BUREAU OF NAVAL PERSONNEL
MILLINGTON
ORGANIZATION MANUAL

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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BUPERS-05
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BUPERS INSTRUCTION 5400.61

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL MILLINGTON ORGANIZATION MANUAL

1. Purpose. To issue Bureau of Naval Personnel (BUPERS) Millington organization manual.

2. Scope and Content. This organization manual documents the command structure of BUPERS Millington and reflects functions and tasks assigned.

3. Responsibilities

a. BUPERS officials are responsible for ensuring that information reflecting the structure ,functions, and tasks of the organization under their cognizance is accurate and current.

b. BUPERS Total Force Human Resource Office (BUPERS-05) is responsible for providing assistance to the Deputy Chief of Naval Personnel (DEPCHNAVPERS) in evaluating proposed organizational changes.

4. Organization Changes. Submit all proposed organization changes to DEPCHNAVPERS via BUPERS-05 for approval.

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

DAVID F. STEINDL
Deputy Chief of Naval Personnel

Distribution:
Electronic only via NAVPERSCOM Web site

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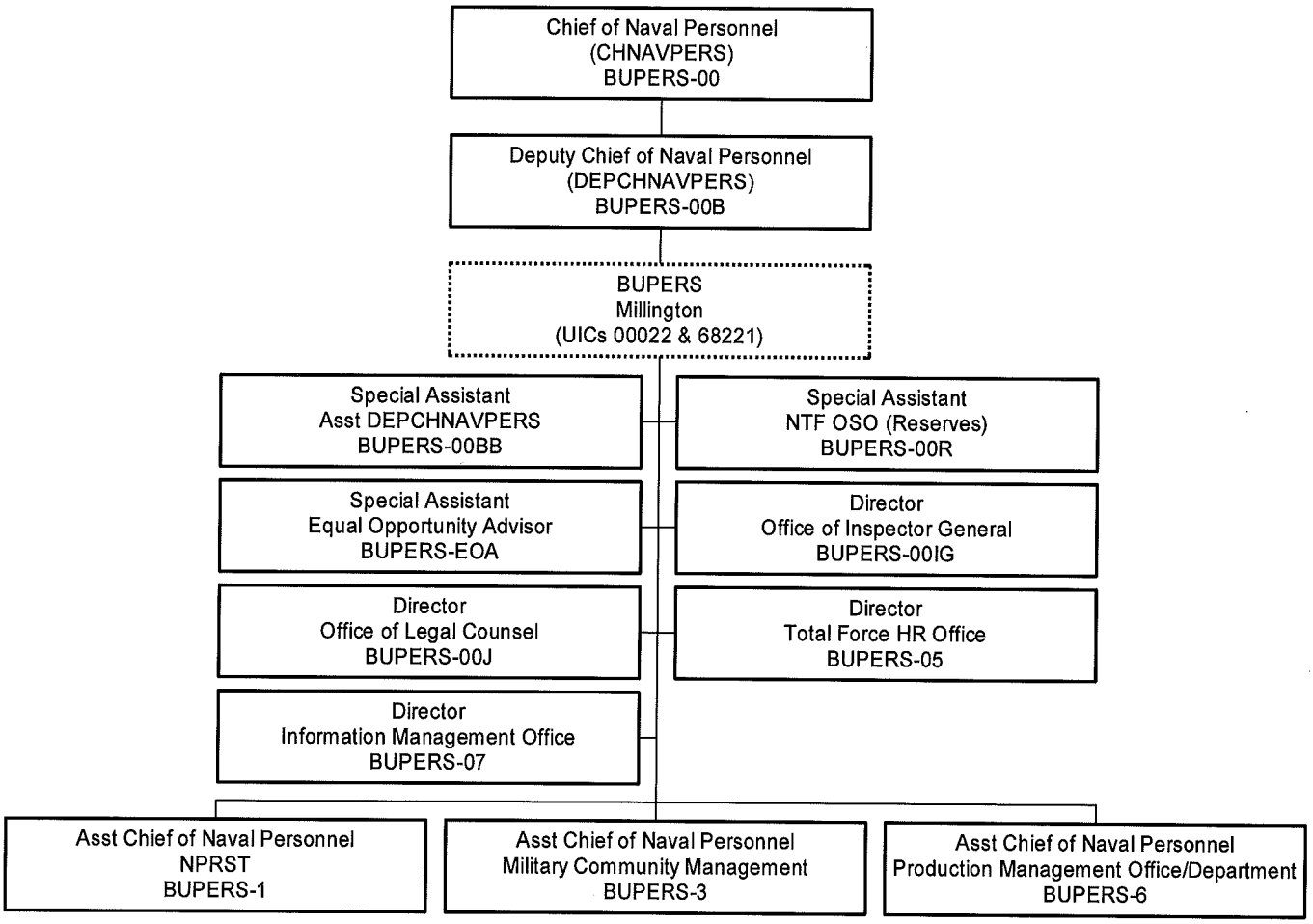
Organization Chart of the Bureau of Naval Personnel (BUPERS) (Millington)



Deputy Chief of Naval Personnel (DEPCHNAVPERS) (BUPERS-00B)

Serves as DEPCHNAVPERS and assumes the duties and acts in absence of Chief of Naval Personnel (CHNAVPERS). Ensures compliance to policy established by CHNAVPERS to conduct the mission and functions of the Bureau of Naval Personnel (BUPERS). Acts as Navy's human resources (HR) provider for world-wide distribution and placement of active and reserve personnel. Establishes business rules and ensures alignment of resources per strategic planning. Maintains oversight of production supply chain (internal and external to fleet) and monitors and evaluates corporate metrics.

Special Assistants (SA)

SAs provide support to CHNAVPERS functions and act as liaison between CHNAVPERS and BUPERS leadership located in Washington, DC and Millington, TN.

Assistant Deputy Chief of Naval Personnel (BUPERS-00BB)

Serves as principal assistant to DEPCHNAVPERS in the operation and administration of BUPERS; acts for DEPCHNAVPERS in routine matters of administration, business planning and operations, and organizational alignment and oversight.

Navy Total Force (NTF) Operational Support Office (OSO) (Reserves) (BUPERS-00R)

Serves as primary reserve advisor, per OPNAVINST 5420.112, to Navy Total Force (NTF) commands. Administers Reserve Personnel, Navy (RPN) discretionary funding sources for reserve orders within NTF. Manages the coordination of reserve operational and peacetime contributory support throughout NTF. Represents NTF to Commander, Navy Reserve Forces Command (COMNAVRESFOR) as executive committee pillar lead in the Reserve Personnel Navy (RPN) budget allocation process. Manages RPN funding for reserve support to Navy Personnel Command (NAVPERSCOM) boards, COMNAVRESFOR Apply board, and policy boards.

Equal Opportunity Advisor (BUPERS-EOA)

Serves as the command's primary advisor and subject matter expert to command managed equal opportunity managers on equal opportunity (EO) issues. Facilitates training for military EO matters, formulates and revises pertinent local EO directives based on the command duties, DoD guidelines, and Navy Policy.

Provides assistance to other members in the chain of command on EO issues. Advises on the formulation and implementation of changes to EO and sexual harassment policy and diversity issues. Reviews and monitors all command investigations into EO issues with judge advocates or legal officers and provides assistance as needed. Provides EO briefings, training, and assist visits to subordinate commands. Provides assistance with conducting DEOCS surveys, command assessments, and focus groups.

Staff Office Directors (SOD)

BUPERS-00IG

Office of Inspector General (IG)

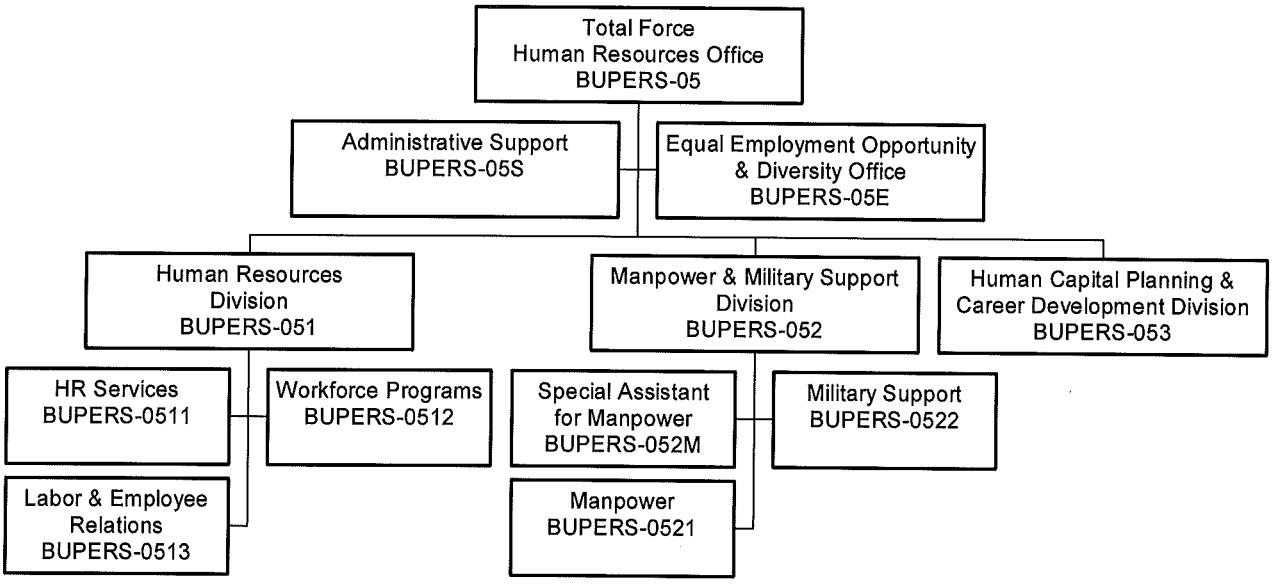
Advises and assists Deputy Chief of Naval Operations (DCNO) (Manpower, Personnel, Training, and Education (MPT&E) (CNO (N1)), CHNAVPERS, and DEPCHNAVPERS in IG matters including coordination with oversight agencies from Department of Defense (DoD), Department of Navy (DON), and other Government agencies. Promotes independent and objective evaluations of BUPERS programs and processes to identify areas for improvement; to promote a systematic program for identifying fraud, waste, abuse, mismanagement and improprieties; and to address compliance with mandatory DoD and Navy governing directives. Coordinates and manages the Hotline; Inspection; Managers' Internal Control; Special Studies; Audit Liaison, Review and Response; and Risk/Opportunity Assessment programs and functions. Addresses internal and external complaints and Hotline allegations, as well as coordinates with other IGs. Ensures coordination on IG matters within and among DCNO (MPT&E), CHNAVPERS, and subordinate activities.

