

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

IN REPLY REFER TO
BUPERSINST 5450.34C
PERS-03
16 Oct 2000

BUPERS INSTRUCTION 5450.34C

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF ENLISTED PLACEMENT MANAGEMENT
CENTER (EPMAC), NEW ORLEANS, LA

Ref: (a) OPNAVINST 5450.171C
(b) OPNAVNOTE 5450 of 3 Apr 00

Encl: (1) Mission and Functions of Enlisted Placement
Management Center (EPMAC), New Orleans, LA

1. Purpose. To issue revised mission and functions of Enlisted Placement Management Center (EPMAC), per reference (a), and to incorporate a new CNO-approved activity title of Enlisted Placement Management Center. Reference (b) applies. This is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.34B.

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

a. Command: Enlisted Placement Management Center

Echelon

- 1 Chief of Naval Operations
- 2 Chief of Naval Personnel
- 3 Commander, Navy Personnel Command
- 4 Commanding Officer, Enlisted Placement Management Center

b. Area Coordination

Commander, Naval Reserve Force

4. Action. Commanding Officer, EPMAC, will ensure performance of mission and functions in enclosure (1). EPMAC shall send all recommended changes to Bureau of Naval Personnel (PERS-03).

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

Distribution:

SNDL FJA9 (ENLISTED PLACEMENT MANAGEMENT CENTER)

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MISSION AND FUNCTIONS OF
ENLISTED PLACEMENT MANAGEMENT CENTER (EPMAC),
NEW ORLEANS, LA

MISSION. Provide centralized management support and act as Manning Control Authority (MCA) agent for distribution of active duty enlisted personnel, following overall personnel management policies established by Deputy Chief of Naval Operations (DCNO) (Manpower and Personnel) (N1) and manning policies of MCAs; coordinate all Automated Information Systems (AIS) services supporting personnel manning readiness for MCAs and Naval Reserve Information Systems Office (NAVRESINFOSYSOFF); collect and disseminate manpower and personnel information as an integral component of Manpower, Personnel, and Management Information System (MAPMIS) Program; act as central authority for Transient, Patient, Prisoner and Holdee (TPP&H) pipelines; and perform such other functions as may be directed by higher authority.

FUNCTIONS

1. Performs placement function for enlisted personnel to ensure Navy-wide personnel readiness, to include, but not limited to, making recommendations on assignments and directing actions to fill critical personnel vacancies as MCA agent; and validates billet authorizations, prioritizing and projecting unit personnel vacancies to Commander, Navy Personnel Command (COMNAVPERSCOM), and Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN), via Enlisted Personnel Requisition System and various on-line systems.
2. Analyzes information and develops recommendations for changes involving distributable community problem areas, including Navy Enlisted Classification (NEC) code data, manning levels and personnel rotational patterns.
3. Develops, maintains, evaluates, and revises Navy Manning Plans (NMPs) for each rating within each activity for the entire Navy, per MCAs' policies and directives.
4. Provides COMNAVPERSCOM and, as directed, other commanders with current and projected status of activity personnel manning and berthing utilization; and adjusts projected rotation dates which affect a unit's readiness.

5. Provides for tracking and awarding of NECs to ensure that all training is properly recorded in MAPMIS and Navy Military Personnel Distribution System (NMPDS); and provides for the assignment of distribution NECs to coincide with individual unit manpower authorizations.

6. Represents MCAs at decommissioning and base closure conferences or when ships are transferred to Naval Reserve Force.

7. Provides centralized authority for TPP&H pipelines through development and implementation of policy, and provides day-to-day management and oversight of transient population.

8. Monitors movement of officer and enlisted personnel through TPP&H and student pipelines; and conducts assistance/inspection visits of transient personnel sites, to ensure that transient pipeline is held to a minimum to provide for maximum distributable personnel to the Fleet.

9. Provides centralized distribution and assignment control of all non-designated seamen, firemen and airmen; and provides centralized tracking and control of all Naval Reserve Officer Training Corps and U.S. Naval Academy dropouts.

10. Provides selection and recommended assignment for Selected Reserve and pre-trained individual manpower to fill valid vacancies based on MCA's priorities during full, partial or special mobilization, using Authorization Mobilization Selection and Assignment System.

11. Provides automated on-line system to calculate the level of readiness in an emergency situation requiring augmentation of deployable activities, based on mission areas; identifies personnel to fill shortfalls; and generates messages to order necessary personnel to augment identified activities (Emergency Fleet Augmentation Program).

12. Prepares and distributes active manpower and personnel reports and other data as prescribed by DCNO (N1), COMNAVPERSCOM, and MCAs.

13. Provides for functional design, development, maintenance, documentation and production of information systems and associated subsystems to support fleet readiness.

14. Provides, as a node to Navy Domain, automated data processing communication connectivity for EPMAC, NAVRESPERSSEN, Commander, Naval Reserve Force (COMNAVRESFOR), NAVRESINFOSOFF, and other approved users in the New Orleans area. Operates, controls, and provides security access for all automated equipment (mainframe, personal computers) and worldwide teleprocessing network, to support personnel accounting and distribution functions.

15. Consistent with Navy and Department of Defense (DOD) standards, establishes and implements hardware and software policies and procedures which support goals and objectives of major manpower personnel authorities; and performs long-range planning, analyzing current and future workloads and impact of technological changes and resources available.

16. Establishes and maintains functional and technical controls for receipt and processing of all Diary Message Reporting System (DMRS) messages; and manages the interface between DMRS and COMNAVPERSCOM and Defense Finance and Accounting Service (DFAS) personnel to resolve DMRS and other personnel accounting exceptions and master personnel file disparities.

17. Acts as backup site for assignment of enlisted personnel in the event of a disaster at COMNAVPERSCOM.

18. Recommends changes to Defense Joint Military Pay System Procedures Training Guide (DJMS PTG); Enlisted Transfer Manual (ENLTRANSMAN), NAVPERS 15909G; Navy Military Personnel Manual (MILPERSMAN), NAVPERS 15560C; Source Data Systems Personnel Procedures Guide (UMD-US001/98), and other pertinent directives, as required by changing operational requirements.

19. Hosts, chairs, records, and monitors actions for MCA Distribution Advisory Committee, the MCA Distribution Conference, and other recurring manning conferences as required.