



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

BUPERSINST 5450.49C
BUPERS-05
21 Mar 07

BUPERS INSTRUCTION 5450.49C

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 (NOTAL)
(b) OPNAVNOTE 5450 Ser DNS-33/7U107698 of 9 Jan 07 (NOTAL)
(c) 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) through (c).

2. Cancellation. BUPERSINST 5450.49B.

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 Commanding Officer, Navy Manpower Analysis Center

c. Area Coordination: Commander, Navy Region Mid-West

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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 (BUPERS-05).



D. A. GOVE
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 Budget Submitting Offices (BSOs) 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. Serve Additional Duty (ADDU) to Director, Total Force Requirements Division, CNO (N12), as the central advisory agent to Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO) (MPT&E) (N1) staff, and Office of Naval Operations (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.
2. Determine and document manpower requirements for ship, fleet, and aviation manpower requirements determination programs.
3. 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.
4. 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.

5. Conduct independent analysis of issues dealing with manpower.
6. Review and assess the implications of Navy-wide programs, policies, and initiatives (i.e., Navy Training Plans, Preliminary Ship Manpower Documents (PSMDs)) may have on manpower requirements.
7. 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 and validation of new manpower models prior to final approval.
8. Conduct routine and by-request officer and enlisted occupational studies and analyses in support of Navy Skills Management System (SMS) process; officer and enlisted classification processes; jobs management processes; conduct special studies, merger studies/analyses and prepare reports in support of tasks, ratings, or projects assigned.
9. Conduct/coordinate all phases of the enlisted and officer SMS process, including initial validation and maintenance of task construct, competency validation/modification and surveying work performed by officer and enlisted personnel in each community, field, designator, rating and/or job family.
10. Review, assess, and make recommendations for changes to officer and enlisted occupational classification systems and the Jobs Processing Management System (JPMS); assess necessary staffing of proposals from field activities; and refer proposals to Navy Officer Occupational Classification System (NOOCS), Navy Enlisted Occupational Classification System (NEOCS) or JPMS Boards as necessary.
11. Provide advice, guidance, and technical consulting service to MPT&E Manpower Managers and BSO on manpower management.
12. Review and validate programs and processes to implement manpower changes and innovations across personnel and training in an integrated human resources environment.

13. Support the design, development and acquisition of manpower management decision-support tools and provide control and maintenance of manpower management decision-support tools.

14. Ensure the integrity of automated information systems (AIS) functional requirements is maintained, required functions are satisfied, and changes when desired are necessary, cost-effective, functionally tested, and correctly implemented.

15. 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.

16. Develop and 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.

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

18. Review and approve manpower change requests, and provide approval based on accuracy, soundness of recommendations, and compliance with existing policy.

19. Develop and provide policy recommendations to facilitate the maintenance of corporate manpower policy documents (e.g., OPNAVINST 1000.16J, Total Force Manpower Management System (TFMMS)/Total Force Authorizations and Requirements System (TFARS) Coding Directory, etc.) and supporting documents necessary to ensure proper total force policy and procedures implementation.

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

21. Coordinate the Fleet Optimal Manning manpower validation process with Fleet Forces Command (FFC), Type Commanders (TYCOMs), OPNAV, and other applicable organizations and/or stakeholders.

22. Provide analysis and review of Required Operational Capability (ROC)/Projected Operating Environment (POE) documents and provide manpower impact statements for fleet hardware and configuration changes.

23. Maintain an online library of all current Navy staffing standards and review the standards for Navy-wide application.

24. Prepare documents and represent manpower AIS stakeholders, customers, and users on emergent issues, Planning, Programming and Budgeting System (PPBS) requests, and governance boards.