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

IN REPLY REFER TO

BUPERSINST 5400.6G
PERS-03
19 APR 2000

BUPERS INSTRUCTION 5400.6G

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL (BUPERS) ORGANIZATION MANUAL

1. Purpose. To issue a revised Bureau of Naval Personnel (BUPERS) organization manual. The manual has been completely revised and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 5400.6F.

3. Scope and Content. This organization manual documents the command structure and reflects functions and tasks assigned.

4. Responsibilities

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

b. The Manpower and Organizational Plans Office (PERS-03) is responsible for providing assistance to the Chief of Naval Personnel (CHNAVPERS) in evaluating proposed organizational changes.

5. Organization Changes. Submit all proposed organization changes to CHNAVPERS via PERS-03 for approval.

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

Distribution:
BUPERS List
1A Chief, Special Assistants, Staff Office Directors, Assistant Chiefs
1B Division Directors; Staff Office Directors and Special Assistants to ACNP's
2A Branch Heads; Staff Office Heads and Special Assistants to Division Directors
2B Section and Unit Heads

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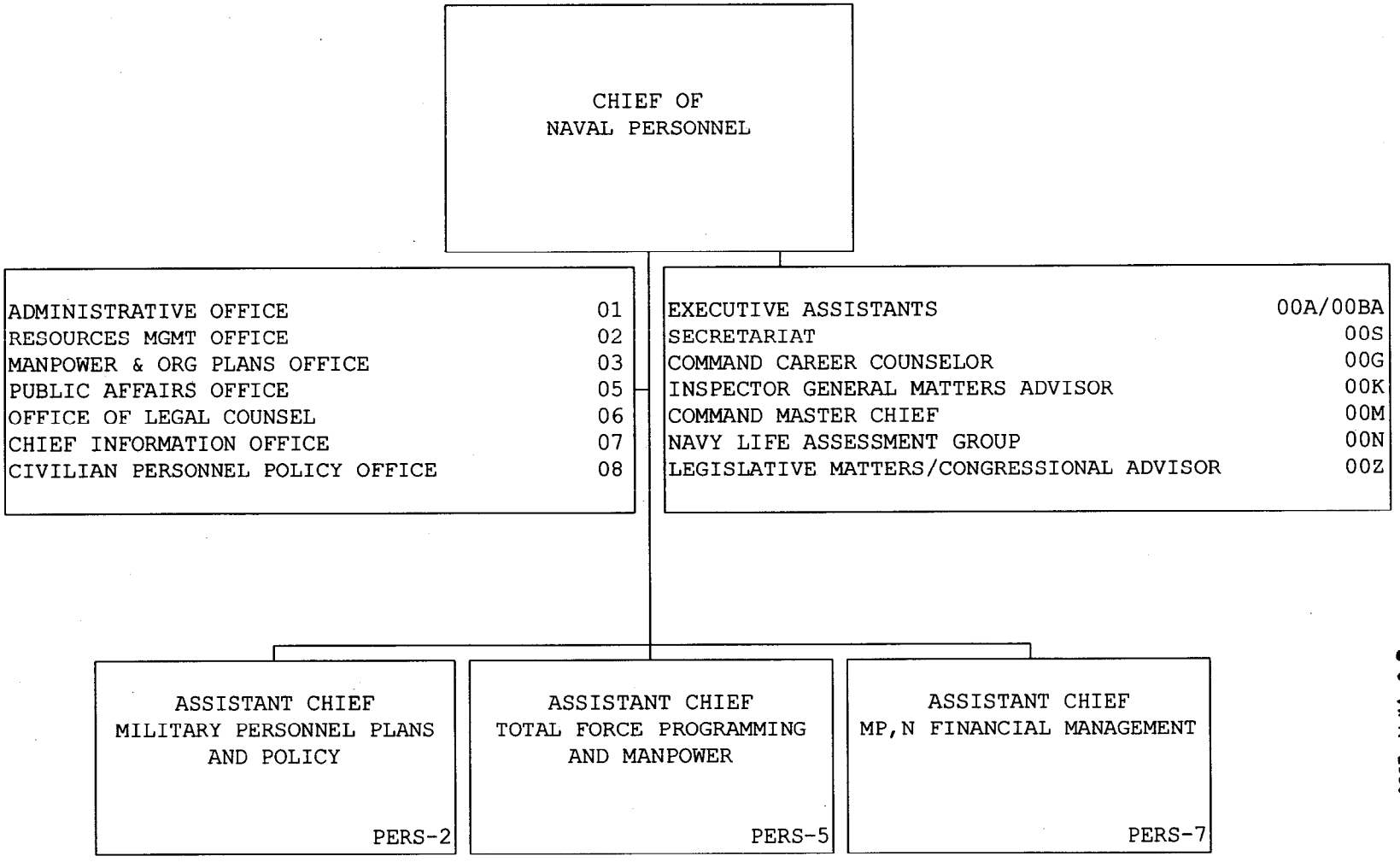
CHIEF OF
NAVAL PERSONNEL
ADMINISTRATIVE OFFICE 01
RESOURCES MGMT OFFICE 02
MANPOWER & ORG PLANS OFFICE 03
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EXECUTIVE ASSISTANTS 00A/00BA
SECRETARIAT 00S
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INSPECTOR GENERAL MATTERS ADVISOR 00K
COMMAND MASTER CHIEF 00M
NAVY LIFE ASSESSMENT GROUP 00N
LEGISLATIVE MATTERS/CONGRESSIONAL ADVISOR 00Z
ASSISTANT CHIEF
MILITARY PERSONNEL PLANS
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PERS-2
ASSISTANT CHIEF
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ASSISTANT CHIEF
MP,N FINANCIAL MANAGEMENT
PERS-7

SPECIAL ASSISTANTS

All special assistants are tasked with both BUPERS and COMNAVPERSCOM functions and are considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.

Executive Assistants (PERS-00A/00BA)

Serve as principal assistants to CHNAVPERS and DEPCHNAVPERS, respectively, in the operation and administration of BUPERS; act for CHNAVPERS and DEPCHNAVPERS, respectively, in routine matters of administration.

