



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

BUPERSINST 5450.49D CH-1  
BUPERS-05  
14 Jun 2018

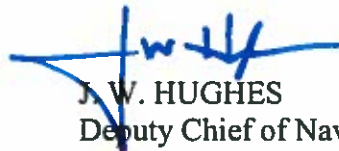
**BUPERS INSTRUCTION 5450.49D CHANGE TRANSMITTAL 1**

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY MANPOWER ANALYSIS  
CENTER

Encl: (1) Revised Page 3 of Enclosure (1)

1. **Purpose.** To transmit enclosure (1), revised page 3 of enclosure (1) of the basic instruction. Enclosure (1) updates Navy Manpower Analysis Center (NAVMAC) tasks for managing the Navy Manpower Requirements Program.
2. **Action.** Remove page 3 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.
3. **Records Management.** Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



J. W. HUGHES  
Deputy Chief of Naval Personnel

Releasability 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>



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BUPERSINST 5450.49D  
BUPERS-05  
6 Mar 2017

BUPERS INSTRUCTION 5450.49D

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY MANPOWER ANALYSIS CENTER

Ref: (a) OPNAVINST 5400.44A

Encl: (1) Mission, Functions, and Tasks of Navy Manpower Analysis Center

1. Purpose. To publish the mission, functions and tasks of Navy Manpower Analysis Center (NAVMAC) under the mission established by reference (a). This instruction is being revised to comply with reference (a) requirement to submit mission, functions, and tasks every 3 years, or as needed. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.49C.

3. Scope and Applicability. This instruction applies to NAVMAC.

4. 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

5. Action. Commanding Officer, NAVMAC will ensure performance of mission, functions and tasks in enclosure (1). Send recommended changes to the Bureau of Naval Personnel, Total Force Human Resources Office (BUPERS-05).

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

7. Review and Effective Date. Per OPNAVINST 5215.17A, 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 Review of Instruction. OPNAV 5215/40 may be obtained from the BUPERS directives manager. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date or an extension has been granted.



R. A. BROWN  
Deputy Chief of Naval Personnel

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MISSION, FUNCTIONS. AND TASKS OF NAVY MANPOWER ANALYSIS CENTER

1. 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 (BSO) and Office of the Chief of Naval Operations (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.

2. Functions

a. Serves additional duty to OPNAV, Director, Total Force Requirements Division (N12)), as the central advisory agent to Deputy Chief of Naval Operations (DCNO) (Manpower, Personnel, Training and Education (MPT&E) (CNO (N1)) staff, and 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.

b. Develops and documents manpower requirements for all Navy fleet activities.

Task. Determines and documents manpower requirements for ships, submarines, squadrons, and fleet deployable units assigned to the Fleet Manpower Requirements Determination Programs.

c. Provides manpower requirements determination support for Navy's acquisition programs and initiatives.

Tasks

(1) Reviews and tests prospective acquisition manpower models and prediction systems against existing approved manpower determination systems. Coordinates with agencies in the development of new manpower models. Assists in the verification and validation of new manpower models prior to final approval.

(2) Reviews and assesses the implications that Navy-wide programs, policies, and initiatives (e.g., Navy Training Systems Plan and Preliminary Ship Manpower Document) may have on manpower requirements.

(3) Provides analysis and review of required operational capability and projected operating environment documents and provide manpower impact statements for fleet hardware and configuration changes.

(4) Provides advice, guidance, and analysis on matters concerning manpower to OPNAV, U.S. Fleet Forces Command, type commanders, and other applicable organizations and or stakeholders during fleet workload initiatives and special studies.

d. Provides technical consulting services in all areas of manpower management to manpower managers, manpower BSOs, and OPNAV sponsors.

#### Tasks

(1) Serves as central advisory agent to CNO (NI) staff and OPNAV program, resource, and assessment sponsors on matters pertaining to manpower programming and budgeting analyses and decision support tools.

(2) Conducts independent analysis of issues dealing with manpower.

(3) Provides advice, guidance, and technical consulting service to manpower managers and manpower BSOs on manpower management.

(4) Supports the design, development, and acquisition of manpower management decision-support tools and provide control and maintenance of manpower management decision support tools.

(5) Develops and provides recommendations to facilitate the maintenance of corporate manpower policy documents (e.g., OPNAVINST 1000.16L, Total Force Manpower Management System (TFMMS), etc.) and supporting documents necessary to ensure proper total force policies and procedures implementation.

(6) Researches, obtains, and maintains manpower, personnel, and budget data necessary to facilitate manpower management.

e. Provides direct support to CNO central authority to enforce policy or additional technical guidance needed to achieve objectives of total force manpower management.

#### Tasks

(1) Reviews and approves manpower change requests and provide approval based on accuracy, soundness of recommendations, and compliance with existing policy.

(2) Conducts analysis of information systems manpower data for invalid application of data coding structure, definitions, and business rules and takes appropriate action.

f. Provides direct support to CNO in managing the Navy Manpower Requirements Program.

Tasks

(1) Develops, analyzes, and coordinates new methods and enhancements to the Navy's Manpower Requirements Determination Program (MRDP), and update policy, procedures, and supporting guidance documents necessary to ensure proper MRDP implementation.

(2) Provides research and analyses of manpower requirements determination policies, procedures, tools, ideas, and data to facilitate determination of an accurate and consistent statement of manpower requirements.

(3) Conducts validation assessments of proposed recommendations and concurrence with assessed methodologies to senior leadership.

(4) Maintains a library of all current Navy staffing standards and completed fleet manpower requirements determination studies and reviews the standards and studies for Navy-wide application.

(5) Maintains protocols to review and update fleet manpower requirements determination allowances, factors, standards, and modifiers upon report of significant operational changes from the Fleet.

g. Administers the officer and enlisted occupational classification (NOOCS and NEOCS) structure.

Tasks

(1) Conducts and coordinates all phases of Navy job analysis, including task inventory construction and surveying the work performed by enlisted personnel to develop occupational standards and Naval standards for enlisted ratings.

(2) Reviews, assesses, and makes recommendations for changes to the officer and enlisted occupational classification systems; conducts necessary staffing of proposals from field activities; and refers proposals to the NOOCS Board and the NEOCS Board, as necessary.

(3) Conducts routine and by-request officer and enlisted occupational analyses as required; conducts special studies, merger studies, and or assessments and prepares reports in support of tasks or projects assigned.

h. Provides functional management support for assigned manpower automated information systems.

Tasks

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

(2) Determines and documents business requirement for manpower information systems.

(3) Reviews, approves, and processes requests for manpower information system user accounts.

(4) Prepares documents and represents manpower information systems stakeholders, customers, and users on emergent issues; Planning, Programming, Budgeting Execution System requests (PPBES) and governance boards.

(5) Performs functional analyses and approval of end-user requests for information systems data. Analyzes and validates accuracy of recurring information systems reports, database file layouts, data sets, and print jobs and initiates appropriate action.

(6) Analyzes manpower management policy documents (e.g., directives and manuals, etc.) for impact on manpower data coding structure and updates manpower data, definitions, validation tables, and business rules, as necessary.