



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

BUPERSINST 5450.54C  
BUPERS-05  
1 Mar 2018

BUPERS INSTRUCTION 5450.54C

From: Chief of Naval Personnel

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

Ref: (a) OPNAVINST 5400.44A  
(b) OPNAVINST 5450.354A

Encl: (1) Functions and Tasks of Navy Personnel Command

1. Purpose

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

b. This revision includes updates to the functions and tasks of several departments and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.54B.

3. Scope and Applicability. This instruction applies to NAVPERSCOM and its subordinate commands and activities.

4. NAVPERSCOM Mission. To execute plans and policies, administration, and career development of Navy personnel to meet quantitative and qualitative manpower requirements; to execute Navy-wide personnel programs for improving equal opportunity and quality of life; to coordinate manning within the Department of the Navy (DON) and all Department of Defense (DoD) related organizations, and to perform such other functions and tasks as may be assigned by higher authority.

5. Status and Command Relationships. NAVPERSCOM is a shore activity in an active, fully operational status under a commander. COMNAVPERSCOM is detailed by Chief of Naval Personnel (CHNAVPERS) to additional duties as DEP CHNAVPERS.

a. Command Element: NAVPERSCOM, Millington, TN

b. Echelon

1 - Chief of Naval Operations (CNO)

2 - Bureau of Naval Personnel (BUPERS)

3 - Navy Personnel Command (NAVPERSCOM)

c. Area Coordination: Commander, Navy Installations Command.

d. Regional Coordination: Commander, Navy Region Southeast.

6. Authority Over Organizational Matters. COMNAVPERSCOM is authorized to organize, assign, and reassign responsibilities within NAVPERSCOM, including establishment and disestablishment of component organizations as may be necessary, following procedures prescribed in current instructions.

7. Relationships. In conducting the mission, functions, and tasks of NAVPERSCOM, COMNAVPERSCOM establishes direct liaison and communication with other Navy commands, appropriate DON and DoD officials, other military departments, other Federal agencies, and private organizations. COMNAVPERSCOM must keep CHNAVPERS advised of matters that require his or her attention or knowledge.

8. Action

a. COMNAVPERSCOM ensures performance of the mission, functions, and tasks per enclosure (1) and advises CHNAVPERS of the same.

b. Recommended changes are sent to BUPERS, Total Force Human Resources and Manpower (BUPERS-05) via the chain of command.

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

10. Review and Effective Date. Per OPNAVINST, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets

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one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Deputy Chief of Naval Personnel

**Releaseability and distribution:**

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

FUNCTIONS AND TASKS OF NAVPERSCOM

1. COMNAVPERSCOM

a. Function

(1) Serves as the DON's human resources provider for world-wide distribution and placement of active and reserve military personnel.

(2) Exercises command, control, and management of NAVPERSCOM.

(3) Provides Navy's military human resources services and personnel systems for career management and progression.

(4) Provides effective leadership in management and direction and exercises managerial and decisional authority.

b. Tasks

(1) Advises CHNAVPERS on all distribution, advancement, compensation, retention, policies, procedures, discipline, training, practices, and perceptions that affect welfare, morale, and job satisfaction for Navy active and reserve personnel.

(2) Ensures compliance with policy established by CHNAVPERS to conduct the mission and functions of NAVPERSCOM.

(3) Performs executive level strategic planning development and implementation of strategic priorities.

(4) Provides advice on all matters relating to potential situations, policies, procedures, discipline, utilization, training, practices, and perceptions that affect welfare, morale, and job satisfaction of Navy military personnel.

2. Navy Casualty Office (PERS-00C)

a. Function. Ensures that quality, compassionate casualty assistance is provided to Navy families when a Sailor is seriously-ill or injured, duty status unknown (DUSTWUN), missing-in-action (MIA), becomes a prisoner-of-war (POW) or dies.

b. Tasks

(1) Oversees all aspects of seriously and very seriously-ill or injured and deceased cases from next-of-kin notification to benefits, travel certification, and long-term care.

(2) Performs the review and certification processes for all three aspects of Government Life Insurance including Service members' Group Life Insurance, Traumatic Injury Service members' Group Life Insurance, and Family Service members' Group Life Insurance claims.

(3) Serves as the Navy's arm of the DoD POW and MIA accountability and recovery efforts, including personnel reintegration.

(4) Manages all facets of the Navy's Mortuary Affairs and Burial-at-Sea Program.

3. Corrections and Programs Office (PERS-00D)

a. Function. Serves as the principal authority and resource for all naval correctional matters and manages the non-distributable personnel inventory, with exception of those managed by Bureau of Medicine and Surgery.

b. Tasks

(1) Provides administrative, programmatic, and policy oversight of naval offender management programs, both ashore and afloat, as directed by CHNAVPERS and COMNAVPERSCOM.