BUPERS-00J

Office of Legal Counsel

Serves as the principal advisor and staff assistant in an additional duty capacity to DEPCHNAVPERS concerning the interpretation and application of law and policy. Provides legal advice to BUPERS Millington (BPM) and NAVPERSCOM, field activities, and the fleet on military personnel law to include promotions and advancements; administrative separations; detailing; uniformed personnel entitlements and benefits; retirements; separation pay; casualty affairs, to include survivor benefits; and veteran's affairs. Researches and responds to legal inquiries from within NAVPERSCOM, field

activities, Navy brigs and the fleet on various military personnel matters; reviews Secretary of the Navy (SECNAV), Office of the Chief of Naval Operations (OPNAV), BUPERS, and NAVPERSCOM directives, Navy administrative messages, and correspondence for legal sufficiency; reviews officer and enlisted administrative separation actions for legal sufficiency; provides onsite Navy-wide training and instructions to judge advocates and legalmen on adverse administrative separations; monitors litigation against the Navy involving personnel matters; provides legal guidance on fiscal law matters; reviews and responds to complaints of wrongs under Uniform Code of Military Justice (UCMJ), article 138, and U.S. Navy Regulations, article 1150; initiates, develops, and evaluates proposed and enacted legislation for the overall administration of personnel matters; formulates and monitors the total CNO (N1), BUPERS, and NAVPERSCOM program implementing the Freedom of Information Act as set forth in Federal laws and other applicable regulations; responsible for administration of the Navy's Victim Witness Assistance Program. Provides advice on application of the UCMJ, Manual for Courts-Martial, the Manual for the Judge Advocate General (JAGMAN) and other laws and regulations concerning the maintenance of good order and discipline, efficiency, and economy of command; provides ethics advice and training to NAVPERSCOM and subordinate commands; provides legal guidance and oversight on JAGMAN investigations; conducts administrative separation boards concerning NAVPERSCOM personnel.



BUPERS-05

Total Force Human Resources Office

Functions

Responsible for the total force human resource (HR) services in support of civilian and military personnel programs for BUPERS headquarters and subordinate activities aligned under Budget Submitting Office (BSO) 22. Responsible for the administration and performance of civilian personnel programs, workforce programs, labor and employee relations programs, and equal employment opportunity programs. Responsible for manpower and military personnel support services to facilitate efforts to improve operational effectiveness and efficiency. Responsible for providing Human Capital Program assessment and evaluation concerning personnel database accuracy, HR key performance indicators and metrics and oversight of the manage-to-payroll program. Responsible for the administration and coordination for civilian training and education programs.

BUPERS-05S

Administrative Support Office

Tasks

1. Acts as the secretariat for Director, Total Force Human Resources (BUPERS-05) providing secretarial support to the department director and deputy director.

2. Provides direct support to the department director, deputy, and all division directors in support of all personnel programs.

3. Provides quality assurance reviews of all correspondence for accuracy, formatting, and timeliness.

4. Maintains the controlled inventory of the Total Force Human Resources Services Office.

5. Reviews resources to include activity manpower document and civilian master control list to ensure the accuracy of such resources and timeliness of required changes.

6. Performs clerical and administrative duties to include receiving and referring routine telephone inquiries; resolving clerical and administrative problems; receiving and referring visitors; composing and editing correspondence; maintaining a record of completed tasks; record keeping; updating manuals, policy, and directives; submitting reports; and other duties as required in support of the organization's programs, functions, and projects.

7. Acts as the Total Workforce Management Services (TWMS) program manager.

BUPERS-05E

Equal Employment Opportunity and Diversity Office

Functions

Serves as principal advisor on civilian equal employment opportunity (EEO) and diversity management (EEODM) matters within BUPERS; interprets statutes, regulations, and other guidelines, and monitors changes to such guidance to assure adherence in program direction, management, and administration; develops and coordinates EEODM policies and program plans; provides oversight and evaluation on EEODM to ensure compliance

with civil rights and EEO laws, Equal Employment Opportunity Commission (EEOC) regulations, and SECNAV policies and instructions prohibiting employment discrimination. Delivers comprehensive EEO consultative and administrative services to include providing advisory services to management and complainants, EEO complaint processing, seeking resolution of complaints, conducting training, managing special emphasis programs, and providing reasonable accommodation guidance. Interacts with applicable stakeholders to include administrative judges, investigators, managers, and attorneys. Provides input and compiles the Equal Employment Opportunity Management Directive 715 (EEO MD-715) report. Monitors workforce areas of low participation and utilization. Evaluates employment practices. Recommends changes to management to eliminate barriers and builds partnerships with HR and outreach professionals.

Tasks

1. Coordinates overarching EEO plans and policy through the Deputy Assistant SECNAV (DASN), Civilian Human Resources, and operational policy and procedural issues with the Office of Civilian Human Resources (OCHR). Responds to requests for information and other requirements from DASN, OCHR, and other higher level authorities.

2. Processes informal and formal complaints per applicable laws and regulations.

3. Provides guidance to management and complainants on rights and responsibilities relative to the complaints process.

4. Provides EEO complaint processing to include conducting inquiries, gathering necessary documentation, and completing EEO counselor's reports. Coordinates official investigations of formal complaints.

5. Attempts resolution of complaints.

6. Develops and conducts required training on the overall EEO Program for all of BPM employees.

7. Manages the command's Special Emphasis Program.

8. Works with and or advises agency officials on compliance with the EEOC MD-715 requirements.

9. Provides guidance or participates as part of barrier analysis teams. Conducts trend analyses and program assessments and evaluates employment practices to provide recommendations on low workforce participation and utilization.

BUPERS-051

Human Resources Division

Functions

Provides advice and assistance on civilian personnel programs and policy for BUPERS headquarters and field activities. Provides human resource services to perform civilian staff acquisition; to ensure efficient and effective use of human capital; and to manage civilian pay, awards, performance, transition and relocation assistance, leave, employee standards, employee assistance, timekeeping, telework, wellness, workmen's compensation, and unemployment compensation programs. Advises and represents management in all interactions with labor unions and employment actions.

Tasks

1. Interfaces with all field activities servicing civilian personnel offices and the operation centers to ensure adequate support to field activity management.

2. Coordinates overarching civilian personnel plans and policy through the DASN, Civilian Human Resources, and operational policy and procedural issues with the OCHR. Coordinates civilian personnel changes through these offices. Responds to requests for information and other requirements from DASN, OCHR, and other higher level authorities.
3. Administers various delegated authorities, including workforce shaping, separation incentives, and early retirement authority. Administers specific civilian personnel programs such as telework/telecommute, drug-free workplace, performance management, awards and recognition. Advises and assists subordinate commands in applying civilian personnel policy, procedures, precedents, and guidelines to their respective workforce.

4. Applies higher authority policy and program requirements in formulating civilian personnel programs, strategies, procedures, and guidance.

5. Develops BUPERS annual civilian workforce shaping and restructuring plans to minimize skill gaps.

BUPERS-0511

Human Resources Services Branch

Functions

Provides advice and assistance for a variety of military and civilian personnel services. Manages civilian staff acquisition. Coordinates with the responsible operation centers to facilitate prompt and accurate resolution to a variety of personnel related issues. Evaluates position management and staffing plans to ensure efficient and effective use of human capital.

Tasks

1. Provides personnel policy interpretation.

2. Administers and performs personnel and staffing actions.

3. Coordinates actions required in the acquisition of command employees to include the submission of required documents and liaison with the appropriate operation center.

4. Maintains personnel accounting documents, records, and systems.

5. Administers the civilian employee check in and out process.

6. Ensures accuracy of data in Defense Civilian Personnel Data System (DCPDS), TWMS, and other HR databases through submissions of updated position descriptions and SF-50 Notification of Personnel Action.

7. Maintains the supervisory hierarchy in DCPDS.

8. Coordinates with overseas servicing entities to monitor personnel actions.

BUPERS-0512

Workforce Programs Branch

Functions

Facilitates and coordinates efforts for providing personnel advice and services for civilian pay, awards, performance, transition and relocation assistance, leave, employee standards, employee assistance, timekeeping, telework, wellness, workmen's compensation, and unemployment compensation programs.

Tasks

1. Provides personnel policy interpretation.

2. Provides civilian pay services.

3. Provides performance and awards program management and oversight to include civilian performance standard guidance.

4. Performs transition and relocation assistance.

5. Administers the civilian employee time, absence and labor program to include leave programs.

6. Provides civilian employee assistance liaison services.

7. Administers the Workmen's Compensation and Unemployment Compensation programs.

8. Administers the Telework and Wellness programs.

BUPERS-0513

Labor and Employee Relations Branch

Functions

Advises and represents management in all interactions with labor unions. Advises and assists management with employment actions. Represents the Agency in labor and employment related third party hearings.

Tasks

1. Serves as chief negotiator for all collective bargaining to include negotiation on collective bargaining agreements, memorandums of understanding, and memorandums of agreements.

2. Advises management on all negotiated grievances and assists management with labor-management and union issues to include serving as the primary liaison between management and union in all matters, final release authority for union information requests, coordinator for all labor-management forums, and advising and assisting management on all administrative grievances and employee disciplinary and adverse actions.

