



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 1080.4
ASN (M&RA)
9 JUN 2015

SECNAV INSTRUCTION 1080.4

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY END STRENGTH MANAGEMENT

Ref: (a) 10 U.S.C. § 115
(b) 10 U.S.C. § 691

Encl: (1) End Strength Management

1. Purpose. To establish Department of the Navy (DON) guidance for Navy and Marine Corps Active Component (AC) and Reserve Component (RC) end strength management per references (a) and (b).
2. Applicability. This instruction applies to AC and RC end strength management in the Navy and Marine Corps.
3. Policy. It is DON policy to ensure the Department meets annual statutory end strength authorizations for the Navy and Marine Corps as directed in references (a) and (b). Reference (a) establishes the requirement for Congress to authorize military personnel end strength levels for each fiscal year and grants authority to the Secretary of Defense (SECDEF) and Service Secretaries to vary end strength levels within certain limits. Reference (b) establishes minimum active duty end strength authorizations to support two major regional contingencies unless otherwise provided by law.
4. Responsibilities. Pursuant to the authority in references (a) and (b), the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) is delegated authority to approve variances in DON end strength per enclosure (1). ASN (M&RA) is further delegated authority to publish additional end strength guidance in the event of war or national emergency, or as other circumstances dictate.

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5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

6. Reports. The reporting requirements contained in enclosure (1), paragraphs 1 through 7 are exempt from information collection control by SECNAVINST 5213.10E and require no Report Control Symbol.



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END STRENGTH MANAGEMENT

1. The following guidance is issued for reporting variances in service end strength and may be supplemented as needed by the ASN (M&RA) in the event of war or national emergency, or as other circumstances dictate.
2. There are several matters service end strength planners shall consider in reporting end strength variances. The first consideration is determining if the end strength variance concerns the AC or RC, which includes the Selected Reserve (SELRES) and Full Time Support (FTS) for Navy, and the SELRES and Active Reserve (AR) for Marine Corps. A second consideration is projecting the amount of variance in end strength, either above or below, congressionally mandated levels for the fiscal year. A final consideration is determining the amount of the end strength variance that should be requested, i.e., to request an end strength variance not to exceed or not less than a certain percentage.
3. During the fourth quarter of the fiscal year, the services shall provide projections of end-of-year AC and RC end strengths. If a projected variance exists, the service concerned shall submit a request to ASN (M&RA) to deviate from the prescribed end strength for that fiscal year. Requests shall occur no later than 1 August, recognizing end strength variances are projections and subject to change before the end of the fiscal year.
4. If the Navy or Marine Corps deviates in projected AC end strength execution, the following reporting requirements shall apply:
 - a. For projected variances up to and including 2 percent above prescribed end strength - Request approval via action memorandum with supporting documentation to ASN (M&RA).
 - b. For projected variances greater than 2 percent and up to and including 3 percent above prescribed end strength - Request approval via action memorandum with supporting documentation to the SECDEF via the Secretary of the Navy (SECNAV) and ASN (M&RA).
 - c. For projected variances down to and including 0.5 percent below prescribed end strength - Request approval via action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA).

Enclosure (1)

d. In the absence of other clarifying statute or policy, variances greater than 3 percent above or lower than 0.5 percent below prescribed end strength are not authorized.

5. If the Navy or Marine Corps deviates in projected SELRES end strength execution, the following reporting requirements shall apply:

a. For projected variances up to and including 2 percent above prescribed end strength - Request approval via action memorandum with supporting documentation to ASN (M&RA).

b. For projected variances greater than 2 percent and up to and including 3 percent above prescribed end strength - Request approval via action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA).

c. For projected variances down to and including 3 percent below prescribed end strength - Request approval via action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA).

d. In the absence of other clarifying statute or policy, variances greater than 3 percent above or lower than 3 percent below prescribed end strength are not authorized.

6. If the Navy or Marine Corps deviates in projected FTS or AR end strength execution, the following reporting requirements shall apply:

a. For projected variances up to and including 2 percent above prescribed end strength - Request approval via action memorandum with supporting documentation to SECDEF via SECNAV and ASN (M&RA).

b. In the absence of other clarifying statute or policy, variances greater than 2 percent above or any variances below prescribed end strength are not authorized.

7. At a minimum, requests for end strength variance shall include the following:

a. Projected end-of-year strength, to include underlying assumptions, expressed as a whole number and percentage of the prescribed end strength for the fiscal year.

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b. Reasons for the over or under execution of end strength.

c. Personnel management actions taken throughout the fiscal year to manage end strength to include those planned for the fourth quarter.

d. Risks, to include impact on associated military personnel accounts, associated with over or under executing end strength.

8. Following the approval of an end strength waiver, if it is determined by the Navy or Marine Corps that end strength is projected to deviate beyond what was previously authorized, the service concerned shall notify ASN (M&RA) as soon as possible.