

2026-2027 Core Skill Requirements
Manpower Systems Analysis
Subspecialty 3130
Curriculum 847

Billet subspecialty coding is based on the minimum education/training/experience level required for optimum performance. In addition to the general criteria stated in NAVPERS 15839I series (Manual of Navy Officer Manpower and Personnel Classifications) Part B, Manpower Systems Analysis (MSA)/3130 subspecialty coding is justified when the following specific criteria are satisfied:

1. Subspecialty Coding Restrictions. Billets assigned to Unrestricted Line, Human Resources, Medical Service Corps, Nurse Corps, Aviation Maintenance Duty Officer, Limited Duty Officer, and Chief Warrant Officer.

a. Applicable Officer Designators: 111X, 112X, 120X, 13XX, 152X, 230X, 290X, 633X, 641X, 733X and 741X.

b. Applicable Billet Designators: 1000, 1050, 111X, 112X, 120X, 13XX, 152X, 230X, 290X, 633X, 641X, 733X and 741X.

2. Significant Experience Criteria.

a. Manpower Systems Analysis/3130 S-coded billets are justified when the following conditions are met:

(1) Billet duties require substantial professional experience and knowledge of manpower theories, principles, processes and/or techniques, use of quantitative analysis of DoN/DoW manpower and personnel databases or manpower decision support systems. The billet's primary functional duties as documented on Navy fitness reports must also include significant work in any of the following areas:

(a) **Manpower Requirements Determination and Analysis:** Determines manpower needs based on current and projected personnel demands across budget submitting offices (BSOs) through qualitative and quantitative methods, including statistical and mathematical techniques and models for manpower planning and resource allocation. This includes analyzing historical trends and relevant datasets to inform future resource planning, as well as calculating, validating, and managing manpower requirements to ensure the Navy's personnel needs are met. It further involves conducting in-depth analysis of manpower utilization and billet distribution to ensure optimal resource allocation is aligned with evolving operational demands and strategic priorities.

(b) **Manpower Survey Development and Execution:** Conducts end-to-end manpower research, survey design, data collection, analysis, and documentation development to support Navy strength planning and manpower requirements determination. Performs comprehensive research on fleet manpower—including type of work, ratings, positions, work centers, and departmental structures—using authoritative sources. Translates research findings and best-practice standards into effective manpower surveys. Executes rigorous data collection, followed by data validation, cleaning, and statistical modeling. Communicates results through clear visualizations and presentations that explain the recommended solution, operational impacts, and secondary effects

across the fleet's manpower structure. Produces high-quality manpower documentation—such as staffing standards, activity manpower documents, and occupational standards—to formalize study findings. Determines requirements, allocates resources, and creates authorizations aligned with Resource Sponsor and BSO priorities.

(c) Manpower Management: Analyzes and develops resourcing policies related to the recruitment, utilization, training, and retention of personnel to align with the DoW and Navy's manpower goals. Performs analytical reviews of manpower authorizations and requirements, assesses the impact of proposed changes, and manages the start to finish submission and tracking of Organization Change Requests (OCRs), Manpower Change Requests (MCRs), Change Manpower Packages (CMPs), and Joint Table of Distributions (JTDs). Reviews and recommends officer and enlisted classification change packages, ensuring billet requirements remain consistent with the Navy Enlisted Occupational Classification System (NEOCS) and Navy Officer Occupational Classification System (NOOCS).

(d) Officer and Enlisted Plans and Policy Analysis: Conducts detailed analysis of accession, advancement, promotion, and retention policies for either officer or enlisted personnel. Develops plans that balance fiscal constraints and meet Fleet manning requirements. Evaluates and analyzes policies to understand and project the impact on current and future personnel inventories.

(e) Resource Sponsorship and Alignment: Serves as resource sponsor by maintaining and validating accurate, data-driven Navy Manpower baseline across assigned portfolios to support strategic and operational decision-making. This includes validation of the manpower requirements by conducting detailed analysis of total force requirements to ensure authorizations align with each command's mission, functions and tasks.

(f) Manpower and Personnel (N1/J1) Program Management: Develops, executes, and manages human resources programs across the human capital lifecycle, including manpower, manning, human capital development, pay and personnel administration, civilian personnel management, labor and employee relations, career counseling, strategic workforce planning, people analytics, and performance management. Uses human resources information systems to achieve program and organization mission and goals. Plans and manages the deployment of personnel to support operational needs in line with readiness standards and requirements. Develops and implements strategies to improve worker satisfaction, retention, and productivity.

