



**COMMANDER,
NAVY PERSONNEL COMMAND
ORGANIZATION MANUAL**



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

NAVPERSCOMINST 5400.1A
BUPERS-05
14 Oct 2015

NAVPERSCOM INSTRUCTION 5400.1A

From: Commander, Navy Personnel Command

Subj: NAVY PERSONNEL COMMAND ORGANIZATION MANUAL

Ref: (a) SECNAV M5210.1
(b) BUPERSINST 5400.61

1. Purpose. To issue the Navy Personnel Command (NAVPERSCOM) organization manual. This instruction is being revised due to extensive changes and reorganization to the NAVPERSCOM organization. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVPERSCOMINST 5400.1.

3. Scope and Content. This organization manual documents the command structure and reflects functions and tasks assigned.

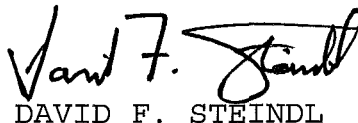
4. Responsibilities

a. NAVPERSCOM officials are responsible for ensuring that information reflecting the structure, functions, and tasks of the organization under their cognizance is accurate and current.

b. Bureau of Naval Personnel, Total Force Human Resources Office (BUPERS-05) is responsible for providing assistance to Commander, Navy Personnel Command (COMNAVPERSCOM) in evaluating proposed organizational changes.

5. Organization Changes. Submit all proposed organization changes for NAVPERSCOM to BUPERS-05 for approval.

6. Records Management. Records created as a result of this instruction, regardless of format and media shall be managed per reference (a).


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Distribution:

Electronic only, via NAVPERSCOM Web site

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

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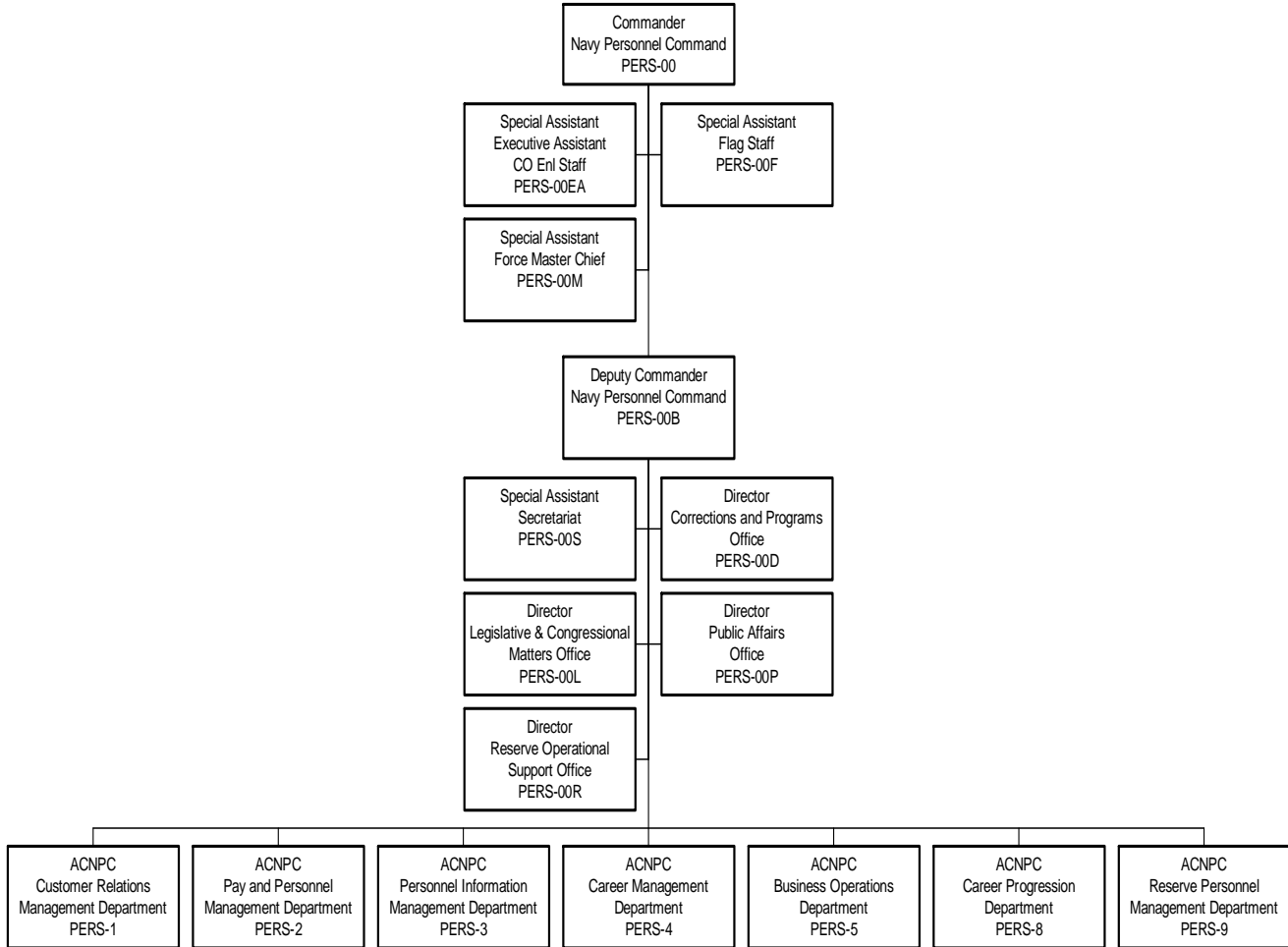
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Organization Chart of Navy Personnel Command



Command and Control

PERS-00

**Commander, Navy Personnel Command
(COMNAVPERSCOM)**

Exercises command, control, and management of Navy Personnel Command (NAVPERSCOM). Responsible for world-wide distribution and placement of active and reserve personnel. Provides Navy's military human resources (HR) services and personnel systems for career management and progression. Executes mission per Chief of Naval Personnel (CHNAVPERS) policy and established business rules.

PERS-00B

**Deputy Commander, Navy Personnel Command
(DEPCOMNAVPERSCOM)**

Acts as senior civilian executive advisor to plan, direct, coordinate, program, budget, and manage operational activities and programs. Executes command and control by analyzing information and evaluating results to make decisions and solve problems. Ensures continuity of operations and oversight over all functions of the organization to maximize return on investment and productivity. Provides effective leadership in management and direction and exercises managerial and decisional authority. Directs HR and manpower policy, equal employment opportunity, and civilian performance management. Ensures effective communications with leadership, management, staff, peers, and subordinates to coordinate activities and resolve problems. Performs executive level strategic planning development, and implementation of strategic priorities.

Special Assistants

All special assistants and staff office directors are tasked with both Bureau of Naval Personnel (BUPERS) and NAVPERSCOM functions and are considered dual-hatted. BUPERS taskings are reflected in reference (b).

PERS-00EA

Executive Assistant/Commanding Officer Enlisted Staff

Serves as executive assistant (EA) to COMNAVPERSCOM in support of the command and serves as commanding officer (CO) for enlisted personnel. Serves as principal assistant to COMNAVPERSCOM in operation and administration of the command; acts for COMNAVPERSCOM in routine matters of administration; assigns non-routine tasking (generally from higher authority) to staff for action; and directs front office operations. Acts as the primary communications conduit among the front office, departments, and external commands regarding high-interest actions.

PERS-00F

Flag Staff

Manages, directs, and coordinates administrative activities in support of COMNAVPERSCOM. Administers the correspondence processing control, message traffic, and administrative action items for signature by Secretary of Defense (SecDef), Secretary of the Navy (SECNAV), Assistant Secretary of the Navy, Manpower and Reserve Affairs (ASN) (M&RA), CHNAVPERS, and Deputy, Chief of Naval Personnel (DEPCHNAVPERS) relating to Navy manpower and personnel issues. Maintains automated correspondence tracking system.

Arranges travel, coordinates all out of office events, and provides daily logistical support for COMNAVPERSCOM. Assists the flag writer with scheduling. Serves as the point of contact for VIP visits to COMNAVPERSCOM.

Provides assistance and support to COMNAVPERSCOM for administrative and personal needs. Prepares personal correspondence and assists flag aide with Commander's travel preparations and accounting. Provides daily support for day-book and read-aheads, information technology (IT) and communications; and logistics and equipment. Conducts scheduling for COMNAVPERSCOM.

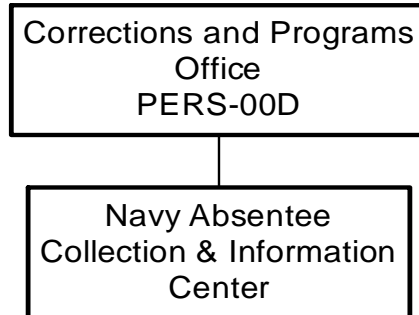
PERS-00M
Force Master Chief

Serves as the principal enlisted advisor to COMNAVPERSCOM on all matters relating to potential situations, policies, procedures, discipline, utilization, training, and practices and perceptions that affect welfare, morale, and job satisfaction of enlisted members within NAVPERSCOM and as necessary throughout the organization. Responsible to COMNAVPERSCOM for personnel matters outlined in OPNAVINST 1306.2G. Additionally, responsible for providing guidance for the management and operation of the Navy Enlisted Retention and Development Program in accordance with OPNAVINST 1040.11D.

PERS-00S
Secretariat

Provides administrative and clerical support to COMNAVPERSCOM. Processes official mail, message traffic, and correspondence. Maintains recurring reports and situational reports and monitors automated correspondence tracking system.

Staff Office Directors



PERS-00D
Corrections and Programs Office

Functions

Provides administrative, programmatic, and policy oversight over naval offender management programs (detention, restriction, correctional custody, confinement, deserter management, and appellate leave processing) as directed by COMNAVPERSCOM, Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (DCNO (N1)), and CHNAVPERS. Provides advice and guidance in all correctional matters and develops and coordinates changes to the Department of the Navy Corrections Manual (SECNAVINST 1640.9C) and advises on the content of other directives pertaining to corrections at SECNAV, CHNAVPERS, BUPERS, and NAVPERSCOM levels. Provides program management and oversight for the Naval Consolidated Brig (NAVCONBRIG) Miramar, CA; Chesapeake, VA; and Charleston, SC; Navy Absentee Collection and Information Center (NACIC), Millington, TN; and the Navy and Marine Corps Appellate Leave Activity, Washington, DC. Recommends Navy-wide offender management policies and programs for Chief of Naval Operations (CNO) and SECNAV approval. Provides guidance and oversight to major activities responsible for direct management of transient personnel units (TPU). Implements and manages the naval Corrections Management Information System (CORMIS). Responsible for developing and implementing the Department of the Navy Justice Information System (NJIS) for CHNAVPERS. Manages the NAVPERSCOM confinement-related notification program and archive for victims and witnesses, deoxyribonucleic acid collection program for military offenders convicted of qualifying military offenses, and national registry programs for sex offenders.

Tasks

1. Determines program goals and establishes policies and procedures for the Navy's corrections, deserter, shore patrol and TPU programs.
2. Serves as the Navy's primary authority, program manager, and resource sponsor for corrections, deserter apprehension, and TPUs.
3. Provides advice, policy, technical support, and oversight to offender management (restriction, desertion, and mandatory appellate leave) and NJIS (corrections component).
4. Represents the Navy to the other Services and to other Federal agencies involved in corrections and law enforcement. Negotiates Navy position in related Department of Defense (DoD) issues with executive-level representatives of the other Services and agencies.
5. Maintains liaison with executive-level personnel of the naval service, DoD and other military services. Represents the Navy positions in negotiating with other services and civilian agencies.
6. Directs the efforts of the commanding officers of the NAVPERSCOM offender management field activities.
7. Conducts prospective CO and XO en route training in preparation for assumption of their duties.
8. Directs the collection and dissemination of statistical data relative to the confinement of naval offenders.
9. Certifies new construction for use and secures formal Secretarial official approval of such facilities.
10. Conducts periodic operational and functional inspections and oversees the operation of correctional facilities and TPUs.
11. Monitors correctional and TPU staff training and assists in providing brig officer training conducted quarterly at NAVCONBRIGs.
12. Serves as regional Victim and Witness Assistance Program coordinator.

13. Coordinates Defense Incident Based Reporting System requirements.

Navy Absentee Collection and Information Center (NACIC)

Functions

Administers centralized deserter information services. Provides tracking, monitoring, and investigative location services of all non-discharged Navy personnel who are administratively declared deserters, and discharged members still subject to the jurisdiction of the Uniform Code of Military Justice to include parole and supervised release violators and escaped prisoners.

Tasks

1. Provides Corrections Program management.
2. Conducts investigations into location of declared deserters.
3. Issues criminal warrants.
4. Processes DoD forms DD 553 Deserter/Absentee Wanted By The Armed Forces and DD 616 Report of Return of Absentee.
5. Coordinates deserter returns with escort teams.
6. Composes, reviews, and issues correspondence.
7. Advises on implementation of policies and regulations.
8. Maintains deserter database.
9. Investigates cold deserter cases.
10. Coordinates administrative discharge paperwork with NAVPERSCOM, Career Progression Department (PERS-8).
11. Recommends changes to policies.
12. Reviews changes and updates to the Navy MILPERSMAN.
13. Prepares and compiles data for reports.
14. Attends and presents at annual conferences.
15. Attends professional conferences.

16. Conducts investigations and special inquiries.

PERS-00L

Legislative and Congressional Matters Office

Functions

Responsible for coordination of all legislative initiatives, legislative reviews, and congressional requests for information to ensure prompt, accurate, and consistent information is provided to Congress. Works closely with CHNAVPERS Legislative Advisor (N1X) to ensure CHNAVPERS has current and accurate information.

Serves as the congressional liaison for constituent matters for BUPERS. Responds to inquiries from Congress, as well as SecDef, SECNAV, and CNO, on the behalf of Sailors, former Sailors, and their families. Provides timely, accurate, and consistent responses to inquiries under the purview of CHNAVPERS and COMNAVPERSCOM.

PERS-00P

Public Affairs Office

Functions

Communicates with the Navy Total Force (active, retired, civilian, and contractor, providing information to support Sailor personal growth and professional development to optimize Navy readiness. Provides fleet-facing public affairs support and strategic communications advice to the NAVPERSCOM leaders who are responsible for the issues that matter most to our Sailors. Supports BUPERS Millington and NAVPERSCOM on public affairs matters; develops and implements Public Affairs plans to support BUPERS Millington and NAVPERSCOM strategic communications, mission and objectives; employs internal and external media to communicate with Navy personnel and their families, Navy retirees, news media, special interest groups, and the general public. Advises COMNAVPERSCOM on all matters concerning public affairs. Functional areas include media relations, print and electronic publications, audiovisual production, communications plan development and execution, news releases, radio and television script and spot production, and Web content management.

Tasks

1. Provides executive-level, fleet-facing public affairs support and strategic communications advice to Navy leaders about personnel issues.
2. Liaises with CHNAVPERS public affairs office to provide communications support across the Manpower, Personnel, Training, and Education (MPT&E) domain.
3. Advises BUPERS Millington and NAVPERSCOM on public affairs matters and supports the command with speeches, briefing books, point papers, and other materials.
4. Plans, develops, and executes strategic communication plans including support of virtual town halls, emergency communications during disaster situations, government shutdowns, and assistance with routine communications with the BUPERS Millington and NAVPERSCOM workforce to maintain unity within the command.
5. Writes and edits Shift Colors Online (retiree magazine).
6. Publishes Information Network internal communications newsletter, focusing on command sponsored activities, events, and information to improve the care, welfare, and quality of life of BUPERS Millington and NAVPERSCOM personnel.
7. Performs as writer and editorial supervisor for Navy news articles and all hands updates and other viable external news sources.
8. Provides content management on the publicly-accessible portion of the BUPERS (echelon II) Web site.
9. Performs as contracting officer representative (COR) for Microsoft Office SharePoint system.
10. Responds to media requests for information about personnel policies and provides releasable information about Sailors in the news.
11. Serves as broadcast supervisor for direct-to-Sailor commercial spots. In partnership with the Naval Media Center, produces broadcast commercials for Direct-to-Sailor television.
12. Provides photography support (camera or video) for news and other public affairs releases. Makes cameras available for

individual commands to check-out for non-NAVPERSCOM level events.

13. Researches, identifies, and establishes viable communications methods and tools to inform fleet Sailors and leaders of the command's policies, programs, services, and activities.

14. Provides NAVPERSCOM, Customer Relations Management Department (PERS-1) Customer Service Center content to ensure a consistent message is delivered to Sailors and their families through all media.

PERS-00R

Reserve Operational Support Office (OSO)

Functions

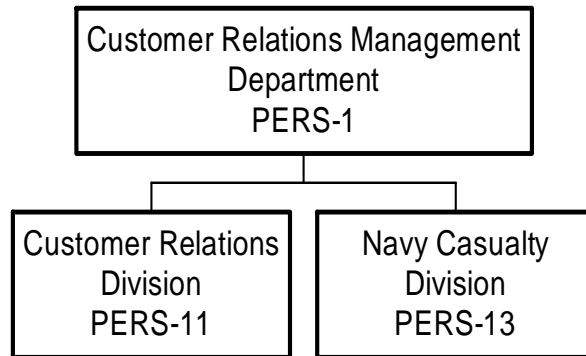
Serves as a Reserve advisor, per OPNAVINST 5420.112, to NAVPERSCOM staff. Administers all Reserve Personnel, Navy (RPN) discretionary funding sources for reserve orders within NAVPERSCOM and oversees and approves funds for all discretionary-funded reserve orders. Coordinates reserve operational and peacetime contributory support between the NAVPERSCOM Reserve Unit (NR COMNAVPERSCOM) and NAVPERSCOM. Develops, executes, and maintains detailed integration of NR NAVPERSCOM into the NAVPERSCOM organization. Provides staff administrative support to Navy Total Force (NTF) Operational Support Office (OSO).

Tasks

1. Serves as command Reserve advisor. Stays current on all policies, laws, and regulations governing the use of reservists by conducting research and coordinating with Commander, Navy Reserve Forces Command (CNRFC) and NAVPERSCOM, Reserve Personnel Management Department (PERS-9).
2. Provides advice on reserve matters to COMNAVPERSCOM staff as requested.
3. Serves as RPN discretionary funding administrator.
4. Develops operational support plan inputs for COMNAVPERSCOM to CNRFC for the purpose of obtaining RPN funding.

5. Develops and prioritizes annual active duty for special work (ADSW) inputs for COMNAVPERSCOM for approval and submission to the NTF OSO.
6. Allocates all RPN funding among NAVPERSCOM codes per command priorities.
7. Manages all RPN accounts within NAVPERSCOM, maintaining fiscal responsibility to CNRFC via the NTF OSO.
8. Oversees the Reserve order-writing process for COMNAVPERSCOM, providing quality assurance, fiscal responsibility, and fund approval.
9. Oversees order-writing, order execution, and travel claims processing for reservists supporting statutory and other boards.
10. Serves as reserve support coordinator.
11. Coordinates between NAVPERSCOM codes and the NR NAVPERSCOM to maximize the use of annual training (AT) orders and monthly drills in support of the NAVPERSCOM mission.
12. Assesses and coordinates all requests for reserve support, applying the appropriate type of reserve support to the requirement.
13. Manages all Selected Reserve (SELRES) billets assigned to COMNAVPERSCOM in terms of billet title, manning, and distribution for staff augmentation.
14. Assists codes to identify and obtain qualified reservists outside NR NAVPERSCOM, when necessary, to provide discretionary reserve support.
15. Assigns and manages a system of billet control numbers to track and account for all reserve support.

Assistant Commanders of Navy Personnel Command (ACNPC)



PERS-1
Customer Relations Management Department

Functions

Serves as ACNPC, Customer Relations Management (CRM) Department (PERS-1). Provides timely and accurate information with compassion and courtesy that earns the trust of the Navy family. Improves customer satisfaction via a centralized contact center and toll free telephone directory for personnel issues from the fleet, family members, reservists, and retirees; manages and supports urgent and emergent worldwide events through the crisis action organization; ensures quality, compassionate casualty assistance is provided to Navy families when a Sailor is seriously ill or injured, duty status unknown, missing-in-action (MIA), becomes a Prisoner-of-War (POW) or dies.

Tasks

1. Develops CRM policy and guidelines.
2. Provides customer service center services (e.g., tiers I and II) for BUPERS Millington and NAVPERSCOM.
3. Provides COR oversight for the Customer Service Center.
4. Provides Navy locator services.
5. Manages the crisis action organization during urgent and emergent events.

6. Provides casualty assistance when a Sailor is seriously ill or injured, duty status unknown, MIA, becomes a POW, or dies.

Customer Relations Division PERS-11

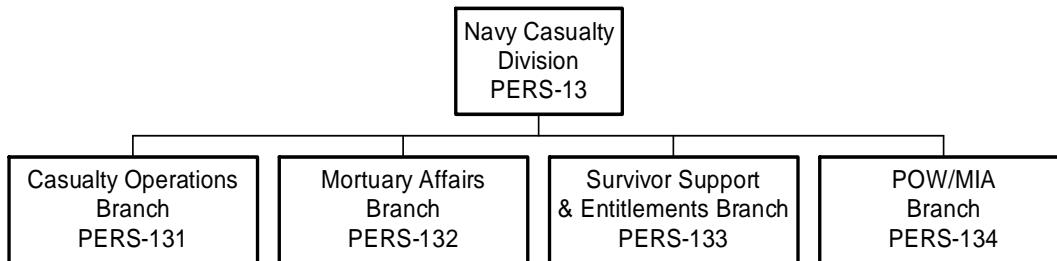
PERS-11
Customer Relations Division

Functions

Serves as the interface for Sailors and the Navy family at NAVPERSCOM for HR related and career management access via the multi-channel contact center (i.e., self-service tools, telephone, e-mail, voice mail, fax, and Web-based requests).

Tasks

1. Creates customer service request for each transaction.
2. Tracks and provides resolution to each customer service request.
3. Develops and manages an electronic data management system.
4. Provides correspondence processing and tracking for promotion boards and conversion applications.
5. Performs knowledge management system maintenance, data entry, and CRM analytics.
6. Provides 24-hour support to the crisis action organization when activated.



PERS-13
Navy Casualty Division

Functions

Provides a full spectrum of casualty assistance to Navy families when a Sailor is seriously ill or injured, duty status unknown, MIA, becomes a POW, or dies.

Tasks

1. Oversees all aspects of seriously/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 (SGLI), Traumatic Injury Service members' Group Life Insurance (TSGLI), and Family Service members' Group Life Insurance (FSGLI) claims.
3. Serves as the Navy's arm of the DoD POW/MIA accountability and recovery efforts including Personnel Reintegration.
4. Manages all facets of the Navy's Mortuary Affairs and Burial-at-Sea Program.
5. Develops plans for response and maintains proficiency in executing a response to a mass casualty.
6. Properly trains Reserve Component personnel in mass casualty procedures, Dover augmentation in the event of a mass casualty, and operations surge capability.
7. Maintains quality control and ensures data accuracy in the Defense Casualty Information Processing System.

PERS-131
Casualty Operations Branch

Functions

Conducts or oversees all efforts regarding family notification, benefits certification, and travel entitlements upon report of a casualty.