3. Supervises civilian personnel investigations.

4. Serves as management advisor with regard to alternative dispute resolution, reasonable accommodation, EEO complaints, performance improvement plans, Family Medical Leave Act issues, adversarial or involuntary employee actions, and other matters for which management seeks advice on employee issues.

5. Represents the agency in EEOC, Merit Systems Protection Board, arbitration, Office of Special Counsel, and Department of Labor cases including the preparation of cases for litigation, settlement negotiations, in-hearing representation, drafting of briefs and motions, and advising management throughout.

6. Assists operation center with representation in Federal Labor Relations Authority cases.

BUPERS-052

Manpower and Military Support Division

Functions

Provides oversight for manpower and military support services for BUPERS headquarters and subordinate activities. Facilitates and coordinates efforts for improvements in operational effectiveness and efficiency. Analyzes and evaluates organizational structures and resource utilization. Evaluates and processes all Total Force Manpower Management System (TFMMS) actions impacting total force manpower resources. Maintains manpower and military manning documents and systems. Provides military personnel support services for reporting and transferring military personnel, permanent change of station

(PCS) initiation and close-outs, daily mustering, and updating multiple personnel data systems. Provides command Pay and Personnel Administrative Support System (PASS) services. Reviews and updates the military manning tracking system. Develops military personnel distribution plan. Coordinates efforts for individual augmentation (IA) requests, command PASS coordinators (CPC), command leave administrators (CLA), and Navy Family Accountability and Assessment System (NFAAS) commanding officer representatives.

Tasks

1. Reviews requests for establishment, disestablishment or modification of field activities to ensure compliance with governing directives. Issues mission, functions and tasks (MFT) statements and organizational charts (BUPERSINST 5450 series), as appropriate. Coordinates organizational change requests and serves as point of contact for the Director, Navy Staff, Director of Management, Organization and Management Branch (DNS-33) for these matters.

2. Performs reviews of functions, programs, and commands to assess overall operational effectiveness and validates position requirements through evaluation of work methods and procedures, resource utilization, and organizational structure.

3. Maintains activity manpower documents and related position management information for BUPERS headquarters and subordinate activities.

4. Coordinates programming, planning, and budget formulation submissions for total force human resources. Prepares appropriate budget exhibits to identify competitive sourcing plans, management headquarters positions, acquisition positions, and military end-strength. Assists in preparing functional transfer documentation for program resources coming into or transferring out of the BSO.

5. Develops, coordinates, and submits the competitive sourcing plan and the inherently governmental commercial activities (IGCA) inventories. Maintains Navy database of competitive sourcing for BUPERS initiatives. Manages all commercial activities studies from announcement through completion. Oversees implementation of the most efficient organization (MEO) or award of contract, as appropriate, and conducts post competition accountability reviews to ensure functions retained in-house are performed per the MEO.

6. Administers the Total Force Position Management Plan.

BUPERS-052M

Special Assistant to Manpower

Functions

Provides oversight and assistance for BUPERS headquarters manpower issues. Facilitates and coordinates efforts for improvements in operational effectiveness and efficiency. Serves as the point of contact for DNS (DNS-33) and Office of the CNO (OPNAV) Total Force Requirements, Analysis, and Development (OPNAV N-12) for manpower matters. Assists in preparing functional transfer documentation for program resources coming into or transferring out of the BSO.

BUPERS-0521

Manpower Services Branch

Functions

Facilitates and coordinates efforts for improvements in operational effectiveness and efficiency. Analyzes and evaluates organizational structures and resource utilization. Reviews organizational and realignment proposals to ensure the use of sound organization and position management principles. Evaluates and processes all TFMMS actions impacting total force manpower resources. Maintains manpower and military manning documents and systems.

Tasks

1. Performs organizational design and evaluation to include validating manpower requirements, performing position management reviews; coordinating reengineering initiatives; documenting mission, functions and tasks; maintaining manpower accounting systems; distributing manpower documents; and conducting business case analyses.

2. Coordinates higher authority manpower initiatives such as program objective memorandum (POM) submission, IGCA inventory review, rate and designator sustainability reviews, etc.

3. Manages, coordinates, and documents all BPM and NAVPERSCOM reorganizations and realignments.

4. Coordinates the Personnel Tempo of Operations (PERSTEMPO) program.

5. Coordinates the command IA program. Provides eligibility data-pull for command IA distribution.

BUPERS-0522

Military Support Office Branch

Functions

Provides services for a variety of military personnel actions including reporting and transferring military personnel, PCS initiation and close-outs, daily mustering, and updating multiple personnel data systems. Provides command PASS services and coordinates with the responsible personnel support detachments (PSD) to facilitate prompt and accurate resolution to personnel related issues. Reviews and updates the military manning tracking system. Develops military personnel distribution plan. Determines the eligibility of command personnel and coordinate efforts for IA requests. Coordinates the actions of departmental CPCs, CLAs, and NFAAS CORs.

Tasks

1. Processes military personnel actions such as incoming/outgoing reports for PCS, active duty for training, and annual training. Creates and distributes weekly incoming/outgoing personnel reports.

2. Prepares and submits overseas screening approval messages.

3. Serves as the BPM and NAVPERSCOM CPC.

4. Assists separating and retiring members with separation package and submission through Transaction Online Processing System to PSD Memphis.

5. Provides oversight of command e-leave and processes approved emergency medical travel. Establishes reviewer and approver chains for members when CLAs do not have access to reviewers. Updates duty section coordinators for all personnel in the event

of turnover. Removes reviewer and approver rights before member's transfer or separation. Monitors leave status.

6. Provides weekly alpha roster to command duty office. Inputs database with personnel check-in and check-out information. Certifies each daily muster. Prepares weekly muster percentage report. Updates monthly muster metrics.

7. Collects, validates, prioritizes, and submits Career Management System/Interactive Detailing inputs from BPM and NAVPERSCOM activities to Manning Control Authority Bureau.

8. Develops and coordinates military manpower allocation and distribution. Prepares and distributes bi-weekly prospective gains reports.

9. Performs BPM and NAVPERSCOM engraving services for name tags, puka plates, and plaques for awards.

10. Oversees military personnel accounting to include validation of the Enlisted Distribution Verification Report.

11. Processes PERSTEMPO events for personnel on official temporary duty travel and IAs.

12. Serves as the command training coordinator for CPCs, CLAs, and NFAAS CORs.

13. Processes requests for personnel actions such as statement of service and service record entries. Provides liaison support with PSD Memphis for all military issues and assistance to members who require service record updates.

BUPERS-053

Human Capital Planning and Career Development Division

Function

Provides Human Capital Program assessment and evaluation concerning personnel database accuracy, HR key performance indicators and metrics and oversight of the manage-to-payroll program. Administers and coordinates training and education for civilian personnel. Obtains training for personnel at non-government facilities when required. Directs the acquisition process for negotiation, award, and administration of associated contracts.

Tasks

1. Implements new DON Civilian HR policies, programs, and procedures.

2. Initiates action leading to the resolution of specific HR management programs throughout the organization.

3. Provides assistance to BPM and NAVPERSCOM departments with manage-to-payroll program issues, policy, and procedures.

4. Assists in developing short and long range staffing plans to forecast civilian payroll requirements.

5. Assesses employee turnover patterns, reviews past recruitment time frames, and provides advice on staffing strategies based on funding availability.

6. Maintains civilian, military, and contractor billet and personnel data by conducting periodic reviews and validating the accuracy of various databases to include TFFMS, TWMS, DCPDS, and Budget Builder.

7. Applies higher authority policy and program requirements in formulating civilian personnel programs, strategies, procedures, and guidance.

8. Develops BUPERS annual civilian workforce shaping and restructuring plans.

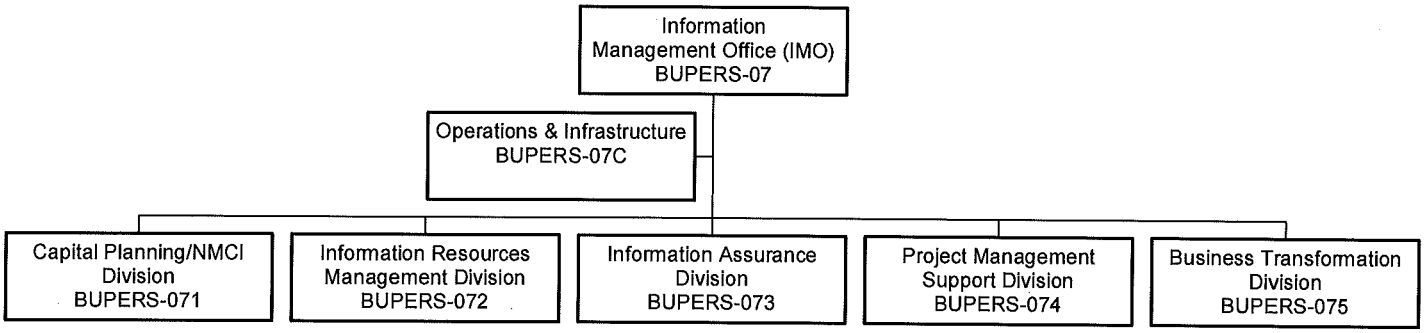
9. Provides oversight, direction, and control of civilian training, education, and developmental programs.

10. Provides planning, programming, budgeting, policy issuance, and contract solicitation and negotiation policy guidance for the Civilian Training and Career Development Program.

11. Ensures distribution of training policy changes and technology enhancements.

12. Establishes and maintains professional relationships with OCHR training program managers, vendors, and education institutions to enhance professional and personal development opportunities.

13. Reviews, tracks, and processes all training requests, cancellations, and rescheduling requests.



BUPERS-07

Information Management Office

Functions

Serves as Command Information Officer (CIO). Delivers mission capabilities while improving alignment and business performance through information resource management, enhanced cyber security, technical controls, and enterprise architecture. Provides secure, reliable, next generation information technologies, and business capabilities.

BUPERS-07C

Special Assistant for Operations and Infrastructure

Function

Applies analytical and evaluation methods and techniques on issues or studies concerning the efficiency and effectiveness of enterprise information technology and information management.

