ	Medical Support Services (Other)
ARA	Medical Treatment Facility Administration
HAQ	Medical/Surgical Ward
HAR	Medical/Surgical/Coronary Intensive Care Unit
HMD	Mental Health Clinic
JHC	Metalworking
HRP	Microbiology Service
ACB	Micrographics
DJD	Military Affiliate Radio System (MARS)
KRE	Military Air Traffic Coordination
HUD	Military Blood Supply
PLZ	Military Distribution (Other)
PKZ	Military Distribution Operations (Other)
PLA	Military Distribution Staff
HUG	Military Entrance Processing Medical Operations
QBA	Military Entrance Processing Medical Operations Management
QAA	Military Entrance Processing Operations
QAY	Military Entrance Processing Operations Management(Limited staff)
QAZ	Military Entrance Processing Operations Management(Other)
QAB	Military Entrance Processing Operations Management Staff
QCZ	Military Entrance Processing Testing Management(Other)
QCB	Military Entrance Processing Testing Management Staff
QCA	Military Entrance Processing Testing Operations
BWY	Military Law (Limited staff)
BWZ	Military Law (Other)
BWB	Military Law Management Staff
FCA	Military Pay
QGY	Military Personnel (Limited staff)
QGZ	Military Personnel (Other)
DSA	Military Personnel Automation I
DSB	Military Personnel Automation II
BQA	Military Personnel Law Litigation
PBD	Military Personnel Management
PQD	Military Personnel Office Assistance
PWZ	Military Personnel Office Management (Other)
PBA	Military Personnel Staff
TFG	Military Police Company/Battalion (Provisional)
TBD	Military Police Investigative (MPI) Activities
THA	Military Police Readiness and Plans
PPE	Military Police/Intelligence Career Management
OCZ	Military Strength Activities (Other)
OCC	Military Strength Activities Staff
NCE	Military Supplies and Equipment
HWZ	Military Unique Medical Activities (Other)
TFB	Military Working Dog (MWD)
CHD	Military/Civil Works Safety
RLA	Military/Civilian Personnel Support for Reserve Officer Training Corps (ROTC)
IFA	Military/Combat Intelligence
DMC	Miscellaneous Communications—Electronics (C—E)Support
ULZ	Miscellaneous Training Instruction Program Administration (Other)

Title Reference—Continued

AFD code (SWCC)	Title
ULA	Miscellaneous Training Instruction Program Administration Staff
LSD	Missile Ground Communications and Control Systems Maintenance
LSC	Missile Guidance Systems Maintenance
LSE	Missile Payload Systems Maintenance
LSA	Missile Propulsion Systems Maintenance
LSB	Missile Support Launch Equipment Maintenance
LSF	Missile System Maintenance Staff
LHF	Missile Systems Inspections
LSY	Missile Systems Maintenance Activity (Limited staff)
LSZ	Missile Systems Maintenance Activity (Other)
DCB	Mobile Special Application Information Operations
JBB	Mobilization
PMA	Mobilization Planning
QPY	Morale Support (Limited staff)
QPZ	Morale Support (Other)
QPA	Morale Support Management Staff
QZZ	Morale, Welfare, and Recreation (Other)
QZY	Morale, Welfare, and Recreation (Limited staff)
QTY	Morale, Welfare, and Recreation Business Operations(Limited staff)
QTZ	Morale, Welfare, and Recreation Business Operations(Other)
QTA	Morale, Welfare, and Recreation Business Operations Staff
QHA	Morale, Welfare, and Recreation Staff
LZC	Mortar Maintenance
KMA	Mortuary Affairs
KMZ	Mortuary Affairs (Other)
KMB	Mortuary Affairs and Operations
LBJ	Motor Transportation Services
LBY	Motor Transportation Services (Limited staff)
LBZ	Motor Transportation Services (Other)
LBA	Motor Transportation Services/Management
KRB	Movements Management Staff
DJA	Multi-channel Radio Activities
LLF	Munitions Armament Maintenance
LAA	Munitions Traffic and Transportation
CCA	Museum/Art Operations
QKA	Music and Theater Activities
XRJ	National Security Affairs
EPC	National Security Emergency Planning
HDC	NeoNatal Intensive Care Unit
HGJ	Nephrology Clinic
HAJ	Nephrology Ward
IGB	Net Assessment
HGK	Neurology Clinic
HAK	Neurology Ward
HLD	Neuromuscular Screening Clinic
HHC	Neurosurgery Clinic
HBD	Neurosurgery Ward
UVY	New Equipment Training (Limited staff)
UVB	New Equipment Training (NET)
UVZ	New Equipment Training (Other)
UVA	New Equipment Training Staff
HDB	Newborn Nursery
FEA	Nonappropriated Fund Accounting
QYD	Nonappropriated Fund Contracting
QYY	Nonappropriated Fund Financial Management (Limited staff)
QYZ	Nonappropriated Fund Financial Management (Other)
QYE	Nonappropriated Fund Staff
QYB	Nonappropriated Funds Financial Administration
QYC	Nonappropriated Funds Insurance Activities
QYA	Nonappropriated Funds Management
UEC	Noncommissioned Officer (NCO) Functional Training
UEB	Noncommissioned Officer (NCO) Professional Training
UEA	Noncommissioned Officer (NCO) Skill Level Training
UEY	Noncommissioned Officer (NCO) Training (Limited staff)
UEZ	Noncommissioned Officer (NCO) Training (Other)
UED	Noncommissioned Officer (NCO) Training Staff