Secretariat (PERS-00S)

Manages, directs, and coordinates administrative activities in support of CHNAVPERS/DEPCHNAVPERS. Administers the correspondence processing control, message traffic, and action items. Maintains the automated correspondence tracking system and serial, standard subject identification (SSIC), and read files.

Command Career Counselor (PERS-00G)

Serves as principal advisor to CHNAVPERS/DEPCHNAVPERS on all policies and regulations related to enlisted personnel career planning matters, i.e., reenlistment, retirement, separation, education, quality of life, etc. Manages and administers the command Career Information Program, internal public relations, and other facets of the command Retention Program. Trains the command Retention Team.

Inspector General Matters Advisor (PERS-00K)

Advises and assists Deputy Chief of Naval Operations (Manpower and Personnel) (DCNO(M&P)) and CHNAVPERS in inspector general matters including coordination with oversight agencies from DON, DOD and other government agencies. Provides direct support to DCNO(M&P) and CHNAVPERS by administering Inspector General; Management Control; Command Evaluation; and Audit Liaison, Review and Response programs and functions. Acts as DCNO(M&P) and CHNAVPERS focal point for action on inspections, audit reports, hotline complaints, management controls, evaluations, and related matters. Ensures coordination on inspector general matters within and between DCNO(M&P), CHNAVPERS, and subordinate activities.

Command Master Chief (PERS-00M)

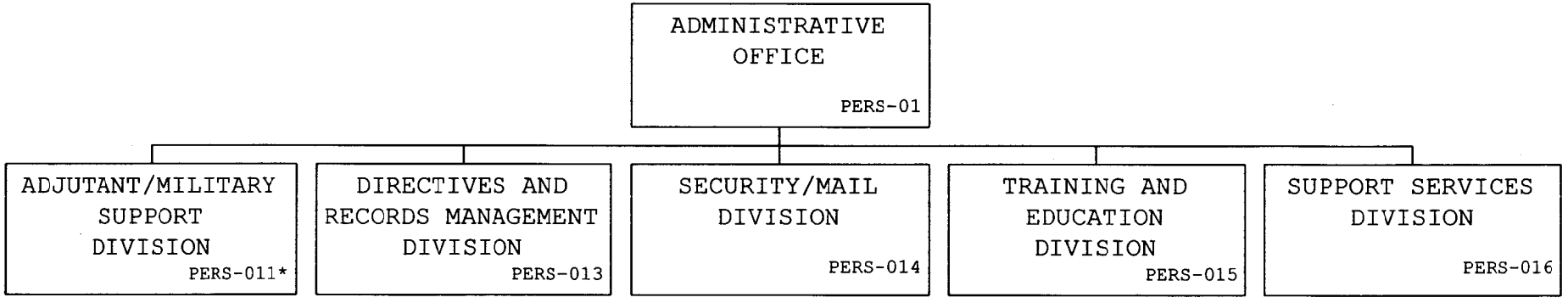
Serves as the principal enlisted advisor to CHNAVPERS/ DEPCHNAVPERS on all matters relating to potential situations, policies, procedures, discipline, utilization, training, practices and perceptions which affect welfare, morale, and job satisfaction of enlisted members within BUPERS and, as necessary, throughout the claimancy. Additionally, responsible to CHNAVPERS for personnel matters as outlined in OPNAVINST 1306.2C.

Navy Life Assessment Group (PERS-00N)

Serves as principal advisor and provides consultation services to CHNAVPERS/DEPCHNAVPERS for all manpower and personnel (MP) analyses and organizational effectiveness projects supporting operational readiness, morale, and retention. Provides cross-functional liaison with other MP organizations conducting research and development involving recruiting, readiness, and retention. Provides MP survey expertise and coordination. Serves additional duty to the Executive Secretariat Staff (ESS) to the Navy Human Resources Board of Directors (NHRBOD).

Legislative Matters/Congressional Advisor (PERS-00Z)

Provides direct support to CHNAVPERS/DEPCHNAVPERS by acting as focal point for all actions on legislative initiatives, testimony, and questions for the record (QFRs). Acts as special liaison and primary point of contact for congressional correspondence. Ensures coordination with CHNAVPERS, Chief of Naval Operations (CNO), Secretary of the Navy (SECNAV), Comptroller of the Navy (NAVCOMPT), Office of Legislative Affairs (OLA), DOD, Congress, and congressional staffs on legislative, special interest and personnel issues. Primary point of contact for Board for Correction of Naval Records (BCNR) actions routed through BUPERS and COMNAVPERSCOM.



* Functions/Tasks of PERS-011 reflected in COMNAVPERSCOMINST 5400.1

PERS-01
ADMINISTRATIVE OFFICE

Function

Advises and assists CHNAVPERS/DEPCHNAVPERS in the general administration and management of BUPERS, which includes office services, job-related training, mail publications, printing and records management. Administers the safety and security programs. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.

Tasks

1. Administers the Safety and Occupational Health Programs for CHNAVPERS. (016DD)

2. Reviews all directives originated in the command. (013)

PERS-013
DIRECTIVES AND RECORDS MANAGEMENT DIVISION

Function

Develops, implements, and assesses policies, procedures, standards, and guidelines for records management, directives management, printing and publications, and forms management.

Tasks

1. Conducts inventory of information systems creating electronic records. Maintains and updates records database.

2. Coordinates scheduling of all unscheduled records. Assigns and approves disposition authorities for unscheduled records. Processes Notices of Intent to Destroy Records.

3. Coordinates change of record sponsorship and provides records disposition guidance.

4. Inspects, processes, and facilitates transfer and retrieval of BUPERS records stored in Federal Record Centers. Coordinates declassification and disposition of BUPERS classified and frozen records stored in Federal Record Centers.

5. Reviews and approves media conversion from paper to microfilm. Coordinates alternate storage of security microfiche during Electronic Military Personnel Record System (EMPRS) conversion and implementation.

6. Conducts records management training for BUPERS.

7. Coordinates file studies within BUPERS.

8. Maintains and issues the Naval Military Personnel Manual (MILPERSMAN) (NAVPERS 15560C) and the BUPERS Administrative Manual (ADMINMAN) (BUPERSINST 5000.27).