Tasks

1. Assesses and or develops policies to govern information technology activities. Provides policy guidance to information technology management, staff, and customers.

2. Develops and maintains strategic plans by performing various reviews to include feasibility studies and trade-off and business case analyses (BCA) to define current and future opportunities for new or improved IT business process solutions.

3. Establishes metrics to measure and evaluate systems' performance and total cost of ownership.

4. Conducts audits of information technology programs and projects to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of planning and management services.

5. Develops independent cost estimates and budgets for new or modified information technology systems.

6. Defines systems scope and objectives to ensure the appropriate integration of all systems components, e.g., procedures, databases, policies, software, and hardware.

7. Identifies network requirements by defining and analyzing network workload, capacity, and performance; maintaining network architecture, and infrastructure; and providing configuration and optimization alternatives for network servers, hubs, routers, and switches.

8. Develops systems implementation plans and master schedules for the resolutions for network problems and development of network back-up and recovery procedures.

BUPERS-071

Capital Planning/Navy and Marine Corps Intranet (NMCI) Division

Functions

Ensures financial resources are properly aligned to support delivery of IT capabilities. Delivers comprehensive, end-to-end, information services, including hardware, software, voice, and data to BUPERS customers through a common computing and communications environment.

Tasks

1. Capital Planning:

a. Conducts review of information technology and information management programs concurrent with POM and program review resource sponsor programming cycles.

b. Coordinates IT budget formulation, inputs, and responses to budget queries.

c. Performs and coordinates programming activities for BUPERS information technology investments.

d. Tracks, reports, and maintains claimant information technology budget to include developing annual spend plans and monitoring execution of funds.

e. Represents claimants during service level agreements and contract discussions.

2. NMCI, Continuity of Services Contract (CoSC), Next Generation Enterprise Network (NGEN):

a. Facilitates development, implementation, and execution of NMCI, CoSC, and NGEN program plans, policies, and guidance for BUPERS claimant.

b. Consolidates, reviews, approves, and submits NMCI, CoSC, and NGEN requirements.

c. Orders NMCI products and services to support the MPT&E workforce.

d. Manages and monitors execution of the NMCI budget.

BUPERS-072

Information Resources Management Division

Functions

Ensures effective use of information resources across BUPERS to successfully meet the goals and objectives for delivery of required capabilities. Supports the alignment of business requirements through implementation of information resources management and enterprise information management.

Tasks

1. Provides administrative support of MPT&E business governance processes.

2. Reviews, validates, and coordinates information technology procurements in the Navy Information Dominance Approval System.

3. Coordinates completion of compliance documentation (e.g., privacy impact assessment, interoperability certification and

exemption, and Defense Business Systems (DBS) certification request) with appropriate sponsors.

4. Communicates with functional owners to ensure information resources are compliant with federal laws, guidance, DoD and DON policies, regulations, and reporting requirements.

5. Develops policies, guidance, strategies, plans, and processes which support information resources management and compliance.

6. Manages legacy application reduction and migration.

7. Analyzes impact and cost of developing new information technology solutions.

8. Develops business architecture products and models for the MPT&E domain using organization best practices to support documenting business capabilities, processes, and data.

9. Analyzes and coordinates the formulation of BCAs in support of IT portfolio justification and rationalization efforts.

10. Conducts research to support information technology program and resource planning and management.

11. Develops and maintains the enterprise architecture.

12. Coordinates with appropriate departments and activities to integrate information systems and applications, services, and technology.

13. Evaluates the effectiveness of managing enterprise information and data resources.

14. Oversees MPT&E data management activities.

15. Manages information technology asset portfolio of systems, applications, databases, networks, servers, devices, and associated data.

16. Ensures compliance with relevant laws and Business Transformation Agency policies for DBS certification packages in their entirety to include compliance with business enterprise architecture and required approval to obligate funds for development and modernization initiatives.

17. Advises program managers regarding information technology portfolio management, compliance elements, business enterprise architecture, application migration, business process reengineering, decision support, migration planning, and application termination throughout the entire life-cycle of the application or system.

BUPERS-073

Information Assurance Division

Function

Provides a continuous effort to improve the overall security posture of the organization by ensuring the confidentiality, integrity, and availability of information and information systems.

Tasks

1. Oversees and participates in the certification and accreditation of information technology systems.

2. Interprets and enforces DoD and DON information assurance related policies.

3. Develops and implements applicable security and privacy policies within the organization.

4. Coordinates scheduled maintenance activities and reports availability and outages of information technology systems.

5. Provides an internal information assurance audit capability.

6. Tracks and facilitates the certification status of personnel assigned to the cyber-security workforce.

7. Coordinates information assurance vulnerability management across the enterprise.

8. Assists in the reporting and remediation of personally identifiable information breaches and classified spillages.

BUPERS-074

Project Management Support Division

Function

Provides project management discipline, procedures, and best practices across the MPT&E information technology and information management organization.

Tasks

1. Ensures project management disciplines, procedures and best practices across the enterprise are embedded within the information technology and information management organization.

2. Develops and disseminates project management training, mentoring, and education throughout the information technology and information management organization.

3. Establishes standardized project measures for the information technology and information management organization.

4. Conducts post-implementation reviews, collecting and sharing lessons learned for future initiatives.

5. Assists business owners with defining needs and documenting requirements.

6. Assists business owners with planning for and conducting user acceptance testing.

7. Coordinates development of the integrated priority list for MPT&E information technology requirements.

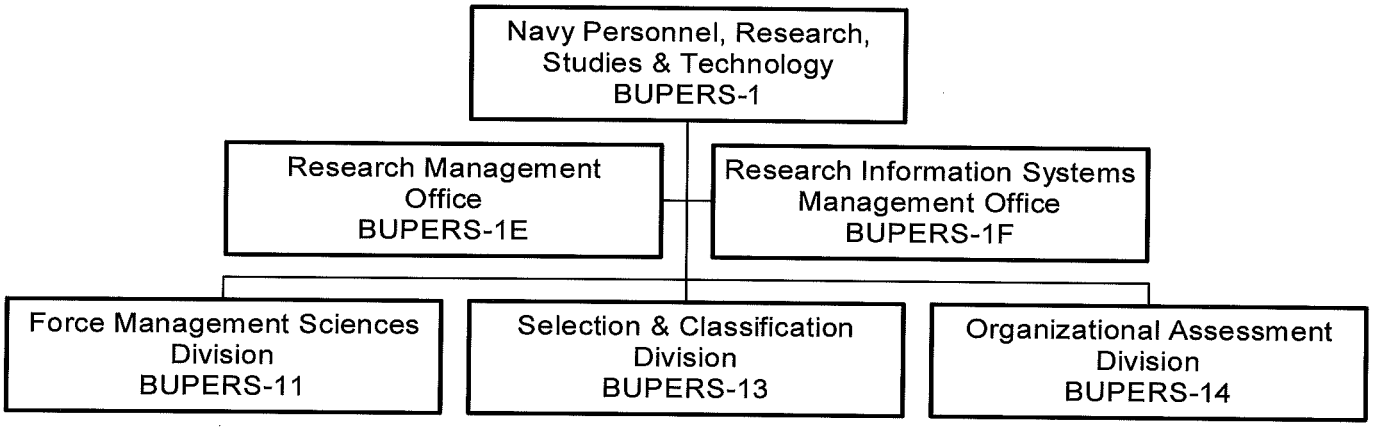
BUPERS-075

Business Transformation Division

Function

Conducts comprehensive business process reengineering supporting the modernization and development of the Navy's core HR Management functions and activities defined within the DoD Hire-To-Retire End-To-End Lifecycle. The goal is to align organizations, people, processes, policies, systems and data with business strategies in order to achieve integration, improve customer service, and reduce operational costs.

Assistant Chiefs of Naval Personnel (ACNP)



BUPERS-1

Navy Personnel Research, Studies, & Technology (NPRST)

Functions

Serves as ACNP, Navy Personnel Research, Studies, and Technology (BUPERS-1). Plans, develops, and executes research and development (R&D), surveys, studies and analysis, technology assessment, and business process reengineering programs; ensures program effectiveness, and relevance. The scope of the responsibility includes the program itself and supporting resources, including obtaining, applying, and evaluating creative and technically competent personnel; managing Navy's manpower and personnel (M&P) technology base (basic research, exploratory development, and advanced technology development) program budget; and assessing and applying appropriate leading edge technologies to further the mission. The director is also designated as the BUPERS Science and Technology advisor and liaises among COMNAVPERSCOM, Chief of Naval Operations (CNO), Office of Naval Research (ONR), and Naval Education and Training Command for the purpose of conducting and assisting program sponsors on issues related to M&P management. Manages the Navy-wide Survey Program for CNO (MPT&E) (N1). Effectively and economically manages the department; represents the department's programs to other R&D facilities and organizations; identifies DON M&P requirements and appropriate research, analysis, and technology improvement strategies; and successfully transitions new methods and technologies to DON and other DoD customers.

BUPERS-1E

Resource Management Office

Functions

Executes an integrated Standard Accounting and Reporting System-Field Level (STARS-FL) financial management program for research, development, test, and evaluation (RDT&E) funds in direct support of the department's mission. Provides procurement support for NPRST contracts. Provides service to management and technical personnel on contracts, processes, and procedures.

Tasks

1. Conducts long-term strategic financial planning and advises the director on all financial matters.

2. Oversees the Defense Travel System.

3. Manages credit card program and initiates small purchase orders.

4. Formulates, reviews, and executes RDT&E budgets; calculates general and administrative overhead rates.

5. Assists divisions in developing budgets, calculates indirect overhead rates, and projects labor costs.

6. Distributes RDT&E budget. Accepts or rejects research funding documents and establishes job order accounts.

7. Provides STARS-FL accounting and financial reporting services, including accumulating commitment, obligation, and expenditure data, verifying data, and researching and correcting variances.