Title Reference—Continued

AFD code (SWCC)	Title
HRX	Nuclear Medicine Service
HRF	Nuclear Pharmacy
XDA	Nuclear Programs
XDY	Nuclear and Chemical Programs (Limited staff)
XDZ	Nuclear and Chemical Programs (Other)
XDC	Nuclear/Biological/Chemical Defense
XDD	Nuclear/Chemical Programs Management Staff
UPJ	Nurse Training Services
HGL	Nutrition Clinic
HJZ	Obstetrical and Gynecological Care (Other)
HCZ	Obstetrical and Gynecological Care (Other)
HJA	Obstetrics Clinic
HCB	Obstetrics Ward
HCC	Obstetrics and Gynecology Ward
HJD	Obstetrics/Gynecology Clinic
HVG	Occupational Health
HSP	Occupational Therapy
JBC	Off Post Facilities
LXB	Office Machine Maintenance
ADF	Office of School Secretary
RDC	Office of the Chief, Civilian Personnel Office
UCA	Officer Basic/Advanced Training
PCB	Officer Career Programs
PCD	Officer Distribution
PCC	Officer Education and Training Administration
UCB	Officer Functional Training
PCY	Officer Personnel Management (Limited staff)
PCZ	Officer Personnel Management (Other)
PCE	Officer Personnel Management Staff
PRB	Officer Personnel Records
UCC	Officer Personnel Education
PUM	Officer Records
UCY	Officer Training (Limited staff)
UCZ	Officer Training (Other)
UCD	Officer Training Staff
LMA	Oil Analysis
HGM	Oncology Clinic
HAL	Oncology Ward
HGT	Oncology and Hematology Clinic
UFA	One-Station Unit Training
UHC	One-Station Unit Training Instruction Program Administration
BVA	Operational Law
SLD	Operational Testing
XLY	Operations (Limited staff)
XLZ	Operations (Other)
XHA	Operations Security (OPSEC)
XBA	Operations Staff
XBB	Operations Studies and Analysis
XRC	Operations and Contingency Plans
XLD	Operations and Control
XAY	Operations and Plans (Limited staff)
XAZ	Operations and Plans (Other)
XAB	Operations and Plans Control
XAA	Operations and Plans Forces Staff
XZY	Operations, Plans, and Forces (Limited staff)
XZZ	Operations, Plans, and Forces (Other)
HUC	Ophthalmic Fabrication and Repair
HHH	Ophthalmology Clinic
HBE	Ophthalmology Surgical Ward
HPC	Optometry Clinic
HBF	Oral Surgical Ward
HHE	Organ Transplant Clinic
BMZ	Organizational Effectiveness (Other)
BMA	Organizational Effectiveness Management Staff
HLE	Orthopedic Appliance Clinic
HEZ	Orthopedic Care (Other)
HLZ	Orthopedic Care (Other)
HLA	Orthopedic Clinic
HEA	Orthopedic Ward
HEC	Orthopedic/Podiatry Ward
HHF	Otorhinolaryngology Clinic

Title Reference—Continued

AFD code (SWCC)	Title
HBG	Otorhinolaryngology Surgical Ward
ARC	Outpatient Administration
QLD	Outdoor Recreation Areas
QMA	Outdoor Sports Facilities
HRC	Outpatient Pharmacy
MJA	Overhaul and Rebuild Direction
LJC	Overhaul/Rebuild
MQB	Packing
LAB	Packing and Crating
JHD	Painting
KUY	Passenger Services (Limited staff)
KUZ	Passenger Services (Other)
KUE	Passenger Services Management Staff
KUD	Passports and Visas
KEC	Pastry Kitchens
HRG	Pathology Staff
HWB	Patient Transportation
TFC	Patrol Operations
HDZ	Pediatric Care (Other)
HDD	Pediatric Intensive Care Unit
HBH	Pediatric Surgical Ward
HKZ	Pediatrics Care (Other)
HKA	Pediatrics Clinic
HDA	Pediatrics Ward
KSB	Personal Property (Installation)
KTY	Personal Property (Limited staff)
KSC	Personal Property (MOT)
KTZ	Personal Property (Other)
KTB	Personal Property Management Staff
KSY	Personal Property Quality Assurance Activities(Limited staff)
KSZ	Personal Property Quality Assurance Activities(Other)
KSD	Personal Property Quality Assurance Staff
KSA	Personal Property Quality Control and Inspection
KTA	Personal Property Storage
RZY	Personnel (Limited staff)
RZZ	Personnel (Other)
PTY	Personnel Actions/Affairs (Limited staff)
PTZ	Personnel Actions/Affairs (Other)
PQC	Personnel Assignment Procedures
PNA	Personnel Assistance Points Activities
PPK	Personnel Career Management
BXD	Personnel Claims/Recovery
PHD	Personnel Control Facility Activities
PQB	Personnel Deletion and Stabilization
BUC	Personnel Law
PAY	Personnel Management (Limited staff)
PAZ	Personnel Management (Other)
PAC	Personnel Management Activities
PAA	Personnel Management Staff
PRY	Personnel Management Support (Limited staff)
PRZ	Personnel Management Support (Other)
PRE	Personnel Management Support Staff
KWY	Personnel Movements (Limited staff)
KWZ	Personnel Movements (Other)
KVA	Personnel Movements (Passenger Traffic)
PNZ	Personnel Movements Control (Other)
PNB	Personnel Movements Control Staff
KWA	Personnel Movements Management Staff
PTC	Personnel Plans and Actions
PMB	Personnel Plans and Analysis
PAB	Personnel Plans and Systems
PQA	Personnel Programs
PQZ	Personnel Programs and Procedures (Other)
PQF	Personnel Programs and Procedures Management Staff
PAD	Personnel Proponent
PUL	Personnel Reassignments
IRY	Personnel Security (Limited staff)
IRZ	Personnel Security (Other)
IRB	Personnel Security Investigations
PFA	Personnel Security Management
IRD	Personnel Security Management Staff