Tasks

1. Receives, verifies, certifies, ensures payment, and generates and retains records of all short and long-term benefits regarding cases involving a Sailor, civilian, or dependent death.
2. Arranges all travel for qualifying persons for funeral, memorial, and dignified transfer services for deceased cases, and bedside travel for qualifying ill and injured cases.
3. Maintains direct liaison with regional casualty offices regarding next-of-kin and other interested parties notification; provides assistance to casualty assistance calls officers (CACO) and claimants in the benefits application process.
4. Collects and manages casualty data and produces the DD 1300 Report of Casualty, via the Defense Casualty Information Processing System.

PERS-132
Mortuary Affairs Branch

Functions

Conducts, directs, or coordinates the preparation, casketing, and shipping of remains for deceased active duty members. Ensures the families of the fallen are thoroughly briefed on all burial options and services available and receives and adjudicates all claims associated with reimbursement for those services.

Tasks

1. Provides mortuary services and information regarding reimbursements and entitlements to Sailors, Marines, their dependents, and select retirees.
2. Provides information to Navy and USMC CACOs to ensure that families and the person authorized to direct disposition of remains are fully aware of their mortuary entitlements.
3. Works with contracted funeral homes in the preparation of deceased personnel to include embalming, cosmetics, military uniform, casketing, shipping, and military funeral escorts' orders.
4. Coordinates the Burial-at-Sea Program.

PERS-133
Survivor Support and Entitlements Branch

Functions

Manages the Navy's Traumatic and Family Life Insurance Programs as well as survivor long-term benefits.

Tasks

1. Manages all facets of the Survivor Benefit Plan (SBP) program from the establishment and maintenance of policy to certification of and pay execution for annuitants.
2. Participates in annual DoD SBP advisory board meeting.
3. Provides written SBP advisory opinions to the Board for Correction of Naval Records regarding SBP matters. Reviews active duty line of duty investigations to determine program eligibility for survivors.
4. Receives, reviews, processes, and adjudicates all initial and subsequent claims and appeals for TSGLI and FSGLI claims.
5. Participates in Veterans Administration (VA) sponsored semi-annual TSGLI and FSGLI conferences.

6. Establishes and executes centralized long-term case management procedures to assist survivors of military decedents.

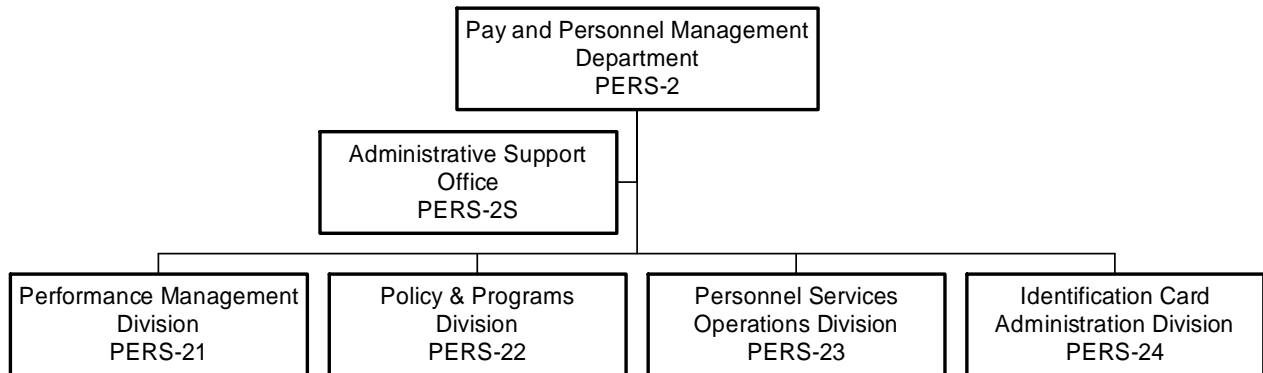
PERS-134
POW/MIA Branch

Functions

Works directly with the POW/MIA accounting community in implementing the DoD mission to account for Sailors missing from past conflicts. Acts as the advocate and liaison for Navy families of the missing and serves as the conduit for all information exchange between United States Government agencies and the families. Provides guidance and review on policies and regulations concerning DoD efforts to locate, recover, and identify Sailors missing from past conflicts.

Tasks

1. Provides updated information regarding POW/MIA cases to family members through direct contact and scheduled regional and national family update briefings.
2. Conducts genealogy searches to identify family members and collect deoxyribonucleic acid family reference samples to aid in the identification process of recovered missing Sailors.
3. Coordinates the administration of Navy unaccounted-for casualty cases until case resolution.
4. Coordinates with necessary government agencies to facilitate Personnel Reintegration of returning POWs and manages the command level PR instructions.



PERS-2
Pay and Personnel Management Department

Functions

Serves as ACNPC, Pay and Personnel Management Department (PERS-2). Serves as advisor to COMNAVPERSCOM for management and execution of Navy pay and personnel services. Provides management direction for execution of pay and personnel processes. Serves as the technical advisor to the personnel specialist (PS) rating and military human resources workforce sponsor. Serves as principal advisor on all identification card program functions providing management, oversight, guidance, and delivery of services for PSDs and CSDs world-wide.

PERS-2S
Administrative Support Office

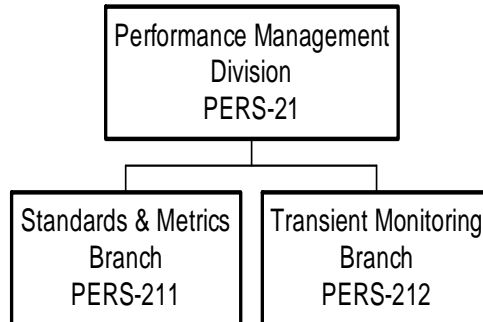
Functions

Provides administrative and clerical support to ACNPC, Pay and Personnel Management Department (PERS-2).

Tasks

1. Provides administrative support including management of on-line departmental (SharePoint) content, Total Records and Information Management (TRIM), and other records management requirements, correspondence preparation, taskers management, and other routine administrative matters.

2. Processes official mail and correspondence.
3. Maintains recurring reports, situational reports, and action correspondence tracking system.
4. Maintains various departmental personnel rosters.



PERS-21
Performance Management Division

Functions

Provides end-to-end process management and execution oversight and compliance of Navy-wide activities supporting pay and personnel service delivery and develops professional development requirements to ensure timely and accurate pay and personnel support for Sailors.

Tasks

1. Provides pay and personnel business process expertise that ensures field level execution compliance and drives standardization across Navy and higher authority pay and personnel service delivery requirements.
2. Develops performance metrics and analyzes data to measure program effectiveness across different pay and personnel systems and execution level activities.
3. Provides support for on-site inspection of field activities supporting financial management and audit readiness.

4. Analyzes reports of site examinations and assist visits, validating data against electronic information and reports to identify personnel service delivery trends, areas of non-compliance, and professional development gaps.
5. Identifies professional (military and civilian) workforce development needs and coordinates associated requirements, developments, and execution with appropriate organizations.
6. Identifies specific focus areas for Quality Assurance, Assistance, Standardization and Training team personnel to conduct investigations for potential deficiencies, based on established requirements and analysis of validated metrics.
7. Analyzes and evaluates quantitative and qualitative performance metrics extracted from daily operations of field level personnel service delivery activities to develop future plans, requirements, business investments including business case development, and assist in complying with investment review requirements and mandates.

PERS-211
Standards and Metrics Branch

Functions

Standardizes and measures execution compliance of Navy-wide activities supporting pay and personnel service delivery. Develops professional development requirements to ensure timely and accurate pay and personnel support for Sailors.

Tasks

1. Provides pay and personnel business process expertise that ensures field level execution compliance and drives standardization across Navy and higher authority pay and personnel service delivery requirements.
2. Develops performance metrics and analyzes data to measure program effectiveness across different pay and personnel systems and execution level activities.
3. Provides support for inspection of field activities supporting financial management and audit readiness.

4. Analyzes reports of site examinations and assist visits, validating data against electronic information and reports to identify personnel service delivery trends, areas of non-compliance and professional development gaps.
5. Identifies professional (military and civilian) workforce development needs and coordinates associated requirements, developments, and execution with appropriate organizations.
6. Identifies specific focus areas for Quality Assurance, Assistance, Standardization and Training team personnel to conduct investigations for potential deficiencies, based on established requirements and analysis of validated metrics.
7. Analyzes and evaluates quantitative and qualitative performance metrics extracted from daily operations of field level personnel service delivery activities to develop future plans, requirements, business investments including business case development, and assist in complying with investment review requirements and mandates.

PERS-212
Transient Monitoring Branch

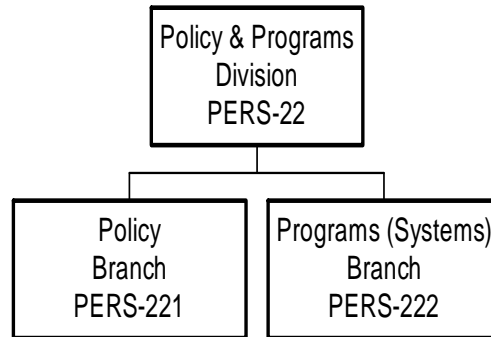
Functions

Provides operational and regulatory oversight and guidance for the receiving, processing, and reporting of Navy officer and enlisted transient personnel.

Tasks

1. Ensures Navy-wide adherence to policies and procedures for transient personnel accounting and processing.
2. Plans, schedules, and conducts audits and training on transient personnel processing activities, and reports findings and recommendations to appropriate command echelons.
3. Monitors status of temporary duty personnel.
4. Provides advice and assistance on orderly and efficient processing of Navy officer and enlisted transient personnel.

5. Recommends changes to policy and procedures to improve transient personnel accounting and processing.



PERS-22
Policy and Programs Division

Functions

Provides pay and personnel policy interpretation, integration, and issuance of field procedures that comply with published guidance and facilitates Navy-wide personnel service delivery. Conducts pay and personnel management program planning and analysis, validates resource requirements, and prepares budget documents and submissions to ensure Navy pay and personnel service delivery organizations are resourced and adequately prepared to support Sailors and their families.

Tasks

1. Provides support for achieving the Navy-wide pay and personnel management strategic vision and direction; develops plans, policy, and programs; and ensures alignment with NAVPERSCOM's strategic plan.
2. Develops and maintains the Navy's pay and personnel management and service delivery guidance.
3. Interprets federal statutes, legislative changes, and DoD and Navy policies pertaining to personnel, pay, and passenger transportation services and provides policy direction and guidance to appropriate execution activities.
4. Coordinates with external agencies to ensure alignment of pay and personnel directives and policies and provides

recommendations on Navy-wide pay and personnel management issues.

5. Oversees new initiatives and recommended changes to pay and personnel statutes, directives, and policies.

6. Eliminates barriers and implements quality improvements in response to concerns with regulatory compliance and customer requirements.

7. Develops and presents departmental guidance, justification, and submissions for program objective memorandum (POM) and program reviews.

8. Reviews and evaluates programs and supporting budgetary documentation to identify the cost-benefit relationships of existing and proposed programs, activities, and business process changes.

9. Analyzes current and proposed operating processes to evaluate their actual or potential effectiveness.

10. Supports the modernization and transformation of pay and personnel services delivery programs including development of functional requirements for IT system enhancements by conducting research projects, pilot proposals, analyzing performance data, and utilizing continuous process improvement methodology.

11. Ensures material and non-material solutions are synchronized throughout the transformation of any business process changes.

PERS-221
Policy Branch

Functions

Provides pay and personnel policy interpretation, integration, and issuance of field procedures that comply with published guidance.

Tasks

1. Develops and maintains the Navy's pay and personnel management and service delivery guidance.
2. Interprets federal statutes, legislative changes, and DoD and Navy policies pertaining to personnel, pay, and passenger transportation services and provides policy direction and guidance to appropriate execution activities.
3. Coordinates with external organizations (e.g., DoD, ASN, Financial Management and Comptroller; Assistant Secretary of the Navy (ASN (M&RA), Office of the Chief of Naval Operations (OPNAV); and Defense Finance and Accounting Service (DFAS)), to ensure alignment of pay and personnel directives and policies and provides recommendations on Navy-wide pay and personnel management issues, including impact to the Pay and Personnel Administrative Support System (PASS) Program supporting joint basing, wounded warrior, and other special interest areas.
4. Develops, submits, and tracks new initiatives and recommended changes to pay and personnel statutes, directives and policies.
5. Reviews, evaluates, and revises policies, procedures, mission objectives, and organization design eliminating barriers and implementing quality improvements in response to concerns with regulatory compliance and customer requirements.

PERS-222
Programs (Systems) Branch

Functions

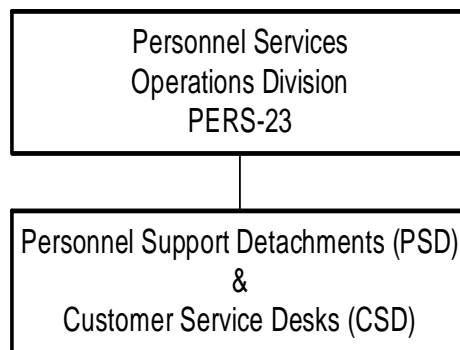
Conducts pay and personnel management program planning and analysis; validates resource requirements; and prepares budget documents and submissions to ensure Navy pay and personnel service delivery organizations are resourced and adequately prepared to support Sailors and their families.

Tasks

1. Reviews and evaluates programs and supporting budgetary documentation to identify the cost-benefit relationships of

existing and proposed programs, activities, and business process changes.

2. Analyzes current and proposed operating processes to evaluate their actual or potential effectiveness.
3. Supports the modernization and transformation of pay and personnel services delivery programs including development of functional requirements for IT system enhancements by conducting research projects, pilot proposals, analyzing performance data, and utilizing continuous process improvement methodology.
4. Ensures material and non-material solutions are synchronized throughout the transformation of any business process changes.



PERS-23
Personnel Services Operations Division

Functions

Provides program management, oversight, guidance, and delivery of military pay, personnel, passenger transportation, and identification card services world-wide by providing standardized procedures, standards of service, practices, and funding to manage and oversee support.

Tasks

1. Develops goals and objectives that integrate NAVPERSCOM's mission, ensuring all field-level activities provide timely, consistent, effective, and efficient personnel services delivery to sustain and improve current and future fleet readiness and mission execution.

2. Plans, organizes, directs, coordinates, controls, and evaluates the use of personnel, materials, and facilities to accomplish the execution level personnel service delivery mission, functions, tasks, and objectives effectively, efficiently, and economically.

Identification Card Administration Division PERS-24

PERS-24
Identification Card Administration Division

Functions

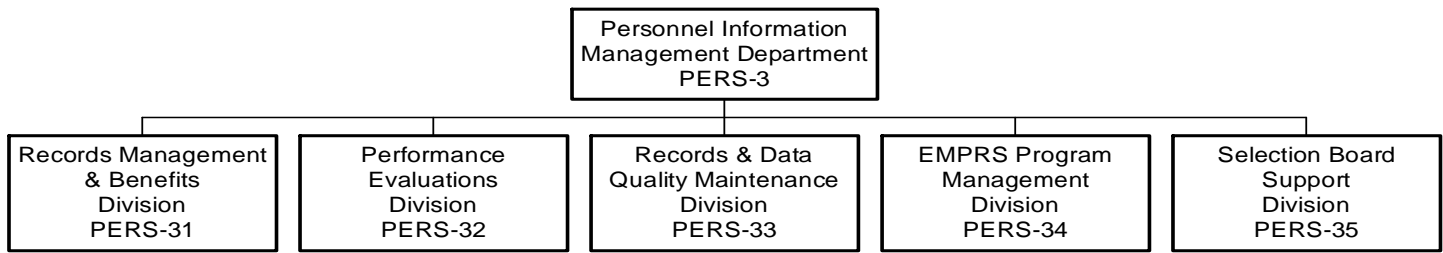
Serves as principal advisor on all identification card program functions providing management, oversight, guidance, and delivery of services for PSDs and CSDs world-wide. Provides guidance for Navy Defense Enrollment Eligibility Reporting System/Reserve Automated Personnel Identification System (DEERS/RAPIDS) and implements guidance pursuant to the Uniformed Identification Card with special interest in Navy-unique requirements.

Tasks

1. Provides operational oversight of all identification card services worldwide. Manages the identification card civilian and contract support workforce.
2. Serves as the Contract Officer Representative for the support contract and coordinates with the contracting officer to provide technical input for the revision of the Performance Work Statement (PWS).
3. Provides quality assurance and oversight for identification card processes. Verifies and validates processes to ensure metrics are within the parameters of the PWS taking corrective action as appropriate.
4. Monitors and provides corrective action to all RAPIDS sites to ensure they conform to the requirements of the PWS.

5. Acts as liaison between Defense Manpower Data Center (DMDC) and the fleet to include Commander, U.S. Fleet Forces Command (USFLTFORCOM)(shipboard RAPIDS); Commander, Naval Air Forces (CNAF)(shipboard RAPIDS); Commander, Navy Installation Command (CNIC) Common Access Card (CAC) Program Manager; PASS detachments and Reserve components.

6. Determines sponsor and family member eligibility for authorized identification card benefits in accordance with Federal law and DoD policy.

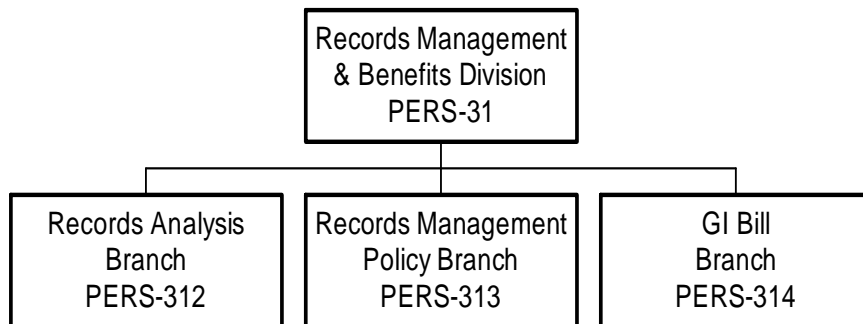


PERS-3

Personnel Information Management Department

Functions

Serves as ACNPC, Personnel Information Management Department (PERS-3). Provides comprehensive personnel information policy and management and serves as the principal advisor to COMNAVPERSCOM in the fields of military personnel information management; specifically, military records management, federal benefits, personnel evaluation management, information and data quality management, EMPRS program management, and selection board support.



PERS-31

Records Management and Benefits Division

Functions

Provides comprehensive official military personnel file (OMPF) policy and management for all Navy personnel records including active duty, reserve, and former member records. Creates, maintains, and corrects the OMPF, which serves as the primary source document for consideration by all selection boards. Develops policies for the retention, archiving, and security of

OMPF records. Controls record access and release. Serves as liaison to National Personnel Records Center (NPRC) for Navy OMPFs maintained at NPRC. 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. Administers the DVA General Issue (GI) Bill programs for the Navy ensuring compliance with Federal law. Provides selection board scanning support for all correspondence and letters to the board(s).

PERS-312
Records Analysis Branch

Function

Provides comprehensive record support service for all active duty Navy members, veterans, members of Congress, other Navy and DoD organizations, the VA, other Federal agencies, State and local governments, and members of the general public.

Tasks

1. Maintains comprehensive incoming and outgoing correspondence tracking system.
2. Receives and reviews all incoming notices of claims filed from State employment agencies.
3. Analyzes OMPF information to determine eligibility for unemployment benefits.
4. Prepares protest statements to State Department of Labor (DOL) activities for ineligible former Navy Service members.
5. Reviews Unemployment Compensation Program (UCX) administrative hearing decisional documents.
6. Provides administrative liaison services to State employment agencies. Provides direct support to DON UCX liaison officer to DOL.
7. Provides records verification services to the DVA, Immigration and Naturalization Service (INS), Office of Personnel Management, DOL, and other Federal agencies.
8. Conducts record reviews for awards entitlements.

9. Provides Navy Service member employment verification and verification of service to private employers, educational institutions, law enforcement, and other Federal agencies.
10. Reissues separation documents such as DD 214 Certificate of Release or Discharge From Active Duty; DD 215 Correction to DD Form 214, Certificate of Release or Discharge From Active Duty; and discharge certificates.
11. Reviews and processes Board for Correction of Naval Records (BCNR) and Naval Discharge Review Board (NDRB) actions.
12. Responds to advisory opinions from BCNR.
13. Processes name changes to records for veterans.
14. Processes requests on lost baggage and personal effects.
15. Processes requests from the DVA and requests from Department of Homeland Security for immigration applicants.
16. Provides enlisted statement of military service for pay entry base date, active duty separation date, transcripts of sea service, and verifies retiree's service in non-wartime campaigns or expedition requests.
17. Inputs awards into database.

PERS-313
Records Management Policy Branch

Tasks

1. Provides comprehensive records policy, management, and support for the OMPF for all Navy service records.
2. Determines policies and procedures for OMPF content, management, retention, and archiving.
3. Reviews legislation and policies for records management purposes.
4. Monitors OMPF release and record security.
5. Controls classified and unclassified OMPF access.
6. Reviews OMPF requests for compliance with Privacy Act and security regulations.

7. Creates and maintains Navy OMPF records.
8. Conducts records research and review for record reconstruction purposes.
9. Updates and corrects permanent service record documents.
10. Provides a wide range of record support services for active duty members and veterans, Navy and other DoD organizations, members of Congress, DVA, DOL, other Federal, State, and local agencies, and members of the general public.
11. Receives, analyzes, and classifies all incoming documents and correspondence for OMPF records support.
12. Provides official opinions and implements records corrections directed by BCNR and NDRB.
13. Provides record support for congressional inquiries.
14. Provides official record documents for civil or military court action.
15. Provides record support for selection boards.
16. Provides selection board field code 17 support.
17. Determines policies for electronic service record.
18. Provides Navy Service member (active, reserve, and former) locator service for official purposes including law enforcement, other Federal agencies, State attorneys general, and general public.

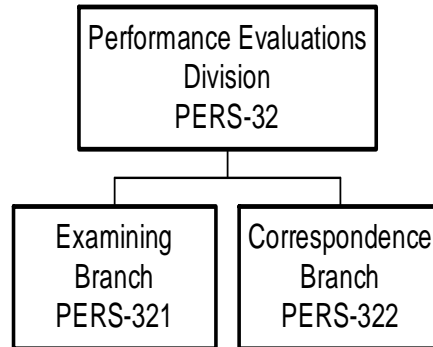
PERS-314
GI Bill Program Branch

Tasks

1. Administers the DVA GI Bill programs for Navy, ensuring compliance with Federal law.
2. Provides customer service to all active duty and veteran Navy personnel regarding their GI Bill Program benefits, educating them on their entitlements, and resolving any discrepancies with DVA or DFAS.

3. Determines eligibility and processes active duty member requests for Post 9/11 GI Bill program entitlement transfer of education benefits.

4. Serves as site security manager for transfer of education benefits for Navy active duty.



PERS-32
Performance Evaluations Division

Functions

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 periodic performance appraisals for active and reserve Navy personnel. Provides completed reports to the OMPF and summary information to the Navy mainframe for generation of enlisted and officer performance summary pages. Processes correspondence photos and performance evaluation reports.

PERS-321
Examining Branch

Tasks

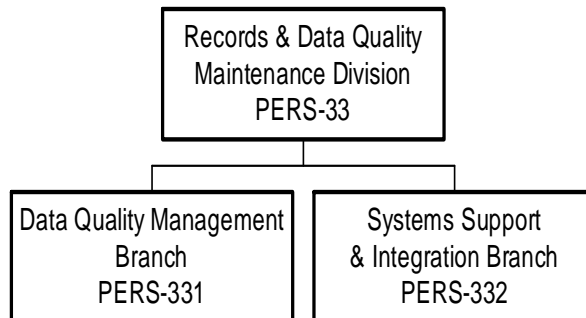
1. Examines performance evaluation reports to ensure correct data input and format.
2. Scans, validates, and accepts performance reports.

