



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

BUPERSINST 5450.62  
BUPERS-05  
22 Apr 2022

BUPERS INSTRUCTION 5450.62

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF MYNAVY CAREER CENTER

Ref: (a) OPNAVINST 5400.44A

Encl: (1) Mission, Functions, and Tasks of MyNavy Career Center

1. Purpose. To publish the mission, functions, and tasks of MyNavy Career Center (MNCC) per reference (a).
2. Scope and Applicability. This instruction applies to MNCC and its subordinate commands and activities.
3. Status and Command Relationships. MNCC is a shore activity in an active, fully operational status under a commander.
  - a. Command: MyNavy Career Center, Millington, TN.
  - b. Echelon:
    - (1) Chief of Naval Operations (CNO)
    - (2) Bureau of Naval Personnel (BUPERS)
    - (3) Navy Personnel Command (NAVPERSCOM)
    - (4) MyNavy Career Center (MNCC)
  - c. Area Coordination: Commander, Navy Installations Command.
  - d. Regional Coordination: Commander, Navy Region Southeast.
4. Authority Over Organizational Matters. MNCC is authorized to organize, assign, and reassign responsibilities within MNCC, including establishment and disestablishment of component organizations (as necessary), following procedures prescribed in current instructions.
5. Relationships. Commander, MyNavy Career Center (CMNCC) establishes direct liaison and communication with other Navy commands, appropriate Department of Defense (DoD) and Department of the Navy (DON) officials, other military departments, other Federal agencies, and private organizations. CMNCC must keep Commander, Navy Personnel Command (COMNAVPERSCOM) advised of matters that require their attention or knowledge.

6. Action. CMNCC will ensure performance of mission, functions, and tasks in enclosure (1). Send recommended changes to Bureau of Naval Personnel (BUPERS) Total Force Human Resources (BUPERS-05).

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets 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.



A. HOLSEY  
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>.

**MISSION, FUNCTIONS, AND TASKS  
OF  
MYNAVY CAREER CENTER**

1. Commander, MyNavy Career Center (CMNCC)

a. Mission. To direct the management and execution of Navy personnel and pay services and processes. Oversee the operation of the human resources tiered services delivery models. Serve as principle advisor on all identification card program function providing management, oversight, guidance, and delivery of identification card services worldwide.

b. Functions

(1) Serves as principal advisor to Commander, Navy Personnel Command (COMNAVPERSCOM) on Navy personnel and pay matters.

(2) Exercises command, control, and management of MyNavy Career Center (MNCC).

(3) Provides Navy's military human resources services for personnel and pay services.

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

c. Tasks

(1) Advises COMNAVPERSCOM on all personnel and pay policies, procedures, training, and practices that affect the welfare, morale, and job satisfaction of Navy Active and Reserve personnel.

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

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

2. MNCC Secretariat (MNCC 10)

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

b. Tasks

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

(2) Maintains the automated correspondence tracking system.

3. MNCC Contract Management Office (MNCC 20)

a. Function. Serves as the Contract Officer Representative for MNCC support contracts.

b. Tasks

(1) Ensures contracted services comply with Federal regulations, and other pertinent policy, procedures, and mission requirements.

(2) Provides technical input for the revision of performance work statements.

(3) Monitors contract requirements for strategic future mission requirements, ensuring no service gaps exist between periods of performance of existing or future contracts.

4. MNCC Human Resources Service Center (MNCC 30)

a. Function. Provides tiered level services to assist with human resources issues to Active, Reserve, and Retired Sailors; their families; and commands.

b. Tasks

(1) Provides resolution to human resources-related inquiries by Active, Reserve, and Retired Sailors; their families; and commands who utilize the MNCC Human Resources Service Center (HRSC).

(2) Provides operational and regulatory oversight and guidance for knowledge management and training functions for the fleet command pay and personnel administrators (CPPA).

(3) Administers the CPPA Program to include system requirements, quota management, and qualification administration.

5. MNCC Business Operations Department (MNCC 40)

a. Function. Enhances the Sailor experience by modernizing personnel and pay business processes and information technology to deliver responsive and agile services to Sailors, their families, and the fleet.

b. Tasks

(1) Supports the modernization and transformation of personnel and pay services delivery programs, including development of functional requirements and participation in software engineering technical reviews and application functional testing.

(2) Evaluates performance metrics and analyzes data to measure program effectiveness across different personnel and pay systems and execution level activities.

(3) Executes all rating sponsorship duties associated with the personnel specialist (PS) rating to include advisory roles for requirements, training, and qualifications.

(4) Provides operational oversight of all identification card services worldwide.