Title Reference—Continued

AFD code (SWCC)	Title
IRA	Personnel Security Screening
PUR	Personnel Service Support Team
QVY	Personnel Services (Limited staff)
QVZ	Personnel Services (Other)
QVA	Personnel Services Management Staff
ADK	Personnel and Administrative Support for Reserve Officer Training Corps (ROTC)
JHR	Pest Control
HRA	Pharmacy Staff
HRB	Pharmacy Support Service
QLY	Physical Activities (Limited staff)
QLZ	Physical Activities (Other)
QLL	Physical Activities Staff
APZ	Physical Disability Administration (Other)
APA	Physical Disability Administration Staff
APB	Physical Disability Medical Evaluations
APC	Physical Disability Operations
QLA	Physical Fitness Operations
MZY	Physical Inventory Activity (Limited staff)
MZZ	Physical Inventory Activity (Other)
MZB	Physical Inventory Management Staff
HSQ	Physical Medicine
SCA	Physical Sciences Research (Scientific Study)
SCB	Physical Sciences Research (Technical Support)
SCY	Physical Sciences Research Activities (Limited staff)
SCZ	Physical Sciences Research Activities (Other)
SCC	Physical Sciences Research Management Staff
TJB	Physical Security
TKC	Physical Security (Arms, Ammunition, and Explosives(AA&E))
TKB	Physical Security (Chemical and Special Weapons Surety Material)
TLY	Physical Security (Limited staff)
TLZ	Physical Security (Other)
TLA	Physical Security Operations
TKY	Physical Security Patrols (Limited staff)
TKZ	Physical Security Patrols (Other)
TJA	Physical Security Staff
HSR	Physical Therapy
HUF	Physiological Training/Support
JJG	Pipe Fitting
XRY	Plans (Limited staff)
XRZ	Plans (Other)
XRH	Plans Development
XRM	Plans Integration and Prioritization
XRA	Plans Staff
YAW	Plans and Training
YBA	Plans, Training, Mobilization, and Security
YAX	Plans, Training, and Mobilization
HHG	Plastic Surgery Clinic
HBJ	Plastic Surgery Ward
NSR	Plating and Surface Finishing Operations
NSV	Pliable Goods Operations
JJF	Plumbing
HLF	Podiatry Clinic
HEB	Podiatry Ward
TFA	Police Administration
TFH	Police Desk Operations
XRG	Politico–Military Plans
TMA	Polygraph Operations
TMY	Polygraph Operations (Limited staff)
TMZ	Polygraph Operations (Other)
RBB	Position and Pay Management
DRC	Post Deployment Software Support (PDSS)/Battlefield Automated Systems (BAS) Development and Acquisition Engineering
DRA	Post Deployment Software Support (PDSS)/Battlefield Automated Systems (BAS) Management
DRB	Post Deployment Software Support (PDSS)/Battlefield Automated Systems (BAS) Software Engineering
ALB	Postal Operations
ANB	Postal Services

Title Reference—Continued

AFD code (SWCC)	Title
ANY	Postal Services (Limited staff)
ANZ	Postal Services (Other)
ALA	Postal Services Staff
ALD	Postal and Directory Services
NKC	Preservation Packaging, and Packing Inspections
MQA	Preservation and Packaging
LJE	Preventive Maintenance
HVB	Preventive Medicine
HPA	Primary Care and Community Medicine
HPZ	Primary Medical Care (Other)
AGB	Printing
AGD	Printing Plant Management Staff
AGY	Printing Plant Operations (Limited staff)
AGZ	Printing Plant Operations (Other)
VEC	Product Assurance
VDA	Product Engineering Management
LGA	Product Improvement Engineering
NSI	Production Inprocess Control
NSG	Production Planning and Estimating
NSH	Production Scheduling
FGD	Productivity Improvement
VBV	Program Management Office (PMO) (Limited staff)
VBZ	Program Management Office (PMO) (Other)
VCA	Program Management Office (PMO) Procurement Management
VCC	Program Management Office (PMO) Procurement and Production Management Staff
VCZ	Program Management Office (PMO) Procurement/Production Management (Other)
VCB	Program Management Office (PMO) Production Management
VBC	Program Management Office (PMO) Staff
VEB	Program Management Office (PMO) Test and Evaluation Management
VBA	Program Management Office Planning (PMO)
VED	Program, Project, and Product Management Staff
VEY	Program/Project/Product Management (Limited staff)
VEZ	Program/Project/Product Management (Other)
JCD	Programming/Budget Accounting and Statistics
PUJ	Promotions
LNC	Propeller and Rotor Maintenance
NQD	Property Book for Schools
NQB	Property Control
NNC	Property Management
MMY	Property Management (Limited staff)
MMZ	Property Management (Other)
MMC	Property Management Staff
UQY	Proponency (Limited staff)
UQZ	Proponency (Other)
UQC	Proponency Management
UQA	Proponency Staff
TDB	Protective Services
BDY	Protocol (Limited staff)
BDZ	Protocol (Other)
BDA	Protocol Management Staff
TFF	Provost Marshal
TFY	Provost Marshal Activities (Limited staff)
TFZ	Provost Marshal Activities (Other)
HFA	Psychiatric Ward
HMA	Psychiatry Clinic
XLB	Psychological Operations
HMB	Psychology Clinic
BKY	Public Affairs (Limited staff)
BKZ	Public Affairs (Other)
BEA	Public Affairs Clearance Review
BFA	Public Affairs Community Relations
BEB	Public Affairs Management
BKA	Public Affairs Operations
BEY	Public Affairs Staff (Limited staff)
BEZ	Public Affairs Staff (Other)
HVZ	Public Health Services (Other)
AJA	Publications Center Operations