3. Serves as functional representative for performance evaluation information technology (IT) systems.
4. Processes policy updates concerning performance reports.
5. Conducts BCNR review and provides opinions on BCNR cases presented for resolution that affect evaluations and fitness reports.

PERS-322
Correspondence Branch

Tasks

1. Generates required correspondence concerning the indexing and updating of documents associated with performance evaluation reports.
2. Processes corrected reports previously rejected.
3. Provides record corrections.
4. Provides policy advisories.



PERS-33
Records and Data Quality Maintenance Division

Functions

Develops strategies and plans and implements processes that enhance records and data management and quality. Develops and executes policies, practices, and procedures that encompass the full data lifecycle for the personnel information management domain. Facilitates and coordinates critical record and data requirements to support initiatives across the Manpower,

Personnel, Training, and Education (MPT&E) domain. Plans, prioritizes, integrates, and implements changes for modifications to systems within the personnel information line of business. Provides access and visibility to personnel information across the DoD domain. Develops data and reports that reflect the integrity of manpower and personnel information. Coordinates with multiple human resource stakeholders to identify and resolve issues that impact the quality and integrity of personnel information. Provides data support for board eligibility related tasking and other board support data service requests.

PERS-331
Data Quality Management Branch

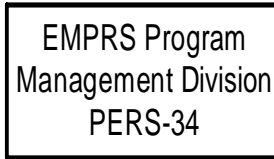
Tasks

1. Coordinates and facilitates manpower and personnel data requirements.
2. Analyzes data in multiple personnel information systems to determine anomalies.
3. Develops and executes data reconciliation processes.
4. Develops and executes quality assurance processes.
5. Coordinates with owners of interfacing systems to facilitate correction of anomalies.
6. Coordinates with field and corporate users to facilitate correction of anomalies.
7. Performs quality assurance on newly implemented system changes.
8. Identifies and coordinates manual workarounds not supported by system changes.
9. Performs error research on rejected personnel transactions.

PERS-332
Systems Support and Integration Branch

Tasks

1. Identifies stakeholders and defines the business need or requirement for Navy's legacy IT systems.
2. Defines personnel information data requirements.
3. Identifies personnel information business rules.
4. Coordinates with stakeholders to prioritize system changes and ensures alignment with strategic priorities.
5. Sets priorities of system change requests and coordinates with service providers to begin development.
6. Develops a plan of actions and milestones to manage development and implementation of system changes.
7. Coordinates and performs functional testing of system changes.
8. Monitors changes in production.
9. Provides visibility and access to personnel data.
10. Develops metrics on the quality and integrity of data.
11. Analyzes HR processes and makes recommendations to modify to gain efficiencies.



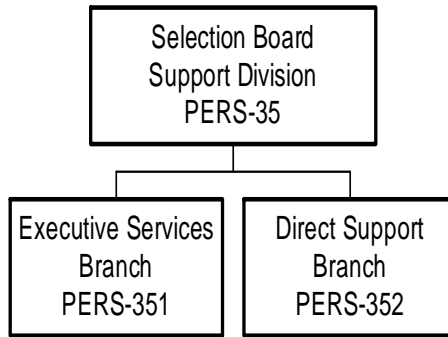
PERS-34
**Electronic Military Personnel Records System (EMPRS) Program
Management Division**

Function

Provides daily oversight for all facets of the EMPRS and PERSTEMPO programs. Provides the documentation and approval of all software changes, testing, enhancements, and future upgrades to both programs in compliance with the applicable DoD directives. Provides general system maintenance, scheduling, logistics, and configuration control board processes. Provides oversight of all contracts utilized to support the EMPRS program.

Tasks

1. Manages EMPRS and PERSTEMPO special projects.
2. Identifies and defines the functional program requirements of EMPRS and PERSTEMPO.
3. Provides timely and accurate military and civilian PERSTEMPO information to leadership.
4. Ensures the daily Navy-wide PERSTEMPO execution through the interpretation, clarification, dissemination, and facilitation of PERSTEMPO policy.
5. Develops and reshapes current and future automation processes of PERSTEMPO analytics.
6. Validates PERSTEMPO information, reconciles data discrepancies, generates PERSTEMPO messages, provides training to fleet users, and maintains management oversight of helpdesk functions.



PERS-35
Selection Board Support Division

Functions

Provides a wide range of support for Navy statutory and administrative promotion and selection boards to include serving as the primary selection board support provider within PERS-3; developing and managing the annual selection board schedule; responding to board schedule related tasking and ad hoc board scheduling requirements; developing and managing the board Temporary Additional Duty (TAD) Budget program of record (POR); providing executive services to board participants; preparing and executing boards; maintaining selection board data integrity; conducting member board training; executing daily board operations; providing boardroom and vote tank management; managing the officer and enlisted selection boards POR for active and full-time support member and recorder board travel; preparing the POR annual spending and phasing plans; preparing mid-year, POM, and other budget tasking submissions; liaising with and providing scanning services in concert with NAVPERSCOM's Customer Service Center, Records Management and Benefits Division, and Performance Evaluation Division; providing board construction, data aggregation and management to include the creating and managing boards using the EMPRS and officer enlisted board system (OEBS); loading and managing EMPRS board membership and eligibility information; initiating automated requests for and loading Navy mainframe board summary pages for respective boards and eligible members; initiating EMPRS transfer of digital records to assemble appropriate and authorized OMPF documents into respective boards; and reviewing pre-board, digital record, and summary page reports to determine completeness of boards prior to preparation and convening of boards.

PERS-351
Executive Services Branch

Tasks

1. Receives member nominations from NAVPERSCOM, Distribution Policy and Procedure Branch (PERS-451) and prepares TAD board member and recorder orders.
2. Processes board membership packages; contacts travelers; and prepares and routes membership information documents.
3. Manages annual travel and per diem TAD operation and maintenance, Navy (OMN) budget.
4. Supports annual SELRES operations and maintenance, Navy Reserve (OMNR) budget.
5. Coordinates board lodging, travel, and meal services.
6. Manages selection board vehicle General Services Administration fleet.
7. Provides facilities management for boardrooms and vote tanks.
8. Coordinates correspondence and letter to board scanning.
9. Provides performance evaluation report liaison with PERS-32.
10. Provides officer photo liaison with PERS-31.
11. Manages the end of board customer survey.
12. Prepares and manages the officer and enlisted selection boards POR for active and full-time support (FTS) member and recorder board travel.
13. Prepares the POR annual spending and phasing plans, mid-year, POM, and other budget tasking submissions.
14. Tracks and manages selection board membership changes.
15. Processes letterhead orders for non-Defense Travel System (DTS) board travelers.

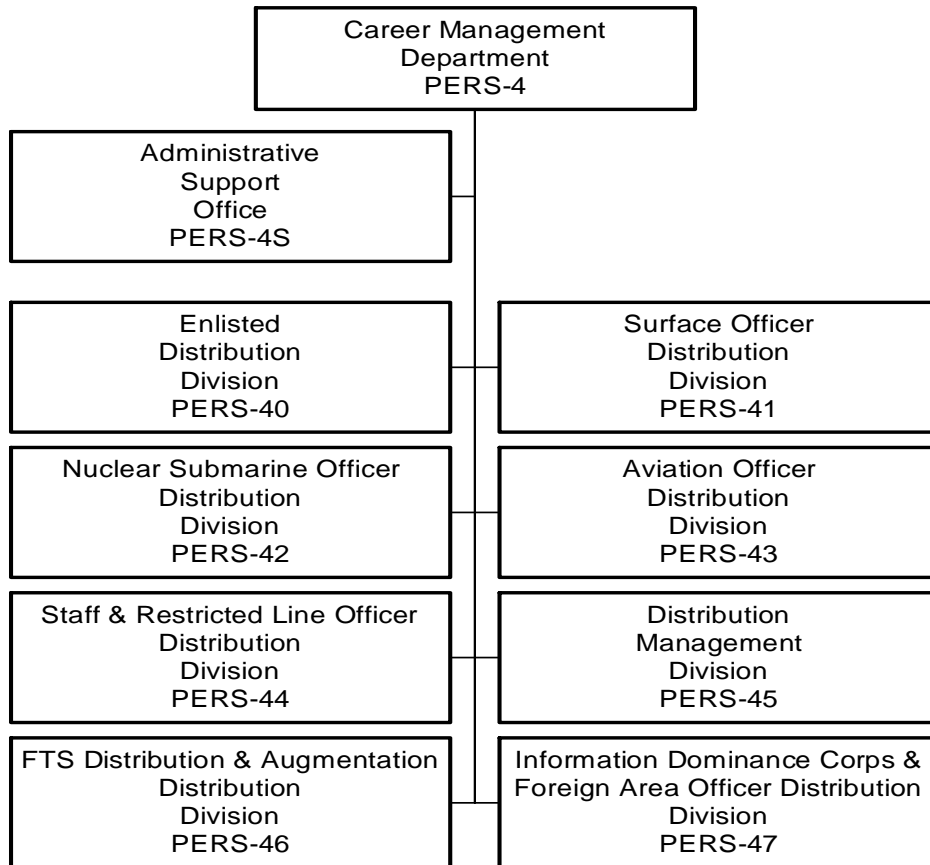
16. Creates DTS budget labels and assigns cross-organizational lines of accounting (LOA).
17. Reviews, adjusts, and approves all active and FTS board traveler DTS authorizations and vouchers.
18. Processes correspondence photos and performance evaluation reports.
19. Solicits, evaluates, and distributes end of board customer satisfaction surveys and end of board reports.
20. Provides board overhead support, including customer service, correspondence scanning services, coffee mess management, and board room facilities support.
21. Provides traveler assistance, including air travel adjustments and travel claim liquidation support.
22. Manages selection board shuttle and General Services Administration fleet support for local member and recorder transportation.
23. Provides EMPRS system testing support for system upgrades, Naval Network Warfare Command vulnerability patches, and new system requirements and enhancement testing and validation.

PERS-352
Direct Support Branch

Tasks

1. Manages EMPRS selection board system operations.
2. Orchestrates and executes selection boards.
3. Manages selection board member and eligible board participant record.
4. Conducts and services vote tank operations.
5. Provides support for selection board sponsor functions.
6. Provides selection board member and recorder training.
7. Provides EMPRS and OEBS development and testing support.

8. Provides selection board operator training, scheduling, and management.
9. Provides administrative support for selection board reports.
10. Provides Web-based selection board member and recorder pre-training.
11. Provides myriad support services and functions for annual selection board members, recorders, and eligible records.
12. Conducts pre-board interviews with statutory and administrative board sponsors.
13. Creates and manages boards using the EMPRS and OEBS.
14. Reviews pre-board, digital record, and summary page reports to determine completeness of boards prior to board preparation and convening.
15. Provides board execution support, including eligible record management and distribution, record review training and coordination, vote system operations, and reports management.



PERS-4
Career Management Department

Functions

Serves as ACNPC, Career Management Department (PERS-4). Supports Active and Reserve Component Navy military personnel by implementing and administering statutes, regulations, and policies regarding major milestones in officer and enlisted careers. Responds to fleet demands and advances personal career development to optimize the effectiveness of naval forces. Ensures Navy staffs, units, and activities are adequately manned. Provides meaningful and rewarding career opportunities. Develops, promotes, retains, and distributes personnel to the jobs best suited to each individual's potential to excel.

Adopts the best practices to keep the fleet and individual Sailors updated with timely information regarding career management issues. Serves as the advocate for the Sailor to ensure that the Navy continues to offer a career of choice.

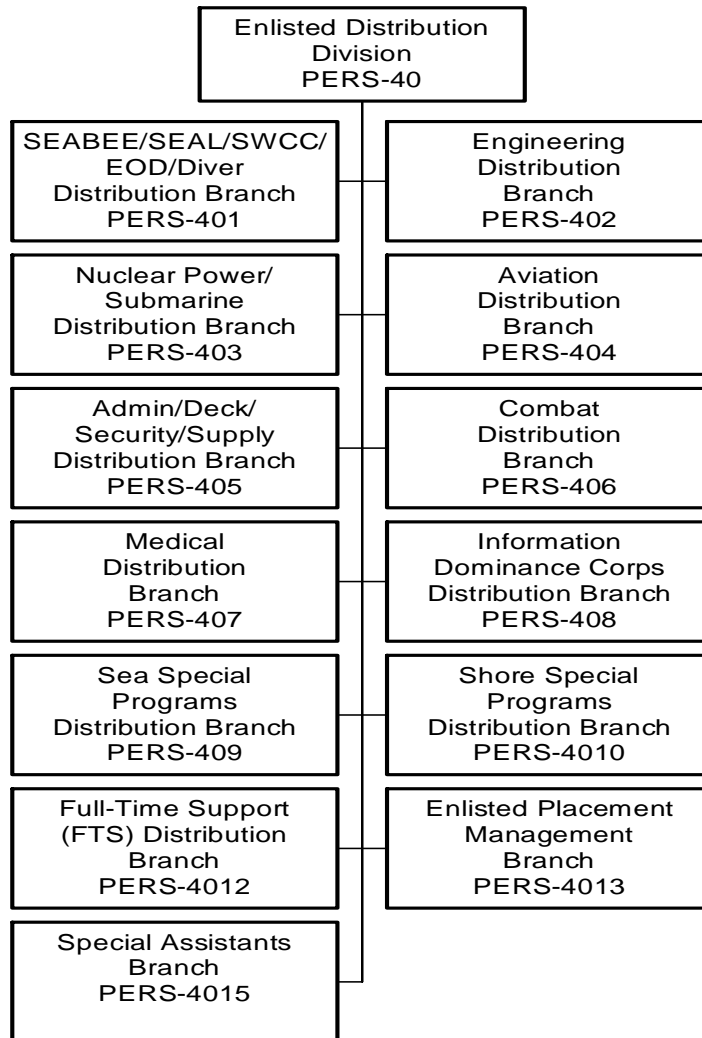
PERS-4S
Administrative Support Office

Function

Provides administrative and clerical support to ACNPC (PERS-4).

Tasks

1. Processes official mail and correspondence.
2. Processes military leave and special requests.
3. Maintains recurring reports, situational reports, and action correspondence tracking system.
4. Processes military performance evaluations for ACNPC signature; maintains reporting senior's copy file; maintains department file copy (when applicable); and ensures proper distribution and inclusion in the OMPF.
5. Maintains various departmental personnel rosters.
6. Processes military award recommendations.
7. Serves as department's personnel security assistant. Prepares and processes access and visit requests. Screens members for overseas duty and sea duty assignments, and processes screening forms.
8. Maintains and orders supplies for PERS-4.



PERS-40
Enlisted Distribution Division

Functions

Controls personalized detailing of all FTS and regular Navy enlisted personnel to all activities, projects, and billets following given requirements, management directives, and fiscal constraints. Maintains direct and personalized liaison with individual constituents. Monitors allocated permanent change of station (PCS) and temporary duty under instruction (TEMDUINS) funds. Monitors allocated temporary flight orders for enlisted members and provides processes to ensure quality control checks for enlisted detailing. Implements plans and policies designed to ensure the optimum selection for skill training of recruits and other non-designated enlisted personnel. Coordinates and controls all training inputs to satisfy the "A" and "C" school

training plan. Evaluates and advises planners on operational constraints during development of and changes to the class "A" and "C" school training plan. Authorizes and assigns all Navy leadership continuum quotas for enlisted personnel on PCS transfers.

PERS-401
SEABEE/SEAL/SWCC/EOD/Diver Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of active duty (AD) and SELRES construction battalions (SEABEES); sea-air-land (SEAL); Special Warfare Combatant Craft (SWCC); explosive ordnance disposal (EOD); and diver enlisted assignments. Assigns, counsels, mentors, and distributes enlisted constituents. Advises the division director on all matters relating to the distribution of enlisted Navy expeditionary Sailors.

Tasks

1. Executes the policies and goals of the division and the manning control authorities (MCA) in the placement and detailing of active and reserve SEABEES in the ratings of builder (BU), construction electrician (CE), construction mechanic (CM), constructionman (CN), engineering aide (EA), equipment operator (EO), steelworker (SW), and utilitiesman (UT).
2. Monitors personnel readiness at all Naval Construction Force commands to include Naval mobile construction battalions, amphibious construction battalions (ACBs), and underwater construction teams.
3. Prioritizes billets per guidance from Navy Expeditionary Combat Command (NECC), First Naval Construction Division, Naval Facilities Engineering Command, and fleet type commanders (TYCOMS).
4. Executes the policies and goals critical to the efficient distribution of SEAL, SWCC, EOD, and Navy diver personnel.
5. Fills all SEAL, SWCC, EOD, and Dive school quotas to include screening all fleet applicants' packages.

6. Monitors personnel readiness at all naval special warfare commands to ensure mission success.

7. Prioritizes billets in accordance with guidance from Naval Special Warfare Command, NECC, and fleet TYCOMS.

PERS-402
Engineering Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of all surface engineering enlisted assignments. Assigns, counsels, mentors, and distributes enlisted constituents in the eight surface engineering ratings. Advises the division director on all matters relating to enlisted surface engineering distribution.

Tasks

1. Coordinates the distribution of enlisted Sailors in various surface engineering assignments.
2. Provides career counseling and advice to the fleet Sailors.
3. Gathers data and information to assist in budget projection and analysis.
4. Offers special assistance to Sailors regarding their next career milestone.
5. Provides a liaison between the fleet and the division director on "hot" topics or areas that require attention.
6. Assists Sailors in finding the best "fit" for themselves and the Navy.
7. Acts as the Sailors' advocate if there is conflict between the fleet and the Sailor.
8. Assists various organizations that require input for fleet-wide decisions.
9. Manages and administers a budget for the distribution of Sailors.

PERS-403
Nuclear Power/Submarine Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of all nuclear power and submarine enlisted personnel in support of the fleet response plan (FRP). Assigns, counsels, mentors, and distributes enlisted constituents. Manages the accession and training pipeline of submarine and surface nuclear trained personnel. Maintains the maintenance of the submarine volunteer database and the submarine qualification and disqualification determination. Coordinates and manages all pregnancy and limited duty (LIMDU) orders for submarine nuclear enlisted and surface nuclear trained personnel. Maintains the availability tracker that ensures all availabilities are answered in a timely manner.

Tasks

1. Distributes the ratings of electronics technician (ET); electronics technician (nuclear) (ETN); electrician's mate (EM); machinist's mate (MM); machinist's mate, auxiliary (MME); and submarine and surface nuclear enlisted personnel in support of the FRP while maintaining a balance between the personal and professional needs of the Sailor and the needs of the Navy.
2. Distributes the ratings of fire control technician (FT); machinist's mate (Weapons) (MMW); missile technician (MT); and sonar technician (submarine) (STS), in support of the FRP while maintaining a balance between the personal and professional needs of the Sailor and the needs of the Navy.
3. Distributes the ratings of culinary specialist (CS); ET (communications) (ETR); ET (navigation) (ETV); information systems technician submarine (ITS); logistics specialist (LS); and yeoman (YN) in support of the FRP while maintaining a balance between the personal and professional needs of the Sailor and the needs of the Navy.

PERS-404
Aviation Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of all aviation enlisted assignments. Assigns, counsels, mentors, and distributes enlisted constituents. Advises the division director on all matters relating to enlisted aviation distribution.

Tasks

1. Distributes the ratings of aviation electrician's mate (AE); aviation ordnanceman (AO); and aviation electronics technician (AT) in support of the FRP while ensuring opportunity for each Sailor's career advancement and personal professional growth.
2. Distributes the ratings of aviation boatswain's mate (AB); aviation traffic controller (AC); aerographer's mate (AG); aviation support technician (AS); Naval aircrewman (AW); aviation maintenance administrationman (AZ); and aircrew survival equipmentman (PR) in support of the FRP while ensuring opportunity for each Sailor's career advancement and personal professional growth.
3. Distributes the ratings of aviation structural mechanic (AM) and aviation structural mechanic (equipment) (AME) in support of the FRP while ensuring opportunity for each Sailor's career advancement and personal professional growth. Implements and monitors the procedures and performs all actions required for the distribution of all enlisted assignments regarding all aviation commissioning and decommissioning of squadrons. Assists commands as the COMNAVPERSCOM representative for homeport changes and transitions to new airframes.

PERS-405
Admin/Deck/Security/Supply Distribution Branch

Functions

Implements and monitors established procedures for all actions required to distribute the administrative, deck, security, and supply ratings. Assigns, counsels, and mentors the distribution of enlisted constituents. Advises the division director on all matters relating to administrative, deck, security, and supply ratings distribution.

Tasks

1. Coordinates the distribution of enlisted Sailors in various administrative, deck, security, and supply assignments.
2. Serves as the Sailors' advocate in assignment options, transfer regulations, career assignment advice, and personnel requests.
3. Assists Sailors in finding the best "fit" for themselves and the Navy.
4. Oversees monthly Career Management System-Interactive Detailing (CMS-ID) personnel selections, considering manpower support and cost effectiveness.
5. Provides quota control for "C" schools.
6. Ensures required en route training is properly scheduled during PCS execution to minimize gaps in the fleet and monitors training funds to ensure they are utilized properly.
7. Coordinates with NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) and fleet units to ensure proper manning levels.
8. Provides liaison between the fleet and the division director on "hot" topics or areas that require attention.
9. Manages and administers a budget for the distribution of Sailors.

10. Gathers data and information to assist in budget projection and analysis.

11. Provides Sailor nominations for sea and shore special programs in support of fleet requirements.

PERS-406
Combat Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of all surface combat systems enlisted assignments. Assigns, counsels, mentors, and distributes enlisted constituents in the seven surface combat systems ratings. Advises the division director on all matters relating to enlisted surface combat systems distribution.

Tasks

1. Coordinates the distribution of enlisted Sailors in various surface combat systems assignments.
2. Provides career counseling and advice to the fleet Sailors.
3. Gathers data and information to assist in budget projection and analysis.
4. Offers special assistance to Sailors who require it regarding their next career milestone.
5. Provides a liaison between the fleet and the division director on "hot" topics or areas that require attention.
6. Assists Sailors in finding the best "fit" for themselves and the Navy. Ensures that the required follow-up schools are scheduled in a manner that allows minimal to no gap in the fleet.
7. Acts as the Sailors' advocate if there is conflict between the fleet and the Sailor.
8. Assists various organizations that require input for fleet-wide decisions.

9. Manages and administers a budget for the distribution of Sailors.

PERS-407
Medical Distribution Branch

Functions

Implements and monitors procedures and performs all actions required for the distribution of all hospital corpsmen (HM). Assigns, counsels, mentors, and distributes enlisted constituents. Advises the division director on all matters relating to HM distribution.

Tasks

1. Coordinates the distribution of HM in various assignments.
2. Provides career counseling and advice to fleet Sailors.
3. Gathers data and information to assist in budget projection and analysis.
4. Offers Sailors next career milestone assistance.
5. Provides a liaison between the fleet and the division director on "hot" topics or areas that require attention.
6. Assists Sailors in finding the best "fit" for themselves and the Navy.
7. Acts as the Sailors' advocate if there is conflict between the fleet and the Sailor.

PERS-408
Information Dominance Corps Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of all cryptologic, intelligence, and information systems technician enlisted assignments. Assigns, counsels, mentors, and distributes enlisted

constituents. Advises the division director on all matters relating to enlisted information dominance corps distribution.