(g) Programming & Budget Execution: Executes programming and budgeting functions for Military Personnel, Navy (MPN)/Reserve Personnel, Navy (RPN) appropriations, directly influencing Navy readiness and personnel strategy through effective management of appropriation accounts. Aligns manpower programming with strategic goals and resource constraints, ensuring that operational demands are balanced with available resources. Optimizes resource allocation by applying analytical techniques, developing predictive models, and analyzing the efficiency and effectiveness of service delivery.

(h) Manpower Information Systems Management: Uses manpower-related information systems, such as Total Force Manpower Management System (TFMMS), Fourth Estate Manpower Tracking System (FMTS), and the Program and Budget Information System (PBIS) to track and analyze end strength, manpower alignment, and budgetary implications for various Navy organizations accurately managing total force end strength.

(2) Incumbent gains initial experience or improved understanding of the general principles, techniques, application, and skills of manpower systems analysis.

(3) Billet allows incumbent to work directly with officers designated through post-graduate education (P/Q codes) in the field of manpower systems analysis.

b. Manpower Systems Analysis/3130 S-coded officers are authorized when the one of the following conditions are met:

(1) The officer has filled a S, R, P, or Q coded billet for more than 18 consecutive months and has no subspecialty code in manpower systems analysis.

(2) FITREPs justify the officer meets the criteria in subparagraph (2a1) for more than 18 consecutive months and has a subspecialty request package approved by the 3130 Subject Matter Expert (SME).

c. Manpower Systems Analysis/3130 R-coded billets are authorized when all the S-coded criteria are met, and the billet requires a proven subspecialist at the experience level.

d. Manpower Systems Analysis/3130 R-coded officers are authorized when an officer was previously awarded an S subspecialty code in manpower systems analysis and one of the following conditions are met:

(1) The officer has filled an S, R, P, or Q coded billet for more than 18 consecutive months.

(2) FITREPs justify the officer meets the criteria in subparagraph (2a1) for more than 18 consecutive months and has a subspecialty request package approved by the 3130 SME.

3. Masters Criteria.

a. Manpower Systems Analysis/3130 P-coded billets are authorized when the billet requires all of the following:

(1) Billet requires extensive knowledge of theories, principles, processes and/or techniques certified through the acquisition of the master's degree in Manpower Systems Analysis.

(2) Billet requires the conceptualization of, implementation, appraisal or management of complex Navy and/or DoW manpower programs.

b. Manpower Systems Analysis/3130 P-coded officers are authorized when the officer satisfactorily completes a Master's of Science in Management with a major in Manpower Systems Analysis/847 from the Naval Postgraduate School.

Note: Full subspecialty will not be given if the thesis is not completed in which case the officer will receive the G subspecialty code suffix. When the thesis is completed, the officer must apply to the NPS registrar for a new transcript which should be forwarded to PERS-4 to update the Officer Master File to grant the P code.

c. Manpower Systems Analysis/3130 Q-coded billets are authorized when the following conditions are met:

(1) All of the P-code criteria met; and

(2) The billet requires the combination of both professional experience and proven subspecialist designation at the masters degree level.

d. Manpower Systems Analysis/3130 Q-coded officers are authorized when an officer was previously awarded a P subspecialty code in manpower systems analysis and one of the following conditions are met:

(1) The officer has filled an S, R, P, or Q coded billet for more than 18 consecutive months.

(2) FITREPs justify the officer meets the criteria in subparagraph (2a1) for more than 18 consecutive months and has a subspecialty request package approved by the 3130 SME.

Note: G-coded officers cannot obtain Q codes, but will be authorized F codes.

4. Subspecialty Code Suffixes Authorized.

Subspecialty Code Suffixes Authorized				
Billet	Officer	Suffix	Definition	Notes
	X	F	Proven Master's Degree that does not meet all ESRs	
	X	G	Master's Degree that does not meet all ESRs	1
X	X	P	Master's Degree in approved Navy subspecialty	
X	X	Q	Proven Master's Degree	
X	X	R	Proven Significant Experience	
X	X	S	Significant Experience obtained through OJT	

Note 1: G code authorized when degree programs lack one or more ESR and/or a thesis.

5. Major Area Sponsor and Subject Matter Experts.

a. Major Area Sponsor: VADM Jeffrey Czerewko, OPNAV N1

b. Subject Matter Expert: RDML Kertreck Brooks, OPNAV N1

APPROVED: Kertreck V. Brooks 3/13/2026
 OPNAV N1 (Curriculum Sponsor) [DATE]

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APPROVEE
 Director, OPNAV N71 [DATE]