8. Transmits financial data via STARS-FL.

9. Issues reimbursable documents to support funding citations for planned contract actions.

10. Provides procurement support in issuing delivery orders against basic indefinite quantity contracts.

11. Processes request packages for major contracts.

12. Provides consultation services to management and technical personnel on contract regulations, processes, and procedures.

BUPERS-1F

Research Information Systems Management Office

Functions

Plans, designs, develops, and maintains RDT&E management information systems to support the staff. Maintains NPRST's computer networks, internet gateways, hardware, software, and applications to support R&D, studies and analysis, and their supporting functions. Implements automated data processing security policy.

Tasks

1. Analyzes functional and technical requirements and the feasibility of applying installed technologies to meet requirements.

2. Provides information technology end-user support for NPRST support and research staff.

3. Manages NMCI accounts for NPRST staff and oversees the NMCI's annual budget formulation and execution.

4. Formulates, reviews, and executes information technology budget and manages the maintenance agreements for information technology equipment.

5. Provides information technology support for research staff when visiting fleet units in conducting fleet surveys, testing software applications in an operational setting onboard ships, and setting up the information technology laboratories within the fleet units.

6. Plans, designs, develops, installs, and maintains operational readiness of computer networks, internet gateways, hardware, software, and applications to support R&D, studies and analysis, technology assessment, business process improvement, and their supporting functions.

7. Plans, designs, develops, and maintains computerized RDT&E management information systems to support decision making at all

levels of the department and to support administrative operations.
8. Maintains connectivity to and interfaces with the entire BUPERS computing architecture.

9. Implements automated data processing security policy within the department and advises entire department on the application of automated data processing security measures.

10. Develops and maintains Worldwide Web site, to include the collection of R&D information available for public release and information on ongoing scientific initiatives, and the department intranet site.

BUPERS-11

Force Management Sciences Division

Function

Conducts research in and develops new technologies and methods for meeting DON workforce requirements, monitoring the composition of the workforce, evaluating trends in workforce behavior, and prescribing actions that will achieve workforce management goals.

Tasks

1. Develops technologies for simulating, forecasting, and influencing the behavior of the DON total force, to include active, reserve, officer, enlisted, and civilian personnel.

2. Develops techniques for evaluating the effectiveness and efficiency of alternative personnel policies.

3. Develops tools for developing and monitoring accurate personnel strength, accession, retention, advancement, promotion, and training plans.

4. Develops tools for efficiently and effectively assigning personnel to DON requirements based on cost, fleet readiness, individual preferences, and a wide variety of assignment policies.

5. Develops prototype technologies for mining, organizing, and delivering complex personnel data. Investigates and develops methods for converting personnel data into timely and useful

information that is delivered in a manner that can be understood and acted upon by decision-makers.

6. Monitors state-of-the-art developments in operations research, applied mathematics, economics, statistics, computer science, and related disciplines for application to DON workforce management problems.

7. Develops large-scale systems for monitoring, evaluating, and responding to workforce trends that indicate a potential problem or opportunity that could have a significant impact on personnel readiness.

8. Studies demographic, sociological, education, economic, and labor market trends, and analyzes potential impact on the DON workforce.

BUPERS-13

Selection and Classification Division

Function

Conducts research and development in technologies and procedures for recruiting, selecting, classifying, and utilizing officer, enlisted, and civilian personnel to improve performance and retention.

Tasks

1. Develops effective and efficient methods for screening and selecting people for military service.

2. Develops new cognitive and non-cognitive instruments that improve the Navy's understanding of the total force and helps better predict training and job performance, as well as likelihood of retention.

3. Develops techniques that more effectively classify quality individuals across the total force into Navy jobs based on knowledge, skills, abilities, and other characteristics.

4. Designs and develops a "whole person" approach to classification at the individual and team levels.

5. Develops improved measures of personnel performance for individuals and teams in distributed, co-located, realistic, and virtual environments.

6. Monitors state-of-the-art developments in social, behavioral, and cognitive science, operations research, statistics, and information systems for application to selection and classification problems.

BUPERS-14

Organizational Assessment Division

Functions

Conducts scientific surveys and quick polls to improve the Navy's understanding of its diverse workforce. Conducts assessments of programs and organizations that support the Navy active, reserve, and civilian workforce. Performs R&D to improve survey assessment and program evaluation methods. Serves as CHNAVPERS' primary personnel survey resource.

Tasks

1. Develops survey, poll, and assessment technologies to evaluate the effectiveness of quality of work life and quality of life programs and to improve the quality of personnel survey data.

2. Develops and tests new survey and attitude measurement.
3. Serves as the Navy's technical authority on personnel survey matters, including methodological techniques, sampling strategies, survey design, execution, and analysis.

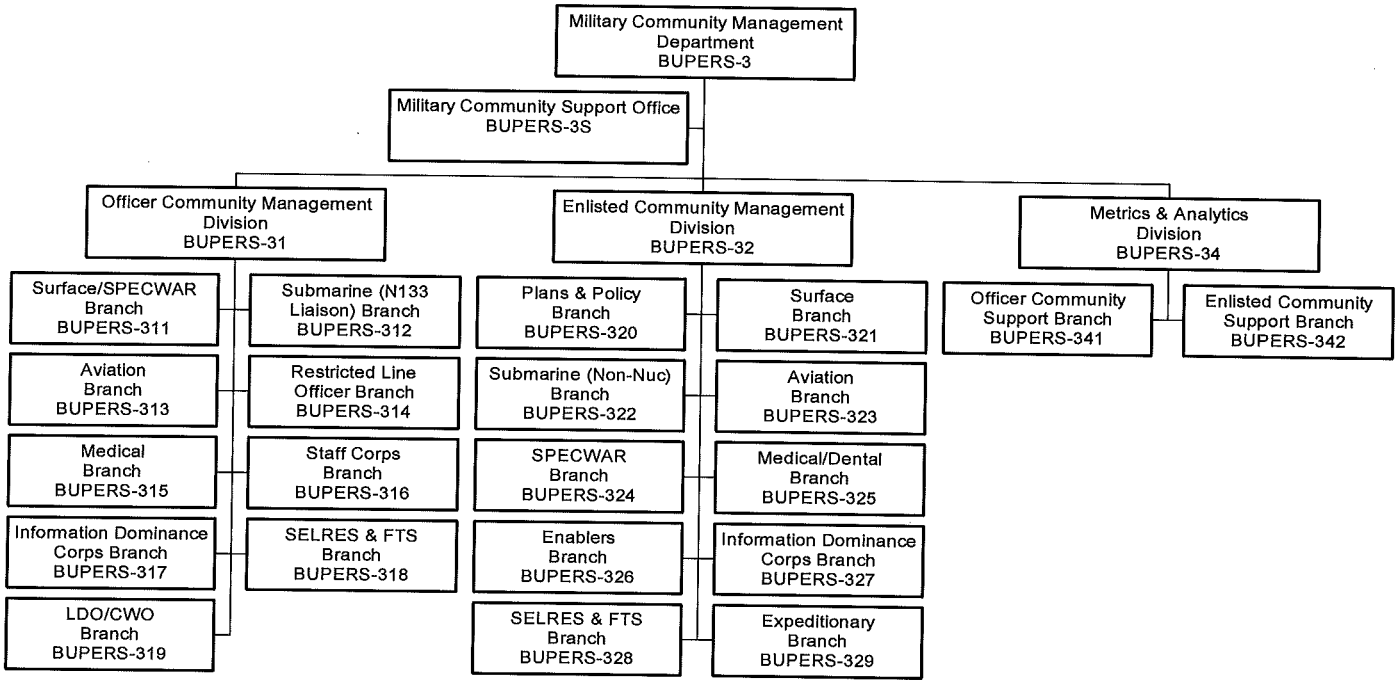
4. Prepares the bi-annual Navy-wide Personnel Survey and the Navy Quality of Life Survey. As the Navy's Survey Approval Manager, reviews all other surveys of Navy personnel and their families. After survey approval, provides professional assistance to organizations conducting surveys.

5. Conducts organizational assessments to determine appropriate changes needed to meet efficiency and effectiveness goals; designs, develops, and evaluates interventions and change strategies that evolve from these assessments.

6. Develops methods, procedures, and instruments for assessing the effectiveness and efficiency of management and leadership practices.

7. Responds to DoD and congressional inquiries on the effectiveness of naval personnel systems, program approaches,

and the feasibility and impact of various policy implementation strategies.



BUPERS-3

Military Community Management Department

Functions

Serves as ACNP, Military Community Management Department (BUPERS-3). Provides a full range of analysis and products to the CHNAVPERS to ensure the proper management of active and reserve officer and enlisted communities while supporting the Navy's requirement for an active and reserve officer and enlisted corps of proper size, experience, skill and diversity. Eleven major functions directly support this end:

1. Develops the Navy officer and enlisted accession, strength, and promotion plans.

2. Develops and uses force shaping tools.

3. Assesses adequacy of inventory to officer programmed authorization (OPA) and enlisted programmed authorization (EPA).

4. Develops compensation plans and retention incentives.

5. Analyzes community management to include impact of overseas contingency operations global support assignment (GSA) requirements on community health.
6. Provides community billet base coordination.

7. Assists with professional development (joint education, graduate education, subspecialty alignment, A and C schools).

8. Educates Navy leadership on the use of analytical tools to help ensure retention and development of the highest quality and appropriate mix of officer and enlisted personnel.

9. Responds to congressional inquiries regarding community management.

BUPERS-3S

Military Community Management Administrative Office

Function

Provides administrative and clerical support to the Military Community Management organization to ensure all internal and external correspondence is processed.

Tasks

1. Provides secretariat services to include processing official mail, correspondence, military and civilian award recommendations, military leave and special requests and maintaining department personnel rosters.

2. Maintains recurring reports, situational reports, and action correspondence tracking system.

3. Processes military performance evaluations for department head and deputy department head.

4. Processes all travel authorizations and vouchers.

5. Maintains executive calendars, and manage schedules, teleconferences, video teleconferences as necessary. Construct and maintain flag officer briefing books and daily journals.