Tasks

1. Coordinates the distribution of enlisted Sailors in various assignments.
2. Provides career counseling and advice to fleet Sailors.
3. Gathers data and information to assist in budget projection and analysis.
4. Offers special assistance to Sailors who require it regarding their next career milestone.
5. Provides a liaison between the fleet and the division director on "hot" topics or areas that require attention.
6. Assists Sailors in finding the best "fit" for themselves and the Navy.
7. Acts as the Sailors' advocate if there is conflict between the fleet and the Sailor.

PERS-409

Sea Special Programs Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of all surface enlisted assignments regarding all surface commissioning and decommissioning of ships. Assists commands as the COMNAVPERSCOM representative for homeport changes. Assigns, counsels, mentors, and distributes enlisted constituents in all surface ratings. Advises the division director on all matters relating to enlisted surface distribution of commissioning; decommissioning; river squadron (RIVRON); and landing craft, air cushion (LCAC) personnel distribution.

Tasks

1. Coordinates the distribution and redistribution of enlisted Sailors in commissioning and decommissioning of naval vessels.
2. Assists in the screening and "fit" placement of all Littoral Combat Ship personnel.
3. Solicits, screens, and assigns personnel to specialized communities such as LCAC and RIVRON commands.
4. Gathers data and information to assist in budget projection and analysis.
5. Acts as the COMNAVPERSCOM representative for all decommissioning and homeport changes in the surface community.
6. Assists Sailors and commands to ensure all required training is completed before reporting to newly commissioned ships.
7. Acts as the Sailors' advocate if there is conflict between the fleet and the Sailor.
8. Assists various organizations that require input for fleet-wide decisions.
9. Manages and administers a budget for the distribution of Sailors.

PERS-4010

Shore Special Programs Distribution Branch

Functions

Executes the policies and goals critical to the efficient manning of recruit division commanders (RDC); Military Entrance Processing Stations (MEPS); USS Constitution; USS Arizona Memorial; Navy recruiters; NAVCONBRIGs; NACIC; survival, evasion, resistance, and escape; equal opportunity advisors (EOA); substance abuse rehabilitation programs (SARP); Navy leadership training units; Centers for Personal and Professional Development (CPPD); flag writers; flag mess; enlisted aides; White House Communications Agency; Camp David; North Atlantic

Treaty Organization Command (NATO); embassy duty; joint and Personnel Exchange Program (PEP) commands; Washington DC and Millington staffs; and assignment of enlisted personnel to "A" schools. Monitors shore disestablishments and enlisted to officer accessions and Professional Apprentice Career Track Program. Enlisted personnel involved in these programs are nominated or released by their respective warfare communities.

Tasks

1. Screens nominated personnel for detailing to Navy recruiter canvasser with Navy enlisted classification (NEC) code 9585.
2. Provides detailing services for Navy career recruiter force in close coordination with Commander, Navy Recruiting Command (COMNAVCRUITCOM).
3. Screens nominated personnel for detailing as company chiefs to United States Naval Academy (USNA), Naval Academy Preparatory School (NAPS), officer training commands, USS Arizona, USS Constitution, MEPS, as RDCs at Great Lakes, EOAs, SARPs, CPPD instructors, and instructors at the Senior Enlisted Academy.
4. Screens and details CMS-ID selectees for assignment to NAVCONBRIGs and their detachments as prison guards, TPU, NACIC, NEC 9999 duties across the fleet, and SERE instructors.
5. Nominates, screens, and details Sailors for the major Washington, DC and Millington staff areas, such as: White House, Camp David, Joint Chiefs of Staff, State Department, SecDef, SECNAV, OPNAV, BUPERS, and COMNAVPERSCOM.
6. Screens nominated personnel for assignment to work with members from other U.S. Services and foreign military Service members around the world. Programs include joint staffs, PEP, NATO, and attaché duty (embassy).
7. Coordinates, makes avails, and monitors the detailing of members affected by shore disestablishments, change of homeport, and base realignment and closure (BRAC).
8. Writes orders for Officer Candidate School (OCS), Seaman-To-Admiral 21, USNA, NAPS, Medical Service Corps In-service

Procurement Program, and Medical Enlisted Commissioning Program selectees.

9. Distributes non-designated SN, AN, and FN enlisted personnel in support of the FRP maintaining a balance between the personnel and professional needs of the Sailor and the needs of the Navy.

10. Screens nominated personnel for formal "A" school assignments including non-designated seamen (SN), airmen (AN), or firemen (FN), rating conversions and General Detail Targeted Enlistment Program.

11. Writes orders for all Career Waypoints (C-WAY), lateral and force conversions, and accession and "A" school attrition re-classifications.

PERS-4012

Full-Time Support Distribution Branch

Functions

Implements and monitors the procedures and performs all actions required for the distribution of all FTS enlisted assignments. Assigns, counsels, mentors, and distributes enlisted constituents. Advises the division director on all matters relating to enlisted surface engineering distribution.

Tasks

1. Coordinates the distribution of enlisted Sailors in various assignments.
2. Provides career counseling and advice to the fleet Sailors.
3. Gathers data and information to assist in budget projection and analysis.
4. Offers special assistance to Sailors who require it regarding their next career milestone.
5. Provides a liaison between the fleet and the division director on "hot" topics or areas that require attention.

6. Assists Sailors in finding the best "fit" for themselves and the Navy.
7. Acts as the Sailors' advocate if there is conflict between the fleet and the Sailor.

PERS-4013
Enlisted Placement Management Branch

Functions

Plans, coordinates, and directs activities to provide centralized management support for distribution of active duty enlisted personnel following the overall personnel management policies established by Deputy Chief of Naval Operations, Manpower and Personnel (CNO (N1)), USFF, NAVPERSCOM.

Tasks

1. Serves as the command representative in the detailing process and as the MCA agent.
2. Monitors deployment readiness.
3. Processes enlisted manning inquiry reports and personnel manning assistance reports submitted by the fleet.
4. Reviews enlisted distribution and verification reports.
5. Works with commands to ensure NAVPERSCOM receives the most accurate enlisted demand signal possible.
6. Analyzes rating health and works to improve enlisted distributable manning from a sea and shore readiness viewpoint.
7. Reviews Navy manning plan (NMP) allocations for each rating and works with the MCAs via the distribution support team to rewrite NMP when needed, ensuring equitable distribution of available Sailors.
8. Evaluates personnel assignment actions (PCS orders and directed manning actions) to ensure the right person was detailed to the right job at the right time.

9. Coordinates active duty enlisted support for worldwide overseas contingency operations support assignments.
10. Delivers a slate of prioritized enlisted requisitions to the fleet via CMS-ID that allows for Sailor negotiation with PERS-40 detailers.
11. Awards, removes, and corrects NECs outside of the Corporate Enterprise Training Activity Reporting System for all active, FTS, and SELRES personnel.
12. Reviews and develops current and future systems to improve detailing and placement processes.
13. Tracks and monitors the manning level of the fleet and Sailors with limitations and considerations which influence distribution decisions.

PERS-4015
Special Assistants Branch

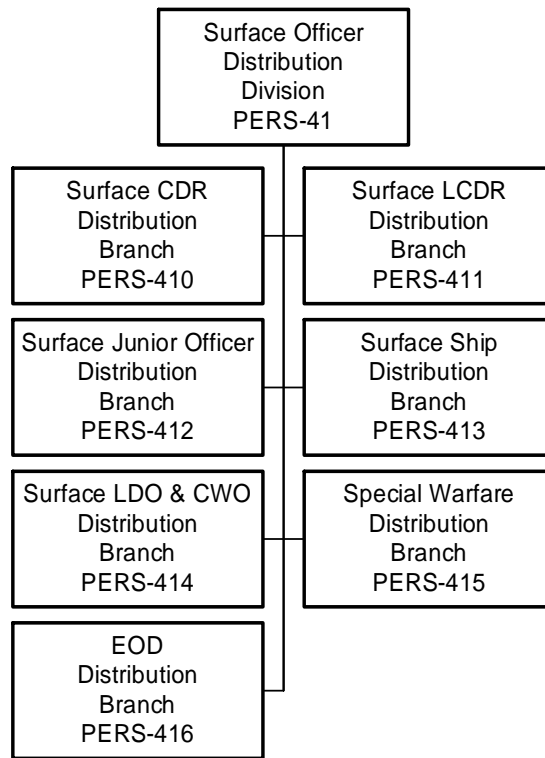
Functions

Provides administrative oversight and executes the policies and goals to the Navy's enlisted humanitarian reassignment and discharge, operational screening, entitlements, budget, incentive pay programs, senior enlisted placement, twilight tours, command master chief and command senior chief detailing, civilian and military manpower, and enlisted distribution.

Tasks

1. Implements and monitors the procedures and performs all actions required for the Navy's enlisted special programs to include enlisted humanitarian reassignment and discharge, operational screening, assignment limited, entitlements, budget, incentive pay programs, senior enlisted placement, twilight tours, command master chief and command senior chief detailing, civilian and military manpower, and enlisted distribution.
2. Acts as the authorizing official for decisions relating to cancellation of orders for enlisted personnel who refuse to obligate service for orders, directs detailers to cancel orders once records have been flagged, and determines needs of the Navy assignments as required.

3. Advises the division director on all matters as they apply to enlisted distribution policy and guidance. Evaluates position management and staffing plans to ensure efficient and effective use of human capital.



PERS-41
Surface Officer Distribution Division

Functions

Assigns and places active duty officers, associated limited duty officers (LDOs), and chief warrant officers (CWOs), with 111X/113X/114X designators from captain and below to billets in both afloat and ashore commands. Places officers in associated operational and support commands and staffs. Supports and conducts various screening boards. Records for the following selection boards: Surface Warfare Officer (SWO) Department Head and Early Command; SWO XO and CO Fleet-Up (Commander Command); Specialty Career Path (SCP) designation; SCP-CO and XO; SWO Major Command; SEAL XO and CO; EOD department head (DH), XO, and CO.

Tasks

1. Prepares, routes, releases, and modifies PCS orders per applicable law and policy.
2. Guides, mentors, and directs the career progression of all SWOs in the grade of captain per accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.
3. Travels to major fleet concentration areas to mentor constituents in person and conduct training on career progression and record management.
4. Selects and processes exceptional officers through the flag aide nomination process for selection and assignment to flag officers around the fleet.
5. Slates screened officers to major command shore and major command afloat assignments around the world.
6. Plans, coordinates, and executes SWO Major Command selection board.
7. Processes resignations, retirements, and separations in coordination with NAVPERSCOM, Career Progression Department (PERS-8) according to applicable law and policy.
8. Processes, approves, and disapproves projected rotation date (PRD) extension request for officers assigned to PERS-41.
9. Selects and coordinates SWOs to represent PERS-41 as board members and assistant recorders on administrative and statutory boards.
10. Locates, selects, and assigns qualified officers to U.S. and foreign war colleges.
11. Coordinates and assigns SWOs to joint professional military education (JPME) Phase II at the Joint Forces Staff College.

PERS-410
Surface CDR Distribution Branch

Functions

Assigns surface officers with designator 1110 and 1117 in the grade of commander and those surface nuclear trained officers to shore and afloat billets. Acts as recorder for the XO/CO Fleet-Up (Commander Command) screening board; and the SCP designation, XO, and CO selection boards.

Tasks

1. Prepares, routes, releases, and modifies PCS orders per applicable law and policy.
2. Guides, mentors, and directs the career progression of all SWOs in the grade of commander per accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.
3. Travels to major fleet concentration areas to mentor constituents in person and conduct training on career progression and record management.
4. Guides and counsels COs and XOs on the mentoring of junior officers for selection to sea and shore assignments.
5. Acts as the surface community point of contact for SCP program.
6. Selects and processes exceptional officers through the flag aide nomination process for selection and assignment to flag officers around the fleet.
7. Slates screened officers to CO-afloat; XO-afloat; CO-special mission; XO-special mission; and SCP designated XO, and CO assignments around the world.
8. Plans, coordinates, and executes XO/CO Fleet-Up (Commander Command) screening boards.
9. Plans, coordinates, and executes SCP designation, XO, and CO boards, alternating annually with PERS-43 per MILPERSMAN 1301-233.

10. Processes critical skills retention bonus requests and coordinates payment schedules to ensure on time payment for all qualified officers.
11. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.
12. Processes, approves, and or disapproves PRD extension request for officers assigned to PERS-410 and NAVPERSCOM, Surface LCDR Distribution Branch (PERS-411).
13. Selects and coordinates SWOs to represent PERS-41 as board members and assistant recorders on administrative and statutory boards.
14. Locates, selects, and assigns qualified officers to U.S. and foreign war colleges.
15. Coordinates and assigns SWOs to JPME Phase II at the Joint Forces Staff College.

PERS-411
Surface LCDR Distribution Branch

Functions

Assigns surface officers with designators 1110 or 1117 in the grade of lieutenant commander and those surface nuclear trained officers to shore and afloat billets. Acts as recorder for the XO/CO Fleet-Up (Commander Command) screening board; SCP designation, XO, and CO selection boards.

Tasks

1. Prepares, routes, releases, and modifies PCS orders in accordance with applicable law and policy.
2. Guides, mentors, and directs the career progression of all SWOs in the grade of lieutenant commander in accordance with accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.

3. Travels to major fleet concentration areas to mentor constituents in person and conduct training on career progression and record management.
4. Guides and counsels COs and XOs on the mentoring of junior officers for selection to sea and shore assignments.
5. Acts as the surface community point of contact for SCP program.
6. Selects and processes exceptional officers through the flag aide nomination process for selection and assignment to flag officers around the fleet.
7. Slates screened officers to CO-afloat; XO-afloat; CO-special mission; XO-special mission; and SCP designated XO and CO assignments around the world.
8. Plans, coordinates, and executes XO/CO Fleet-Up (Commander Command) screening boards.
9. Plans, coordinates and executes SCP designation, XO, and CO boards, alternating annually with PERS-43 in accordance with MILPERSMAN 1301-233.
10. Processes critical skills retention bonus requests and coordinates payment schedules to ensure on time payment for all qualified officers.
11. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.
12. Processes, approves, and or disapproves PRD extension request for officers assigned to PERS-410 and 411.
13. Selects and coordinates SWOs to represent PERS-41 as board members and assistant recorders on administrative and statutory boards.
14. Locates, selects, and assigns qualified officers to U.S. and foreign war colleges.
15. Coordinates and assigns SWOs to JPME Phase II at the Joint Forces Staff College.

PERS-412
Surface Junior Officer Distribution Branch

Functions

Assigns 111X designator and surface nuclear trained officers in the grades of lieutenant and below to billets afloat and ashore. Serves as recorders for DH and Early Command screening boards.

Tasks

1. Prepares, routes, and releases permanent change of station orders in accordance with applicable law and policy.
2. Guides, counsels, and directs the career progression of all SWO junior officers from new accession through department head in accordance with accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.
3. Manages nuclear SWO junior officer community and officer career path.
4. Travels to all major fleet concentration areas to speak with the SWOs in person about career progression and record management.
5. Guides and counsels COs and XOs on the mentoring of junior officers for selection to sea and shore assignments.
6. Manages the junior officer billets base for all afloat commands and ensure that there are adequate reliefs and qualified watch standers to fill the SWO billets.
7. Announces, prepares for, and conducts selection processes for Naval Postgraduate School (NPS), USNA Leadership Education and Development (LEAD), and graduate education voucher programs.
8. Announces, prepares for, and conducts national ship selection events for Naval Reserve Officer Training Corps (NROTC), USNA, OCS, and Maine Maritime Academy, and balances the ensign distribution among the ships throughout the fleet.
9. Visits NROTC units across the country to discuss the SWO community and career path.

10. Filters, selects, and routes exceptional officers to the flag aide nomination process for selection and assignment to flag officers around the fleet.
11. Plans, coordinates, and executes DH and Early Command selection boards.
12. Answers inquiries regarding female SWOs and acts as a liaison with the Office of Women's Policy (OPNAV N134W).
13. Answers questions from outside staffs about the SWO career path and the junior officer distribution policy.
14. Processes revised junior critical skills bonus requests and coordinates payment schedules to ensure on time payment for all potential and acting SWO department heads.
15. Maintains and updates the division officer sequencing plan instruction.
16. Aids in coordination and assignment of basic division officer course and educates the fleet about the new program.
17. Processes SWO non-attain officers through the probationary officer continuation and redesignation (POCR) board process and conducts ship selection for new accessions from the POCR board.
18. Coordinates, announces, and conducts Surface Navy Association Mid-South events.
19. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.

PERS-413
Surface Ship Distribution Branch

Functions

Identifies billet requirements and places naval officers to fill afloat and ashore commands under PERS-41's cognizance in the distribution process.

Tasks

1. Properly executes the policies of NAVPERSCOM and ensures the best match between billet requirements and officer qualifications.
2. Posts billets for fill 9 to 12 months in advance of an officer's PRD.
3. Prepares, routes, and releases permanent change of station orders in accordance with applicable law and policy.
4. Prepares billet specialty training tracks within officer orders and confirms course quotas with applicable schoolhouses.
5. Coordinates with the SCP stakeholders to identify and fill billet requirements.
6. Coordinates and executes travel for the PERS-41 detailer team to major fleet concentration areas to personally engage with commands regarding personnel distribution requirements.
7. Guides and counsels COs and XOs on officer manning concerns in relation to billet fills and administrative procedures and actions.
8. Balances the first tour division officer distribution among ships throughout the fleet.
9. Provides answers to outside staffs about the SWO career path and the NAVPERSCOM distribution policies.
10. Serves as quota control for the Basic Division Officer Course, Damage Control Assistant (DCA) Course, and Surface Warfare Officer Schools Navigator Courses, and work with afloat XOs to ensure all required officers attend within the timeline prescribed by Commander Naval Surface Forces.
11. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.

PERS-414
Surface Limited Duty Officer and Chief Warrant Officer
Distribution Branch

Function

Assigns all associated limited duty officers (LDO) and chief warrant officers (CWO) with 61XX, 6410, 6490, 71XX, 7410, and 7490 designators in the grade of captain and below to billets afloat and ashore.

Tasks

1. Prepares, routes, and releases permanent change of station orders in accordance with applicable law and policy.
2. Guides, counsels, and directs the career progression of all constituents in accordance with accepted career paths, needs of the Navy, and officer preferences via phone, email, and personal contact.
3. Researches, analyzes, and prepares correspondence in response to outside inquiries.
4. Manages funding accounts to ensure highest priorities are met within fiscal constraints.
5. Manages PCS, TEMDUINS, and TAD travel funds.
6. Coordinates special projects and responses to ad hoc queries from all levels of DoD and outside agencies.
7. Works closely with community manager to determine annual requirements for new accession LDO and CWOs.
8. Travels, as required, in order to provide community briefs and face-to-face interaction.

PERS-415
Special Warfare Distribution Branch

Functions

Assigns and places active duty officers with designator 1130, 1180, 615X, 715X, and 717X, limited duty officers, and chief warrant officers (SEAL and SWCC) from captain and below to billets in both afloat and ashore commands. Places officers in associated operational and support commands and staffs. Supports and conducts various naval special warfare screening boards, and spot promotion boards. Acts as recorder for the XO and CO (Commander Command) screening board.

Task

1. Prepares, routes, releases, and modifies PCS orders in accordance with applicable law and policy.
2. Guides, mentors, and directs the career progression of all SEAL and SWCC in the grades of captain and below in accordance with accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.
3. Travels to major naval special warfare (NSW) concentration areas, NSW units, theater special operations commands, and forward deployed joint task forces to mentor constituents in person and conduct training on career progression and record management.
4. Guides and counsels COs and XOs on the mentoring of junior officers for selection to sea and shore assignments.
5. Selects and processes exceptional officers through the general officer and flag aide nomination process for selection and assignment to joint and Navy commands around DoD.
6. Slates screened officers to CO-afloat; XO-afloat; CO-special mission; XO-special mission; and SCP designated XO and CO assignments around the world.
7. Plans, coordinates, and executes operations officer and XO detailing and XO/CO (Commander Command) screening boards.

8. Coordinates with NSW officer community manager for the processing of critical skills retention bonus requests and subsequent payment schedules to ensure on time payment for all qualified officers.
9. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.
10. Processes, approves, and or disapproves PRD extension request for officers within NSW.
11. Selects and coordinates NSW Officers to represent PERS-41 as board members and assistant recorders on administrative and statutory boards.
12. Locates, selects, and assigns qualified officers to U.S. and foreign war colleges.
13. Coordinates and assigns NSW Officers to JPME Phase II at the Joint Forces Staff College.

PERS-416
Explosive Ordnance Disposal Distribution Branch

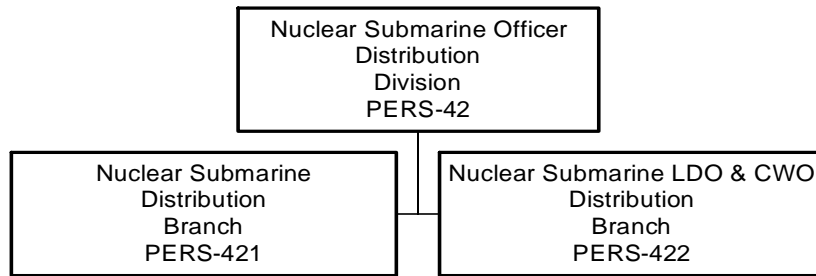
Functions

Assigns 1190 and 1140 and associated LDO and CWO designated officers, in the grades of CWO and ensign through captain to shore and afloat billets. Performs placement functions for all EOD, mobile diving and salvage units, and various other commands and acts as recorder for the EOD DH, XO, and CO screening boards.

Tasks

1. Prepares, routes, releases, and modifies PCS orders in accordance with applicable law and policy.
2. Guides, mentors, and directs the career progression of all EOD officers in the grades of ensign through captain in accordance with accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.

3. Travels to major fleet concentration areas to mentor constituents in person and conduct training on career progression and record management.
4. Guides and counsels COs and XOs on the mentoring of junior officers for selection to sea and shore assignments.
5. Selects and processes exceptional officers through the flag aide nomination process for selection and assignment to flag officers around the fleet.
6. Slates screened officers to major command, CO-afloat, XO-afloat, CO-shore, and XO-shore around the world.
7. Processes critical skills retention bonus requests and coordinates payment schedules to ensure on time payment for all qualified officers.
8. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.
9. Processes, approves, and or disapproves PRD extension request for officers.
10. Selects and coordinates EOD Officers to represent PERS-41 as board members and assistant recorders on administrative and statutory boards.
11. Locates, selects, and assigns qualified officers to U.S. and foreign war colleges.
12. Coordinates and assigns EOD Officer to JPME Phase II at the Joint Forces Staff College.
13. Announces, prepares for, and conducts selection processes for NPS, USNA LEAD, and graduate education voucher programs.
14. Visits NROTC units across the country to discuss the EOD community and career path.



PERS-42

Nuclear Submarine Officer Distribution Division

Functions

Assigns and places active duty submarine and nuclear trained officers from the grade of captain and below and certain non-nuclear trained Department of Energy officers to billets in both afloat and ashore commands. Serves as COMNAVPERSCOM/CNO Nuclear Power Program Manager (OPNAV N-133). Records for the 112X Captain, Major Command screening board.

