

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

IN REPLY REFER TO
BUPERSINST 5450.49B
PERS-03
6 Aug 01

BUPERS INSTRUCTION 5450.49B

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF NAVY MANPOWER ANALYSIS CENTER
(NAVMAC)

Ref: (a) OPNAVNOTE 5450 Ser 09B16/1U507325 of 8 Jun 01
(b) OPNAVINST 5450.171C

Encl: (1) Mission and Functions of Navy Manpower Analysis
Center (NAVMAC)

1. Purpose. To revise mission and functions of Navy Manpower
Analysis Center (NAVMAC), per references (a) and (b).

2. Cancellation. BUPERSINST 5450.49A.

3. Status and Command Relationships. NAVMAC is a shore
activity in an active, fully operating status under a commanding
officer.

a. Command: NAVMAC

b. Echelon:

- 1 Chief of Naval Operations
- 2 Chief of Naval Personnel
- 3 Commander, Navy Personnel Command
- 4 Commanding Officer, Navy Manpower Analysis Center

c. Area Coordination: Chief of Naval Education and
Training

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4. Action: Commanding Officer, NAVMAC will ensure performance of mission and functions in enclosure (1). Send recommended changes to Chief of Naval Personnel (PERS-03).

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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**MISSION AND FUNCTIONS OF
NAVY MANPOWER ANALYSIS CENTER (NAVMAC)**

Mission. To develop and document manpower requirements for all fleet activities within the Navy; to provide direct support to Chief of Naval Operations (CNO) in managing the Navy Manpower Requirements Program; to provide manpower requirements determination support for Navy's acquisition programs and initiatives; to administer the officer and enlisted occupational classification structure; to provide technical consulting services in all areas of manpower management to manpower managers, manpower claimants and OPNAV sponsors; to provide functional management support for assigned manpower Automated Information Systems; to provide direct support to CNO central authority to enforce policy or additional technical guidance needed to achieve objectives of total force manpower management, and to perform other such functions and tasks as may be assigned by higher authority.

Functions

1. Determine and document manpower requirements for ship, fleet and aviation manpower requirements determination programs.
2. Develop, analyze and coordinate new methods and enhancements to the Manpower Requirements Determination Program (MRDP), and update policy, procedures and supporting guidance documents necessary to ensure proper MRDP implementation.
3. Provide research and analyses of manpower requirements determination policies, procedures, tools, ideas, and manpower requirements that facilitate determination of an accurate and consistent statement of manpower requirements.
4. Review and assess implications of Navy-wide programs, policies, and initiatives (i.e., Navy Training Plan, Preliminary Ship Manpower Document (PSMDs)) may have on manpower requirements, and validate as required.
5. Review and test prospective acquisition manpower models and prediction systems against existing approved manpower determination systems. Coordinate with agencies in development of new manpower models. Assist in verification, validation, and accreditation of new manpower models prior to final approval.

6. Conduct routine and special enlisted occupational studies and analyses in support of Navy Occupational Task Analysis Program (NOTAP) and enlisted classification divisions; conduct special studies, merger studies/analyses and prepare reports in support of tasks, ratings or projects assigned.
7. Conduct/coordinate all phases of the enlisted NOTAP, including task inventory construction and surveying work performed by enlisted personnel in each Navy rating.
8. Review, assess, and make recommendations for changes to officer and enlisted occupational classification systems; conduct necessary staffing of proposals from field activities; and refer proposals to Navy Officer Occupational Classification System (NOOCS) and Navy Enlisted Occupational Classification System (NEOCS) Boards as necessary.
9. Provide advice, guidance, and technical consulting service to manpower managers and manpower claimants on manpower management.
10. Provide analysis of quantity and quality of overall military manpower structure through integral relationships between shore and such key factors as military essentiality, end-strength controls, manpower goals, and budget assumptions necessary for an effective military manpower structure.
11. Serve as central advisory agent to CNO (N1) staff, and OPNAV program, resource, and assessment sponsors, on matters pertaining to manpower programming and budgeting analyses and decision support tools. Analyze Navy-wide end-strength controls and resources for manpower resource mix implications on manpower policy and budgetary decisions.
12. Design, develop, acquire, maintain, and control manpower management decision-support tools.
13. Ensure automated information systems (AIS) functional requirements integrity is maintained, required functions are satisfied, and changes are necessary, cost-effective, functionally tested, and correctly implemented.
14. Perform functional analysis and approval of end-user requests for AIS data. Analyze and validate accuracy of

recurring AIS reports, database file layouts, data sets, and print jobs, and initiate appropriate action.

15. Analyze manpower management policy documents (e.g. instructions, directives, notices, manuals, etc.) for impact on manpower data coding structure and update manpower data, definitions, validation tables and business rules as necessary.

16. Conduct analysis of AIS manpower data for invalid application of data coding structure, definitions and business rules, and take appropriate action.

17. Receive and review manpower change requests, and provide approval based on accuracy, soundness of recommendations, and compliance with existing policy.

18. Maintain manpower policy documents (e.g., OPNAVINST 1000.16J, Total Force Manpower Management System (TFMMS) Coding Directory, etc.) and supporting guidance documents necessary to ensure proper total force policy and procedures implementation.

19. Research, obtain and maintain manpower, personnel, and budget data necessary to facilitate manpower management.

20. Perform such manpower analysis as may be required by higher authority.