How Do I Obtain an MRA?

The first step is to contact the CG-1B1 MRD staff in Washington, D.C. to initiate an MRA request.

Each requestor will be asked several questions regarding the units/staff to be studied, including:

- The Organizational Element (OE) - staff/unit type/department/office, etc. – to be studied;
- The reason for the request;
- Whether or not any other analysis has been conducted and, if so, when;
- The number of current positions currently performing the OE's missions; and
- Availability of funds to support an MRA.

Next, the MRD staff will review your request, assign a priority ranking based on the MRA ranking schema outlined in the MRD Tactics, Techniques and Procedures (TTP), and included in the queue with other pending MRA requests. As teams or funding for contractor-supported MRAs become available, MRA requests will be reviewed and updated, where required, and scheduled.

For more information or to request an MRA contact:

Commandant (CG-1B1)
U.S. Coast Guard
Jemal Building - 8th Floor
(Mailstop 7801)
1900 Half Street SW
Washington, DC 20593-7801

Phone:

MRD Officer:	(202) 475-5016
Team Leader:	(202) 475-5043
Team Leader:	(202) 475-5019
Policy Team Leader:	(202) 475-5029

Online:

https://collab.uscg.mil/lotus/myquickr/manpower-requirements-determination-(mrd)/welcome

OR

Go to CG Portal > Collaboration > Search Places Catalog > Type "MRD" in the Search Field > Click the magnifying glass icon

Manpower Requirements Determination (MRD)

Commandant (CG-1B1)
Future Force Project Division

Turning Mission Requirements into Manpower Requirements

Human Resources Directorate

What is MRD?

- Links Mission Requirements with Manpower Requirements
- Models/Evaluates Workforce Options within HR System
- Aligns Manpower Requirements with Program Management Requirements and facilitates informed decisions to improve mission accomplishment and mitigate risk

MRD is a scientific methodology used to collect and analyze workload consumption data to determine the number and types of workers needed to conduct mission requirements to a specified standard. Simply put, MRD defines mission requirements and converts them into manpower requirements.

Coast Guard leadership uses this information to make informed resource decisions to improve mission accomplishment and mitigate risks.

Future Force Project Division, Commandant (CG-1B1), has developed and is now implementing the MRD Enterprise. The policies, procedures, and tools support the effective management of all facets of the Coast Guard's workforce with a verifiable, repeatable, and defendable staffing logic.

Why MRD?
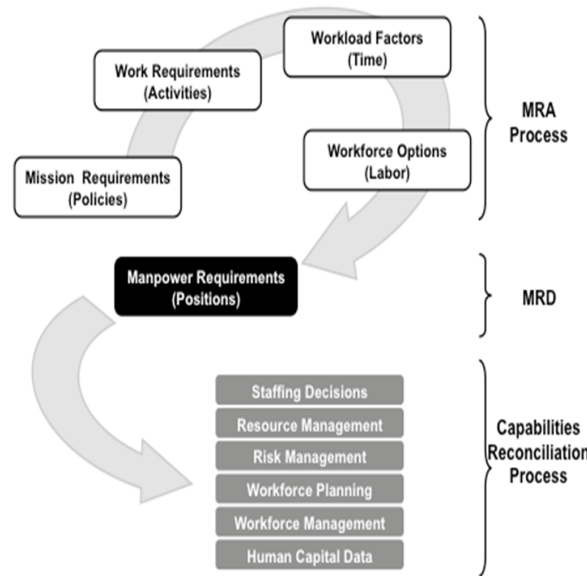
MRD, once fully implemented, will enable Coast Guard leaders to use available manpower data to more effectively and efficiently manage Coast Guard workforce planning. Recruitment, training, retention, separations, professional development, promotions, advancements, talent management and other costs associated with human capital, are estimated to impact more than 60 percent of the total Coast Guard budget.
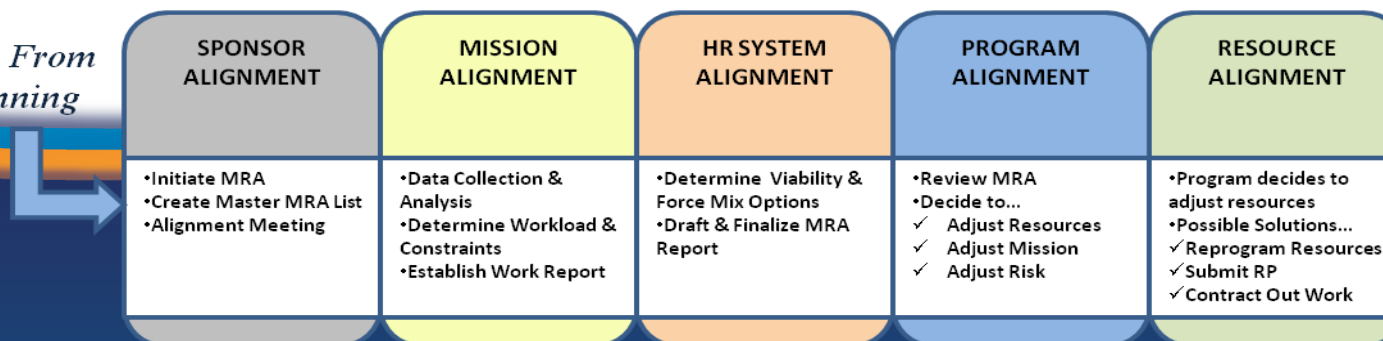
What is an MRA?

A Manpower Requirements Analysis (MRA) is a thorough examination of the manpower required to effectively perform specific missions to a specified standard. MRAs are the "building blocks" of MRD and include a comprehensive review of the workload as determined from a wide range of factors including regulations, policy, operations, maintenance, support, training, and competencies. The MRA Report establishes the human capital requirements for the unit or unit type studied, providing leadership with:

- Workforce requirements needed to perform missions to a specified standard;
- A current inventory of on-board vs. required competencies;
- Workforce Management feedback to the HR system regarding recruitment, training, retention, assignments, advancements, promotions, and separations;
- Information to support reprogramming decisions or requests for additional resources; and
- Information necessary to adjust resources, mission or risk dependent upon availability of resources.

Comprehensive MRAs normally take six to twelve months for completion. Table-top and Subject Matter Expert analyses are also available; however, the results provide acceptable, but less rigorous results.

MRA From Beginning → **To End**

SPONSOR ALIGNMENT	MISSION ALIGNMENT	HR SYSTEM ALIGNMENT	PROGRAM ALIGNMENT	RESOURCE ALIGNMENT
•Initiate MRA •Create Master MRA List •Alignment Meeting	•Data Collection & Analysis •Determine Workload & Constraints •Establish Work Report	•Determine Viability & Force Mix Options •Draft & Finalize MRA Report	•Review MRA •Decide to... ✓ Adjust Resources ✓ Adjust Mission ✓ Adjust Risk	•Program decides to adjust resources •Possible Solutions... ✓Reprogram Resources ✓Submit RP ✓Contract Out Work