PERS-421

Nuclear Submarine Distribution Branch

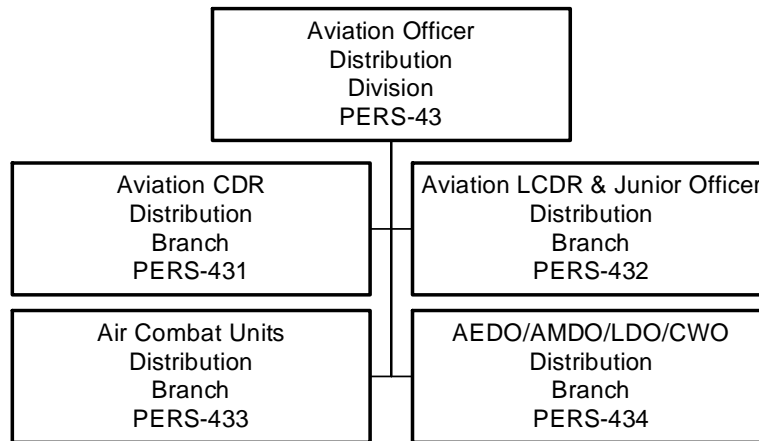
Tasks

1. Assigns nuclear power submarine trained officers.
2. Assigns all nuclear officer accessions and monitors the nuclear power training and recruiting programs.
3. Records for the Submarine CO/XO screening board and Submarine DH selection board.
4. Places officers in nuclear submarines, submarine staff, training, and general shore billets.
5. Assigns nuclear and general officers within the acquisition professional community.
6. Places nuclear trained surface warfare, engineering duty, and aviation officers in afloat and ashore nuclear billets.

PERS-422
Nuclear Submarine LDO and CWO Distribution Branch

Tasks

1. Places officers in submarine tenders, submarine dry docks, submarine bases, and shore-based submarine maintenance activities.
2. Assigns submarine and nuclear trained LDOs and CWOs.
3. Assigns and places officers assigned to naval reactors and their associated field activities.



PERS-43
Aviation Officer Distribution Division

Functions

Identifies billet requirements and places naval officers to fill afloat and ashore commands under PERS-43's cognizance in the distribution process.

Tasks

1. Executes the policies of NAVPERSCOM and ensures the best match between billet requirements and officer qualifications.
2. Posts billets for fill 9 to 12 months in advance of an officer's PRD.

3. Prepares, routes, and releases PCS orders in accordance with applicable law and policy.
4. Prepares billet specialty training tracks within officer's orders and confirms course quotas with applicable schoolhouses.
5. Coordinates with the SCP stakeholders to identify and fill billet requirements.
6. Coordinates and executes travel for the PERS-43 detailee team to major fleet concentration areas to personally engage with commands regarding personnel distribution requirements.
7. Guides and counsels COs and XO's on officer manning concerns in relation to billet fills and administrative procedures and actions.
8. Balances the department head distribution among aviation commands throughout the fleet.
9. Provides answers to outside staffs about the aviation career path and the NAVPERSCOM distribution policies.
10. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.

PERS-431
Aviation CDR Distribution Branch

Functions

Assigns aviation officers with designators 1310 and 1320 in the grade of commander to shore and afloat billets. Acts as recorder for the XO/CO Fleet-Up (Commander Command) screening board; and the SCP designation, XO, and CO selection boards.

Tasks

1. Prepares, routes, releases, and modifies PCS orders in accordance with applicable law and policy.
2. Guides, mentors, and directs the career progression of all aviators in the grades of commander and commander (selected) in

accordance with accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.

3. Travels to major fleet concentration areas to mentor constituents in person and conduct training on career progression and record management.
4. Guides and counsels COs and XOs on the mentoring of junior officers for selection to sea and shore assignments.
5. Acts as the aviation community point of contact for SCP program.
6. Selects and processes exceptional officers through the flag aide nomination process for selection and assignment to flag officers around the fleet.
7. Slates screened officers to CO-afloat; XO-afloat, CO-special mission, XO-special mission, and SCP designated XO and CO assignments around the world.
8. Plans, coordinates, and executes XO/CO Fleet-Up (Commander Command) selection boards.
9. Plans, coordinates, and executes SCP designation, XO, and CO boards, alternating annually with PERS-41 in accordance with MILPERSMAN 1301-233.
10. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.
11. Processes, approves, and or disapproves PRD extension request for officers assigned to PERS-431.
12. Selects and coordinates aviators to represent PERS-43 as board members and assistant recorders on administrative and statutory boards.
13. Locates, selects, and assigns qualified officers to U.S. and foreign war colleges.
14. Coordinates and assigns aviators to JPME Phase II at the Joint Forces Staff College.

PERS-432

Aviation LCDR and Junior Officer Distribution Branch

Functions

Assigns aviation officers with designators 13XX in the grade of lieutenant commander and below to shore and afloat billets. Acts as recorder for the Aviation Commander selection board.

Tasks

1. Assigns aviation officers in the grade of lieutenant commander and below to billets afloat and ashore.
2. Manages the aviation career incentive pay, aviation career continuation pay, and hazardous duty incentive pay for flying (HDIP-F) programs.
3. Records for the Aviation Commander selection board.
4. Assigns aviation officers to military service schools and post-graduate education programs.
5. Prepares, routes, and releases PCS orders in accordance with applicable law and policy.
6. Guides, counsels, and directs the career progression of all aviation junior officers from new accession through department head in accordance with accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.
7. Travels to all major fleet concentration areas to speak with the aviators in person about career progression and record management.
8. Guides and counsels COs and XOs on the mentoring of junior officers for selection to sea and shore assignments.
9. Manages the junior officer billet base for all aviation commands and ensures that there are adequate reliefs and qualified aviators to fill aviation billets.
10. Announces, prepares for, and conducts selection processes for NPS, USNA LEAD, and graduate education voucher programs.

11. Filters, selects, and routes exceptional officers to the flag aide nomination process for selection and assignment to flag officers around the fleet.
12. Plans, coordinates, and executes DH and Early Command selection boards.
13. Answers questions from outside staffs about the aviation career path and the junior officer distribution policy.
14. Processes and determines eligibility of aviation command retention bonus and aviation DH retention bonus requests and coordinates payment schedules to ensure on time payment for all potential and acting COs and DHs.
15. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.

PERS-433

Air Combat Units Distribution Branch

Functions

Places officers in aviation activities including Commander Carrier Group and Carrier, Fixed Wing Aircraft, Nuclear (CVN), and screens officers for flight training.

Tasks

1. Executes the policies of NAVPERSCOM and ensures the best match between billet requirements and officer qualifications.
2. Posts billets for fill 9 to 12 months in advance of an officer's PRD.
3. Prepares, routes, and releases PCS orders in accordance with applicable law and policy.
4. Prepares billet specialty training tracks within officer's orders and confirms course quotas with applicable schoolhouses.
5. Coordinates with the SCP stakeholders to identify and fill billet requirements.

6. Coordinates and executes travel for the PERS-43 detailee team to major fleet concentration areas to personally engage with commands regarding personnel distribution requirements.
7. Guides and counsels COs and XO's on officer manning concerns in relation to billet fills and administrative procedures and actions.

PERS-434
AEDO/AMDO/LDO/CWO Distribution Branch

Functions

Assigns Aerospace Engineering Duty Officer (AEDO), Aerospace Maintenance Duty Officer (AMDO), LDOs, and CWOs with 151X, 152X, 631X, 632X, 633X, 636X, 639X, 731X, 732X, 733X, and 736X designators in the grade of captain and below to billets afloat and ashore.

Tasks

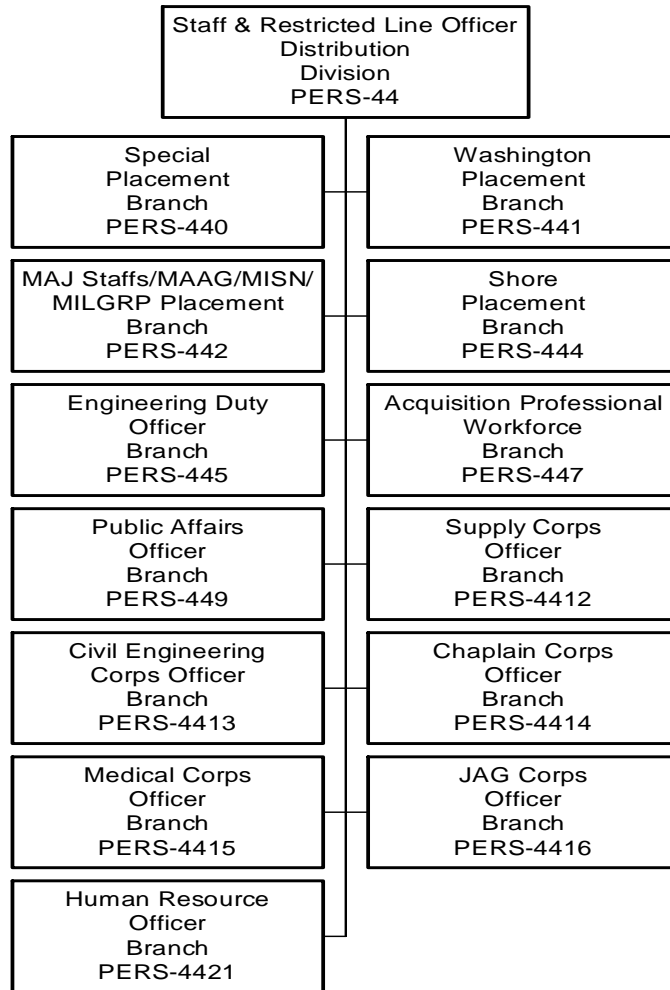
1. Records for Test Pilot selection board.
2. Prepares, routes, and releases PCS orders in accordance with applicable law and policy.
3. Guides, mentors, and directs the career progression of all aviation constituents in the grades of captain and below in accordance with accepted career path, needs of the Navy, and officer preferences via phone, email, and personal contact.
4. Researches, analyzes, and prepares correspondence in response to outside inquiries.
5. Manages funding accounts to ensure highest priorities are met within fiscal constraints.
6. Coordinates special projects and responses to ad hoc queries from all levels of DoD and outside agencies.
7. Works closely with community manager with determining annual requirements for new accession LDO and CWOs.
8. Assigns all officer accessions and monitors the required training and reserves quotas.

9. Processes resignations, retirements, and separations in coordination with PERS-8 according to applicable law and policy.

10. Processes, approves, and or disapproves PRD extension requests for officers assigned to PERS-434.

11. Selects and coordinates aviators to represent PERS-43 as board members and assistant recorders on administrative and statutory boards.

12. Travels as required in order to provide community briefs and face-to-face interaction.



PERS-44

Staff and Restricted Line Officer Distribution Division

Functions

Administers officer distribution policy and career management guidance to Navy officers within nine staff corps and restricted line communities and performs placement functions for all major staffs, Washington, DC commands, education, training, and installation commands as well as flag staff positions ensuring compliance with Federal law and applicable policies and within fiscal and personnel inventory constraints.

PERS-440
Special Placement Branch

Functions

Administers officer distribution policy for all Navy officer graduate education and fellowship programs and performs placement functions for all education, training, and installation commands as well as for flag staff positions ensuring compliance with Federal law and applicable policies and within fiscal and personnel inventory constraints.

PERS-441
Washington Placement Branch

Functions

Administers officer distribution policy and performs placement functions for all Washington, DC area command and staffs ensuring compliance with Federal law and applicable policies within fiscal and personnel inventory constraints.

PERS-442
Major Staff/MAAG/Mission/MILGRP Placement Branch

Functions

Administers officer distribution policy and performs placement functions for all major staffs, military assistance advisory group (MAAG), military group (MILGRP), component commanders, and numbered fleets ensuring compliance with Federal law and applicable policies and within fiscal and personnel inventory constraints.

PERS-444
Shore Placement Branch

Functions

Administers officer distribution policy and performs placement functions for surface and aviation shore commands, ensuring compliance with federal law and applicable policies and within fiscal and personnel inventory constraints.

PERS-445
Engineering Duty Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy engineering duty officers (EDO) and performs placement functions for specific commands, ensuring compliance with Federal law and applicable policies within fiscal and personnel inventory constraints.

PERS-447
Acquisition Professional Workforce Branch

Functions

Administers the Secretary of the Navy Acquisition Corps Program for all Navy personnel, ensuring compliance with Federal law and applicable policies.

PERS-448
Public Affairs Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy public affairs officers (PAO) and performs placement functions for specific commands, ensuring compliance with federal law and applicable policies within fiscal and personnel inventory constraints.

PERS-4412
Supply Corps Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy supply corps officers and performs placement functions for specific commands ensuring compliance with federal law and applicable policies and within fiscal and personnel inventory constraints.

PERS-4413
Civil Engineering Corps Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy civil engineering corps (CEC) officers and performs placement functions for specific commands ensuring compliance with federal law and applicable policies within fiscal and personnel inventory constraints.

PERS-4414
Chaplain Corps Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy chaplains corps officers and performs placement functions for specific commands ensuring compliance with Federal law and applicable policies within fiscal and personnel inventory constraints.

PERS-4415
Medical Corps Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy medical corps officers and performs placement functions for specific commands ensuring compliance with Federal law and applicable policies within fiscal and personnel inventory constraints.

PERS-4416
JAG Corps Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy Judge Advocate General's Corps (JAGC) officers and performs placement functions for specific commands ensuring compliance with Federal law and applicable policies within fiscal and personnel inventory constraints.

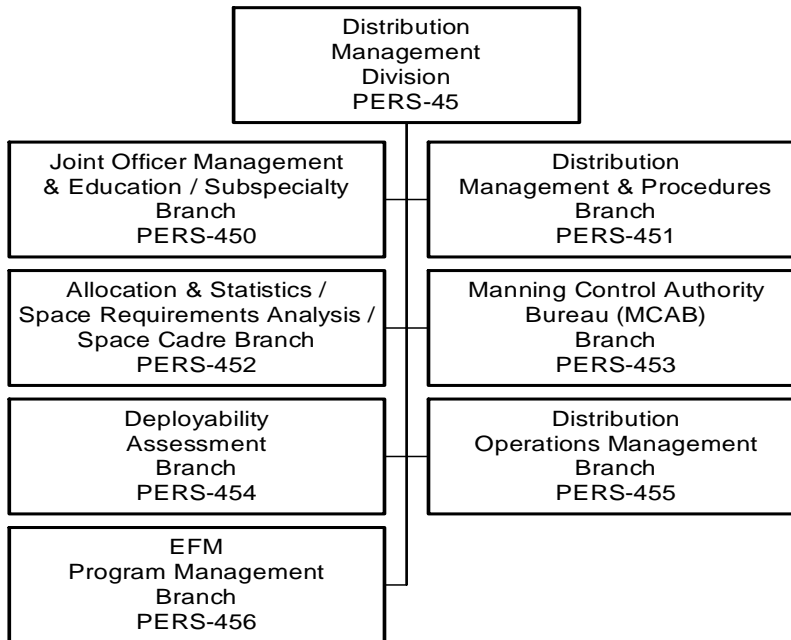
PERS-4421
Human Resource Officer Branch

Functions

Administers officer distribution policy and career management guidance to Navy human resources (HR) officers and performs placement functions for all specific commands ensuring compliance with federal law and applicable policies and within fiscal and personnel inventory constraints.

Tasks: All of the PERS-44 branches perform the following tasks for the officers under that particular branch's cognizance.

1. Prepares, routes, and releases PCS orders in accordance with applicable law and policy.
2. Guides, counsels, and directs the career progression of all constituents in accordance with accepted career paths, needs of the Navy, and officer preferences via phone, email, and personal contact.
3. Monitors manning at all commands under the branch's cognizance, ensuring demand signals are correctly released to detailers for fill and ensuring manning levels in accordance with CNO guidance via phone, email, and personal contact.
4. Researches, analyzes, and prepares correspondence in response to outside inquiries.
5. Manages funding accounts to ensure highest priorities are met within fiscal constraints.
6. Manages PCS, TEMDUINS, and TEMADD travel funds.
7. Coordinates special projects and responses to ad hoc queries from all levels of DoD and outside agencies.



PERS-45
Distribution Management Division

Functions

Serves as a focal point between manpower, personnel, and training (MPT) planners and assignment personnel. Conducts quality assurance and ensures distribution policy is functional and implemented within NAVPERSCOM. Manages the NMP and sets priorities for Manning Control Authority Bureau (MCAB) activities. Administers officer and enlisted PCS and TEMDUINS accounts. Formulates and implements PCS MPN management procedures and OMN planning. Acts as functional manager for Navy Military Personnel Distribution System (NMPDS) applications. Manages the officer subspecialty system; tracks and reports subspecialty code (SSC) utilization; coordinates the structure of distributable communities; acts as the coordination officer in NAVPERSCOM for all matters pertaining to tracking of officers carrying joint specialty additional qualification designators (AQD). Coordinates and monitors tracking of and Navy compliance with policy and changes to the Goldwater-Nichols Reorganization Act of 1986. Manages LIMDU Program and assesses the deployability and assignability of officer and enlisted Sailors. Executes exceptional family member (EFM) policy and

oversight for implementation of comprehensive and coordinated medical, educational, and community support to military families with special needs.

PERS-450

Joint Officer Management and Education/Subspecialty Branch

Functions

Acts as the coordination officer in NAVPERSCOM for all matters pertaining to tracking of officers carrying joint specialty AQDs. Coordinates and monitors tracking of and Navy compliance with policy and changes to the Goldwater-Nichols Reorganization Act of 1986.

Tasks

1. Coordinates the structure of distributable communities; acts as the coordination officer in NAVPERSCOM for all matters pertaining to tracking of officers carrying joint specialty AQD. Coordinates and monitors tracking of and Navy compliance with policy and changes to the Goldwater-Nichols Reorganization Act of 1986.
2. Interfaces with the joint staff (JS) on required reports.
3. Acts as the single source input of data into the Joint Duty Assignment and Management Information System.
4. Reviews all orders for JS-coded officers.
5. Reviews all officers ordered into joint duty assignment list (JDAL) positions.
6. Assigns AQDs to officers achieving joint AQDs through tour completion both in JDAL and through JPME.
7. Monitors officer assignments following JPME (Phase I and Phase II).
8. Coordinates joint specialty officer designation process. Nominates qualified personnel for SecDef approval.
9. Manages and assigns all Navy quotas at Armed Forces Staff College for JPME Phase II joint education.

10. Analyzes and provides technical assistance in the preparation of all joint waivers.
11. Manages officer subspecialty system to identify qualitative officer manpower needs and as a basis for generating the Navy's advanced education requirements.
12. Receives, enters, and routes all formal education transcripts into the personnel databases such as Officer Assignment Information System (OAIS), Officer Personnel Information System, Interactive Manpower and Personnel Management Information System (IMAPMIS), and OMPF for active and reserve officers.
13. Calculates and publishes the formal education utilization rates for funded graduate education, including semi-annual utilization reports.
14. Reviews all proposed orders checking for officer and billet subspecialty code (SSC) match and utilization.
15. Routes all Navy Officer Occupational Classification System packages through the applicable deputy directors.
16. Maintains the list of accredited formal education schools in Manual of Navy Officer Manpower and Personnel Classifications, Officer Data Card (NAVPERS 15839I volume II, appendix D, Education).
17. Compiles enlisted and officer manning data for CNO and Vice CNO trips.
18. Reviews and calculates monetary values for educational obligations for all separation orders.

PERS-451

Distribution Management and Procedures Branch

Functions

Serves as focal point between MPT planners and assignment personnel. Ensures distribution policy is functional and implemented within NAVPERSCOM. Formulates and implements PCS MPN management procedures and coordinates PCS MPN and OMN planning.

Tasks

1. Monitors and recommends changes to officer and enlisted distribution policies and procedures to provide optimal assignment of personnel resources; develops plans, policies, and requirements for Navy's overseas screening program.
2. Maintains quality assurance team and ensures compliance with current distribution policies and procedures.
3. Analyzes detailer adherence to procedure requirements and exceptions, improper overseas screening cases, obligated service discrepancies, and identifies distribution problem areas.
4. Maintains quality assurance tracking of officer and enlisted detailer adherence to assignment waivers, ensures that waiver requests meet DoD requirements, and provides tracking system for flag level waivers.
5. Monitors implementation of NAVPERSCOM (PERS-4) distribution procedures and conducts flag level review investigations.
6. Acts as coordinator between OPNAV and NAVPERSCOM (PERS-4) concerning officer and enlisted distribution policy formulation and implementation. Coordinates and updates distribution procedures.
7. Reviews enlisted and officer type duty. Determines and verifies sea and shore duty commencement dates.
8. Determines member entitlements and allowances in compliance with the Joint Travel regulations, DoD instructions, and Navy Regulations.
9. Administers officer and enlisted TAD in excess of 180 days request packages, foreign leave policy, and requests for waivers for basic housing allowance, overseas housing allowances, and cost of living allowances. Processes requests for advanced and delayed travel of dependents. Processes requests for individual augmentation (IA) and intermediate temporary duty (ITDY) escort authorization.
10. Reviews Board for Correction of Naval Records (BCNR) and congressional inquiries for all controversial officer and enlisted travel and per diem claims received.

11. Processes requests for special per diem and actual expense allowances with OPNAV for coordination with the Special Per Diem Committee.

12. Coordinates with OPNAV, Military Pay and Compensation (N130); MCA; TYCOM; intermediate superior in command; units; and NAVPERSCOM codes regarding ships changing home ports, commissioning, decommissioning, and disestablishments.

13. Reviews and approves text for the order writing module to ensure compliance with DoD and Navy directives and policy for PCS orders.

14. Coordinates with programmers to administer the overseas and IA screening applications in Enlisted Assignment Information System (EAIS), OAIS, and BUPERS On-Line (BOL) programs.

PERS-452

**Allocation and Statistics/Space Requirement Analysis/
Space Cadre Branch**

Functions

Provides allocation and statistical support and guidance in support of enlisted and officer distribution.

Tasks

1. Allocates 1000 and 1050 designated billets among the unrestricted line and select restricted line communities using a fair-share distribution model based on available inventories, strength projections, and officers rotating through the billet fill decision process.

2. Allocates major, captain, and commander command billets according to the apportionment specified by OPNAV (N13) (OPNAVNOTE 5450).

3. Performs detailed ad hoc analysis of manning, manpower, and billet data to develop and execute highly complex queries to retrieve data for information and decision support briefs for numerous stakeholders.

4. Develops formats to accurately and concisely obtain and display distribution related metrics used to inform leadership

of distribution inefficiencies, reduce the number of gapped billets, and track and mitigate control grade officer shortages.

5. Receives, compiles, prepares, and distributes monthly measures of effectiveness briefs to designated stakeholders.

6. Develops and distributes the monthly officer status report to numerous personnel throughout the Navy.

7. Develops diversity reports upon request.

8. Performs personnel database update for hull swaps and homeport shifts.

9. Manages and provides administrative support of the quad-9 specialty billet manning program to include the analyzing, consulting, and facilitating of special officer billet allocations requests and inquiries from NAVPERSCOM placement manning officers and Washington DC Total Naval Workforce staff managers per NAVPERSCOM quad-9 program directives.

10. Supports CNO command priority manning program by compiling various MCA metrics in regard to both shore and sea manning levels upon request.

11. Updates and manages PCS projection models to provide forecasting metrics to decision makers on expected PCS moves and obligations in future fiscal years.

12. Develops and updates various PCS, TDI, MPN, and RPN summary slides to track PCS obligations and total move counts in support of numerous NAVPERSCOM and fleet briefings.