9. Maintains the BUPERS telephone directory.

10. Provides printing and CD-ROM services for all BUPERS-sponsored material under law, Government Printing and Binding Regulations, and DON regulations that govern the procurement of printed and CD-ROM material. CD-ROM processes include composition, computer technology, CD-ROM mastering, and duplicating.

11. Develops funding requirements for the printing of administrative publications, forms, and periodicals used Navy-wide.

12. Develops funding requirements for printing and CD-ROM material used in BUPERS offices.

13. Accepts or initiates printing and CD-ROM requisitions for all BUPERS-sponsored material.

14. Maintains liaison between BUPERS Directors and Navy Supply Systems Command; Chief of Naval Operations; Naval Aviation Supply Office, Philadelphia; Defense Printing Service; and the Government Printing Office relative to printing, stocking, initial distribution, and issue of printed material.

15. Administers BUPERS Publications Management Program. Furnishes technical assistance in planning, preparation, and procurement of printed and CD-ROM material.

16. Provides for the initial distribution of printed and CD-ROM material.

17. Provides forms analysis and forms design services. Maintains forms case files. Ensures that all forms are current, accurate, and justified.

18. Performs office automation requirements analyses (other than automatic data processing (ADP) and that equipment connected to ADP), develops specifications used to determine the specific equipment to best fulfill the requirements of a particular application, and performs economic analysis to determine the most cost effective equipment to meet users' requirements.

19. Reviews Reports Analysis Data Sheets to ensure reports are required, not duplicated elsewhere, documented in appropriate directives, and are current.

20. Reviews all directives originated in the command for compliance with the Directives Issuance System and maintains case files.

PERS-014
SECURITY/MAIL DIVISION

Function

Establishes security policy for BUPERS and subordinate commands per DOD and DON directives, instructions, and guidelines.

Tasks

1. Administers and develops Information and Personnel Security Programs for CHNAVPERS claimancy.

2. Reviews and inspects the effectiveness of the Security Program in subordinate commands.

3. Provides security guidance as necessary to subordinate commands.

4. Participates in inspector general inspections, providing subject matter expertise on security related issues.

PERS-015
TRAINING AND EDUCATION DIVISION

Function

Administers and coordinates BUPERS Manpower, Personnel and Training Program for all military and civilian personnel. Within the guidelines contained in the CNO (N1B)/CNO (N09B) memorandum of agreement of March 1999, provides assistance in defining training needs and assets for PERS-00Y in support of BUPERS Washington, D.C. requirements.

Tasks

1. Advises and assists PERS-00Y in education and training matters.

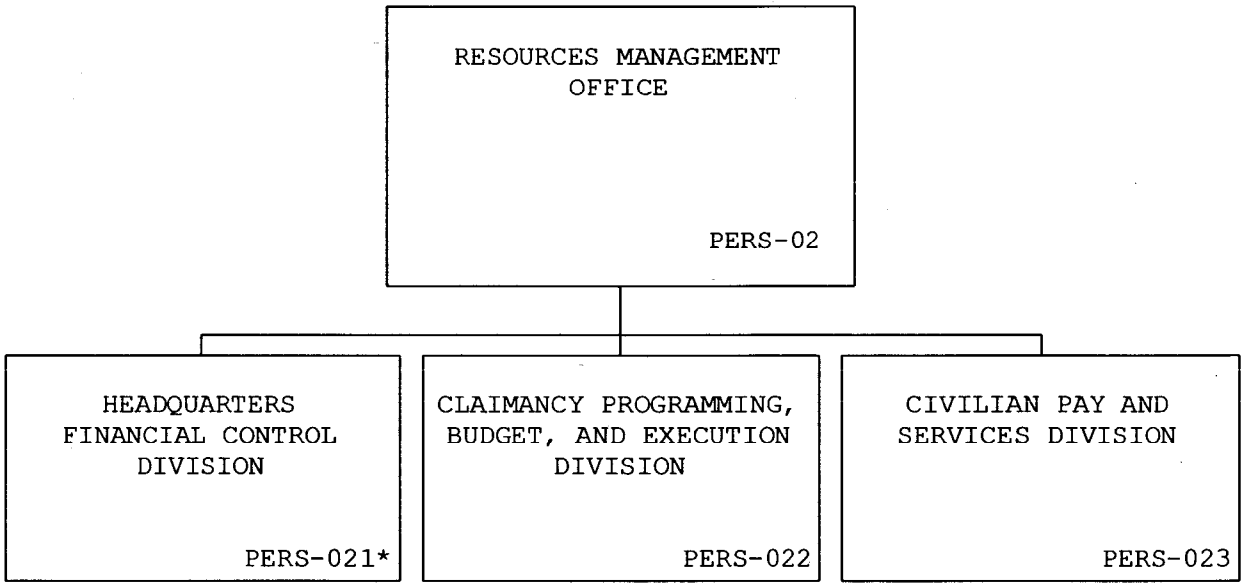
PERS-016
SUPPORT SERVICES DIVISION

Function

Assists PERS-00Y in performing support functions for BUPERS Washington, D.C.

Tasks

1. Assist PERS-00Y as necessary in providing Washington, D.C. support services.



* Functions/Tasks of PERS-021 reflected in COMNAVPERSCOMINST 5400.1

PERS-02
RESOURCES MANAGEMENT OFFICE

Function

Develops, coordinates, and maintains an integrated system of staff services in the financial and general management areas that provide CHNAVPERS/DEPCHNAVPERS the factual data essential for effective management control. Oversees the development and execution of financial and program plans set forth in the Future-Year Defense Program (FYDP), Program Objective Memorandum (POM), and various budgets. Serves as BUPERS central point of contact with external organizations for financial and general management matters. The Comptroller holds 31 U.S.C. 1517 responsibility for claimancy Operations & Maintenance, Navy (O&M,N); Operations & Maintenance, Naval Reserve (O&M,NR); Operations & Maintenance, Defense Agencies (O&M,DA); Other Procurement, Navy (OP,N); Base Realignment and Closure (BRAC); Research, Development, Training, and Evaluation, Navy (RDT&E,N); and Foreign Military Sales funds except when specifically passed to subordinate organizations and activities. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.