BUPERS-31

Officer Community Management (OCM) Division

Function

Provides a full range of analysis and products to the CHNAVPERS to ensure the proper management of active and reserve officer communities, supporting the Navy's requirement for an active and reserve officer corps of proper size, experience, skill and diversity.

Each of the following branches provides a full range of analysis, products, and services to the CHNAVPERS to ensure the proper management of active and reserve officer communities.

- **Surface/Special Warfare Branch (BUPERS-311):** Surface, Naval Special Warfare (SEAL), and Naval Special Operations (EOD) officer communities.

- **Submarine (OPNAV 133 Liaison) Branch (BUPERS-312):** Submarine officer community.

- **Aviation Branch (BUPERS-313):** Aviation officer community.

- **Restricted Line Officer Branch (BUPERS-314):** Engineering Duty, Human Resource, Oceanography, and Public Affairs Officer communities.

- **Medical Branch (BUPERS-315):** Medical Corps, Dental Corps, Medical Service Corps, and Nurse Corps officer communities.

- **Staff Corps Branch (BUPERS-316):** Supply Corps, Chaplain, Civil Engineer Corps, and Judge Advocate General officer communities.

- **Information Dominance Corps Branch (BUPERS-317):** Information Professional, Information Warfare, Intelligence, and Foreign Area Officer communities and the Space Cadre.

- **Selected Reserves (SELRES) and Full-Time Support (FTS) Officer Branch (BUPERS-318):** Selected reserve and FTS officer communities.

- **LDO/CWO Branch (BUPERS-319):** Limited Duty Officer/Chief Warrant Officer communities.

Tasks (Each branch conducts all tasks)

1. Develops the Navy officer accession, strength, and promotion plans.

2. Develops and uses force shaping tools.

3. Assesses the adequacy of inventory to OPA.

4. Develops compensation plans and retention incentives.

5. Conducts officer community management and analysis, including the impact of GSA requirements on community health.

6. Coordinates the officer community billet base.

7. Manages officer professional development, e.g., joint education, graduate education, and subspecialty alignment.

8. Responds to congressional inquiries regarding community management.

BUPERS-32

Enlisted Community Management (ECM) Division

Function

Provides a full range of analysis and products to the CHNAVPERS to ensure the proper management of active and reserve enlisted communities, supporting the Navy's requirement for an active and reserve enlisted personnel force of proper size, experience, skill, and diversity.

Tasks

1. Develops the Navy enlisted accession, strength, and advancement plans.

2. Develops and uses force shaping tools.

3. Assesses the adequacy of inventory to EPA.

4. Develops compensation plans and retention incentives.

5. Conducts enlisted community management and analysis, including the impact of GSA requirements on community health.

6. Coordinates the enlisted community billet base.

7. Manages enlisted professional development, particularly through A and C schools.

8. Responds to congressional inquiries regarding community management.

BUPERS-320

Plans and Policy Branch

Functions

Provides technical oversight of the Navy Counselor (NC) rating and delivers management tools to allow NCs the ability to perform their duties including the program management of the Career Management System (CMS). Provides a full range of analysis and products related to the Career Waypoints (C-WAY) program in support of the ECMs for information to the CHNAVPERS to ensure the proper management of active and reserve enlisted personnel.

Tasks

1. Works directly with OPNAV, Office of the Chief of the Naval Reserve, BUPERS, fleet, and NAVPERSCOM staffs to review and provide input on policy and comment on the possible impact of proposed policies with regard to the administration and application of Navy-wide programs relating to career management, retention, and attrition.

2. Serves as functional manager and system access manager for the CMS and Career Information Management System (CIMS) Analytics.

3. Serves as the liaison with the fleet and force counselors, Project Manager, Warfare (PMW-240); Navy Standard Integrated Personnel System; BUPERS-6, CIO (BUPERS-07), and associated departments, to ensure mission requirements are addressed and assists in developing future enhancements for the CIMS and CIMS Analytics.

4. Works with NAVPERSCOM Public Affairs Officer to provide input pertaining to Sailor career development including All Hands Magazine, Navy counselor (emailed to the NC community),

Force Weekly; NAVPERSCOM Web site, and use of social media and other communications channels as appropriate.

5. Participates in a variety of enterprise-wide working groups that include fleet and force command master chief (CMC) and Navy Career Counselor conferences, retention lash-up, Reserve Recruiting and Retention Working Group, CMS/ID Afloat, and Navy selection and classification.

6. Provides technical guidance to the NC rating and Navy enlisted classification (NEC) code 9588 community regarding the administration and application of Navy-wide programs relating to career development.

7. Reviews and recommends changes to the staffing standards and billets for both NCs and personnel possessing the 9588 NEC, and collaborates with the Center for Personal and Professional Development to maintain an updated, relative course curriculum.

8. Provides the content of the Career Development section of the StayNAVY homepage.

9. Provides career development training at Command Leadership School to prospective commanding officers, executive officers, and CMCs at the Senior Enlisted Academy.

10. Updates OPNAVINST 1040.11D (Navy Enlisted Retention and Career Development Program) and NAVPERS 15878J BUPERS Career Counselor Handbook. Provides assistance and subject matter expertise on OPNAVINST 1900.2B (Navy Transition Assistance Program).

11. Executes and monitors the C-WAY program. Acts as the primary Navy point of contact on all matters related to C-WAY, including taking calls, e-mails, and all other communications avenues to answer questions from the fleet or other parties interested in C-WAY. Develops, analyzes, and presents statistical relationship of all aspects of the impact of C-WAY on the Navy's enlisted force.

12. Revises and submits monthly updates for Professional Apprentice Career Tract (PACT) and reenlistment status for all enlisted ratings.

Each of the following branches provides a full range of analysis, products, and services to the CHNAVPERS to ensure the proper management of active and reserve enlisted communities.

- **Surface Branch (BUPERS-321):** Surface Engineering Main Propulsion, Hull/Electrical ratings consisting of EN, GS, GSE, GEM, MM, DC, EM, HT, IC, and MR communities, and the Surface Combat Systems/Operations ratings consisting of ET, FC, FC AGEIS, GM, STG, MN, TM, BM, OS, QM, IT, SM, and LCAC communities.

- **Submarine (Non-Nuc) Branch (BUPERS-322):** Non-Nuclear Submarine ratings consisting of ETSS, FT, MMSS, CSSS, MT, SKSS, SNSS, STS, and YNSS communities.

- **Aviation Branch (BUPERS-323):** Aviation Mechanical ratings consisting of AB, ABE, ABF, ABH, AD, AF, AM, AME, AO, AS, AV, AZ, and CMC communities, and the Aviation Avionics/Aircrew ratings consisting of AC, AG, AW, AE, AT, PR, and AIRCREW communities.

- **SPECWAR Branch (BUPERS-324):** Surface Warfare/Special Operations ratings consisting of Special Operations (SO) and Special Warfare Boat Operators (SB) communities.

- **Medical/Dental Branch (BUPERS-325):** Medical/Dental (HM) community.

- **Enablers Branch (BUPERS-326):** Supply ratings consisting of CS, PC, SH, and SK communities; the Admin/Media ratings consisting of the MC, PS, RP, YN, MU, LN, NC FLT, NC CRF, and PACT-General Detail communities; and the Intelligence Specialist (IS) community.

- **Information Dominance Corps Branch (BUPERS-327):** Crypto/Foreign Language ratings consisting of CTA, CTI, CTM, CTO, CTR, and CTT communities.

- **SELRES and FTS Branch (BUPERS-328):** Selected Reserve (SELRES) and full-time support (FTS) enlisted ratings.

- **Expeditionary Branch (BUPERS-329):** Special Operations (EOD/Diver) communities, the Seabee ratings consisting of BU, CE, CM, CU, EA, EO, EQ, SW, US, UT communities, and the Master-at-Arms (MA) community.

Tasks (Each branch conducts all tasks)

1. Establishes and monitors accession plans, A and C school requirements, advancement quotas, and sea/shore flow.

2. Works with enterprises and BSOs to ensure valid, executable billet requirements.

3. Establishes C-WAY/Career Reenlistment Objectives/Rating Entry for General Apprentices guidelines.

4. Establishes and monitors career development through Student Course Online Registration Engine.

5. Establishes selective reenlistment bonus (SRB), special duty assignment pay (SDAP), and enlistment bonus (EB) levels.

6. Ensures rating occupational standards are valid and current.

7. Ensures NEC system is effective in training and detailing people to fill special skill billets.

8. Reviews Navy training plans (NTPs) and manning documents for new or modernized systems to assess their impact on the enlisted structure, training pipeline, and manpower distribution.

9. Analyzes impact of proposed policy changes on a community.

10. Responds to congressional inquiries.

BUPERS-34

Metrics and Analytics Division

Functions

Provides analytical and statistical support to the entire BUPERS-3 organization to include predictive and trend analysis; functional management of BUPERS-3 data and manpower forecasting systems; and in-depth analysis, as well as development of monitoring and tracking tools for CHNAVPERS and or CNO. Provides statistical analysis to the Navy leadership with an emphasis on both leading and trailing analysis of the Navy's retention status.

Tasks

1. Supports BUPERS-3 and the fleet by providing various analytics and metrics to include end-user tools to monitor, track, and project current and future force structure in the aggregate and at the OCM and ECM level.

2. Monitors, tracks, analyzes, and disseminates survey results compiled from Career Viewpoint Surveys and Studies (CVSS), NPRST quick polls and rapid polls. Provides results and feedback to the fleet leadership.

3. Provide oversight and functional management of multiple information technology programs including, but not limited to Navy Retention Monitoring System (NRMS), CIMS, C-WAY, Customer Relationship Management, CVSS, and StayNavy.

4. Supports Web Content Management by acting as an interface between retention management and NAVPERSCOM Electronic Military Personnel Records System Program Management Division (PERS-34) on technical requirements for NAVPERSCOM Website.

5. Serves as the primary BUPERS-3 point of contact for BUPERS-07 requirements. Ensures authorizations to operate and other certifications are up to date and in compliance with DoD and DON.