13. Develops and updates numerous metrics, including strength, inventory, and billet analysis in support of monthly officer manning and health of force briefs.

14. Provides weekly summary of overseas contingency operation (OCO) orders, estimated date of departure (EDD), and order release dates for active duty personnel.

15. Provides a monthly summary of all active duty personnel in a LIMDU status and officer fit and fill metrics to designated stakeholders.

16. Supports PERS-450 in compiling data related to Navy subspecialty management.
17. Manages and coordinates quotas for officers attending designated space cadre and command leadership courses.
18. Serves as the Navy's Assistant Space Cadre officer and liaison at NAVPERSCOM.
19. Supports CNO travel by providing current manning and assignment statistics of commands to be visited.

PERS-453

Manning Control Authority - Bureau (MCAB) Branch

Function

Acts as MCA for BUPERS. Determines, directs, and manages the NMP for activities under the manning control of BUPERS within the constraints of allocated resources.

Tasks

1. Monitors enlisted manning levels within the assigned composite. Recommends personnel policy and distribution actions necessary to maintain directed levels of manning.
2. Provides recommendations to PERS-452 in connection with requests for CNO priority one and two manning and other manning considerations pertaining to recruiting, training, Washington, DC area, and new construction.
3. Adjudicates MCA priority three manning for activities under the manning control of BUPERS.
4. Maintains liaison with MCA Fleet, USFF in matters pertaining to procedures for achieving manning goals and standardized automated data processing support for the manning functions.
5. Establishes, manages, and directs priorities for filling personnel vacancies for activities under the manning control of BUPERS.
6. Maintains liaison with the Enlisted Distribution Division (PERS-40) to ensure adherence to established priorities and

manning goals for activities under the manning control of BUPERS.

7. Maintains liaison with PERS-452 and Enlisted Placement Management Branch (PERS-4013) to ensure allocation reflects direction from higher authority to man activities under the manning control authority of BUPERS.

8. Liaises with USFF to identify personnel from MCAB assets to fill emergent IA requirements in support of OCO and other operations as directed by higher authority.

PERS-454
Deployability Assessment Branch

Function

Manages the LIMDU program and assesses the deployability and assignability of officer and enlisted Sailors. Provides assistance to the Customer Relations Management Department for assessments for Traumatic Servicemembers Group Life Insurance (TSGLI) claims.

Tasks

1. Monitors the status of all non-deployable active duty Sailors. Develops and executes all policies that support the Navy's ability to identify Sailors who are not immediately deployable.
2. Assesses distribution friction by categorizing the deployability of all active duty Sailors utilizing the Deployability Category Code (DCAT) system.
3. Acts as program manager for the temporary LIMDU program.
4. Serves as subject matter expert for the Integrated Disability Evaluation System (IDES).
5. Establishes and executes policies that support the Navy's ability to identify all Sailors who are and are not able to deploy.
6. Implements the DCAT program used to identify Sailors in varying stages of deployability as defined by higher directives.

7. Monitors non-deployable Sailors through the assignment process with either return to duty or separation.
8. Receives, screens, and approves, and or disapproves all periods of temporary LIMDU for active duty and FTS officers.
9. Provides departmental review and approval authority for all active duty officer temporary LIMDU requests and third period enlisted requests. Reviews all first and second period requests of temporary LIMDU from the military treatment facility convening authority for enlisted personnel requiring placement.
10. Coordinates the execution of the temporary LIMDU program with OPNAV, Twenty-First Century Sailor Branch (N17), PERS-40, and Bureau of Medicine and Surgery (BUMED) subordinate commands.
11. Monitors and recommends changes to officer and enlisted distribution policies and procedures to provide assignment of personnel resources; develops plans, policies, and requirements for the Navy's Temporary LIMDU and IDES programs.
12. Reviews congressional inquiries for all officer and enlisted temporary LIMDU issues received.
13. Maintains DCAT data and medical friction metrics.
14. Functions as the NAVPERSCOM program manager for the Navy's Blood Borne Pathogens Program.
15. Provides medical consultative support to PERS-8 on enlisted and officer separations related to medical issues.
16. Provides medical consultative support to PERS-1 on Traumatic Servicemembers Group Life Insurance (TSGLI) claims that have been initially denied.

PERS-455
Distribution Operations Management Branch

Functions

Acts as functional manager for NMPDS applications.

Tasks

1. Advises and assists NAVPERSCOM (PERS-45) in all matters relating to NMPDS including financial management planning for information technology (IT); EAIS, OAIS, ODIS, CMS-ID, NMPDS, Medical Readiness Reporting System (MRRS) application program management; testing, data management, requirements management, and security; training; order processing and archive support; and online information retrieval systems.
2. Participates in the Planning, Programming, and Budgeting System (PPBS) processes for information resources to support NAVPERSCOM (PERS-4).
3. Develops test plans and coordinates functional user acceptance testing when appropriate.
4. Makes final decisions on acceptance and non-acceptance of program changes to officer and enlisted distribution applications.
5. Provides instruction to departmental information system personnel and end-user personnel in the access and use of corporate data systems.
6. Serves as PERS-4 information assurance manager.
7. Provides support to PERS-4 for NMCI related assistance.
8. Assists PERS-4 users in gaining access to external systems through appropriate liaison.
9. Enforces proper network security procedures.
10. Provides functional users the ability to retrieve external reports.
11. Provides informational service and technical assistance to organizational customers.
12. Provides error research on data submitted by detailers to update records.
13. Provides helpdesk and customer support services to internal and external distribution users.

14. Provides liaison to ensure proper and timely transmission of message orders.
15. Performs functional and administrative management of the NMPDS order production module TEXT FILE and message management system order format file.
16. Serves as system procedures contact for the preparation of all personnel orders.
17. Establishes system requirements for correct order writing procedures.
18. Interprets and conducts a continual review of DoD directives, policy, reporting procedures, and precedents for revisions to PCS orders into the activity file.
19. Maintains and enters information associated with PCS orders into the activity file.
20. Reviews PCS orders for adherence to policy procedures.
21. Serves as distribution line of business data steward.
22. Provides support to PERS-4 distribution functional review board.

PERS-456

Exceptional Family Member (EFM) Program Management Branch

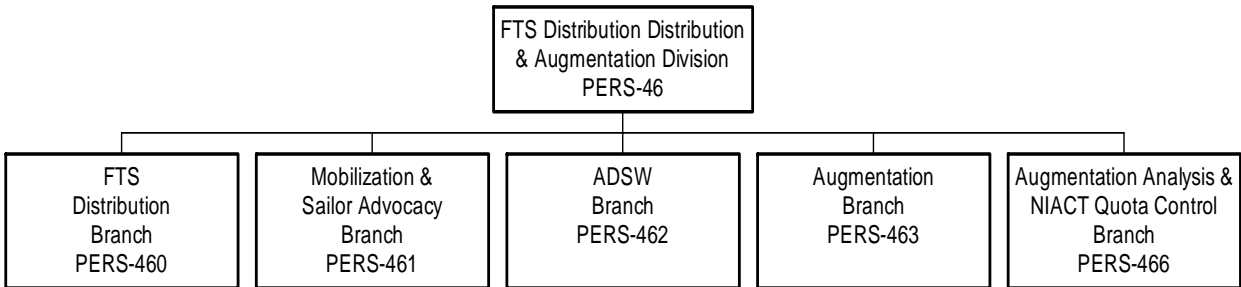
Function

Executes exceptional family member (EFM) policy and oversight for implementation of comprehensive and coordinated medical, educational, and community support to military families with special needs.

Tasks

1. Executes policy and oversight for implementation of comprehensive and coordinated medical, educational, and community support to military families with special needs and prescribes procedures for enrollment, updating, and disenrollment.

2. Chairs the EFM Program working group that includes BUMED; CNIC; BUPERS, Project Management Support Division (BUPERS-074); DoD education activities; and others.
3. Monitors and evaluates program effectiveness and implements training and information campaigns for command personnel through conferences and site visits.
4. Screens the assignments of enrolled Service members to ensure availability of necessary medical, dental, mental health, early intervention, or special education resources at the prospective duty stations.
5. Establishes and maintains a database of enrolled sponsors having EFMs.
6. Identifies resource requirements and monitors compliance with public laws mandating education and medically related services for EFM.
7. Notifies EFM sponsors' commands of outdated EFM files by generating naval message traffic.



PERS-46

Full-Time Support (FTS) Distribution and Augmentation Division

Functions

Provides short-term peacetime and contingency Navy personnel augmentation by Active and Reserve Component (AC/RC) personnel, policy execution, program management, placement, detailing, order-writing, and Sailor advocacy necessary to meet approved emergent manpower requirements for Navy and joint commanders. Provides systems operation support, data analysis, and reporting associated with associated functions. Provides internal and external administrative support, customer service, and data research for program management and systems interfacing with multiple Navy enterprises, joint commands, and other activities. Trains, educates, and qualifies AC, FTS, civilian, and SELRES personnel in Navy augmentation processes, procedures, and functions.

PERS-460

FTS Distribution Branch

Function

Administers FTS officer distribution policy and performs placement functions for specific commands, ensuring compliance with Federal law and applicable policies and within fiscal and personnel inventory constraints.

Tasks

1. Prepares, routes, and releases PCS orders in accordance with applicable law and policy.

2. Guides, counsels, and directs the career progression of all constituents per accepted career paths, needs of the Navy, and officer preferences via phone, email, and personal contact.
3. Monitors manning at all commands under PERS-460 cognizance, ensuring that demand signals are correctly released to detailers for fill and ensuring manning levels in accordance with CNO guidance via phone, email, and personal contact.
4. Researches, analyzes, and prepares correspondence in response to outside inquiries.
5. Manages funding accounts to ensure highest priorities are met within fiscal constraints.
6. Announces, prepares for, and conducts selection boards in accordance with COMNAVPERSCOM selection board guidance.
7. Manages PCS, TEMDUINS, and TEMADD travel funds.
8. Coordinates special projects and responses to ad hoc queries from all levels of DoD and outside agencies.

PERS-461
Mobilization and Sailor Advocacy Branch

Functions

Serves as the Navy's order-issuing authority of reserve orders for all declared contingency operations (full or partial mobilization and Presidential Reserve Call-Up (PRC)). Provides mobilized personnel worldwide with a full range of support regarding orders, policies, procedures, and entitlements in addition to serving as a liaison between supported commands and reservists in sanctuary, medical hold, or legal hold.

Tasks

1. Generates reserve mobilization and demobilization orders and associated modifications.
2. Issues extension, transfer, and cancellation orders with USFF, Navy component commanders and supported command input.
3. Creates and generates recall orders for reservists supporting PRC operations.

4. Develops and updates orders templates to comply with U.S.C. Title 10, Joint Travel Regulation, and DoD Financial Management Regulation guidelines as well as current Office of Secretary of Defense (OSD) and SECNAV mobilization and demobilization policies.
5. Researches and responds to congressional inquiries relating to mobilization issues.
6. Communicates with Sailors and supported commands regarding order information, modifications, mobilization policies, procedures, and entitlements.
7. Coordinates placement of medical hold personnel with PERS-95, supported commands, Navy Mobilization Processing Sites, and Navy Operational Support Centers (NOSC).
8. Issues medical hold orders per direction of PERS-95 and communicate with Sailors in medical hold and PSDs to ensure continuity of pay and entitlements.

PERS-462

Active Duty for Special Work (ADSW) Branch

Functions

Serves as the Navy's centralized program manager for ADSW and active duty for operational support (ADOS). Reviews requirements, develops and generates ADSW and ADOS orders, screens candidates, and coordinates with requesting commands to ensure compliance with current statutes and policies pertaining to ADSW and ADOS. Manages and oversees RPN and MPN ADSW programs execution. Develops, coordinates, and executes ADSW requirements review and validation. Provides performance analysis for the ADSW and ADOS programs and supports process improvement projects through detailed data mining, analysis, and reporting.

Tasks

1. Generates ADSW and ADOS orders and associated modifications.
2. Issues extension, transfer, and cancellation orders.
3. Prepares analyses and evaluations of data calls for allotments of available funds.

4. Monitors and tracks budgetary obligations and expenditures.
5. Communicates and coordinates with requesting commands to determine, verify, validate, and resolve ADSW requirements.
6. Communicates, coordinates, and collaborates with reservists and supported commands world-wide to resolve order itinerary conflicts and issues orders that comply with current statutes and policies.
7. Reviews ADSW requests to determine eligibility and funding source.
8. Determines eligibility of candidates and collaborates with requesting commands to resolve conflicts.

PERS-463
Augmentation Branch

Functions

Provides short-term peacetime and contingency Navy personnel augmentation by AC personnel; policy execution; and placement, detailing actions, and order-writing actions; necessary to meet approved emergent manpower requirements for Navy and joint commanders. Provides centralized management, distribution, and placement functions for all AC officer global support assignments, enlisted OCO support assignments and Afghanistan-Pakistan Hand (APH) assignments per policies established by the CHNAVPERS and USFF.

Tasks

1. Provides central production and management of TEMADD and ITDY orders for Sailors assigned to fulfill approved contingency manpower requirements supporting contingency operations.
2. Generates TEMADD and ITDY active duty augmentation orders and associated modifications.
3. Issues extension, transfer, and cancellation orders with USFF, Navy Central Command, NAVPERSCOM, and parent command coordination.

4. Manages the nomination and approval process for all critical contingency operations leadership billets as defined by OPNAV and USFF.
5. Serves as departmental subject matter expert regarding orders, policies, procedures, and entitlements related to active duty augmentation and distribution.
6. Communicates with Sailors and supported commands regarding order information and possible modifications in addition to IA policies, procedures, and entitlements.
7. Serves as NAVPERSCOM program manager for the APH Program. Coordinates with USFFC, OPNAV, Joint Chief of Staff, and Pakistan/Afghanistan coordination cell to develop governing policy and ensure program goals are met and that APH members are identified and available to support the program. Produces periodic APH reports as required by higher authority.

PERS-466

Augmentation Analysis and Navy Individual Augmentee Combat Training (NIACT) Quota Control Branch

Functions

Provides functional and technical program management of the Navy-Marine Corps Mobilization Processing System (NMCMPMS) including systems operation support, data analysis, and reporting. Provides internal and external customer-service and data research systems interfacing with multiple Navy enterprises, joint commands, and other activities. Develops and maintains requested reports for various outside agencies that depend upon IA and data and metrics. Coordinates Navy Individual Augmentee Combat Training (NIACT) quota control and reporting. Coordinates NMCMPMS interfaces with other designated systems. Manages the NMCMPMS maintenance contract and chairs the NMCMPMS Configuration Control Board.

Tasks

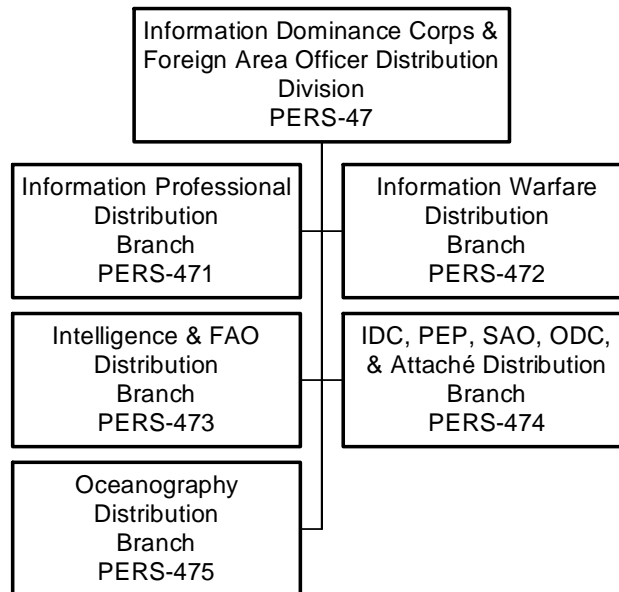
1. Provides functional and technical program management leadership for planning, development, deployment, operation, and enhancement of the NMCMPMS to support the identification of requirements, order-writing, en-route processing and tracking, accounting and reporting, and management of AC and RC of unit

and individual Navy personnel employed to support Navy and joint contingency operations.

2. Creates database solutions to include developing business rules, establishing baseline requirements, and providing technical descriptions and requirements for the long-range solutions.

3. Provides technical support for all PERS-46 contingency requirements and acts as technical liaison between PERS-46 augmentation needs and the Web development and design.

4. Coordinates and evaluates NCMCPS interfaces with other designated systems.



PERS-47

Information Dominance Corps (IDC) and Foreign Area Officer (FAO) Distribution Division

Functions

Assigns active duty information professional, information warfare, intelligence, oceanography, and foreign area officers from the grade of captain and below to billets in both afloat and ashore commands. Provides placement of personnel within the Navy information dominance enterprise (NIDE), Defense Information System Agency (DISA), intelligence commands, attaché billets, ODC, Military Assistance Group, Joint U.S. Military

Assistance Group (JUSMAG), Security Assistance Office (SAO), and PEP dedicated commands. Screens officers proposed to space coded billets. Sponsors and records for the IDC Captain, Commander Command, and Milestone selection boards and FAO Milestone selection boards.

PERS-471
Information Professional Distribution Branch

Functions

Assigns active duty information professional officers from the grade of captain and below to billets in both afloat and ashore commands. Supports the sponsor of and records for the IDC Captain, Commander Command, and Milestone selection boards.

PERS-472
Information Warfare Distribution Branch

Functions

Assigns active duty information warfare officers from the grade of captain and below to billets in both afloat and ashore commands. Supports the sponsor of and records for the IDC Captain, Commander Command, and Milestone selection boards.

PERS-473
Intelligence and Foreign Area Officer Distribution Branch

Functions

Assigns active duty intelligence and FAO officers from the grade of captain and below to billets in both afloat and ashore commands. Supports the sponsor of, and records for the IDC Captain, Commander Command, and Milestone selection boards and FAO Milestone selection boards.

PERS-474
IDC, PEP, SAO, ODC, and Attaché Distribution Branch

Functions

Provides placement of personnel within the NIDE, DISA, intelligence commands, attaché billets, Office of Defense

Cooperation (ODC), MILGRP, JUSMAG, SAO, and PEP dedicated commands. Screens officers proposed to space coded billets.

Tasks

1. Manages liaison activities.
2. Manages placement.
3. Determines placement criteria.
4. Determines candidate eligibility.
5. Submits candidates for selection.
6. Manages and analyzes training requirements.
7. Determines training requirements.
8. Manages training quota issues.
9. Validates training prerequisites.
10. Processes course prerequisite waivers.
11. Registers and enrolls students.
12. Manages resource requirements.
13. Monitors, assesses, and provides feedback on budget.

PERS-475
Oceanography Distribution Branch

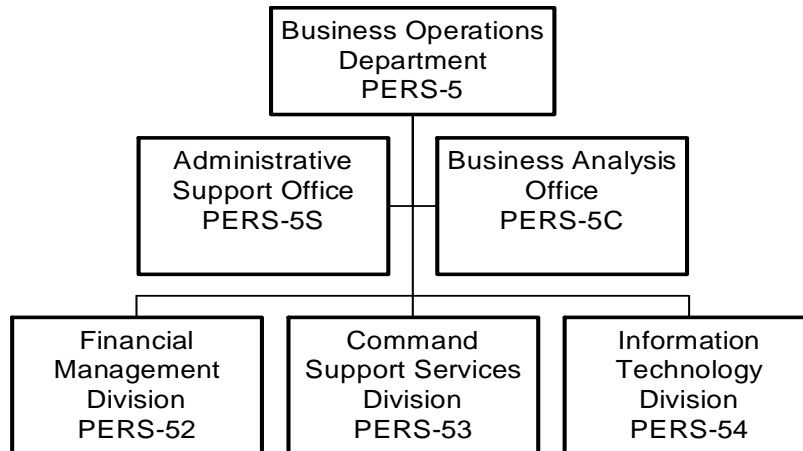
Functions

Assigns active duty oceanography officers from the grade of captain and below to billets in both afloat and ashore commands. Supports the sponsor of, and records for the IDC Captain, Commander Command, and Milestone selection boards.

Tasks Branches 471, 472, 473, and 475 perform the following tasks for constituents under their cognizance:

1. Allocates manpower.

2. Manages personnel distribution.
3. Develops personnel distribution plan.
4. Administers assignment action.
5. Executes assignment and transfer.
6. Generates assignment orders.
7. Manages assignment orders analysis.
8. Generates transfer orders.
9. Tracks qualification and certification.
10. Manages career path.
11. Manages officer retention.
12. Provides officer career counseling.



PERS-5
Business Operations Department

Functions

Serves as ACNPC, Business Operations Department (PERS-5). Provides an integrated system of staff services to include administrative and logistical support, financial management, and information technology services to BUPERS Millington and NAVPERSCOM. Ensures command departments are adequately resourced and operating per Navy guidance. Accomplishes these functions through the financial management, command support services, and information technology operations.

PERS-5C
Business Analysis Office

Functions

Serves as the deployment champion for BUPERS Millington and NAVPERSCOM's continuous process improvement (CPI) initiatives. Establishes, coordinates, and provides leadership for the command's CPI and Lean Six Sigma (LSS) initiatives, including the development of strategy, policies, objectives, plans, organizations, and procedures focused on integrating CPI approaches and tools into the command's operations. Defines and documents business processes requiring new or improved solutions. Improves the quality and usefulness of corporate personnel data and coordinate and approve the use of that data for internal and external users. Provides assistance in

developing business cases and life cycle cost estimates for use in the PPBS. Provides performance measurement and metric development and implementation for PERS-5.

Tasks

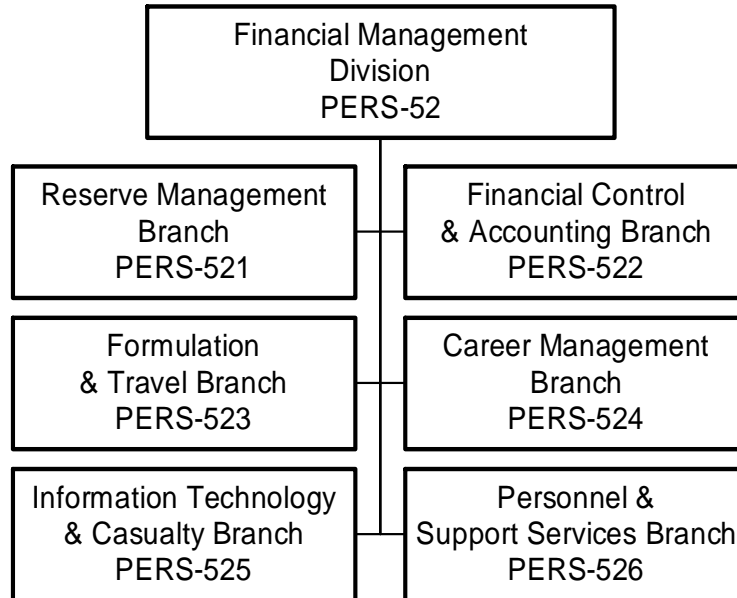
1. Provides oversight of the CPI and LSS program within BUPERS Millington and NAVPERSCOM.
2. Ensures the development of standard business rules and processes for project identification and selection, project documentation, and reporting.
3. Provides direction for the training and certification of yellow, green, and black belts.
4. Acts as the liaison among the executive leadership team, project champions and sponsors, and the OPNAV, Total Force Requirements Division (N12) LSS Program Office.
5. Provides high level support to remove project barriers and ensure participation from required resources for project completion and implementation.
6. Ensures projects conducted are aligned with the BUPERS Millington and NAVPERSCOM strategic goals and objectives.
7. Ensures projects are properly defined, suitably staffed, and financially justified.
8. Acts as the liaison with other CPI programs within DON and DoD.
9. Serves as the central reporting authority for BUPERS Millington and NAVPERSCOM (e.g., monthly reports on project status and training and density metrics).
10. Conducts business case analysis and formulates recommendations for improving business processes and functions.
11. Analyzes processes, functions, and tasks detailing departmental customers, personnel, products and metrics.
12. Aligns departmental objectives and outcome measurement to the MPT&E strategy.