Tasks

1. Reviews all temporary additional duty (TAD) orders and funding documents within BUPERS for accuracy and funding data, and is an approving authority. (02, 02B)

2. Initiates/reviews all claimancy directives involving guidance and direction of financial management. (02B)

3. Coordinates development of long-range planning and strategies for BUPERS and claimancy to ensure adherence to policy and procedural directives and to ensure incorporation of all resource organizational issues. (02, 02B)

4. Develops BUPERS and claimancy objectives and advises CHNAVPERS on overall policy direction and strategy for achieving organizational objectives. (02, 02B)

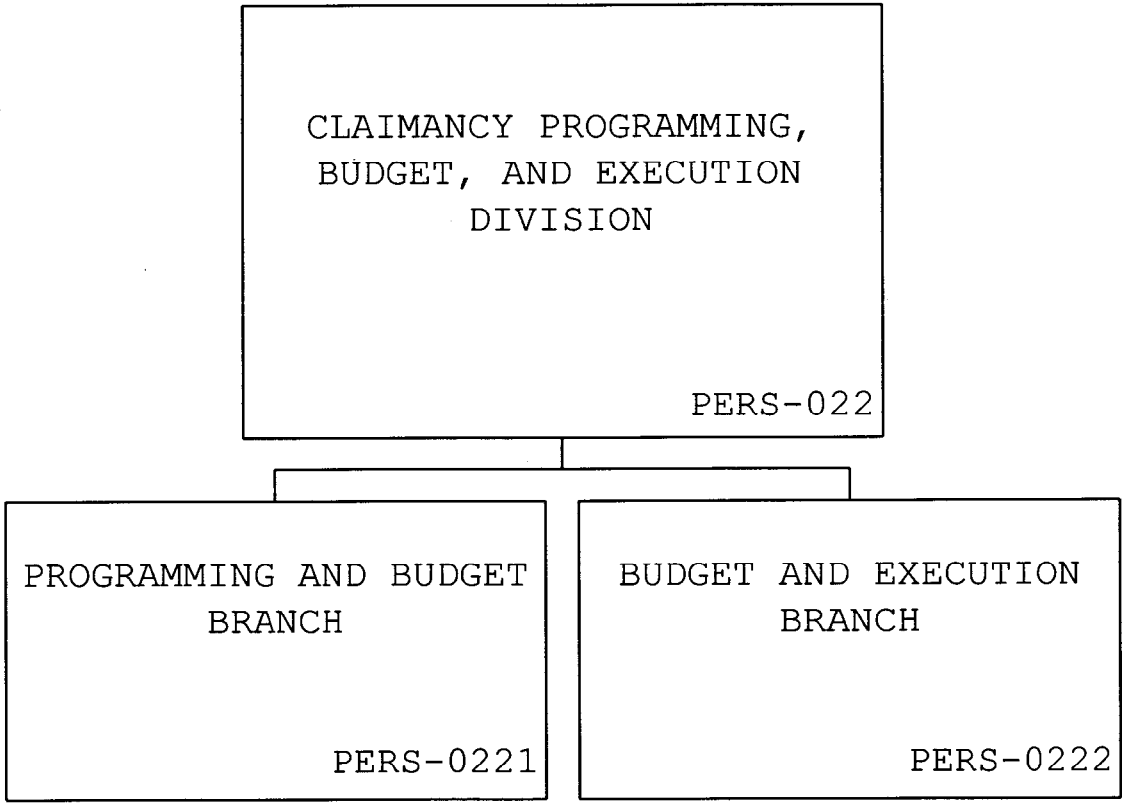
5. Reviews and submits BUPERS input to SECNAV/CNO/CHNAVPERS budget backup material. (02, 02B)

6. Serves as BUPERS primary point of contact with CHNAVPERS/DEPCHNAVPERS for manpower, personnel, and research and development planning. Coordinates with project requirement managers to submit projects to CHNAVPERS for POM funding prioritization. Analyzes the impact of proposed actions and then

develops sound recommendations which affirm, or which will effect program balance for related programs. (02, 02B)

7. Interprets DOD objectives and policies in planning, programming, and budgeting. (02, 02B)

8. Reviews all civilian activity documents originated within the claimancy to ensure alignment with the budget. (02B)


CLAIMANCY PROGRAMMING, BUDGET, AND EXECUTION DIVISION
PERS-022
PROGRAMMING AND BUDGET BRANCH
PERS-0221
BUDGET AND EXECUTION BRANCH
PERS-0222

PERS-022
CLAIMANCY PROGRAMMING, BUDGET, AND EXECUTION DIVISION

Function

Formulates the CHNAVPERS claimancy Future-Year Defense Program (FYDP), Program Objective Memorandum (POM), and budgets. Manages budget execution for operating resources, including Operations & Maintenance, Naval Reserve (O&M,NR); Operations & Maintenance, Navy (O&M,N); Other Procurement, Navy (OP,N); and civilian manpower resources. Manages the claimancy facilities program. Prepares annual financial plans, compares performance to plan, recommends appropriate financial rebalancing actions, and monitors authorization accounting activities reporting on all claimant fund allocations.