6. Serves as the information assurance manager. Coordinates system authorization access request approval process with the developer of NRMS and BUPERS-3 leadership to include social security number level approval.

7. Provides analytical support and assistance for the development and administration of accession plans, officer school and enlisted "A" and "C" school requirements, officer promotion and enlisted advancement quotas, sea/shore flow for all enlisted ratings and officer career milestones, compensation plans and retention incentives for select officer communities to include SRB, SDAP, and EB levels, and the review of NTPs and manning documents for new or modernized systems to assess their impact on the enlisted structure, training pipeline, and manpower distribution.

8. Submits requirements for new and or improved analytical support tools and systems.

9. Analyzes impact of proposed policy changes on select officer communities and or enlisted communities.

10. Uses statistical modeling and decision tools to forecast inventory changes across time and with different conditions and assumption sets.

11. Coordinates officer retention metric development for Active and Reserve Components to include development of linear

regression model to predict attainment of All-Navy zone numeric reenlistment and reenlistment rates for upcoming fiscal year, and provides monthly estimates for the current fiscal year.

12. Uses Navy Manpower Programming and Budget System to support OCM and ECM analysis efforts.

13. Monitors enlisted reenlistment, attrition, and end of active obligated service loss trends; produces and distributes associated reports.

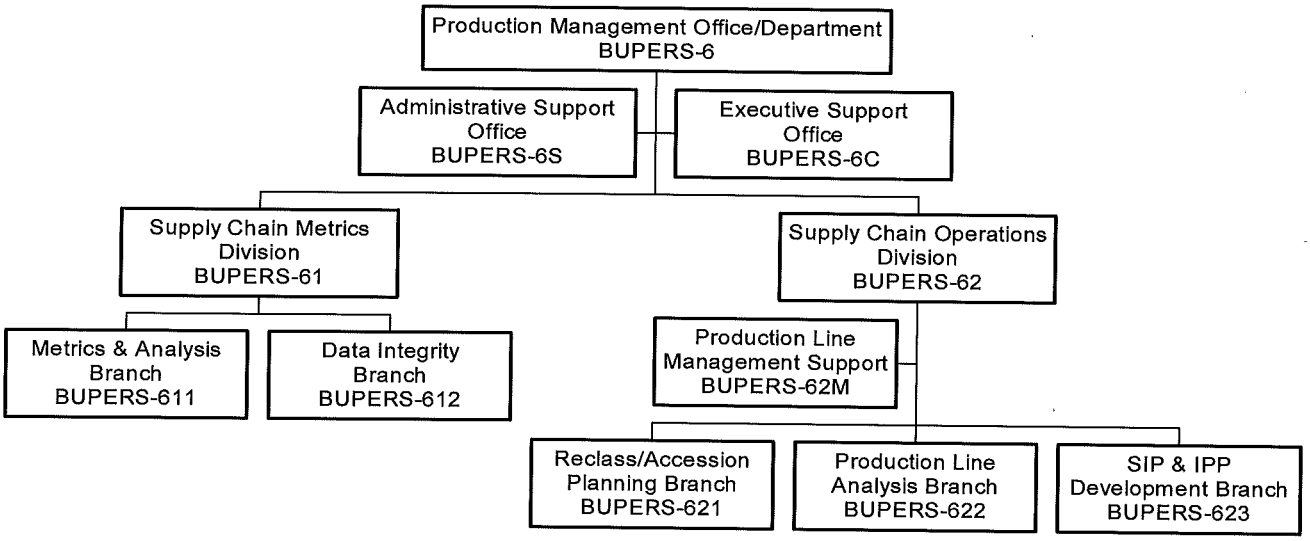
14. Serves as functional manager for the NRMS to include monitoring maintenance, upgrades, and trouble tickets, and provides guidance and training to users of the system, in particular at events such as the annual Navy Counselors Association Symposium.

15. Builds the retention dashboard and enlisted retention reports to illustrate reenlistment and attrition behavior for various customers, including Congress, Office of the Secretary of Defense, Assistant SECNAV (ASN), OPNAV, BUPERS, NAVPERSCOM, and the fleet and serves as administrator of access to the retention dashboard on BUPERS Online.

16. Analyzes results of rapid poll surveys conducted at career management symposiums and other events and integrates the results into appraisals of reenlistment and attrition programs.

17. Coordinates enlisted retention metric development for Active and Reserve Components.

18. Coordinates the transfer of the NRMS functionality into Navy personnel and pay modernization.



BUPERS-6

Production Management Office/Department

Functions

Serves as ACNP, Production Management Office/Department (BUPERS-6). Functions and serves as the chief operating officer in support of Chief of Naval Personnel Navy Enlisted Accessions Supply Chain (NEASC) strategy. Develops and communicates the NEASC. Creates process and inventory transparency through the development of analytical tools and metrics and employs improvement techniques for the NEASC. Ensures supply chain (SC) awareness and accountability by developing and communicating operational guidance and monitoring. Integrates all NEASC production activities and business processes across all enlisted accessions production lines. Conducts continuous examination of current and developing corporate data systems and leverages virtual opportunities to conduct more in-depth virtual audits of transient pipeline personnel movements, wait times, and accounting.

BUPERS-6C

Executive Support Office

Function

Provides executive support to ACNP, Production Management Office/Department (PMO), (BUPERS-6).

Tasks

1. Advises and assists the director in support of NEASC strategy management.

2. Develops and presents briefings, presentations, and other communications in support of the NEASC strategy management.

3. Participates in the continual NEASC process review and development of NEASC analytical tools and metrics.

4. Liaises with customers to coordinate organizational meetings and conferences.

BUPERS-6S

Administrative Support Office

Function

Provides administrative and clerical support to ensure all internal and external correspondence is processed.

Tasks

1. Provides administrative support to all divisions and branches to include scheduling meetings and conferences including room access, computer, video teleconference, teleconference, and other audio visual support required.

2. Maintains review and authorizes access for the Defense Travel System.

3. Prepares organizational award and recognition nominations.

4. Assists in fitness report and civilian evaluation preparation and tracking.

5. Inputs and tracks the status of all PMO taskers. Ensures all comments and inputs for externally generated taskers are captured and completed.

6. Assists with facility management and budget submission requirements.

7. Maintains agreements and submits timely reports in support of individual augmentee, telework agreements, and contingency planning documentation.

BUPERS-61

Supply Chain Metrics Division

Functions

Acts as liaison and primary point of contact for warfighting enterprises and other domain providers on the status of and issues involving the accession, production, processes, and procedures of the Navy's SC. Collects, displays, and analyzes corporate-level enlisted accessions metrics. Constructs tools and develops briefs to communicate the status of and issues involving the production, processes, and procedures of the Navy's SC, supporting the delivery of apprentice sailors to meet fleet demand signals.

Tasks

1. Develops metrics and alternate courses of action to support the delivery of apprentice sailors to meet fleet demand signals and resolve any production barriers.

2. Provides briefs and training to SC stakeholders on the SC data, sources, and dashboard displays.

3. Leads the Business Improvement Team metrics team and SC cross functional teams to produce and develop new Navy SC metrics and dashboards.

4. Serves as the PMO representative on the fleet Personnel Integration working group and other fleet and warfare enterprise sponsored workgroups and teams.

BUPERS-611

Metrics and Analysis Branch

Function

Collects, displays, and analyzes standardized corporate level, end-to-end MPT&E enlisted accessions metrics ensuring full visibility of all segments of the enlisted SC at the product line level.

Tasks

1. Performs SC data validation and maintenance to ensure data accuracy and integrity.
2. Produces data feeds for development of scheduled reports and tool production (e.g., reconciliation tool and weekly reclassification matrix).

3. Performs trend analysis to project accession production loss rates including reclassification and attrition rates.

4. Provides analysis on accession production pipelines and evaluates and depicts SC production performance.

5. Produces and develops various production related briefs to senior stakeholders and decision makers.

6. Conducts accession SC cross functional process improvement and barrier removal meetings and recommends policy changes to enhance the performance of the accession SC.

7. Manages IT and data entry guidelines of the systems that support the SC such as Planning Requirement Input Data Entry, Corporate Enterprise Training Activity Resource System (CeTARS), and Training Quota Management System (NTQMS).

8. Identifies and communicates functional requirements for NTQMS.

9. Acts as technical point of contact for CeTARS interface issues and troubleshooting.

BUPERS-612

Data Integrity Branch

Functions

Develops standardized, corporate-level enlisted accessions analytic tools and their performance metrics. Integrates data from corporate systems to provide full visibility of all segments of the enlisted accession SC.

Tasks

1. Develops analytic tools for enterprise-wide SC production modeling and simulation.

2. Updates and validates loss rates for imports used in the development of the rating phasing matrix and tracker.

3. Produces and validates bi-weekly enlisted accession tracker models to monitor and manage accession production.

4. Researches and develops new, innovative, and relevant accession production data analysis and integration tools.

5. Produces, maintains, and refines the recruiting reconciliation tool.

6. Integrates outputs from existing corporate information technology systems and other SC stakeholder organization reports and data collection efforts to produce corporate-level SC metrics tracking and reporting tools.

7. Participates in future requirements planning and develops the rating phasing matrix.

8. Examines data movement and use between SC production units and leads cross functional data quality and data integrity initiatives to improve inputs for SC metrics tool development.

9. Serves as a member of the Quarterly Demand Planning (QDP) Team and advises the QDP on in-year execution of annual accession goals.

10. Engages with fleet working groups and staffs and MPT&E stakeholders to assist in resolving issues related to NEASC performance.

BUPERS-62

Supply Chain Operations Division

Functions

Acts as senior SC operations expert and facilitates interagency teambuilding with all SC stakeholders. Oversees and monitors all facets of the SC processes at the rating or product line level. Provides support for issues regarding enlisted accession pipelines, product lines, reclassification, and integrated planning. Monitors and collaborates with stakeholders to mitigate production backlogs, shortages, and overages to ensure customer needs are met. Maintains executive oversight

responsibilities for all quota management, reclassification, long-range and short-range requirements planning to determine push and pull demand signals for the NEASC.