(2) Develops and coordinates changes to the DON Corrections Manual (SECNAVINST 1640.9C) and the Naval Corrections Manual (BUPERSINST 1640.22) and advises on the content of other directives pertaining to corrections at SECNAV, CHNAVPERS, and NAVPERSCOM levels.

(3) Develops, implements, uses, and manages offender management data systems to include the DON Justice Information System (DONJIS) and the Naval Corrections Management Information System (CORMIS).

(4) Gathers data related to naval offender management programs and provides the information to the public and or higher authority as required.

(5) Provides program management and oversight for NAVPERSCOM offender management field activities: the Naval consolidated brigs (NAVCONBRIG) (Miramar, CA; Chesapeake, VA; Charleston, SC; and Miramar Detachment Pearl Harbor, HI); Navy Absentee Collection and Information Center, Millington, TN; and the Navy and Marine Corps Appellate Leave Activity, Washington, DC.

(6) Ensures NAVCONBRIG compliance with all State and Federal legislation requirements involving offender management to include the Victim and Witness Assistance Program, Sexual Offender Registration and Notification Act, Restrictive Housing Guiding Principles, and the Prison Rape Elimination Act.

(7) Recommends changes or additions to Navy-wide offender management policies and programs for Chief of Naval Operations (CNO) and SECNAV approval.

(8) Represents the Navy in negotiations and interactions with other Services and civilian agencies on matters or events involving corrections and law enforcement.

(9) Provides policy guidance and oversight to major activities responsible for direct management of transient personnel units, detachments, detention facilities, regional restriction barracks, correctional custody units, pre-trial confinement facilities, and afloat brigs.

(10) Administers the Navy Deserter Apprehension Program.

4. Executive Assistant/Commanding Officer Enlisted Staff (PERS-00EA)

a. Function. Serves as executive assistant to COMNAVPERSCOM in support of the command and serves as commanding officer for enlisted personnel.

b. Tasks

(1) Serves as principal assistant to COMNAVPERSCOM in the operation and administration of the command and acts for COMNAVPERSCOM in routine matters of administration.

(2) Assigns non-routine tasking (generally from higher authority) to staff for action.

(3) Directs front office operations.

(4) Acts as the primary communications conduit among the front office, departments, and external commands regarding high-interest actions.

5. Legislative and Congressional Matters Office (PERS-00L)

a. Function. Coordinates all legislative initiatives, legislative reviews, and congressional requests for information.

b. Tasks

(1) Works closely with CHNAVPERS Legislative Advisor (N00X) to ensure CHNAVPERS has current and accurate information.

(2) Serves as the congressional liaison for constituent matters for BUPERS.

(3) Responds to inquiries from Congress, as well as Secretary of Defense (SecDef), SECNAV, and CNO on behalf of Sailors, former Sailors, and their families.

6. Force Master Chief (PERS-00M)

a. Function. Serves as the principal enlisted advisor to COMNAVPERSCOM on all matters relating to potential situations, policies, procedures, discipline, utilization, training, practices, and perceptions that affect the welfare, morale, and job satisfaction of enlisted members within NAVPERSCOM and as necessary throughout the organization.

b. Tasks

(1) Provides advice to COMNAVPERSCOM for personnel matters outlined in the OPNAVINST 1306.2H, Command Senior Enlisted Leader Program.

(2) Provides guidance for the management and operation of OPNAVINST 1040.11D, Navy Enlisted Retention and Development Program.

7. Public Affairs (PA) Office (PERS-00P)

a. Function

(1) Communicates with the Navy Total Force (active, retired, and civilian), providing information to support Sailor personal growth and professional development to optimize Navy readiness.

(2) Provides fleet-facing public affairs support and strategic communications advice to NAVPERSCOM leaders.

b. Tasks

(1) Advises and supports COMNAVPERSCOM on all matters concerning PA.

(2) Develops and implements PA plans to support COMNAVPERSCOM strategic communications, mission, and objectives.

(3) Employs internal and external media to communicate with Navy personnel and their families, Navy retirees, news media, special interest groups, and the general public.

(4) Liaises with CHNAVPERPERS PA offices to provide communications support across the Manpower, Personnel, Training and Education domain.

(5) Plans, develops, and executes strategic communication plans including support of all-hands calls, virtual town halls, emergency communications during disaster situations, government shutdowns, and assistance with routine communications with the BUPERS and NAVPERSCOM workforce.

8. Reserve Operational Support Office (PERS-00R)

a. Function. Facilitates access to Reserve assets and optimizes the use of these capabilities to achieve operational success and mission accomplishment.

b. Tasks

(1) Serves as the principal Navy Reserve liaison to COMNAVPERSCOM and staff, coordinating reserve operational and peacetime contributory support by the command's associated reserve units.