Tasks

1. Directs preparation, analyzes, reviews, coordinates with, and provides input to resource sponsors on all claimancy data and POM issues. (022, 0221, 0222)

2. Interprets DOD objectives and policies in planning, programming, and budgeting. (0221)

3. Issues instructions for development of the claimancy budget submissions. (0221)

4. Formulates policy and criteria for use in development, implementation, review, analysis, and presentation of claimancy budget, including civilian manpower requirements. (022, 0221, 0222)

5. Reviews all civilian activity documents originated within the claimancy to ensure alignment with claimancy budget. (022, 0221)

6. Analyzes individual activity/program requirements in relation to the FYDP and recommends/originates actions to revise the FYDP during the POM and budget cycles. (022, 0221, 0222)

7. Oversees programming and budget of the claimancy Military Construction (MILCON) requirements. (0221)

8. Reviews resource requirements and justifications for all programs/activities under CHNAVPERS claimancy. Presents the claimancy budget to Director, Office of Budget/Fiscal Management (FMB), in the Office of the Assistant Secretary of the Navy (Financial Management Comptroller); Office of Secretary of Defense (OSD)/Office of Management and Budget (OMB); and Congress. Attends applicable hearings. (022, 0221, 0222)

9. Provides initial claimancy prioritization of requirements for review/approval and monitors progress. (022, 0221, 0222)

10. Analyzes budget plans to ensure that allocated resources are consistent with program plan and adheres to claimancy policy. (022, 0221, 0222)

11. Determines areas where financial rebalancing may be effected, including distribution and reprogramming of civilian manpower funding. Initiates action to adjust financial plans to available plan. (022, 0221, 0222)

12. Develops, maintains, and executes the claimancy facilities management program. (0221)

13. Provides technical guidance and review of claimancy shore facilities planning and programming. Acts as central point of contact for Naval Facilities Engineering Command (NAVFACENGCOM), its field divisions, and other commands for these matters. (0221)

14. Reviews and recommends approval of changes to the Logistics Support Requirements and Basic Facilities Requirements List for the claimancy. (0221)

15. Participates in command inspections and provides financial management assistance to BUPERS field activities/program managers. (022, 0221, 0222)

16. Develops and maintains a reporting system for the measurement and analysis of performance, program status, trends against approved programs, budget plans, and schedules. Reports variances from the financial plan to responsible levels of management. (022, 0221, 0222)

17. Recommends apportionments and allocations to CNO/FMB. (0222)

18. Develops and issues guidance and criteria for the collection and coordination of statistical data within the claimancy. Prepares periodic progress reports and special statistical data as required. (022, 0221, 0222)

19. Reviews, periodically, existing controls within the claimancy for material and financial accountability, and makes recommendations for improvement. (022, 0221, 0222)

20. Develops annual financial execution plans based on approved budgets. (0222)

21. Maintains fiduciary and managerial control of funds, costs, and all necessary records. (0222)

22. Issues funding documents reflecting approved distribution of available resources. (0222)

23. Reviews the execution of programs within the claimancy. (022, 0221, 0222)

24. Maintains close liaison with the Defense Finance Centers to ensure proper accounting for appropriations and funds under the control of the claimancy. (0222)

25. Negotiates/approves functional transfers for the claimancy. (022, 0221, 0222)

PERS-023
CIVILIAN PAY AND SERVICES DIVISION

Function

Manages the civilian Performance Management Program (PMP); develops and administers other performance related/incentive award programs; and provides payroll services for BUPERS civilian personnel.

Tasks

1. Develops, administers, and provides guidance on the Civilian Incentive Awards Programs, i.e., beneficial suggestions, Military Cash Award Program (MILCAP), civilian of the quarter/year, etc.

2. Administers and provides guidance on PMP, Within-Grade Increases, Length of Service, Retirement and Honorary Certificate Programs.

3. Acts as the Systems Manager in charge of the Defense Civilian Pay System (DCPS) for BUPERS civilian personnel.

4. Provides assistance and guidance on technical and procedural tasks regarding the BUPERS payroll, time and leave transactions, tax forms, and a variety of payroll and leave related functions.

5. Provides transition and relocation assistance services for BUPERS personnel.

PERS-03
MANPOWER AND ORGANIZATIONAL PLANS OFFICE

Function

Facilitates and coordinates efforts throughout the CHNAVPERS claimancy for improvements in operational effectiveness and efficiency. Designs, analyzes, and evaluates the efficacy of organizational structures, operating procedures and resource utilization. Conducts management studies. Reviews organizational realignment proposals to ensure the use of sound organization and position management principles; and directs all claimancy A-76/Commercial Activities (CA)/Competitive Sourcing efforts. As the Major Manpower Claimant, plans, develops, evaluates, and processes all actions impacting military manpower resources throughout the CHNAVPERS claimancy. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.

Tasks

1. Develops, evaluates and implements organizational improvement initiatives for BUPERS field activities. Analyzes command structures and operating procedures to assess their effectiveness in supporting and achieving program objectives for mission accomplishment.

2. Reviews requests for establishment, disestablishment or modification of BUPERS field activities to ensure compliance with governing directives. Issues Mission, Functions and Tasks (MFT) statements and organizational charts (BUPERSINST 5450 series), as appropriate. Serves as point of contact with CNO (N09B) for these matters.

3. Performs Shore Manpower Requirements Determination Program (SMRDP) reviews of functions, programs, and commands to assess operational effectiveness and validate manpower requirements through evaluation of work methods and procedures, resource utilization and organizational structure. Presents recommendations for improvements to senior leadership for review and approval.

4. Maintains Activity Manpower Documents (AMDs), endstrength tracking and related manpower information for all activities within CHNAVPERS claimancy. Reviews, evaluates, and processes all manpower change requests.

5. Prepares Planning, Programming and Budgeting System (PPBS) submissions for military manpower resources. Coordinates with

appropriate offices for civilian position funding requests. Assists in preparing functional transfer documentation for program resources coming into or transferring out of the CHNAVPERS claimancy.

6. Develops, coordinates, evaluates and submits Commercial Activities (CA) inventories for all activities within the CHNAVPERS claimancy. Identifies functions for CA study through evaluation of commands' missions, functions, and tasks, and associated supporting resources. Manages all CA studies from announcement through completion. Oversees implementation of the Most Efficient Organization (MEO) or award of contract, as appropriate. Ensures functions retained in-house are performed in accordance with the MEO.

7. Issues and maintains BUPERSINST 5400.6 series, BUPERS Organization Manual.

PERS-05
PUBLIC AFFAIRS OFFICE

Function

Advises and supports BUPERS 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. Responds to media and public inquiries on Navy personnel issues. Advises BUPERS on all matters concerning public affairs. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.

Tasks

1. Advises BUPERS on public affairs matters and supports the command with speeches, briefing books, point papers, and other materials.