13. Provides oversight and coordination of the departmental Management Information Control Program (MICP).

PERS-5S
Administrative Support Office

Tasks

1. Provides administrative and organizational support to ACNPC, Business Operations Department.
2. Processes official mail.
3. Processes department's military leave and special requests.
4. Maintains recurring reports, situational reports, and action correspondence tracking system.
5. Processes military and civilian performance evaluations for department head and deputy department head signature and maintains reporting senior's and department copy file.
6. Maintains departmental rosters.
7. Processes department's military and civilian award recommendations.
8. Maintains executive calendars and manages schedules, teleconferences, and video teleconferences.
9. Prepares correspondence and reports.



PERS-52
Financial Management Division

Functions

Performs financial management analysis. Develops and implements standard business processes and systems improvements and supports integrated financial management for financial management operations within BUPERS Millington and NAVPERSCOM. Provides financial support to BUPERS Millington and NAVPERSCOM customers in a shared service model and supports the budget submitting office (BSO) level financial process in an efficient and integrated manner. Provides a standardized financial support model across all BUPERS Millington and NAVPERSCOM departments by benchmarking current service levels to achieve continuous improvement. Transforms the financial process with the goal to maintain and improve current customer service levels and achieves efficiencies through process standardization, elimination of redundant tasks, and cost efficient technology insertion. Performs programming activities to include preparation, submission, and prioritization of financial programming requirements to resource and appropriations sponsors, Financial Management Board (FMB), OSD, and program managers. 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. Performs budget execution and accounting activities utilizing IT systems such as Funds Administration and Standardized Document Automation System (FASTDATA), Standardized Accounting and Reporting System - Field Level (STARS-FL), and Computer Aided Resource Information System (CARIS) to issue and receive funding documents, track obligations and expenditures, monitor execution status and current and prior year close out. Provides Government Travel Credit Card (GTCC) program execution and DTS program execution for BUPERS Millington and NAVPERSCOM and field level activity support services to include DTS system and customer support.

PERS-521
Reserve Management Branch

Functions

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. Performs budget execution and accounting activities utilizing FASTDATA, STARS-FL, and CARIS IT systems to include issuing and receiving funding documents, tracking obligations and expenditures, and monitoring execution status and current and prior year close out. Provides GTCC and DTS program execution.

Tasks

1. Provides program support for the OMNR, civilian pay, travel, and operations budgets. Provides fiscal oversight for the Navy Personnel and Pay Modernization program.
2. Provides planning, programming, and budget execution support to assigned OMNR, MPN, and RPN accounts including OCO.
3. Provides financial support of RPN ADSW personnel.
4. Provides RPN fund management support to various internal and external customers using Navy Reserve Order Writing System (NROWS) ADT, NROWS ADSW, and NROWS inactive duty training travel financial management and order writing systems.

5. Serves as office and lead defense travel administrator in the DTS in support of the PERS-9 customer.
6. Serves as agency program coordinator for the PERS-9 customer GTCC.
7. Serves as certifying official for contractual documents in Wide Area Workflow (WAWF).
8. Oversees credit card program small purchase procurements for PERS-9 customer.

PERS-522
Financial Control and Accounting Branch

Functions

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. Administers the FASTDATA system. Provides fund management guidance and accounting policy interpretation. Allocates current year operating targets (OPTARS) for OMN, OMNR, research, development, testing, and evaluation (RDT&E), DoD, financial management service (FMS), and BRAC for all BUPERS Millington and NAVPERSCOM program managers. Standardizes the standard operating procedures relating to the budget execution process.

Tasks

1. Maintains, creates, and implements financial framework as FASTDATA fund administrator.
2. Creates new sites, site users, and accesses, OPTARS, authorizations, and job order numbers (JON) as FASTDATA system administrator.
3. Maintains FASTDATA memorandum accounting and STARS-FL official accounting systems.
4. Coordinates tri-annual obligation reviews for current and prior years.

5. Creates and maintains annual financial plans and controls funds distribution process.
6. Performs import and export of obligation data between STARS-FL and FASTDATA.
7. Disseminates funds management guidance.
8. Provides the sub-allocation of all OPTARS for OMN, OMNR, RDT&E, DoD, FMS, and BRAC for current year controls for all BUPERS Millington and NAVPERSCOM program managers.
9. Provides accounting policy interpretation.
10. Provides monthly status of funds brief with detailed supporting data.
11. Provides the analysis and centralized management of civilian personnel labor.
12. Prepares POM, DON, OSD, and President Budget (Pres Bud) submissions to include line of accounting (LOA) program of record (POR) and supplemental reviews for civilian labor.
13. Formulates, justifies, and defends budget submissions for civilian personnel labor exhibits.
14. Provides the ACTUALS budget submission for year-end closeout.
15. Completes the monthly and quarterly obligation phasing plans for civilian personnel labor. Submits monthly civilian execution indicator report to the BSO.
16. Provides the monthly reconciliation of civilian labor between Budget Builder, STARS FL, and Work Year and Personnel Cost system.
17. Monitors and corrects all suspended labor transactions every pay period. Reconciles to determine cause of suspension and work with Total Force Human Resources Office (BUPERS-05) to ensure personnel are assigned proper LOAs in Standard Labor Data Collection and Distribution Application (SLDCADA).
18. Provides the labor JON (Table 30) maintenance for STARS and SLDCADA. Generates new LOAs to correspond with organizational

realignments to ensure reporting capability to the BSO at the function level.

19. Monitors and corrects suspended accounting transactions and problem disbursements.

20. Initiates correction and journal vouchers.

21. Serves as BUPERS Millington and NAVPERSCOM liaison representative for financial management for General Administration Office, OSD, Navy, DFAS and other external audits.

22. Maintains an electronic and or Web-based library for budget execution and accounting policy and procedures.

23. Serves as central point of contact (POC) for reimbursable funds granted to BUPERS Millington and NAVPERSCOM.

24. Acts as the central POC for the collection of fees and reimbursements earned for Freedom of Information Act requests, etc.

25. Develops, implements, and maintains current standard operating procedures relating to the budget execution process.

PERS-523

Formulation and Travel Branch

Functions

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. Performs budget execution and accounting activities utilizing FASTDATA, STARS-FL, WAWF, and CARIS IT systems to include issuing and receiving funding documents, tracking obligations and expenditures, monitoring execution status, current and prior year close out, and certification of funds availability for invoice payment. Provides financial guidance and services for BUPERS Millington and NAVPERSCOM IT contracts.

Tasks

1. Formulates BUPERS Millington and NAVPERSCOM funding plans, budget exhibits and submissions for DON, OSD, Pres Bud, OCO, quarterly IT and mid-year reviews (MYR), POM, and end of year (EOY) reviews.
2. Acts as internal and external BUPERS Millington and NAVPERSCOM liaison for budget formulation and program reviews.
3. Performs budget formulation services and coordination within BUPERS Millington and NAVPERSCOM.
4. Coordinates guidance for formulation of budgets.
5. Distributes budget controls.
6. Formulates and provides budget submissions.
7. Prepares budget presentations and briefs.
8. Maintains formulation history for BUPERS Millington and NAVPERSCOM.
9. Coordinates POM, DON, MYR, POR, EOY, and quarterly IT reviews for BUPERS Millington and NAVPERSCOM.
10. Plans the cash and obligation phasing for BUPERS Millington and NAVPERSCOM IT, Business Operations Department, Temporary Disability Retired List (TDRL), and Production Management Office (PMO) PORs.
11. Allocates funds based on phasing plans, historical expenditures, prior year phasing plan, and projected contractual man-hours.
12. Prepares, issues, accepts, tracks, and records funding documents, oversees transfer of funds and monitors obligations using FASTDATA and STARS.
13. Serves as fund site for FASTDATA for the EMPRS, ITS NAVPERSCOM, Service Unique, Navy Messaging Services (NMS), BUPERS Online (BOL) Individual Tempo of Operations, EMPRS (OMN & OPN), Personnel Info Management (PIM), BUPERS Millington and

NAVPERSCOM Central Operations, NAVPERSCOM Miscellaneous, PMO, Chief Information Officer (CIO) Support, NCMCPS, and TDRL PORs.

14. Provides the tracking of program budget decisions and all other congressional budget adjustments to BUPERS Millington and NAVPERSCOM funds.

15. Executes funding plans and monitors funding obligations and expenditures for assigned PORS using FASTDATA, STARS-FL, and CARIS.

16. Serves as primary financial POC for BUPERS Millington and NAVPERSCOM IT contracts.

17. Prepares and approves financial documents for procurement of IT hardware and software.

18. Monitors status of funds report for program managers and BUPERS Millington and NAVPERSCOM leadership.

19. Administers execution and close-out of current year-end funds.

20. Reconciles prior year funding, providing data for triennial reviews.

21. Serves as lead for PERS-52 MICP.

22. Formulates BUPERS Millington and NAVPERSCOM funding plans, budget exhibits and submissions for DON; OSD; Pres Bud; OCO; quarterly IT; and MYR, POM, and EOY reviews.

PERS-524
Career Management Branch

Functions

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. Performs budget execution and accounting activities utilizing FASTDATA, STARS-FL, and CARIS IT systems to include issuing and receiving funding documents, tracking

obligations and expenditures, monitoring execution status and current and prior year close out. Provides GTCC and DTS program execution.

Tasks

1. Performs PCS military personnel, Navy (MPN) budget planning, programming, and execution.
2. Performs OMN budget planning, programming, and execution for TEMDUINS - TDI travel, surface warfare office indoctrination course, directed training, law education; exceptional family member; and retention travel.
3. Oversees PCS RPN budget planning, programming, and execution.
4. Performs OMNR budget planning, programming, and execution for TEMDUINS.
5. Provides program customer services support for MPN; RPN PCS; OMNR TEMDUINS travel, surface warfare officer indoctrination course, directed training, Law Ed; and budget planning, programming and execution.

PERS-525

Information Technology and Casualty Branch

Functions

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. Performs budget execution and accounting activities utilizing FASTDATA, STARS-FL, and CARIS IT systems to include issuing and receiving funding documents, tracking obligations and expenditures, monitoring execution status and current and prior year close out. Provides GTCC and DTS program execution.

Tasks

1. Formulates funding plans such as five year defense plan (FYDP), POM, PR, DON, MYR, POR OCO, supplemental, and routine budget cycles.
2. Coordinates budget and program inputs to BSO, resource sponsor, comptroller (FMB, House Armed Services Committee, Senate Armed Services Committee, and OSD).
3. Reconciles all budget cycle submissions to FMB.
4. Liaises with resource sponsors for all budget cycle processes (POM, PR, MYR, etc.).
5. Executes funding plans (FYDP, POM, PR, and routine budget cycles).
6. Reconciles prior year funding, providing data for triennial reviews. This includes prior year and current year data for NAVPERSCOM, Office of Corrections and Programs (PERS-00D); Public Affairs Office (PERS-00P); Customer Relations Management (CRM) Department (PERS-1); Personnel Information Management (PIM) Department (PERS-3); BUPERS, Military Community Management Department (BUPERS-3); and associated information technology systems.
7. Advises PERS-00D, PERS-00P, PERS-1, PERS-3, and BUPERS-3 program managers on fiscal matters and program resource issues providing (at a minimum) monthly status of funds reports.
8. Manages department travel program and issues travel orders for temporary duty and invitational travel in support of PERS-00D, 00P, 1, 3 and BUPERS-3 appropriated funded programs.
9. Oversees execution of the government purchase card program. Provides support and training to field activities on fiscal policy development, interpretation, and implementation.
10. Reviews and approves all division funding requests to use private contractors for program development, execution, and program evaluation (this includes centrally managed personal and non-personal services labor contracts for PERS-00D, PERS-00P, PERS-1, PERS-3 and BUPERS-3 programs) per applicable regulations.

11. Serves as resource manager for execution of the military community managers, C-WAY, corrections management, CORMIS, Stay Navy, CIMS/RMS, CRM, next of kin, bedside, selection boards, POW/MIA, casualty, mortuary, and forgotten widows programs using FASTDATA, STARS-FL, and CARIS accounting systems. Administers current year budget authorizations and provides oversight for expenditures of departmental funding.
12. Reconciles prior year funding, providing data for triennial reviews.
13. Advises program managers in monitoring contract burn rate.
14. Liaises with CNIC concerning quality of life resource issues.
15. Serves as special assistant to program managers, Center for Fiduciary Taskers, holding monthly meetings to ensure customer satisfaction.

PERS-526

Personnel and Support Services Branch

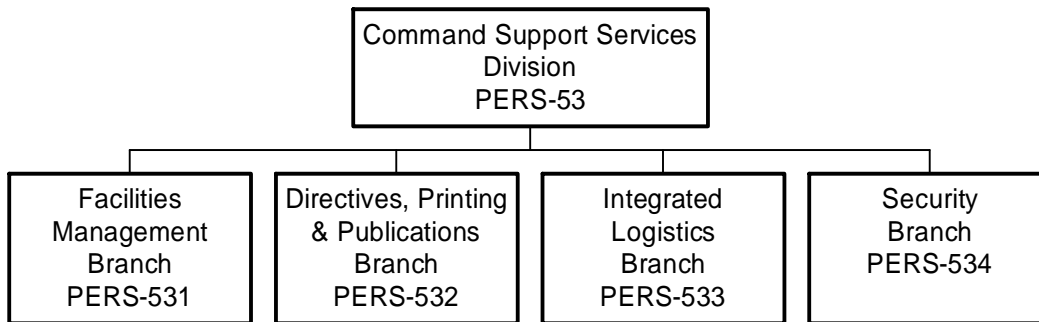
Functions

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. Performs budget execution and accounting activities utilizing FASTDATA, STARS-FL, and CARIS IT systems to include issuing and receiving funding documents, tracking obligations and expenditures, monitoring execution status and current and prior year close-out. Provides GTCC and DTS program execution.

Tasks

1. Formulates funding plans such as five year defense plan (FYDP), POM, PR, DON, MYR, POR OCO, supplemental, and routine budget cycles.
2. Coordinates budget and program inputs to BSO, resource sponsor, comptroller (FMB, House Armed Services Committee, Senate Armed Services Committee, and OSD).
3. Reconciles all budget cycle submissions to FMB.

4. Liaises with resource sponsors for all budget cycle processes (POM, PR, MYR, etc.).
5. Executes funding plans (FYDP, POM, PR, and routine budget cycles).
6. Reconciles prior year funding, providing data for triennial reviews. This includes prior year data for NAVPERSCOM, Pay and Personnel Management Department (PERS-2) to include Navy Pay and Personnel Support Center and associated PSDs and CSDs.
7. Advises PERS-2 program managers on fiscal matters and program resource issues providing (at a minimum) monthly status of funds reports.
8. Manages department travel program and issues travel orders for temporary duty and invitational travel in support of PERS-2 appropriated funded programs.
9. Reviews and approves all PERS-2 funding requests to use private contractors for program development, execution, and program evaluation (this includes centrally managed personal and non-personal services labor contracts for PERS-2 per applicable regulations).
10. Administers current year budget authorizations and provides oversight for expenditures of departmental funding.
11. Reconciles prior year funding, providing data for triennial reviews.
12. Advises program managers in monitoring contract burn rate.



PERS-53
Command Support Services Division

Function

Facilitates and coordinates all activities associated with command support services for BUPERS Millington and NAVPERSCOM operations.

PERS-531
Facilities Management Branch

Functions

Facilitates and coordinates all activities associated with providing facilities management support for BUPERS Millington and NAVPERSCOM.

Tasks

1. Evaluates requests to purchase furniture, equipment maintenance, and facilities.
2. Identifies and develops resource requirements to support facilities management requirements to accomplish NAVPERSCOM mission.
3. Disposes of property or material that has been authorized for disposal.
4. Provides facilities management services policy and programs to include the budget, planning, and execution of funds for leased vehicles, Base Operating Support services contract, space reconfigurations, and workstation installations.

PERS-532

Directives, Printing, and Publications Services Branch

Functions

Establishes BUPERS Millington and NAVPERSCOM administrative policy and guidelines and provides standardized shared administrative services to the command, identifying the roles and responsibilities of each organization pertinent to the administrative process. Creates records to adequately document the organization, functions, policies, procedures, decisions, and essential transactions of the command. Issues directives to document programs, functions, organization policies, and procedures for which the command is responsible. Develops and identifies improvements of data elements and forms design. Reviews reports for conformance with reporting standards. Publishes and distributes, via the BUPERS-CD ROM, BUPERS Web sites, publications, and directives that are binding on all members of the Navy. Coordinates printing requirements completed through Government Printing Office or contracted to private industry.

Tasks

1. Provides records management services.
2. Provides directives management services.
3. Provides forms management services.
4. Provides reports management services.
5. Provides printing management services.
6. Provides BUPERS-CD and BUPERS Web site services and manages associated budget.
7. Manages NAVPERS Publications index located on Navy Logistic Library Web site.
8. Provides for electronic distribution of all directives, forms, and publications.
9. Maintains NAVPERSCOM Administrative Manual.

10. Maintains BUPERS Military Personnel Manual.
11. Provides information for non-local BUPERS components to PERS-533 for inclusion in the organizational index and telephone directory.

PERS-533
Integrated Logistics Branch

Functions

Facilitates and coordinates all activities associated with providing telecommunications, supply, facilities, transportation, purchase card, contracts, and inventory management support for BUPERS Millington and NAVPERSCOM.

Tasks

1. Provides supply management services to include processing approved requirements, determining the plan to acquire goods and services, and identifying sourcing strategy including analyzing spend information conducting market research.
2. Manages voice communications to include installation, repair, and movement of telephone lines and voice services to include toll-free services, video, and audio conferencing; and issuance of cell phones, pagers, and wireless internet cards.
3. Conducts physical inventory activity to verify the existence, location, and quantity of property to ensure accountability and enable accurate valuation of property.
4. Maintains and ensures individual asset records are fully consistent with the actual status of assets, including physical, legal, and financial status. Ensures any change in status or condition of property throughout the life cycle is documented.
5. Evaluates requests to purchase supplies, equipment, furniture, equipment maintenance, facilities, transportation, and telecommunications service.
6. Identifies and develops resource requirements to support logistical requirements to accomplish NAVPERSCOM mission.
7. Disposes of property or material that has been authorized for disposal.

8. Provides facilities and transportation management services policy and programs to include the budget, planning, and execution of funds for leased vehicles, Base Operating Support Services contract, space reconfigurations, and workstation installations.
9. Administers the WAWF electronic invoice acceptance and certification program for BUPERS Millington and NAVPERSCOM.
10. Provides program management responsibility for the government purchase card process to include management oversight and guidance and procurement methods.
11. Maintains Defense Property and Accounting System records to provide overview to management.
12. Maintains the BUPERS Millington and NAVPERSCOM organizational index and telephone directory.
13. Analyzes and evaluates contractual matters through the initiation, development, and recommendation of policies, procedures, guidance, and controls for contracting activities within BUPERS Millington and NAVPERSCOM.
14. Maintains a database and tracks all BUPERS Millington and NAVPERSCOM contracts, compiles statistics, and prepares reports as specified by management identifying type of contract, dollar value, POC, and other pertinent information needed for management decision-making.
15. Plans overall approach for meeting program objectives for procuring a variety of requirements at BUPERS Millington and NAVPERSCOM.

PERS-534
Security Branch

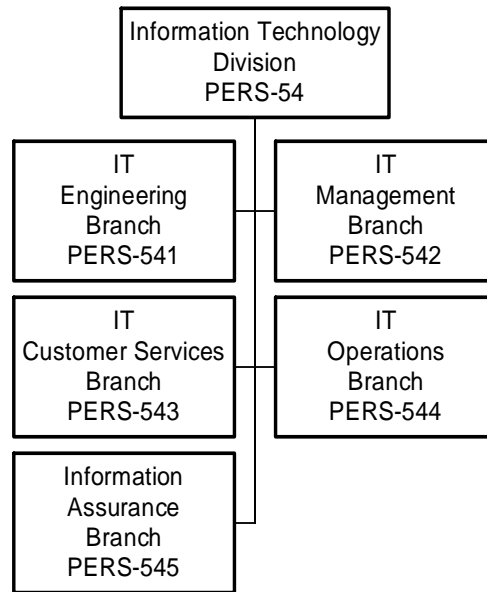
Functions

Manages security services. Facilitates and coordinates all activities associated with the management of personnel, physical, industrial, operations, and information security.

Tasks

1. Provides security management services.
2. Provides and manages personnel security.
3. Provides and manages physical security.
4. Provides and manages information security.
5. Provides and manages communications security.
6. Provides and manages operations security.
7. Manages personnel security investigations.
8. Processes unfavorable personnel security clearance determinations.
9. Supports clearance eligibility status updates.
10. Supports the planning of education and training for personnel security clearance.
11. Supports public trust position education and training.
12. Supports property protection.
13. Manages industrial security program.
14. Manages computer security incidents. Generates the report, initiates the requisite notifications, and administratively closes out the event. (PERS-54 IAM coordinates computer cleansing with NMCI.)
15. Manages Communications Security and Electronic Key Management System.
16. Conducts risk assessments.
17. Provides antiterrorism (AT) and force protection support.
18. Processes BUPERS Millington and NAVPERSCOM visit requests.
19. Processes security correspondence.

- 20. Oversees installation and building access control.
- 21. Develops and executes training exercises. Works with installation security to develop impositions and scenarios for local implementation of national exercises.
- 22. Performs mail services.



PERS-54
Information Technology (IT) Division

Functions

Maintains applications and provides IT support in the facilitation and delivery of the MPT&E strategic plan objectives. Ensures delivery of secure, affordable, next generation technologies and business capabilities to MPT&E. Measures IT performance and ensure customer satisfaction. Ensures compliance with IT standards and policies. Complies with MPT&E business investment governance. Develops and uses acquisition and project management disciplines. Supports CNO and MPT&E CIO strategies, plans, and initiatives. Develops an IT organization with business and technical knowledge. Develops an effective human resource strategy for IT partnering with other agencies and industry.

Tasks

1. Provides automated information system support for the Navy's total force in a cost effective, responsive, and adaptive manner.
2. Provides next generation business capabilities by proactively integrating new IT solutions.
3. Ensures project management and configuration management disciplines are embedded and practiced in all automated information system projects.
4. Provides IT and business capabilities supporting the manpower and personnel of the Navy's total force.
5. Performs system administration and database administration of production environments to ensure reliable operation and best performance.
6. Provides IT help desk, customer, logistical, and support services for legacy applications and systems, including EMPRS, BOL, Internet, Intranet, and corporate (mainframe-based) systems.
7. Ensures data traceability and integrity throughout all HR systems.
8. Manages the migration of data to new IT systems.

