

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

IN REPLY REFER TO  
BUPERSINST 5450.54  
PERS-03  
26 Sep 2002

BUPERS INSTRUCTION 5450.54

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF NAVY PERSONNEL COMMAND  
(NAVPERSCOM)

Ref: (a) OPNAVNOTE 5450 Ser 09B22/9U507401 of 12 Mar 99  
(b) OPNAVINST 5450.171C

Encl: (1) Mission and Functions of NAVPERSCOM

1. Purpose. To publish mission and functions of Navy Personnel Command (NAVPERSCOM), per references (a) and (b).

2. Status and Command Relationships. NAVPERSCOM is a shore activity in an active, fully operating status under a Commander.

a. Command: NAVPERSCOM

b. Echelon:

ONE Chief of Naval Operations (CNO)  
TWO Chief of Naval Personnel (CHNAVPERS)  
THREE Commander, Navy Personnel Command (COMNAVPERSCOM)

c. Area Coordination: Chief of Naval Education and Training (CNET)

3. Action: COMNAVPERSCOM will ensure performance of the mission and functions listed in enclosure (1). Send recommended changes to Bureau of Naval Personnel (BUPERS) (PERS-03) via the chain of command.

G. L. HOEWING  
Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

Distribution: (See next page)

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**MISSION AND FUNCTIONS OF  
NAVY PERSONEL COMMAND (NAVPERSCOM)**

Mission

The mission of COMNAVPERSCOM is to provide the best possible Fleet and Sailor readiness by executing plans and policies for distribution, administration, and career progression of Navy personnel to meet quantitative and qualitative manpower requirements. Also to execute Navy-wide personnel programs for fostering diversity and supporting quality of life; to conduct and coordinate manpower and personnel research within the Department of the Navy; and to perform such other functions and tasks as may be assigned by higher authority.

Functions

1. Implements, analyzes, and proposes policies to provide Fleet readiness through Sailor readiness and support, to include officer and enlisted detailing, placement, retention, career progression, motivation, and compensation.
2. Establishes programs and provides tools to focus on and foster retention and reduce attrition on a continuous basis throughout the force.
3. Plans, develops, and executes research and development (R&D), studies and analyses, technology assessments, and business process reengineering programs to provide leading edge human resources programs to attract and retain our force.
4. Maintains service records of Navy military personnel.
5. Sponsors and hosts Navy statutory and administrative selection boards.
6. Provides policy, financial oversight and technical guidance for the operation of morale, welfare and recreation (MWR), family support, and health and fitness activities for Navy personnel.
7. Coordinates assistance to family members in the event of the servicemember's death, serious injury/illness or status as prisoner of war/missing in action (POW/MIA).

8. Establishes policy to deter and identify drug/alcohol abuse and dependence on Navy installations and facilities, and provides oversight to Navy command-level drug and alcohol abuse prevention education and training.
9. Directs Navy music program.
10. Executes career progression, to include advancement, transfer, development, retirement, and separation of regular and reserve Navy personnel.
11. Directs security, order, discipline and safety of prisoners and detained personnel from the military services, and provides oversight of the Navy's worldwide corrections system.
12. Formulates and administers plans and policy, performs community management, and coordinates mobilization and recall procedures for Naval Reserve personnel.
13. Maintains programs for prevention of discrimination, sexual harassment, fraternization and hazing; and develops the Navy's equal opportunity policy and programs that attract, develop and retain a diverse work force.
14. Conducts Inspector General inspection, investigation, command evaluation, management control, and audit liaison/follow-up programs.
15. Proposes, develops and implements policies and procedures pertaining to personnel surveys conducted within the Navy.
16. Coordinates proposed legislation and responds to special interest inquiries from Congressional staffs and constituents.
17. Provides programming and budget formulation, civilian personnel management, manpower requirements determination, administrative and logistic support, public affairs communications, information management and technology support, and legal analysis to ensure NAVPERSCOM mission effectiveness.
18. Accomplishes other functions that may be assigned by higher authority.