

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO
BUPERSINST 5450.52
PERS-03
28 Sep 99**

BUPERS INSTRUCTION 5450.52

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF THE BUREAU OF NAVAL PERSONNEL
(BUPERS) WASHINGTON LIAISON DETACHMENT

Ref: (a) OPNAVINST 5450.171C

Encl: (1) Mission and Functions of the BUPERS Washington Liaison
Detachment

1. Purpose. To issue the mission and functions for the BUPERS
Washington Liaison Detachment, per reference (a).

2. Status and Command Relationships. The BUPERS Washington
Liaison Detachment is a shore-based detachment in an active, fully
operational status.

a. Activity: Bureau of Naval Personnel (BUPERS)
Washington Liaison Detachment

Echelon

- 1 Chief of Naval Operations
- 2 Chief of Naval Personnel
(BUPERS Washington Liaison Detachment)

b. Area Coordination: COMNAVDIST WASHINGTON DC

3. Action. The individual offices of the BUPERS Washington
Liaison Detachment will ensure performance of the mission and
functions listed in enclosure (1). Send recommended changes via
the chain of command to the Chief of Naval Personnel (PERS-03).

J. B. HINKLE
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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Distribution:
BUPERS Washington Liaison Detachment

Copy to:
SNDL A3 (CNO) (N09B22 and N122 only)
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MISSION AND FUNCTIONS OF THE
BUREAU OF NAVAL PERSONNEL (BUPERS) WASHINGTON LIAISON
DETACHMENT

MISSION. Acts as liaison between the Chief of Naval Personnel (CHNAVPERS) and Bureau of Naval Personnel (BUPERS) departmental leadership geographically located in Millington, Tennessee. Provides ready and real-time staff support and advice to the Chief of Naval Personnel, as the senior advisor to the Chief of Naval Operations for personnel matters.

FUNCTIONS

1. Advises Chief of Naval Operations and CHNAVPERS on all flag officer matters. Responsible for all aspects of flag officer selection, promotion, assignment and retirement, to include development and implementation of active and reserve flag officer community management and distribution. Serves as primary duty to Chief of Naval Operations, NOOF. (PERS-00F)
2. Advises CHNAVPERS and makes recommendations on legal matters. Initiates, develops and evaluates proposed and enacted legislation for the overall administration of Navy personnel. Monitors litigation against the Navy involving personnel matters. Coordinates legal matters with Judge Advocate General (JAG) and other offices. (PERS-00L)
3. Advises and supports CHNAVPERS on public affairs matters; employs internal and external media to communicate with Navy personnel and their families, Navy retirees, news media, special-interest groups, and the general public; and responds to media and public inquiries on Navy manpower and personnel. (PERS-00P)
4. Advises CHNAVPERS on matters that promote the professional, physical, moral, and mental excellence of every Navy member and helps meet personal, family, and community needs. (PERS-00Q)
5. Advises and assists CHNAVPERS on matters concerning female Navy personnel (officer and enlisted). Acts as primary Navy

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liaison for all Defense Advisory Committee on Women in the Services (DACOWITS) matters pertaining to the Navy. (PERS-00W)

6. Provides direct support to CHNAVPERS by acting as the focal point for action on legislative initiatives, testimony, and responses; ensures coordination between CHNAVPERS and applicable CNO, SECNAV, Office of Legislative Affairs, Navy Office of Budget/Fiscal Management Division (FMB), other Navy offices, DoD, Congress, and congressional staff on legislative matters. (PERS-00X)

7. Provides advisory services to CHNAVPERS/DCNO (M&P) and Claimancy Comptroller in areas relating to planning, programming, and budgeting for the full range of claimancy operations, research, and procurement appropriations. Provides financial support service to the Washington Support Staff/Detachment by processing documentation for travel, procurement of goods, and services through government agencies. Advises and assists in the general administration and management of Washington Support Staff/Detachment to include office services, telephone, training, and printing. Acts as primary Secretariat/Headquarters Human Resources Office (S/HHRO) liaison in civilian personnel matters. Serves as principal liaison with DoD Parking Management Office for parking spaces allocation. (PERS-00Y)

Enclosure (1)