Title Reference—Continued

AFD code (SWCC)	Title
AKA	Publications Control
AJZ	Publications Distribution (Other)
AJC	Publications Distribution Management Staff
AKY	Publications Management (Limited staff)
AKZ	Publications Management (Other)
AFA	Publications Management Staff
AJB	Publications Registry/Depository
AFB	Publishing
HSD	Pulmonary
HGN	Pulmonary Disease Clinic
HGU	Pulmonary–Infectious Clinic
HAM	Pulmonary/Upper Respiratory Diseases Ward
GBE	Purchasing
NNE	Purchasing and Contracting
NJA	Quality Assurance/Management
NJB	Quality Control Management
DEF	Radar Approach Control (RAC)
HRW	Radiation Therapy Service
DJZ	Radio Activities (Other)
DJE	Radio Operations Staff
HRR	Radiology Staff
LUA	Rail Equipment Maintenance
KYC	Rail Fleet Management
LKH	Rail Test Measurement and Diagnostic Equipment Maintenance
JHJ	Railroad Maintenance
LCA	Railroad Operations
DKC	Range Communications–Electronics Operations
JHP	Range Maintenance
KXY	Rate Negotiations (Limited staff)
KXZ	Rate Negotiations (Other)
KXC	Rate Negotiations Management Staff
KXA	Rate Quotations
KHB	Ration Breakdown
XPA	Readiness Group Assistance
XPE	Readiness Group Combat Assistance Supervision
XPB	Readiness Group Command Staff
XPD	Readiness Group Maintenance Assistance Instruction
XPC	Readiness Group Operations and Training
ENZ	Real Estate (Other)
ENB	Real Estate Acquisition
ENC	Real Estate Appraisal
BSC	Real Estate Law
ENA	Real Estate Management
ENE	Real Estate Management and Disposal
ENG	Real Estate Planning and Control
ENH	Real Estate Staff (CONUS)
ENI	Real Estate Staff (OCONUS)
JCC	Real Property
NKA	Receiving Inspections (Returns/Excluding returns)
HQC	Reception Station Dental Support Services
PVZ	Reception Station Management Operation (Other)
HUH	Reception Station Medical Support Services
PVD	Reception Station/Battalion Management Staff
PVA	Reception Station/Battalion Recptee Processing
PVC	Reception Station/Battalion Support Services(Personnel, Administrative, and Logistical)
PVB	Reception Station/Company/Battalion Recptee Control
PHE	Reclassification and Physical Disability
INB	Record Disclosure
ACA	Records and Forms Control
ACY	Records and/or Micrographics (Limited staff)
ACZ	Records and/or Micrographics (Other)
ACC	Records and/or Micrographics Management Staff
NDA	Recovery
HSH	Recovery Room
QKB	Recreation Centers Operations
PYD	Recruiter Activities
PZZ	Recruiting (Other)
PXD	Recruiting Advertising and Sales Promotion Management
PXB	Recruiting Command
PZB	Recruiting Education Coordination

Title Reference—Continued

AFD code (SWCC)	Title
PYE	Recruiting Guidance Counseling
PYB	Recruiting Market Analysis
PZA	Recruiting Nurse Counseling
PYZ	Recruiting Operations (Other)
PYF	Recruiting Operations Management Staff
PYA	Recruiting Production Control
PYC	Recruiting Professional Development
PXA	Recruiting Staff
RBC	Recruitment and Placement
PGY	Reenlistment Control Activities (Limited staff)
PGZ	Reenlistment Control Activities (Other)
PGB	Reenlistment Control Staff
JJA	Refrigeration and Air-Conditioning (Operation)
JJB	Refrigeration and Air-Conditioning Maintenance
JJN	Refuse Collection and Disposal
MMB	Requisition Processing
MLB	Requisitioning Requirements Computations
SGY	Research (Limited staff)
SGZ	Research (Other)
SGB	Research Operations
SFZ	Research Program Management (Other)
SFA	Research Program Management Staff
SAC	Research Programs and Operations
SBA	Research Staff
SZY	Research and Development (Limited staff)
SZZ	Research and Development (Other)
PBC	Research and Studies
SAY	Research, Development, Test, and Evaluation (Limited staff)
SAZ	Research, Development, Test, and Evaluation (Other)
SAD	Research, Development, Test, and Evaluation Operations
SAA	Research, Development, Test, and Evaluation Staff
YAU	Research, Development, and Acquisition
RJY	Reserve Component Personnel and Administration- (Limited staff)
RJZ	Reserve Component Personnel and Administration(Other)
RJB	Reserve Component Personnel and Administration Activi- ties
RJA	Reserve Component Personnel and Administration Staff
BAE	Reserve Component Support
NMC	Reserve Components Supply Activities
UTZ	Reserve Officer Training Corps (ROTC) (Other)
UTA	Reserve Officer Training Corps (ROTC) Cadet Command Staff
RLB	Reserve Officer Training Corps (ROTC) Cadet Personnel Support
UTB	Reserve Officer Training Corps (ROTC) Camps Coordina- tion
UTE	Reserve Officer Training Corps (ROTC) Command Man- agement
UTD	Reserve Officer Training Corps (ROTC) Junior
UTC	Reserve Officer Training Corps (ROTC) Senior
FCJ	Reserved For Future Use
BQC	Reserved For Future Use
BQF	Reserved For Future Use
HHH	Reserved For Future Use
BSA	Reserved For Future Use
HBK	Reserved For Future Use
BRB	Reserved For Future Use
ELC	Reserved For Future Use
HHK	Reserved For Future Use
BPF	Reserved For Future Use
HAN	Reserved For Future Use
HAG	Reserved For Future Use
BPD	Reserved For Future Use
BZC	Reserved For Future Use
BPC	Reserved For Future Use
LKJ	Reserved For Future Use
LTE	Reserved For Future Use
HSM	Reserved For Future Use
KUF	Reserved For Future Use
LYB	Reserved For Future Use