BUPERS-62M

Production Line Management (PLM) Support

Functions

Serves as principal advisor on NEASC policies and process improvement activities. Monitors enlisted SC production and expedites student movement through the initial skills training pipelines. Assesses NEASC operations for policy compliance in support of efficient operations. Develops process initiatives to support policies and procedures governing student and other transient personnel accounting, processing and movement. Identifies policy gaps between SC organizational stakeholders and develops and promulgates appropriate directives, written guidance, and procedures to correct inefficiencies.

Tasks

1. Monitors and reports the progress of cross-functional groups and teams chartered to support and advance critical SC initiatives Navy-wide.

2. Develops concepts and strategies for NEASC implementation by planning and leading innovative capability development efforts and identifying SC chain performance gaps.

3. Develops and promulgates updates to the NEASC policy.

4. Tracks and analyzes non-compliance with approved policy, discrepancies, and other production issues, identifies SC problem areas, initiates policy reviews, and conducts necessary training.

5. Conducts continuous examination of current and developing corporate data systems supporting SC operations and leverages virtual opportunities to conduct more in-depth virtual audits of transient pipeline personnel movements and wait times.

6. Designs and integrates alternatives for SC stakeholders reviewing efficiency, productivity strategies, and cost management or other management programs.

7. Plans, analyzes, and conducts exercises and simulations to evaluate the effectiveness of SC initiatives.

8. Analyzes costing methodologies and cost analysis tools to determine the most effective and efficient methods of improving SC production. Procures tools and implements capabilities incrementally when indicated.

9. Establishes and maintains linkages of SC management within all strategic initiatives (e.g., focus areas and business enterprise architecture).

BUPERS-621

Reclassification and Accession Planning Branch

Functions

Provides support for issues regarding enlisted reclassification and accession pipelines. Monitors and collaborates with stakeholders to mitigate production backlogs, shortages, and overages to ensure customer needs are met. Maintains executive oversight responsibilities for all quota management and reclassification.

Tasks

1. Examines attrition, non-graduates, and show and no show rates.

2. Develops the training plan to support annual and revised enlisted accession plans.

3. Generates and maintains demand signals for all accession production pipelines.

4. Facilitates out-year planning process inputs and leads integration efforts for in-year execution changes.

5. Directs reclassification business activities Navy-wide to ensure proper execution of the program.

6. Issues appropriate reclassification guidance to ensure accession pipeline personnel are reclassified.

7. Implements reclassification processes and procedures that will optimize Navy Job-Sailor eligibility opportunities.

8. Verifies pipeline sailors are reclassified into the ratings most critically needed to meet Navy community health and fleet delivery needs.

BUPERS-622

Production Line Management Analysis Branch

Functions

Provides support for issues regarding enlisted product lines. Monitors and collaborates with stakeholders to mitigate production backlogs, shortages, and overages to ensure customer needs are met. Maintains executive oversight responsibilities for all quota management.

Tasks

1. Allocates school quotas (accession pipeline A and C school quotas) for all initial skills training.

2. Inputs and makes changes to quotas in the applicable Navy databases in response to NEASC production variability and Navy requirements for first-term personnel.

3. Schedules and leads A and C School production alignment conferences for all ratings.

4. Assesses class scheduling to ensure convening dates and quotas are available to support all customer demand signals and are scheduled when needed during the execution cycle.

5. Develops and distributes inventory and production management tools to enhance production line manager's capabilities; e.g., the Leading Indicator for Training Entry (LITE) Tool and the Vacancy-based Demand Tool.

6. Expands the LITE tool to predict output of A and C schools.

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Student Input Planning and Integrated Production Planning Branch

Functions

Provides support for issues regarding enlisted integrated planning. Maintains oversight responsibilities for long-range and short-range requirements planning to determine push and pull demand signals for the NEASC. Validates integration and implementation of performance improvement activities. Integrates all NEASC production activities and business process improvements.

Tasks

1. Validates the integration and implementation of performance improvement activities.

2. Monitors and reports the integration of long-term and short-term SC requirements.

Glossary

Acronyms, Abbreviations, and Definitions

Acronym or Abbreviation	Definition
A School	Entry/initial level training school
AB	Aviation Boatswain's Mate
ABE	Aviation Boatswain's Mate (Equipment)
ABF	Aviation Boatswain's Mate (Fuels)
ABH	Aviation Boatswian's Mate (Handling)
AC	Air Traffic Controller
ACNP	Assistant Chief of Naval Personnel
AD	Aviation Machinist's Mate
Ad hoc	for the particular end or case at hand
AE	Aviation Electrician's Mate
AEDO	Aerospace Engineering Duty Officer
AG	Aerogapher's Mate
AM	Aviation Structural Mechanic
AMDO	Aerospace Maintenance Duty Officer
AME	Aviation Structural Mechanic (Equipment)
AN	Airman
AO	Aviation Ordnanceman
AS	Aviation Support Technician
AT	Aviation Electronics Technician
AW	Naval Aircrewman
AZ	Aviation Maintenance Administrationman
BCA	Business Case Analysis
BM	Boatswain's Mate
BPM	BUPERS Millington
BSO	Budget Submitting Office
BU	Builder
BUPERS	Bureau of Naval Personnel
BUPERSINST	Bureau of Naval Personnel Instruction
C School	Advanced training school
C-WAY	Career Waypoints
CE	Construction Electrician
CEC	Civil Engineering Corps
CeTARS	Corporate Enterprise Training Activity Resource System
CHC	Chaplain Corps
CHNAVPERS	Chief of Naval Personnel
CIMS	Career Information Management System
CIO	Command Information Officer
CLA	Command Leave Administrator
CM	Construction Mechanic

CMC	Command Master Chief
CN	Constructionman
COMNAVRESFOR	Commander, Navy Reserve Force
CoSC	Continuity of Services Contract
CPC	Command Pass Coordinator
CRF	Career Recruiter Force
CS	Culinary Specialist
CT	Cryptologic Technician
CVSS	Career Viewpoint Surveys and Studies
CWO	Chief Warrant Officer
DBS	Defense Business System
DC	Damage Controlman
DCNO	Deputy Chief of Naval Operations
DCPDS	Defense Civilian Personnel Data System
DEPCHNAVPERS	Deputy, Chief of Naval Personnel
DNS	Director, Navy Staff
DoD	Department of Defense
DON	Department of Navy
EA	Engineering Aide
EB	Enlistment Bonus
ECM	Enlisted Community Manager
EDO	Engineering Duty Officer
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EM	Electrician's Mate
EN	Engineman
EO	Equipment Operator
EOD	Explosive Ordnance Disposal
EPA	Enlisted Programmed Authorization
ET	Electronics Technician
FAO	Foreign Area Officer
FC	Fire Controlman
FN	Fireman
FT	Fire Control Technician
FTS	Full Time Support
GM	Gunner's Mate
GS	Gas Turbine Systems Technician
GSA	Global Support Assignment
HM	Hospital Corpsman
HN	Hospitalman
HR	Human Resources
HT	Hull Maintenance Technician
IA	Individual Augmentation
IC	Interior Communications Electrician
IGCA	Inherently Governmental/Commercial Activity
IM	Information Management
IS	Intelligence Specialist

IT	Information Systems Technician
JAGMAN	Judge Advocate General Manual
LCAC	Landing Craft Air Cushion
LDO	Limited Duty Officer
LITE	Leading Indicator for Training Entry
LN	Legalman
LS	Logistics Specialist
M&P	Manpower and Personnel
MA	Master-At-Arms
MC	Mass Communications Specialist
MEO	Most Efficient Organization
MM	Machinist's Mate
MN	Mineman
MPT&E	Manpower, Personnel, Training, and Education
MR	Machinery Repairman
MSC	Medical Service Corps
MT	Missile Technician
MU	Musician
NAVPERSCOM	Navy Personnel Command
NC	Navy counselor
NCC	Navy Career Counselor
ND	Navy Diver
NEASC	Navy Enlisted Accessions Supply Chain
NEC	Navy Enlisted Classification
NFAAS	Navy Family Accountability and Assessment System
NGEN	Next Generation
NMCI	Navy Marine Corps Intranet
NPRST	Navy Personnel Research, Studies, & Technology
NRMS	Navy Retention Monitoring System
NTF	Navy Total Force
NTP	Navy Training Plans
NTQMS	Navy Training Quota Management System
OCM	Officer Community Manager
OPA	Officer Programmed Authorization
OPNAV	Office of the Chief of Naval Operations
OS	Operations Specialist
OSO	Operational Support Office
PACT	Professional Apprentice Career Track
PASS	Pay/Personnel Administrative Support System
PCS	Permanent Change of Station
PERSTEMPO	Personnel Tempo of Operations
PMO	Production Management Office
PMW	Program Manager, Warfare
POM	Program Objective Memorandum
PR	Aircrew Survival Equipmentman
PS	Personnel Specialist

PSD	Personnel Support Detachment
QDP	Quarterly Demand Planning
QM	Quartermaster
R&D	Research and Development
RDT&E	Research, Development, Testing, and Evaluation
RP	Religious Program Specialist
RPN	Reserve Personnel, Navy
SA	Special Assistant
SB	Special Warfare Boat Operator
SC	Supply Corps
SDAP	Special Duty Assignment Pay
SEABEE	Construction Battalion
SEAL	Sea, Air, Land
SECNAV	Secretary of the Navy
SELRES	Selective Reserve
SH	Ship's Serviceman
SN	Seaman
SO	Special Warfare Operator
SOD	Staff Office Director
SRB	Selective Reenlistment Bonus
SS	Submarine Warfare
ST	Sonar Technician
STARS-FL	Standardized Accounting and Reporting System - Field Level
SW	Steelworker
SWCC	Special Warfare Combatant Craft
SWO	Surface Warfare Officer
TFMMS	Total Force Manpower Management System
TWMS	Total Workforce Management System
UCMJ	Uniform Code of Military Justice
UCT	Underwater Construction Team
UT	Utilitiesman
YN	Yeoman