2. Advises assistant chiefs and their staffs in public affairs matters.

3. Maintains close liaison with the Navy Office of Information (CHINFO) and other Navy Public Affairs Offices (PAO) on public affairs issues, opportunities, and problems.

4. Communicates current information on personnel issues, policy, programs, and special-interest topics to Navy personnel and their families worldwide through internal and external media.

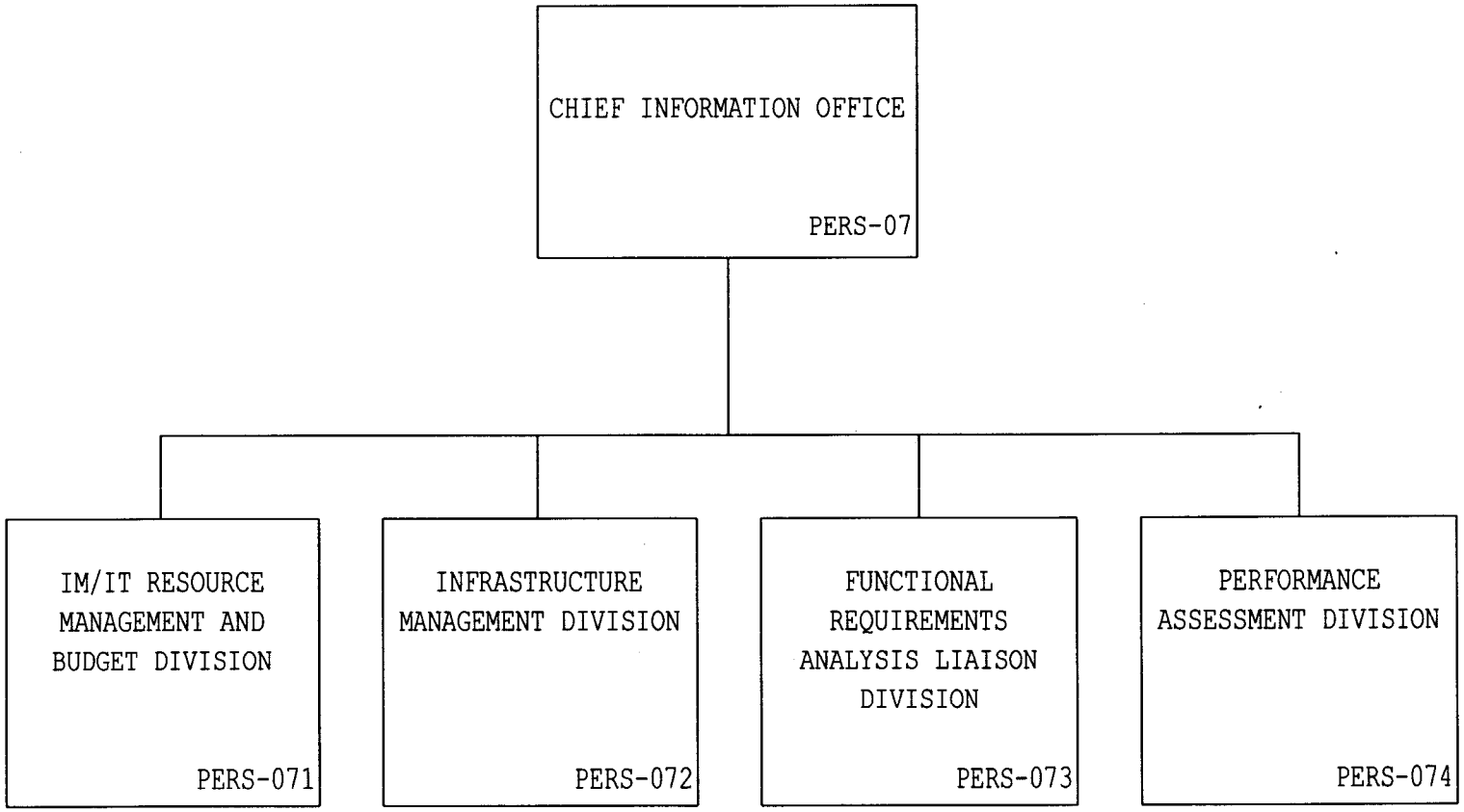
5. Responds to media and public inquiries on personnel matters.

6. Informs major U.S. media and their audiences of top-priority Navy personnel plans and programs.

PERS-06
OFFICE OF LEGAL COUNSEL

Function

Advises and makes recommendations in support of all BUPERS offices on legal matters and initiates, develops, and evaluates proposed and enacted legislation for the overall administration of Navy personnel. Monitors litigation against Navy involving personnel matters. Provides legal review of BUPERS directives. Coordinates legal matters with Judge Advocate General (JAG) and other offices. Formulates and monitors the total BUPERS program implementing the Privacy Act of 1974 (P.L. 93-579) and the Freedom of Information Act (P.L. 95-502) as set forth in Federal laws and other applicable regulations and directives. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.


CHIEF INFORMATION OFFICE
PERS-07
IM/IT RESOURCE MANAGEMENT AND BUDGET DIVISION
PERS-071
INFRASTRUCTURE MANAGEMENT DIVISION
PERS-072
FUNCTIONAL REQUIREMENTS ANALYSIS LIAISON DIVISION
PERS-073
PERFORMANCE ASSESSMENT DIVISION
PERS-074

PERS-07
CHIEF INFORMATION OFFICE

Function

Provides leadership, guidance, and principal advocacy for information resources and services to implement information management/information technology (IM/IT) to support the goals and objectives of CHNAVPERS. Advises CHNAVPERS/DEPCHNAVPERS on business process reengineering (BPR), IT capital planning and investment strategy, acquisition management, and systems interoperability and modernization initiatives required to improve mission performance. Serves as the primary representative of the CHNAVPERS IM/IT program, and as the principal advocate of CHNAVPERS IT requirements and resources to DON CIO, DCNO(M&P), and external IM/IT organizations. Also serves as the principle advocate for CHNAVPERS compliance with DON IM/IT goals, policy, strategic objectives, and architectural initiatives. PERS-07 serves additional duty as the Assistant for Information Management/Information Technology (N1T). Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.