Title Reference—Continued

AFD code (SWCC)	Title
LTB	Reserved For Future Use
LYA	Reserved For Future Use
KNB	Reserved For Future Use
HSJ	Reserved For Future Use
KNA	Reserved For Future Use
LKA	Reserved For Future Use
KME	Reserved For Future Use
KLH	Reserved For Future Use
IPC	Reserved For Future Use
KLG	Reserved For Future Use
KKA	Reserved For Future Use
LKL	Reserved For Future Use
LLE	Reserved For Future Use
LXM	Reserved For Future Use
LTC	Reserved For Future Use
LKE	Reserved For Future Use
LHJ	Reserved For Future Use
LTD	Reserved For Future Use
LTA	Reserved For Future Use
KLF	Reserved For Future Use
LKF	Reserved For Future Use
IMB	Reserved For Future Use
JHN	Reserved For Future Use
IPA	Reserved For Future Use
PXC	Reserved For Future Use
PUT	Reserved For Future Use
PUQ	Reserved For Future Use
NMB	Reserved For Future Use
PUG	Reserved For Future Use
QLK	Reserved For Future Use
PUD	Reserved For Future Use
QLJ	Reserved For Future Use
NCC	Reserved For Future Use
NCD	Reserved For Future Use
QFA	Reserved For Future Use
PRC	Reserved For Future Use
PUC	Reserved For Future Use
SDA	Reserved For Future Use
RKF	Reserved For Future Use
RGA	Reserved For Future Use
MHG	Reserved For Future Use
MMD	Reserved For Future Use
XGC	Reserved For Future Use
YAM	Reserved For Future Use
UNG	Reserved For Future Use
UND	Reserved For Future Use
XGB	Reserved For Future Use
XCF	Reserved For Future Use
YAT	Reserved For Future Use
XCN	Reserved For Future Use
UQB	Reserved For Future Use
UKB	Reserved For Future Use
UKA	Reserved For Future Use
HFB	Residential Treatment Facility
FGY	Resource Management (Limited staff)
FGZ	Resource Management (Other)
FGE	Resource Management Activities
YAC	Resource Management I
YAI	Resource Management II
YAJ	Resource Management III
YAB	Resource Management IV
FGA	Resource Management Staff
FGG	Resource Management for Reserve Officer Training Corps (ROTC)
PGA	Retention
PSY	Retirement Management (Limited staff)
PSZ	Retirement Management (Other)
PSB	Retirement Management Staff
FCF	Retirement Pay
PSA	Retirement Services
MRA	Rewarehousing
HGP	Rheumatology Clinic

Title Reference—Continued

AFD code (SWCC)	Title
QLF	Riding Stables
CHY	Safety (Limited staff)
CHZ	Safety (Other)
CHH	Safety Management
CHA	Safety Staff
HSK	Same Day Surgery
NSS	Sandblasting Operations
LRL	SATCOM Station (Non-tactical) Maintenance
DKD	Satellite Communications Terminal Activities
UNE	School Allied Training
UNK	School Non-Resident Training Management
UNJ	School Resident Training Management
UNA	School Training Management Staff
UNC	School Training Material Support
UNH	School Translation Services
UNB	School/Academic Records
IEY	Scientific and Technical Intelligence (Limited staff)
IEZ	Scientific and Technical Intelligence (Other)
IED	Scientific and Technical Intelligence Operations
SAB	Scientific and Technical Library
LRG	Secure Equipment Maintenance
TZY	Security (Limited staff)
TZZ	Security (Other)
XKZ	Security Assistance (Other)
XKB	Security Assistance Staff
TNA	Security Management Staff
INZ	Security Program Staff (Other)
ISY	Security Programs (Limited staff)
ISZ	Security Programs (Other)
INC	Security Programs Management Staff
INY	Security Programs Staff (Limited staff)
ISA	Security Programs/Activities
TNB	Security Services for Schools
TNC	Security Support Services for Schools
YAV	Security, Training, and Plans
NBA	Self-Service Supply Center (SSSC)
JHK	Semi- and Improved Grounds Maintenance
NKF	Set Assembly—Disassembly Inspection
MSE	Set Assembly—Disassembly Operations
MSY	Set Assembly—Disassembly Operations (Limited staff)
MSZ	Set Assembly—Disassembly Operations (Other)
JJM	Sewage Plant
NSQ	Sheet Metal Operations
LHG	Ship Inspections
LTY	Ship Maintenance Activity (Limited staff)
LTX	Ship Maintenance Activity (Other)
LTF	Ship Maintenance Staff
NEA	Shipping
NKE	Shipping Inspections
XHB	Signal Security (SIGSEC)
ICY	Signals Intelligence (Limited staff)
ICZ	Signals Intelligence (Other)
ICD	Signals Intelligence Operations
DJB	Single Channel Radio Activities
LZD	Small Arms Maintenance
CAY	Small Business (Limited staff)
CAZ	Small Business (Other)
CAB	Small Business Operations
CAA	Small Business Staff
HME	Social Work Clinic
EBD	Socio-Economic Analysis
PUB	Soldier Actions
BTB	Soldier Representation
GBA	Source Selection
XRE	Space Plans
PHB	Special Actions
AQZ	Special Administrative Medical Support (Other)
AQA	Special Administrative Medical Support Staff
DCZ	Special Application Information Operations (Other)
DCC	Special Application Information Operations Staff
BBB	Special Medical Staff
XFA	Special Operations