(2) Administers and approves all reserve requirements, as well as discretionary reserve personnel, Navy funding for reserve orders for BUPERS and NAVPERSCOM.

(3) Serves as a primary point of contact for all matters involving the establishment, equipping, manning, funding, and training to supporting reserve units.

(4) Reviews and recommends changes to policies and procedures that affect the Navy Reserve.

9. Secretariat (PERS-00S)

a. Function. Manages, directs, and coordinates administrative activities in support of COMNAVPERSCOM.

b. Tasks

(1) Administers the correspondence processing control and administrative action items relating to manpower and personnel issues.

(2) Maintains the automated correspondence tracking system.

10. Pay and Personnel Management Department (PERS-2)

a. Function. Advises COMNAVPERSCOM on Navy pay and personnel services. Maintains a professional and skilled workforce, through a comprehensive training and education program that enables efficient and effective pay and personnel services across the Navy.

b. Tasks

(1) Provides Type Commander (TYCOM) like Command & Control (C2) for the Navy Pay and Personnel Support Center (NPPSC).

(2) Provides end-to-end process compliance review of Navy-wide activities providing pay and personnel service delivery.

(3) Develops workforce development requirements to ensure timely and accurate pay and personnel support for Sailors.

(4) Provides pay and personnel policy interpretation for dissemination by the Commanding Officer, Navy Pay and Personnel Support Center (NPPSC).

(5) Pursues policy, pay, and personnel modernization initiatives that enhance the quality and accuracy of customer service.

(6) Serves as the technical advisor and military human resources workforce sponsor for the active duty and full-time support (FTS) personnel specialist (PS) rating.

(7) Final approval/certifying entity for all PSD, FSC, and TPC inspections and certifications.

(8) Approves all NPPSC Commander's Critical Information Requirements (CCIR) and Pre-Planned Responses (PPR).

11. Personnel Information Management Department (PERS-3)

a. Function. Provides comprehensive personnel information policy and management and serves as the principal advisor in the field of military personnel information management; specifically, military records management, Federal benefits, personnel evaluation management, information and data quality management, Electronic Military Personnel Records System (EMPRS) program management, and selection board support.

b. Tasks

(1) Provides comprehensive official military personnel file (OMPF) policy and management for all Navy personnel records including active duty, reserve, and former member records.

(2) Provides record support service for all active duty Navy members, veterans, members of Congress, other Navy and DoD organizations, the Department of Veterans Affairs (DVA), other Federal agencies, State and local governments, and members of the general public.

(3) Administers the DVA GI Bill Program for the Navy, ensuring compliance with Federal law.

(4) Administers the Navy's performance evaluations and reporting system, including the review and analysis of performance reports for conformance with regulations, assurance of continuity of reports on individual officers and enlisted personnel, and the processing of related correspondence. Processes all performance fitness reports and enlisted evaluations for Navy active and reserve personnel.

(5) Provides daily oversight for all facets of the EMPRS and Personnel Tempo of Operation (PERSTEMPO) Programs.

(6) Provides a wide range of support for Navy statutory and administrative promotion and selection boards.

## 12. Career Management Department (PERS-4)

### a. Function

(1) Supports Navy active and reserve personnel by implementing and administering statutes, regulations, and policies regarding major milestones in officer and enlisted careers.

(2) Responds to fleet demands and advances personnel career development to optimize the effectiveness of naval forces.

(3) Ensures Navy staffs, units, and activities are adequately manned.

(4) Advises Sailors of career enhancing duty choices which may lead Sailors to more meaningful and rewarding career opportunities.

(5) Develops, promotes, retains, and distributes personnel to the jobs best suited to each individual's potential to excel.

### b. Tasks

(1) Controls personalized detailing of all FTS and regular Navy officer and enlisted personnel to all activities, projects, and billets following given requirements, management directives, and fiscal constraints.

(2) Administers allocated permanent change of station and temporary duty under instruction funds and temporary flight orders for officer and enlisted members.

- (3) Supports and conducts various administrative screening and selection boards.
- (4) Serves as COMNAVPERSCOM/Office of the Chief of Naval Operations, Nuclear Power Program Manager (OPNAV N133).
- (5) Ensures distribution policy is functional and implemented within NAVPERSCOM by conducting quality assurance and managing and monitoring distributable inventory.
- (6) Acts as functional managers for the Navy military personnel distribution systems.
- (7) Manages the Limited Duty Program and assesses the deployability and assignability of officer and enlisted Sailors.
- (8) Executes the exceptional family member policy and oversight for implementation of comprehensive and coordinated medical, educational, and community support to military families with special needs.
- (9) Provides short-term peacetime and contingency personnel augmentation by Active and Reserve Component personnel, policy execution, program management, placement, detailing, order-writing, and Sailor advocacy necessary to meet approved emergent manpower requirements for Navy and joint commanders.
- (10) Administers and implements the statutes, regulations, and policies regarding officer resignations, release from active duty, and inter-Service transfer.