Tasks

1. As the central manager of CHNAVPERS claimancy information, resources, plans, organizes, directs, promotes, controls, and otherwise manages the collection, creation, use, and dissemination of information. The scope of responsibility includes the information itself and supporting resources including personnel, funding, and technology.

2. Within the boundaries of the IM/IT program, may direct Functional Managers, IT resource managers, in-service providers, and infrastructure operators to develop program plans, prepare periodic reports on performance or status, and/or conduct analyses and reviews that are necessary to the assessment, operation or improvement in BUPERS IT support of the CHNAVPERS mission.

3. For the CHNAVPERS claimancy, defines, plans, manages, integrates, and assesses the IM/IT Program. Prepares and manages the information technology (IT) budget. Defines and implements consistent policies, standards, and procedures in the areas of information, data administration, information resources integration, information technology, telecommunications (voice, data, and video), and Acquisition Management.

4. Coordinates with CHNAVPERS claimancy functional organizations to identify critical areas for business process reengineering, and to define and prioritize functional requirements for information systems and technology.

5. Establishes and manages Functional Configuration Control Boards; develops procedures. Performs data and product quality assurance, and customer acceptance testing. Conducts on-going metrics-based performance assessment of the IM/IT organization and infrastructure. Develops and justifies plans for improvement.

6. Serves as delegated IT Abbreviated Acquisition Program approval authority for CHNAVPERS.

PERS-071
INFORMATION MANAGEMENT (IM)/INFORMATION TECHNOLOGY (IT)
RESOURCE MANAGEMENT AND BUDGET DIVISION

Function

Manages the programming and budgeting for resources needed to provide information technology (IT) support and services for the CHNAVPERS claimancy. Monitors IT expenditures within the CHNAVPERS claimancy.

Tasks

1. Consolidates CHNAVPERS claimancy IT POM issues for submission.

2. Coordinates formulation of CHNAVPERS claimancy IT budget and prepares IT budget package for submission.

3. Manages and tracks IT budget execution for CHNAVPERS claimancy IT systems at COMNAVPERSCOM and COMNAVRESFOR.

3. Serves as the primary point of contact with Resources Management Office (PERS-02), all contracting activities, and vendors.

4. Provides financial analysis and input for interagency service agreements (ISA), memorandums of understanding (MOU), memorandums of agreement (MOA), level of service agreements (LOSA), and service level agreements (SLA).

PERS-072
INFRASTRUCTURE MANAGEMENT DIVISION

Function

Serves as the Program/Functional Manager and central requirements/configuration manager for PersNet. Manages planning, programming, and budgeting for network resources. Develops PersNet policy and plans.

Tasks

1. Develops, implements, and assesses policies, procedures, standards, and guidelines for PersNet in coordination with PersNet Operations Branch.

2. Prepares, maintains, and tracks program plans and inputs to the Planning, Programming, and Budgeting System (PPBS) process.

3. Prepares statements of work and delivery orders for contractor support of PersNet.

4. Identifies program resource requirements and tracks usage.

5. Coordinates with BUPERS functional organizations to identify functional requirements for PersNet.

6. Coordinates and ensures completion of acceptance test plans and successful test results.

7. Develops and maintains configuration management and change control procedures.

8. Serves as the Program/Functional Manager of PersNet.

9. Chairs the PersNet Configuration Control Board (CCB).

10. Represents the CHNAVPERS claimant in various DON and Navy Major Claimant, IT, network infrastructure forums with the objective of communicating integrated requirements to and from the various policy making bodies that affect IT infrastructure issues for the larger CHNAVPERS claimancy.

PERS-073
FUNCTIONAL REQUIREMENTS ANALYSIS LIAISON DIVISION

Function

Coordinates with CHNAVPERS claimancy functional organizations to identify, define, and prioritize functional requirements for information systems and technology. Establishes and manages Functional Configuration Control Boards. Supports CIO responsibilities as the central manager of claimancy information resources. Defines, plans, manages, integrates, and assesses the IM/IT Program. Defines and implements consistent policies, standards, and procedures in the areas of Information Resources Management (IRM) integration, telecommunication (voice, data, and video), and Acquisition Management (AM).

Tasks

1. Tracks AM status and coordinates AM assessment throughout CHNAVPERS claimancy.

2. Maintains survey of customer needs and assesses strategies for future systems.

3. Coordinates with BUPERS functional organizations to identify functional requirements.

4. Maintains liaison with all functional users to ensure application systems fully support their business processes.

5. Analyzes data and interface requirements.

6. Makes final decisions on customer acceptance/non-acceptance of program changes to application systems.

7. Coordinates with Central Design Activity (CDA) and in-service providers on information technology applications to satisfy functional requirements.

8. Resolves user problems by maintaining liaison with the CDA analysis and programming staffs and others for research, analysis, and correction of applications.

9. Coordinates user requirements and provides direction for Research and Development (R&D) and IRM planning initiatives.

10. Participates in the PPBS processes for information resources to support CHNAVPERS requirements.

11. Manages the Configuration Control Board (CCB) process. Develops Configuration Management/Requirements Management policy, coordinates the establishment of Functional Configuration Boards, and ensures that processing and data element problems, requirements for new data elements, or information processing in existing systems are documented and addressed through the CCB process.

12. Represents CHNAVPERS, or coordinates CHNAVPERS representation, at various DOD/DON management, planning, integration, process modeling and other working groups and teams to ensure that Navy manpower and personnel IT plans, processes, and requirements are effectively represented.

13. Provides guidance for, and coordinates preparation of, functional requirements documentation by Functional Configuration Control Boards and Functional Managers.

14. Serves as the Functional Manager of Inactive Manpower and Personnel Management Information System (IMAPMIS) in accordance with the CIO/PERS-9 Memorandum of Agreement.

15. Serves as the primary point of contact for IT data calls from organizations external to BUPERS. Receives, analyzes, and validates external requests and forwards to the Central Design Activity (CDA), in-service provider, or other appropriate office for action.

