

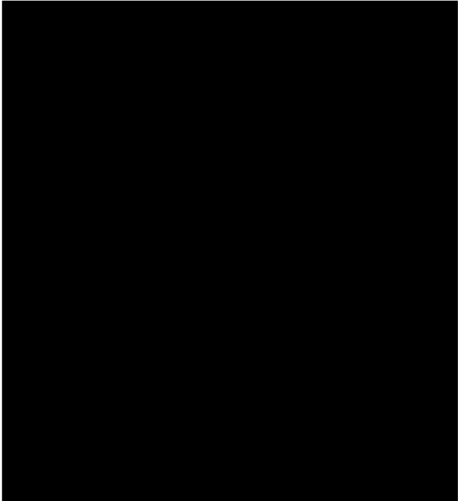
FY 2014 - 2016 CORE SKILL REQUIREMENTS (CSRs)
Manpower Systems Analysis Management
Subspecialty 3130
Curriculum 847

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

1. Subspecialty Coding Restrictions

a. Billets assigned to: Aviation, Human Resources, Medical Service Corps, Nurse Corps, Special Warfare, Surface, Submarine and General Unrestricted Line officer communities.

2. Applicable Officer Designator(s)

<u>Designator</u>	<u>Officer Community Manager</u>	<u>Approval Date</u>
a. 111x		29 Apr 2013
b. 112x		23 Apr 2013
c. 12xx		29 Apr 2013
d. 13xx		25 Apr 2013
e. 15xx		22 Apr 2013
f. 230x		29 Apr 2013
g. 290x		23 Apr 2013
h. 410x		22 Apr 2013

3. Applicable Billet Designator(s)

- a. 1000
- b. 1050
- c. 111x
- d. 112x
- e. 12xx

- f. 13xx
- g. 150x
- h. 23xx
- i. 290x
- j. 410x

4. Significant Experience Criteria

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

(1) Billet duties require substantial professional experience and knowledge of MPTE theories, principles, processes and/or techniques, use of econometric techniques in the quantitative analysis of DoN/DOD manpower and personnel databases or manpower decision support systems. The billet's functional duties include work in any of the following areas:

(a) Manpower: Requirements determination (authorization, billet costs, end strength development, mobilization), DON/DON Planning, Programming, & Budgeting Process, Manpower Optimization modeling, allocation strategies, manpower management information systems, econometrics, work measurement and productivity analysis, policy formulation and implementation

(b) Personnel: recruitment/accession/retention analysis, officer/enlisted clarification systems, education/training requirements determination, compensation and retirement systems, Navy personnel information data management, human factors and quality of life analysis, organizational effectiveness analysis

(c) Training: Navy training organization, training effectiveness measures, training costs and benefits analysis, professional development training

(d) Recruiting: Prospecting, marketing, contracting for Naval service; DEP management.

(2) Incumbent gains initial experience or improved understanding of the general principles, techniques 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 Management/3130 S-coded Officers are justified when:

(1) The Officer has filled a B, S, R, P, Q coded billet for more than 18 consecutive months and has no Subspecialty Code in Manpower Systems Analysis.

(2) FITREP justifies the officer has accomplished the task(s) indicated above for more than 18 consecutive months.

c. Manpower Systems Analysis Management/3130 R-coded Billets are justified when all of the S-coded criteria are met and the billet requires a proven subspecialist at the experience level.

d. Manpower Systems Analysis Management/3130 R-coded Officers are authorized when:

(1) The Officer has filled an S, R, P, Q coded billet for more than 18 consecutive months and was previously awarded an S Subspecialty Code in Manpower Systems Analysis.

(2) FITREP justifies the officer has accomplished the task(s) indicated above for more than 18 consecutive months.

5. Baccalaureate Criteria

a. Manpower Systems Analysis Management/3130 E-coded Billets are not authorized.

b. Manpower Systems Analysis Management /3130 E-coded Officers are not authorized.

6. Elective Level Criteria

a. Manpower Systems Analysis Management/3130 H-coded Billets are not authorized.

b. Manpower Systems Analysis Management/3130 H-coded Officers are not authorized.

7. Functional Education Criteria

a. Manpower Systems Analysis Management/3130 G-coded billets are not authorized.

b. Manpower Systems Analysis Management/3130 G-coded Officers are authorized when:

(1) An officer has completed the Manpower Systems Analysis Management curriculum at NPS but not completed a Thesis.

(2) An officer attends a Civilian Institution and completes all but three or fewer ESR's.

c. Manpower Systems Analysis/3130 F-coded Officers are authorized when:

(1) An officer has a G code and completed a tour in a billet requiring an Manpower Systems Analysis Management/3130 master's degree billet or higher.

8. Masters Criteria

a. Manpower Systems Analysis Management/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 Management.

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

b. Manpower Systems Analysis Management/3130 P-coded Officers are authorized when:

(1) 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 thesis is not completed. The officer will receive the G subspecialty code suffix. When the thesis is completed, the student must apply to the NPS registrar for a new transcript which should be forwarded to PERS-4 to update the Officer Master File in order to grant the P code.

c. Manpower Systems Analysis Management/3130 Q-coded Billets are authorized when all of the below are met:

(1) All of the P-code criteria are 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 Management/3130 Q-coded Officers are authorized when:

(1) Officer with a P-code completes at least 18 consecutive months in a master's degree coded billet or higher.

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

9. Post-Masters

a. Manpower Systems Analysis/3130 M-coded Billets are not authorized.

b. Manpower Systems Analysis Management/3130 M-coded Officers are not authorized.

c. Manpower Systems Analysis Management/3130 N-coded Billets are not authorized.

d. Manpower Systems Analysis Management/3130 N-coded Officers are not authorized.

10. Doctorate Criteria

a. Manpower Systems Analysis Management/3130 C-coded Billets are not authorized.

b. Manpower Systems Analysis Management/3130 C-coded Officers are not authorized.

c. Manpower Systems Analysis Management/3130 D-coded Billets are not authorized.

d. Manpower Systems Analysis Management/3130 D-coded Officers are not authorized.

11. Community managers and the Budget Submitting Office have agreed to allow billets to be coded for Manpower Systems Analysis Management/3130 and officers to be educated for this Curriculum.

12. Major Area Sponsor and Subject Matter Experts

a. Major Area Sponsor: [REDACTED] Deputy Chief of Naval Operations, Integration of Capabilities and Resources (NB)

b. Subject Matter Expert: [REDACTED] Deputy Chief of Naval Personnel, Commander, Navy Personnel Command (NPC)

APPROVED:

[REDACTED]
Major Area Sponsor

3/24/14
[DATE]

APPROVED:

[REDACTED]
~~Deputy Director, OPNAV N12~~ [DATE]

Director, OPNAV N12