### 13. Business Operations Department (PERS-5)

a. Function. Provides an integrated system of staff services to include administrative and logistical support and financial management to BUPERS and NAVPERSCOM.

b. Tasks

(1) Serves as the deployment champion for BUPERS and NAVPERSCOM's organizational performance programs and initiatives.

(2) Provides financial management analysis and support to BUPERS and NAVPERSCOM customers in a shared service model while supporting the budget submitting office and program objective memorandum financial process in an efficient and integrated manner.

(3) Performs programming activities to include preparation, submission, and prioritization of financial program requirements to resource and appropriations sponsors, Financial Management Board, SECDEF, and program managers.

(4) Performs budget formulation, justification, and presentation to include preparing, inputting, and justifying budget and mid-year submissions; preparing and acting on guidance; program prioritization; and coordinating with sponsors, leadership, and program managers.

(5) Performs budget execution and accounting activities to issue and receive funding documents, track obligations and expenditures, and monitor execution, current and prior year close-out status.

(6) Provides Government Travel Credit Card Program execution and Defense Travel System (DTS) Program execution for BUPERS, NAVPERSCOM and field level activities.

(7) Manages and enforces BUPERS and NAVPERSCOM safety policies and procedures.

(8) Facilitates and coordinates all activities associated with command support services for BUPERS and NAVPERSCOM operations to include facilities management support; directives, printing, and publications services; and telecommunications, supply, facilities, transportation, purchase card, contracts, and inventory management support.

(9) Manages and enforces the BUPERS and NAVPERSCOM security policies and procedures of personnel, physical, industrial, operations, and information security.

#### 14. Career Progression Department (PERS-8)

##### a. Function

(1) Administers and implements the statutes, regulations, and policies regarding active duty and reserve officer promotions and appointments, officer and enlisted retirements, Fleet Reserve transfers, and officer in-service procurement.

(2) Advises and assists COMNAVPERSCOM in formulation of policies related to the performance of naval personnel and to Navy military discipline.

(3) Provides guidance in administration of personnel security programs, naval personnel performance functions, disciplinary matters, and post selection board screening.

##### b. Tasks

(1) Sponsors and monitors the conduct of all officer statutory promotion selection boards (spot, special, and continuation selection boards and administrative boards), including the Limited Duty Officer and Chief Warrant Officer In-Service Procurement and Lateral

Transfer/Redesignation Boards; all enlisted (E7-E9) advancement boards, special advancement and continuation and retention boards for enlisted personnel for both active and reserve personnel per applicable laws, regulations, and policies.

(2) Acts as SECNAV's liaison and COMNAVPERSCOM primary advisor for officer selection boards and enlisted (E7-E9) advancement boards and as related to advancement and selection board matters.

(3) Assists in administering and implementing statutes, regulations, and policies regarding selection board eligibility.

(4) Administers the appointment and promotion of active and reserve officers and provides commissioning certificates and promotion appointment certificates. Prepares oaths of office for officers transferring between the restricted line, unrestricted line, and staff corps.

(5) Advises and assists COMNAVPERSCOM in formulation and implementation of performance and disciplinary plans, policies, and procedures as they relate to naval personnel.

(6) Administers and implements the statutes, regulations, and policies regarding active duty and reserve officers for promotion, eligibility, continuation, separation, and adverse performance and conduct.

(7) Administers the responsibilities of COMNAVPERSCOM for the military personnel security program, serving as the liaison between the fleet and the DoD Navy Central Adjudication Facility and assists the Defense Investigative Service in personnel security investigations.

(8) Reviews investigative files on naval officers selected for promotion requiring approval of SECNAV and informs SECNAV of adverse information relating to officers who are subject to officer personnel actions requiring the approval of SECNAV and higher.

15. Reserve Personnel Management Department (PERS-9)

a. Function. Administers reserve personnel policy involving Navy reservists on inactive duty including: the Standby Reserve, active and inactive; the Individual Ready Reserve; the Selected Reserve; active duty FTS personnel; and retired reservists (with and without pay) per all statutes and regulations.

b. Tasks

(1) Oversees implementation of Navy policies for all Navy Reserve officer and enlisted personnel regarding affiliation, assignment, retention, separation, retirement, and discharge of inactive duty Navy Reserve personnel.

(2) Interprets, develops, and executes the policies which govern the voluntary recall of reserve officers and enlisted to serve in active duty billet assignments or to fill active component community shortfalls.

(3) Manages the Navy's active status pool of the Individual Ready Reserve by administering career counseling, facilitating operational readiness, and providing operational support.