16. Represents CHNAVPERS on data quality/integrity issues at DOD, DON, Manpower Personnel and Training (MPT), and other data administration conferences and working groups.

PERS-074
PERFORMANCE ASSESSMENT DIVISION

Function

Conducts ongoing metrics-based analysis of organization and infrastructure performance to anticipate and identify vulnerabilities and opportunities for improvement. Conducts impact analysis and analysis of alternatives. Prepares justification--cost/return on investment analysis--for recommended alternatives. Develops methodologies for calculating cost of doing business and coordinates ongoing analysis and reporting of business costs for key business functions. Develops measures of productivity and coordinates ongoing analysis and reporting of productivity levels. Identifies critical business areas for business process review (BPR) and coordinates BPR projects with process owner.

Tasks

1. Develops methodologies and metrics for measuring infrastructure and organizational performance, productivity, and business process costs.

2. Establishes function/cost ratios and mean time failure rates.

3. Identifies critical functions and infrastructure components and develops methods/systems for performance reporting.

4. Conducts alternatives analysis and return on investment analysis of development/modernization initiatives.

5. Monitors critical infrastructure resources and business practices such as network staffing/staffing mix and recommends adjustments based on industry standards.

6. Conducts and coordinates with the operational organization the ongoing analysis and reporting of infrastructure workload. Recommends and justifies improvements.

7. Monitors and assesses impact of emerging requirements on the infrastructure. Prepares requirements and develops metrics to

forecast and justify the procurement and installation of next-generation technology.

8. Coordinates development and reporting of performance measures as required by the Clinger-Cohen Act.

9. Analyzes infrastructure impact and cost of deploying new systems. Coordinates resource requirements and infrastructure enhancement plan with system developers and Acquisition Management personnel.

10. Develops data and product quality assurance procedures.

11. Coordinates CHNAVPERS IM/IT strategic planning. Integrates IM/IT planning and management processes with business processes, capital planning and acquisition. Participates in DON IM/IT strategic planning and integration groups to ensure that CHNAVPERS IM/IT requirements are accounted for in higher-level plans.

12. Reviews IRM policy from higher authority for applicability to CHNAVPERS claimancy.

13. Develops, implements, and assesses policies, procedures, standards, and guidelines for all aspects of IM/IT.

14. Coordinates, consolidates, and submits IT Program Objective Memorandum (POM) issues.

15. Initiates, develops, coordinates, and tracks interagency service agreements (ISA), memorandums of understanding (MOU), memorandums of agreement (MOA), level of service agreements (LOSA), and service level agreements (SLA) as needed.

PERS-08
CIVILIAN PERSONNEL POLICY OFFICE

Function

Advises and assists CHNAVPERS/DEPCHNAVPERS on civilian personnel and equal employment opportunity (EEO) policy development and implementation for headquarters and field activities. Administers specific civilian personnel and EEO programs. Tasked with both BUPERS and COMNAVPERSCOM functions and considered dual-hatted. COMNAVPERSCOM taskings are reflected in COMNAVPERSCOM Organization Manual, COMNAVPERSCOMINST 5400.1.

Tasks

1. Reviews and evaluates effectiveness of civilian personnel management for headquarters and field activities and participates in CHNAVPERS Inspector General inspections.

2. Interfaces with all field activities servicing civilian personnel offices and the HRSC's to ensure adequate support to field activity management.

3. Applies higher authority policy and program requirements in formulating claimancy-wide civilian personnel and EEO programs, procedures, and guidance.

4. Represents CHNAVPERS on all EEO matters.

5. Monitors and evaluates the claimant's EEO Program.

PERS-2
ACNP FOR MILITARY PERSONNEL PLANS AND POLICY

Function

Serves as principal adviser to CHNAVPERS/DEPCHNAVPERS on military personnel plans and policies including promotion and advancement, strength, compensation, accession, retirement, and community management. Oversees development of long-range recruiting plans. Manages the Navy Foreign Language Service Program. PERS-2 serves as additional duty to support the Deputy Chief of Naval Operations (Manpower and Personnel) (N1) as N13. Tasked with both OPNAV and BUPERS functions and considered dual-hatted.

PERS-5
ACNP FOR TOTAL FORCE PROGRAMMING AND MANPOWER

Function

Provides primary oversight of and representation for programming, financial management and information resource management for manpower and personnel (MP). Provides an effective and independent analysis capability to review program performance in relation to approved plans and objectives. Acts as the single manpower sponsor with accountability and responsibility for all manpower actions. Acts as Navy-wide program sponsor and resource sponsor for MP information resources (IR). Provides manpower, personnel, and training (MPT) liaison and guidance for achieving Navy-wide as well as interservice information sharing and cooperation. Acts as Navy-wide sponsor for Human Systems Integration (HSI) policy, providing oversight of HSI processes and integration of manpower and personnel into the design of new acquisitions. Acts as the single Navy-wide agent for determining manpower requirements and approving authorization changes to the Total Force Manpower Management Systems (TFMMS). PERS-5 serves as additional duty to support the Deputy Chief of Naval Operations (Manpower and Personnel) (N1) as N12. Tasked with both OPNAV and BUPERS duties and considered dual-hatted.

PERS-7
ACNP FOR MP,N FINANCIAL MANAGEMENT

Function

Coordinates the development of the Military Personnel, Navy (MP,N) appropriation and portions of the Reserve Personnel, Navy (RP,N) appropriation. Prepares the appropriate budget submissions. Monitors performance against the approved budget. Acts in a fiduciary capacity for execution of the MP,N appropriation and for that portion of the RP,N appropriation allocated to the Chief of Naval Personnel (CHNAVPERS). Justifies and defends the Navy military personnel budgets. PERS-7 serves as additional duty to support the Deputy Chief of Naval Operations (Manpower and Personnel) (N1) as N10. Tasked with both OPNAV and BUPERS functions and considered dual-hatted.

Tasks

1. Provides advice on the responsibilities of the BUPERS Permanent Change of Station Variance Component (PCSVAC) which performs statistical analysis and other analyses related to the management of the permanent change of station (PCS) and Temporary Duty Under Instruction (TEMDUINS) program. (7CC)