Title Reference—Continued

AFD code (SWCC)	Title
HUZ	Special Programs (Other)
QMB	Specialized Outdoor Recreation Facilities
PEC	Specialized Training
HPE	Speech Pathology Clinic
NSN	Spring Winding Operations
UPD	Staff and Faculty Training
DDA	Standard Information Systems Operations
INA	Statistical Clearance and Policy
BVB	Status of Forces Agreements/Treaty Law
DFB	Still and Motion Picture Photography
NFA	Stock Control
NFY	Stock Control (Limited staff)
NFZ	Stock Control (Other)
MPB	Storage
MPD	Storage (Subwarehouse)
MPY	Storage Activities (Limited staff)
MPZ	Storage Activities (Other)
MPA	Storage Management
MPC	Storage and Issue for Schools
XRB	Strategy, Plans, and Policy
PKA	Strength Management
EDY	Structural Engineering (Limited staff)
EDZ	Structural Engineering (Other)
EDB	Structural Engineering Operations
PUS	Student/Trainee Processing
BAB	Subcommunity Command Activities
NRB	Supply
NPZ	Supply (Other)
MGB	Supply Acquisition Direction
MCC	Supply Control
MVY	Supply Control (Limited staff)
MVZ	Supply Control (Other)
MVA	Supply Control Staff
MFB	Supply Customer Assistance
MFY	Supply Customer Support (Limited staff)
MFZ	Supply Customer Support (Other)
MHF	Supply Data Conversion and Files
MHE	Supply Date Management
NDZ	Supply Disposal (Other)
NDB	Supply Disposal Management Staff
MKA	Supply Distribution
MNB	Supply Document Processing
NBY	Supply Issue (Limited staff)
NBZ	Supply Issue (Other)
NBD	Supply Issue Management Staff
MNA	Supply Item Processing
MRB	Supply Location
MEB	Supply Management Operations
MLA	Supply Point Operations
MEC	Supply Production Planning and Control
MHD	Supply Publications
NKD	Supply Quality Assurance Ammunition Surveillance
NLY	Supply Quality Control (Limited staff)
NLZ	Supply Quality Control (Other)
NKY	Supply Quality Control Inspections Activities(Limited staff)
NKZ	Supply Quality Control Inspections Activities (Other)
NKG	Supply Quality Control Inspections Staff
NLA	Supply Quality Control Management Staff
MFA	Supply Quick Reaction Force Programs
MNY	Supply Receiving Activities (Limited staff)
MNZ	Supply Receiving Activities (Other)
MND	Supply Receiving Staff
MGA	Supply Requirements Determination
MCY	Supply Staff (Limited staff)
MCZ	Supply Staff (Other)
MCA	Supply Staff Operations
MEE	Supply Technical Staff
YAQ	Supply and Maintenance
YAN	Supply and Services
MCB	Supply and Services Management
MEA	Supply and Storage Management
JHG	Surfaced Area Maintenance

Title Reference—Continued

AFD code (SWCC)	Title
HSG	Surgical Suite
QLH	Swimming Pools
DLA	Switchboard Operations
DHZ	Switching Management Activities (Other)
DHD	Switching Management Staff
KBA	Systems Analysis
KBB	Systems Cost Analysis
KBC	Systems Cost/Schedule Control
VDZ	Systems Engineering Management (Other)
VDC	Systems Engineering Management Staff
KBY	Systems and Cost Analysis (Limited staff)
KBZ	Systems and Cost Analysis (Other)
KBD	Systems and Cost Analysis Management Staff
IEA	Tactical Technical Intelligence
LVA	Target Mechanism Maintenance
PTB	Tax Relief
QWC	Technical Processing Center
RBA	Technical Services
IQC	Technology Transfer
DMA	Telecommunications Center Operations
DLY	Telephone Activities (Limited staff)
DLZ	Telephone Activities (Other)
DLE	Telephone Activity Management Staff
DLB	Telephone Inside Plant Activities
DLC	Telephone Installation
LRF	Teletypewriter Maintenance
DFC	Television Production and Engineering
IKC	Tempest
ILZ	Terrorism Counteraction (Intelligence) (Other)
ILD	Terrorism Counteraction (Intelligence) Operations
XGZ	Terrorism Counteraction Activities (Other)
SLB	Test Administration
LKZ	Test Measurement and Diagnostic Equipment Maintenance Activity (Other)
LKN	Test Measurement and Diagnostic Equipment Maintenance Operations
SLY	Test and Evaluation (Limited staff)
SLZ	Test and Evaluation (Other)
SLE	Test and Evaluation Control
SLA	Test and Evaluation Staff
NGA	Test and Rehabilitation
HRT	Therapeutic Radiology
IGY	Threat Analysis (Limited staff)
IGZ	Threat Analysis (Other)
IGC	Threat Analysis Operations
ENF	Timber Harvesting and Disposal
NSW	Tooling Operations
XLC	Topography
BQD	Tort Law/Medical Law Litigation
TFD	Traffic Operations
PEB	Trainee Assignments
UNF	Training Administration
UPC	Training Analysis
URB	Training Ancillary Support
UMC	Training Department (Overhead) Management Staff
ADI	Training Department Administrative Support
UMB	Training Department Director's Staff
UMD	Training Department Operations
UPB	Training Design and Development
UPY	Training Development (Limited staff)
UPZ	Training Development (Other)
UPH	Training Development Management Analysis
UPA	Training Development Staff
UPG	Training Evaluation and Standardization
UPF	Training Literature Production
UNZ	Training Management (Other)
URF	Training Operations
URD	Training Range/Land/Facilities Support
URY	Training Support (Limited staff)
URZ	Training Support (Other)
URA	Training Support Staff
RDA	Training and Development

