



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

BUPERSINST 5450.54A
BUPERS-05
14 Oct 2015

BUPERS INSTRUCTION 5450.54A

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY PERSONNEL COMMAND

Ref: (a) OPNAVINST 5430.47E

(b) OPNAVINST 5400.44A

Encl: (1) Mission and Functions of NAVPERSCOM

1. Purpose

a. To publish mission, functions, and tasks of Navy Personnel Command (NAVPERSCOM), per references (a) and (b).

b. Major revisions include listing commands falling under Commander, Navy Personnel Command (COMNAVPERSCOM) and updating NAVPERSCOM's mission and functions. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.54.

3. Mission. Manning the fleet with ready Sailors - supporting their ability to serve from beginning to end.

4. Status and Command Relationships. NAVPERSCOM is a shore activity in an active, fully operating status under a commander.

Command: NAVPERSCOM

<u>Echelon</u>	<u>Chain of Command</u>
1	Chief of Naval Operations (CNO)
2	Bureau of Naval Personnel (BUPERS)
3	NAVPERSCOM

5. Echelon 3 Commander. As the echelon 3 commander, COMNAVPERSCOM is the immediate superior in command of the following activities:

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- a. Commander, Navy Personnel Command Reserve Support
(39329)
- b. Commanding Officer, Naval Consolidated Brig Charleston,
SC (45610)
- c. Commanding Officer, Naval Consolidated Brig Chesapeake,
VA (38305)
- d. Commanding Officer, Naval Consolidated Brig Miramar, CA
(45611)
 - (1) Officer in Charge, Naval Consolidated Brig Miramar
Det Puget Sound, WA (30525)
 - (2) Officer in Charge, Naval Consolidated Brig Miramar
Det Pearl Harbor, HI (30849)
 - (3) Petty Officer in Charge, Naval Consolidated Brig
Miramar Det Fort Lewis, WA (50221)
- e. Commanding Officer, Navy Pay and Personnel Support
Center (40389) (all personnel support detachments and customer
service desks)
- f. Commanding Officer, Navy and Marine Corps Appellate
Leave Activity (47315)
- g. Petty Officer in Charge, U.S. Disciplinary Barracks Navy
Detachment FT Leavenworth, KS (39528)
- h. Petty Officer in Charge, Navy and Marine Corps Mortuary
Detachment Dover, MD (55470)
- i. Petty Officer in Charge, Navy and Marine Corps Mortuary
Detachment Quantico, VA (55471)
- j. Petty Officer in Charge, Navy and Marine Corps Mortuary
Detachment Agana, Guam (60152)
- k. Petty Officer in Charge, Navy and Marine Corps Mortuary
Detachment Rota, Spain (60156)

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1. Petty Officer in Charge, Navy and Marine Corps Mortuary Detachment Naples, Italy (60157)

6. Action. COMNAVPERSCOM will ensure performance of the mission and functions listed in enclosure (1). Send recommended changes to Bureau of Naval Personnel (BUPERS), Total Force Human Resources Office (BUPERS-05) via the chain of command.

7. Records Management. Records created as a result of this instruction, regardless of format and media, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



DAVID F. STEINDL

Deputy Chief of Naval Personnel

Distribution:

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<http://www.npc.navy.mil/>

MISSION AND FUNCTIONS OF NAVPERSCOM

Mission

Manning the fleet with ready Sailors - supporting their ability to serve from beginning to end.

Functions

1. Responsible for world-wide distribution and placement of active and reserve personnel. Provides Navy's military human resources services and personnel systems for career management and progression.
2. Provides administrative, programmatic, and policy oversight over naval offender management programs (detention, restriction, correctional custody, confinement, deserter management, and appellate leave processing). Provides program management and oversight for the Naval consolidated brigs (NAVCONBRIG), Navy Absentee Collection and Information Center, Navy and Marine Corps Appellate Leave Activity, and policy oversight for transient personnel units.
3. Coordinates and provides prompt, accurate, and consistent information for all legislative initiatives, legislative reviews, and congressional requests for information.
4. Develops and implements public affairs plans to support BUPERS Millington and NAVPERSCOM strategic communications, mission and objectives.
5. Administers all Reserve Personnel, Navy discretionary funding sources for reserve orders within NAVPERSCOM and oversees reserve operational and peacetime contributory support for COMNAVPERSCOM.
6. Manages and supports urgent and emergent world-wide events through the crisis action organization; ensures quality, compassionate casualty assistance is provided to Navy families when a Sailor becomes seriously ill or injured, in a duty status unknown, missing-in-action, a prisoner-of-war, or dies.
7. Serves as advisor for management and execution of Navy pay and personnel services. Provides management direction for

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execution of pay and personnel processes. Serves as principal advisor on all identification card program functions.

8. Provides comprehensive personnel information policy and management of military personnel information management; specifically, military records management, federal benefits, personnel evaluation management, information and data quality management, Electronic Military Personnel Record System (EMPRS) program management, and selection board support.

9. Supports Active and Reserve Component Navy military personnel by implementing and administering statutes, regulations, and policies regarding major milestones in officer and enlisted careers. Responds to fleet demands and advances personal career development to optimize the effectiveness of naval forces. Ensures Navy staffs, units, and activities are adequately manned. Develops, promotes, retains, and distributes personnel to the jobs best suited to each individual's potential to excel.

10. Provides an integrated system of staff services to include administrative and logistical support, financial management, and information technology services to BUPERS Millington and NAVPERSCOM.

11. Sponsors and monitors the conduct of all statutory promotion selection boards including spot, special, continuation, limited duty officer and chief warrant officer In-Service procurement and lateral transfer and redesignation, and all enlisted (E7-E9) advancement and continuation and retention boards. Acts as the primary advisor for officer selection boards and enlisted (E7-E9) advancement boards, advancement, and selection board matters. Assists in administering and implementing statutes, regulations, and policies regarding selection board eligibility. Administers the appointment and promotion of active duty and reserve officers. Oversees and implements policies relating to transfer between the Navy Reserve and Regular Navy.

12. Administers reserve personnel policy involving Navy reservists on inactive duty including the Standby Reserve (active and inactive personnel), the Individual Ready Reserve, the Selected Reserve, and active duty full-time support personnel.