Title Reference—Continued

AFD code (SWCC)	Title
UZY	Training and Education (Limited staff)
UZZ	Training and Education (Other)
UAY	Training and Education Management (Limited staff)
UAZ	Training and Education Management (Other)
UAA	Training and Education Management Staff
UAD	Training and Education Operation
QWD	Training/School Library
KXB	Transit and Tariff
PUN	Transition Center
PUP	Transition Point
LCY	Transportation (Limited staff)
LCZ	Transportation (Other)
LCC	Transportation Activities (OCONUS)
KRY	Transportation Activities Management (Limited staff)
KRZ	Transportation Activities Management (Other)
KRD	Transportation Activities Management Control
LCD	Transportation Control
KYA	Transportation Document
KQB	Transportation Engineering
KRA	Transportation Management Staff
KQC	Transportation Quality Control
KRF	Transportation Rates/Tariffs
KQA	Transportation Staff
YAR	Transportation, Energy, and Troop Support Management
PPD	Transportation/Aviation Career Management
QLG	Travel Camps
FCD	Travel Pay
KVY	Travel Support Activity (Limited staff)
KVZ	Travel Support Activity (Other)
KVB	Travel Support Management Staff
JBA	Troop Construction
KHA	Troop Issue Subsistence
KHZ	Troop Issue Subsistence Activities (Other)
KPY	Troop Services (Limited staff)
KPZ	Troop Services (Other)
KDA	Troop Services Staff
YAG	Tunnel Neutralization
PEA	U.S. Army Enlistment Eligibility Activities
HRV	Ultrasound Service
JHL	Unimproved Grounds Maintenance
URE	Unit Training Control
LBH	Unit Transportation
MSD	Unit Weapons Room
KRC	Unit/Troop Movements
HHJ	Urology Clinic
HBL	Urology Surgical Ward
JKY	Utilities, Buildings, and Grounds (Limited staff)
JKZ	Utilities, Buildings, and Grounds (Other)
JKA	Utilities, Buildings, and Grounds Control
JGA	Utilities, Buildings, and Grounds Staff
JJY	Utility Operations (Limited staff)
JJZ	Utility Operations (Other)
JJP	Utility Operations Staff
LCB	Utility Watercraft Operations
LBC	Vehicle Control/Dispatch
LBG	Vehicle Inspection
LBE	Vehicle Maintenance (Organizational)
LBD	Vehicle Operations
LBF	Vehicle Supply
HVK	Veterinary Food Inspection
HVJ	Veterinary Services
XRF	War Plans
MRY	Warehousing Activity (Limited staff)
MRZ	Warehousing Activity (Other)
MRE	Warehousing Management Staff
UDA	Warrant Officer Entry Level/Advanced Training
UDB	Warrant Officer Functional/Technical Training
UDZ	Warrant Officer Training (Other)
UDC	Warrant Officer Training Staff
JJL	Water Plant
EHA	Water Regulatory Operations
EJZ	Water Resource Operations (Other)

Title Reference—Continued

AFD code (SWCC)	Title
EJA	Water Resource Operations Activities
EGA	Water Resource Operations Staff
EHC	Water Resource Management
MUB	Watercraft Preservation Servicing
MUA	Watercraft Storage Management
MUC	Watercraft Storage Operations
MUZ	Watercraft Storage Operations (Other)
EHZ	Waterways Navigation (Other)
EHD	Waterways Navigation Operations
LLG	Weapons Armament Maintenance
MSA	Weapons Disassembly
LZY	Weapons Maintenance Activity (Limited staff)
LZZ	Weapons Maintenance Activity (Other)
LZG	Weapons Maintenance Staff
MSB	Weapons Serialization
LKG	Weapons Systems Test Measurement and Diagnostic Equipment Maintenance
MSC	Weapons and Equipment Pool
IDC	Weather Intelligence Collection
NSM	Welding and Brazing Operations
HKC	Well Baby Clinic
LXF	Wood and Metal Maintenance
QJD	Woodworking
LJB	Work Control
JCA	Work Reception and Scheduling
RCA	Works Council
QKC	Youth Activities

Glossary

Section I Abbreviations

ADA

alcohol and drug abuse

ADP

automatic data processing

AFD

The Army Functional Dictionary

AFD—M

The Army Functional Dictionary—Manpower

AIDS

acquired immunodeficiency syndrome

AIF

Army Industrial Fund

ALSE

aviation life support equipment

AMME

automated multi-media exchange

AMOC

Aircraft Maintenance Officer Course

AMSCO

Army Management Structure Code

AOC

Army Operations Center

APOE

aerial port of embarkation

APPLAN

application plan

ARNG

Army National Guard

ARPRINT

Army Program for Individual Training

ASP

ammunition supply point

ATC

air traffic control

AUEL

automated unit equipment lists

AUTOSEVOCOM

Automatic Secure Voice Communication

AWOL

absent without leave

BAS

Battlefield Automated Systems

BF

backup force

BMAR

backlog of maintenance and repair

BOM

Bills of Material

CCTV

closed circuit television

C-E

Communications-Electronics

CI

command information

COMPASS

computerized movement planning and status system

COMSEC

communication security

CONUSA

the numbered armies in the continental United States

CP

crime prevention

CPE

Clinical Pastoral Education

CPT

cockpit procedures trainer

CSDA

community skill development activities

CW

continuous wave

DA

Department of the Army

DCSS

digital communications subsystems

DEERS

Defense Enrollment Eligibility Reporting System

DFRIF

Defense Freight Railway Interchange Fleet

DOD

Department of Defense

DRMS

Defense Reutilization and Marketing Service

DTC

design-to-cost

DVDs

direct vendor deliveries

DX

direct exchange

EDRE

emergency deployment readiness exercise

EIP

Engineering Installation Plans

ELSEC

electronic security

EPMD

Enlisted Personnel Management Directorate

EPOSE

electronic point of sales equipment

EW

electronic warfare

FCC

Flight Coordination Center

FIA

Force Integration Analysis

FINES

Finance Network Evaluation System

FIN-REP

final report

FOC

flight operations center

FOIA

Freedom of Information Act

FTE

full-time equivalents

GCA

ground control approach

HHG

household goods

HQDA

Headquarters, Department of the Army

IDF

installation detention facilities

IDS

intrusion detection systems

IFB

invitations for bids

ILS

integrated logistics support

IOB

internal operating budget

IPF

industrial plant equipment

IV&V

Independent Verification and Validation

JCAH

Joint Commission on Accreditation of Hospitals

JCS

Joint Chiefs of Staff

MACOM major Army command	NCO noncommissioned officer	RG readiness group
MANPRINT manpower/personnel integration	NCOER noncommissioned officer evaluation report	ROTC Reserve Officer Training Corps
MARC manpower requirements criteria system	NDCC National Defense Cadet Corps	RPMA real property maintenance activities
MARS Military Affiliate Radio System	NET new equipment training	SAAM special assignment airlift mission
MAT mobilization assistance teams	NTS nontemporary storage	SAEDA Subversion and Espionage Directed Against U.S. Army and Deliberate Security Violations
MCA Military Construction, Army	OCONUS outside the continental United States	SAT security alert teams
MDEP management decision package	OCS Officer Candidate School	SCI sensitive compartmented information
MEAS-PLAN measurement plan	OER/EER officer evaluation report/enlisted evaluation report	SDP study development plan
MEPCOM U.S. Military Processing Command	OPFOR opposing forces	SFTS synthetic flight training simulator
MMCA Minor Military Construction, Army	OPMD Officer Personnel Management Directorate	SHAPE Supreme Headquarters Allied Powers Europe
MOBTDA mobilization table of distribution and allowances	OPSEC operations security	SIDPERS Standard Installation/Division Personnel System
MOC management of change	PDIP Program Development Increment Package	SIGSEC signals security
MOI military occupational information	PDSS Post Deployment Software Support	SIMOS space imbalance military occupational specialty
MOS military occupational specialty	PERSCOM U.S. Total Army Personnel Command	SIRCUS standard information retrieval capability for users
MRCs manpower requirements changes	PMO product management office	SOFA Status of Forces Agreement
MS-3 Manpower Staffing Standards System	PMRD prepositioned material receipt data	SOP standard operating procedure
MTF medical treatment facility	POI programs of instruction	SPF single project funding
MTOE modification table of organization and equipment	POV privately owned vehicles	SRT special reaction teams
MUSARC Major U.S. Army Reserve Command	PPBES Planning, Programming, and Budgeting Execution System	SSA supply support activity
MWD military working dogs	PPR production process routing	SSCC site security control center
NAF nonappropriated fund	RAC Radar Approach Control System	SSSC self-service supply center
NATO North Atlantic Treaty Organization	RC Reserve Component	SWC standard work center
NBC nuclear, biological, chemical	RDTE research, development, test, and evaluation	

SWCC
standard work center code

TAA
total Army analysis

TAADS
The Army Authorization Documents System

TAADS—R
The Army Authorization Documents System—Redesign

TDA
tables of distribution and allowances

TEC
training extension course

TRs
transportation requests

UAC
unit alignment coding or unit alignment coding structure

UIC
unit identification code

USAFISA
U.S. Army Force Integration Support Agency

USAR
U.S. Army Reserve

USARF
U.S. Army Reserve Forces

VTAADS
Vertical—The Army Authorization Documents System

WWMCCS
worldwide military command and control system

Section II **Terms**

Proponent command
The term used to identify a command (major Army command or separate agency) that will be responsible for developing and maintaining MS-3 standards within a specified functional area.

Lead team
The term used to identify the team within the proponent command that will be responsible for developing MS-3 standards within a specified functional area.

Participating command
The term used to identify a command (major Army command or separate agency) that will be responsible for participating in the development and application of MS-3 standards within a specified functional area.

Measurement team
The term used to identify the team that will

be responsible for participating in the development and application of MS-3 standards within a specified functional area.

Work center
The term used to identify a relatively small activity within a broad organizational component or functional segment.

Section III **Special Abbreviations and Terms**

This section contains no entries.

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