PERS-541
IT Engineering Branch

Functions

Provides quality automated information systems that support the Navy's total force in a cost effective, responsive, and adaptive manner. Provides next generation business capabilities by proactively integrating new IT solutions in developing, implementing, and maintaining automated information systems. Ensures automated information systems are compliant with security and privacy standards and policies in order to protect the Navy's information. Interfaces with other DoD and DON

systems to promote reliable, authoritative data sources. Provides IT engineering, project management, and program oversight on IT projects within NAVPERSCOM throughout the entire system and product life cycle; ensuring projects are tracked, documented, and conducted in accordance with business best practices and directives issued by higher authority.

Tasks

1. Identifies and implements methods of ensuring data integrity and traceability.
2. Prepares discrepancy summary reports for functional review.
3. Provides systems support activities to internal and external sources.
4. Establishes and processes system workarounds to support new programs and legislation until processes are automated.
5. Identifies and adopts "best and most efficient" business practices.
6. Provides application support to BOL, EMPRS, and mainframe hosted applications to ensure maximum performance, security, and availability predicated on funding availability.
7. Provides system engineering management to ensure designs are traceable to requirements; change is controlled and documented; interfaces are defined and understood; and consistency between the product and its supporting documentation.
8. Provides internal management support services in development of documentation in the area of program cost monitoring, annual and FYDP fiscal planning, budget requests, and development of annual work plans.
9. Conducts management surveys and research projects and performs advisory services on program conditions.
10. Provides technical and engineering guidance consistent with directives and policy of DON and higher authority.

11. Assists in assessing existing functionality and makes recommendations for future functionality.
12. Assists in identifying project issues and planning for resolution.
13. Documents project risks and decisions.
14. Assists in tailoring and applying metrics to projects.
15. Monitors and documents project performance.
16. Provides technical review of contractor technical work packages.
17. Monitors contract performance.
18. Reviews contract proposals and serves as a member of source selection teams.
19. Reviews and edits statements of work (SOWs) for new or existing work requirements.
20. Provides technical services to NAVPERSCOM, ensuring the internet and intranet systems are functioning properly and per all governing directives.
21. When notified by NAVPERSCOM, Operations Branch (PERS-544) of system performance issues, takes appropriate actions to maximize performance.

PERS-542
IT Management Branch

Functions

Maintains lean, highly capable IT programs of record and contracts capable of sustaining the NAVPERSCOM systems that provide the fleet with secure, timely, integrated, and redundant IT capabilities to support the current and emerging missions of the command. Provides the administrative, logistical, and financial planning support to the IT operations, engineering, and NMCI support branches of PERS-54. From coordination of the

Total Workforce Management System, SLDCADA, and TRIM programs to procuring IT hardware, ensures the necessary materiel resources are acquired and available to sustain operations of the EMPRS, BOL, NMS, and other NAVPERSCOM IT systems and programs.

Tasks

1. Compiles PERS-54 metrics and prepares reports as required and requested.
2. Performs administrative and personnel support for PERS-54.
3. Acts as PERS-54 MICP coordinator, coordinating MICP activities from cradle-to-grave within the division.
4. Oversees and performs credit card purchasing for IT equipment and supplies.
5. Oversees operations and inventory of the EMPRS supply storeroom.
6. Assists with preparation, review, and editing of SOWs, contract proposals, and other contract documents for IT contracts.
7. Coordinates and accomplishes material and contract procurements for NAVPERSCOM IT POR and other systems as directed.
8. Maintains inventory records of all IT hardware and software maintenance contracts.
9. Provides program management support and management services for designated NAVPERSCOM IT PORs in the areas of expenditure and cash flow management, annual and FYDP fiscal planning, budget requests, and development of annual work plans.

PERS-543 **IT Customer Services Branch**

Functions

Provides support for the Navy Marine Corps Intranet (NMCI) Continuity of Services Contract by managing, administering, developing, delivering, and supporting IT systems and services

in response to customer requirements. Provides all BUPERS Millington and NAVPERSCOM Navy messaging program management and production execution and video teleconferencing services.

Tasks

1. Performs BUPERS Millington and NAVPERSCOM's Assistant Contract Technical Representative (CTR) functions representing the commands' interest to NMCI via the echelon II contractor or directly to NMCI.
2. Manages move add change (MAC) processes for NAVPERSCOM, validating MAC requirements and forwarding approved actions for processing by the BUPERS CTR.
3. Establishes configurations for NMCI shared drives and public folders assigning ownership rights at the highest level, typically the information systems coordinators (ISC).
4. Grants ownership of existing distribution lists on NMCI to the appropriate owner or ISC.
5. Provides technical advice and coordinates NMCI and Information Assurance Manager (IAM) training.
6. Provides oversight for all IAM activities related to NMCI, sharing information with the IAMS regarding any changes in NMCI status, management practices, etc.
7. Provides inventory management of legacy and NMCI IT assets.
8. Processes MAC requests for NAVPERSCOM and memorandum of agreement commands per NMCI instructions.
9. Utilizes administration pack tool to manage administrative rights on the NMCI network.
10. Provides technical assistance and systems analysis involving the NMCI Enterprise Tool, service request eForms, Requirement to Award Process Tool, and NMCI eMarketplace processes.
11. Maintains the code NMCI representative information systems coordinator lists and ensures the code representatives ISCs receive proper training for the collateral duty.

12. Ensures all message traffic originated by the commands serviced by the Millington message center, meets the requirements for reliable, secure, and rapid communications.
13. Routes incoming and outgoing messages to the appropriate codes, using office codes, keywords, and personal names. Ensures the official information exchange address is valid and incoming messages are distributed via specific profile configurations.
14. Maintains all logs and files.
15. Maintains the Distributed Plain Language Verification System on the network on a weekly basis.
16. Performs routine maintenance on stand-alone programs required to process message traffic.
17. Performs maintenance of user profiles, processing of message service requests, research of message delivery failures, troubleshooting of communication issues, and deletion of duplicate messages.
18. Processes official Navy and DoD message traffic per Navy telecommunications publications and NAVPERSCOM M-5000.1, Navy Personnel Command Administrative Manual articles.
19. Provides planning, designs, development, engineering, evaluation, implementation, test, acceptance, operation, maintenance, oversight, coordination, documentation, reporting, and management for video teleconferencing (VTC) systems, facilities, and networks.
20. Provides technical support for the execution of VTC services.

PERS-544
IT Operations Branch

Functions

Provides IT application testing and sustainment support for the EMPRS system and applications including the BOL applications such as Physical Readiness Information Management System (PRIMS), Navy Marine Corps Mobilization Personnel System (NMCMPMS), Official Military Personnel File (OMPF) view, Advancements, and many others. Ensures application environment is information assurance compliant and works with the local service provider to enable maximum availability of applications within the service provider Service Level Agreements (SLAs).

Tasks

1. Migrates data to new systems.
2. Generates quality assurance reports to monitor postproduction system changes.
3. Generates reports to support contingencies and CNO (N1) initiatives.
4. Ensures deployment, test, and integration of new software and hardware into the production environment.
5. Provides test and quality assurance services to BUPERS Millington and NAVPERSCOM functional application owners.
6. Receives feedback and provides support to the fleet via the IT help desk.
7. Maintains a change management library for collecting, filing, and tracking all documentation associated with NAVPERSCOM IT POR and other systems as directed.
8. Establishes and manages the Configuration Control Board administrative processes for NAVPERSCOM systems.
9. Provides support for migration and acts as the technical and operations POC during and after implementation to a content management system.

10. Operates and maintains BUPERS Millington and NAVPERSCOM IT, EMPRS networks, and various peripheral and auxiliary components directly connected to the networks.
11. Performs and coordinates system maintenance and repair necessary to maintain maximum performance, security, and availability predicated on funding availability.
12. Performs system administration and database administration of the production environment to ensure reliable operation and best performance.
13. Maintains and utilizes appropriate tools to monitor system performance.

PERS-545
Information Assurance Branch

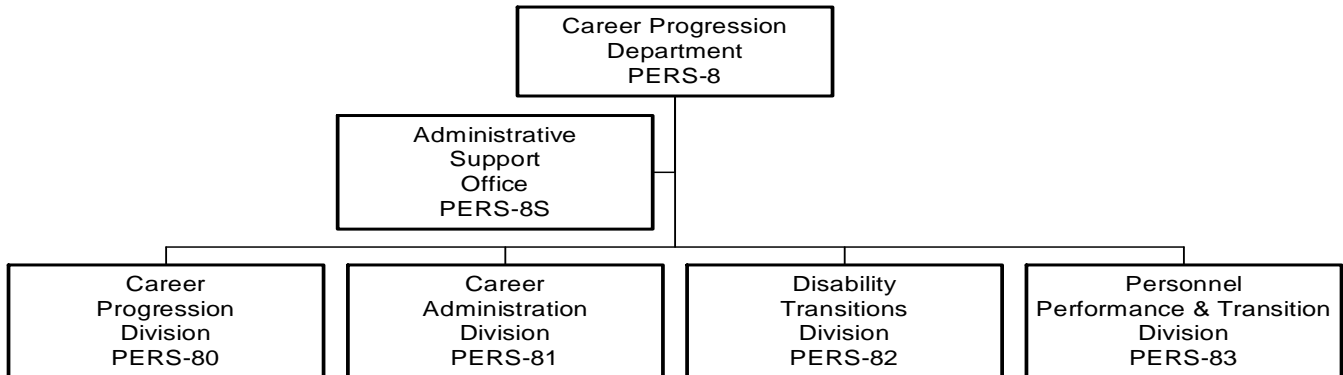
Function

Protects the confidentiality, integrity, and availability of information systems (IS) and networks of activities under BUPERS Millington's cognizance while managing a customer-oriented information assurance organization capable of meeting the needs of all Navy customers.

Tasks

1. Provides over-arching information assurance compliance guidance to NAVPERSCOM IT specialists, commanders, and customers of the command.
2. Maintains certification and accreditation for NAVPERSCOM IS and networks per issued guidance, policies, and directives.
3. Provides and tracks information assurance awareness training and information dissemination.
4. Provides risk assessments guidance.
5. Manages security taskers and requests for information from higher echelons and other requesting units.
6. Performs incident response and tracks resolution of security incidents affecting NAVPERSCOM IS and networks.

7. Performs 24/7 monitoring of all NAVPERSCOM IT network assets to ensure cyber defense and user compliance.
8. Provides technical assistance with resolving hardware and software issues.
9. Provides advice on ordering of IT equipment to protect the command assets from security vulnerabilities.
10. Provides warehousing for hard copy System Authorization Access Request Navy (SAAR-N) forms and information assurance publications.
11. Provides command information assurance specialization training and support.
12. Manages the command information assurance workforce compliance program.
13. Provides the command with functional area manager (FAM) and DON Application and Database Management System support.
14. Provides the command with Navy Information Dominance Approval System for the renewal of existing software that is being utilized by NAVPERSCOM.



PERS-8
Career Progression Department

Functions

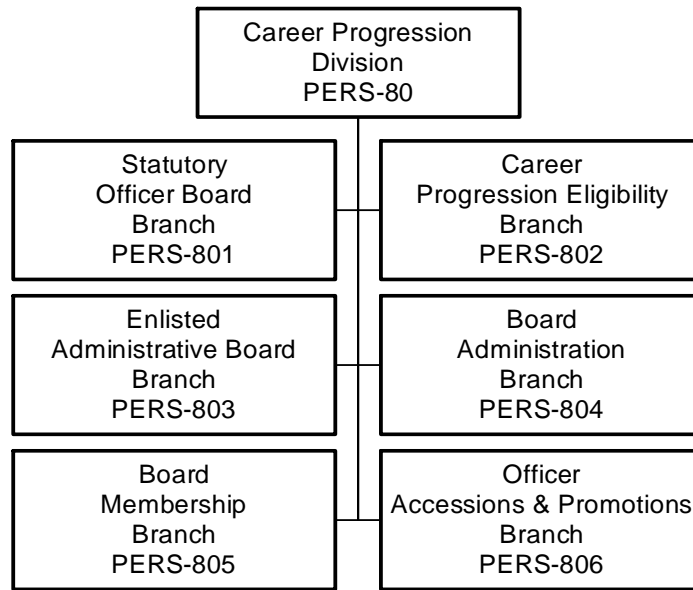
Serves as ACNPC, Career Progression Department (PERS-8). Administers and implements the statutes, regulations, and policies regarding active duty and reserve officer promotions and appointments, officer and enlisted retirements, Fleet Reserve transfers, and officer in-service procurement. Administers and monitors all elements of the SECNAV programs, which normally apply to an individual's career progression in the Navy, and sponsors statutory boards for advancement of senior enlisted personnel. Advises and assists COMNAVPERSCOM in formulation of policies related to the performance of naval personnel and to Navy military discipline. Provides guidance in administration of personnel security programs, naval personnel performance functions, disciplinary matters, and post selection board screening.

PERS-8S
Administrative Support Office

Tasks

1. Acts as the secretariat, providing support to the director and deputy director.
2. Provides administrative and supply support to all department divisions and branches.
3. Provides direct support to the director, deputy, and all division directors in support of all personnel programs.

4. Coordinates all departmental civilian and military manning, manpower, and HR functions.
5. Provides quality assurance reviews of all correspondence for accuracy, formatting, and timeliness.
6. Provides detailed quality assurance to all divisional administrative tasking.
7. Liaises with the chain of command in the processing of all departmental administrative submissions.



PERS-80
Career Progression Division

Functions

Sponsors and monitors the conduct of all statutory promotion selection boards including spot, special, and continuation selection boards. Sponsors and monitors the Limited Duty Officer and Chief Warrant Officer In-Service Procurement and Lateral Transfer/Redesignation boards, all enlisted (E7-E9) advancement boards, and special advancement and continuation/retention boards for enlisted personnel for both active duty and reserve personnel per applicable laws, regulations, and policies. Acts as the 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. Assists in administering and implementing statutes, regulations, and policies regarding selection board eligibility. Provides all administrative support to selection boards. Drafts all statutory and administrative board precepts to CHNAVPERS and SECNAV for approval. Coordinates board membership ensuring membership, adheres to all laws, regulations and policy. Acts as the NAVPERSCOM liaison between CHNAVPERS, Office of the Judge Advocate General (OJAG), CNO, and SECNAV regarding board documentation. Monitors the progression of all precepts and record of board proceeding through the chain of command up to and including the Office of the President. Drafts all records of board proceedings for approval by the board convening authority. Administers and provides technical assistance to determine eligibility of officers to be considered for promotion, inter-service transfer, and in-service procurement. Administers the appointment and promotion of active duty and reserve officers. Prepares oaths of office for officers transferring between the restricted line, unrestricted line, and staff corps. Oversees and implements policies relating to transfer between the Navy Reserve and Regular Navy. Provides commissioning certificates and promotion appointment certificates. Assists in executing and implementing statutes, regulations, and policies regarding promotion, eligibility, involuntary separation, and continuation. Ensures notification of promotion via monthly Navy administrative messages. Administers the frocking and redesignation of officers.

Tasks (Board Sponsor roles and responsibilities)

1. Serves as the primary advisor to the board president and board recorders for statutory and administrative boards to guide board execution in accordance with applicable laws, instructions, and SECNAV approved guidance.
2. Maintains a running dialog with the board president on all matters pertaining to the board and its progress.
3. Provides the list of eligibles for consideration to the selection board per the approved promotion zone message.
4. Ensures, in conjunction with board recorders, that eligible officer and enlisted summary records as appropriate are amended

to identify joint service/qualifications, acquisition professional qualification, field code 17 and 38 information flags, and others as identified by the applicable administrative brief.

5. Acts as a liaison between the board president and the convening authority to resolve board related questions concerning governing documentation (precept, convening order, eligible records etc.) as furnished to the board.

6. Provides training using the appropriate administrative brief, precept, and convening order(s) for the board president and board members in conjunction with the assigned PERS-3 selection board system operators (SBSO) at board convening. Provides training in conjunction with SBSOs and direction for the board recorders as part of pre-convening board preparations.

7. Ensures that all documentation required by the precept and convening order is forwarded as part of the record of proceedings of the selection board. Board sponsor(s) ensures all required signatures are provided by the board president and members prior to board adjournment.

8. Acts as a liaison between the board president(s), CHNAVPERS, and SECNAV to support "board call-outs" as scheduled by the respective chains of command.

Tasks (Board Recorder roles and responsibilities)

9. Reviews eligible officer and enlisted records prior to the board convening to ensure accurate information is available.

10. Assists the board president in maintaining all board actions in accordance with law, instruction, precept, and convening order in accordance with DoD instruction 1320.14.

11. Provides an official record of the board deliberations in accordance with SECNAV instruction 1420.1B through the use of a "recorder notebook".

12. Supports the selection board president with any and all administrative requirements.

13. Present during all board deliberations, in accordance with SECNAV Instruction 1420.1B, to certify fair and impartial proceedings of the board and integrity of the board process.

PERS-801
Statutory Officer Board Branch

Tasks

1. Sponsors statutory promotion selection boards for active and reserve officers.
2. Sponsors spot, special, and continuation selection boards.
3. Acts as the SECNAV's liaison and COMNAVPERSCOM primary advisor for matters concerning selection boards and officer promotions.
4. Provides initial adjudication for all officer special board requests for SECNAV review.
5. Provides advisory opinions to BCNR for matters relating to selection boards and officer promotions.
6. Selects temporary officers for permanent appointment.
7. Prepares record of proceedings and all statistical analysis related to the conduct of selection boards.

PERS-802
Career Progression Eligibility Branch

Tasks

1. Verifies and corrects, if necessary, the names and active duty list (ADL) and reserve active status list (RASL) numbers of officers to be considered by selection boards.
2. Monitors the daily gain/loss report to ensure timely processing of officers being gained and released and newly appointed officers.
3. Validates the convening All Navy (ALNAV) message for officers not on the ADL and determines the junior in-zone officers and running mate using the running mate system.

4. Provides in-zone and above-zone numbers to BUPERS, Military Community Management Department (BUPERS-3) and OPNAV, Total Force Policy Division (N13).
5. Provides assistance to BCNR to correct records.
6. Validates eligibility lists for both officer and senior enlisted (E7-E9) selection boards.
7. Creates eligibility lists for senior enlisted continuation boards and officer selective early retirement boards as required.
8. Assigns and computes dates of rank.
9. Tracks officers on the Inactive Status List to ensure they are not considered for promotion or that they are deferred for a year after being reinstated.
10. Tracks officers on ADSW, officers mobilized and officers being recalled to the ADL to ensure the active and reserve officer master files reflect the correct status.

PERS-803
Enlisted Administrative Board Branch

Tasks

1. Sponsors all enlisted (E7-E9) advancement boards for active and reserve personnel.
2. Sponsors LDO and CWO in-service procurement boards.
3. Sponsors special advancement and continuation/retention boards for enlisted personnel.
4. Sponsors all Lateral Transfer/Redesignation boards.
5. Manages the LDO/CWO programs to include holding selects in abeyance when notified by parent command, tracking of selects held in abeyance, and initiating recommendations for removal upon notification from parent command.
6. Acts as the CHNAVPERS' liaison and COMNAVPERSCOM primary advisor for enlisted advancement boards (E7-E9) as related to advancement and selection matters.

7. Provides initial adjudication for all enlisted special board requests for CHNAVPERS review.
8. Provides advisory opinions to BCNR for matters relating to advancement boards and resulting advancements.

PERS-804
Board Administration Branch

Tasks

1. Acts as the NAVPERSCOM liaison between CHNAVPERS, OJAG, CNO, and SECNAV regarding selection board documentation, to include statutory board convening orders, records of proceedings, appointment scrolls, and ALNAVs.
2. Conducts the second independent review of monthly active and reserve promotion Navy administrative (NAVADMIN) messages.
3. Drafts and provides detailed quality assurance to active and reserve officer statutory promotion and continuation selection board's precepts and active and reserve enlisted advancement board's precepts.
4. Drafts and provides detailed quality assurance to all record of board proceedings; nomination and appointment scrolls; and selection board ALNAVs and NAVADMINs.
5. Prepares input to the supplemental guidance template for each fiscal year.
6. Tracks the status of all board documentation through the chain of command up to the office of the President.
7. Prepares and submits BUPERS Online (BOL) posting of promotion results for Fleet wide distribution.
8. Create membership matrices for each statutory board.

PERS-805
Board Membership Branch

Tasks

1. Processes and generates selection board membership for all statutory, administrative and Flag boards.

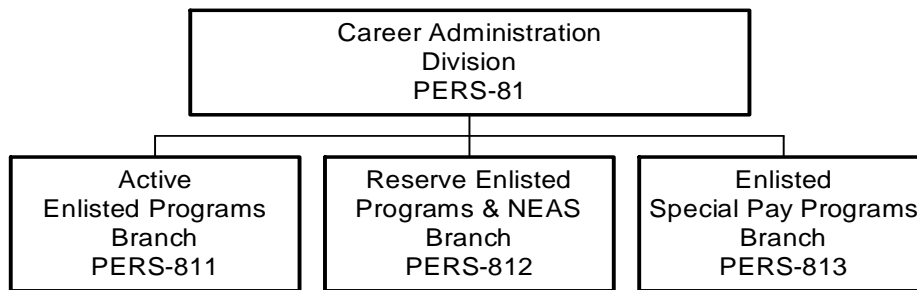
2. Ensures all selection board membership adheres to law, policy, and guidance requirements.
3. Acts as the PERS-9 liaison with PERS-3 regarding the generation and management of the selection board schedule.

PERS-806
Officer Accessions and Promotions Branch

Tasks

1. Manages and monitors the promotions of active duty and reserve officers per applicable laws, regulations, and policies.
2. Ensures notification of promotion via monthly NAVADMINs.
3. Monitors and processes temporary/spot promotion appointments.
4. Provides advice and assistance to military and civilian personnel regarding active duty and reserve officer promotions, appointments, dates of rank and precedence, and any other promotion procedures.
5. Processes declinations of promotion.
6. Administer the frocking and redesignation of officers.
7. Processes active duty inter-service transfers into the Navy.
8. Determines eligibility of officers for accession/promotion.
9. Maintains liaison with Commander, Naval Education and Training Command, the United States Naval Academy, and COMNAVCRUITCOM in all matters involving commissioning documentation.
10. Issues all Officer Appointment Acceptance and Oaths of Office for active duty and reserve officers.
11. Prepares commissioning certificates for new officer appointments.
12. Verifies entry grade credit and assigns dates of rank for reserve officers receiving direct appointment and appointment by inter-service transfer.

13. Prepares new oaths of office necessary for change of designator for officers transferring between the restricted line, unrestricted line, and staff corps.
14. Monitors appointments of selected candidates for commissioning from the time they are received until the appointment acceptance and oath has been executed and returned to the appointment desk.
15. Maintains the history file on initial officer appointments.
16. Maintains the ADL and the RASL by assignment of precedence numbers.
17. Responsible for the accuracy of all data elements in both the active and reserve officer master files relating to precedence, date of rank, designator, grade, promotion status and year group.
18. Provides data files for updating of the Naval Register.
19. Provides recommendations to BCNR and congressional inquiries.
20. Assists in reviewing and providing comments on legislative proposals.
21. Assigns and computes dates of rank.



PERS-81
Career Administration Division

Functions

Manages, administers, implements, and monitors active and reserve enlisted career progression statutes, regulations, and policies relating to extensions, reenlistments, special duty

assignment pay, selective reenlistment bonus, phased enlistment bonus, selective training and reenlistments, forced conversions, active and reserve Navy-wide enlisted advancement examinations, restoration in-rate packages, and examination collusion cases. Provides review for petition packages for BCNR.

PERS-811
Active Enlisted Programs Branch

Tasks

1. Administers the forced conversions, obligation to serve-to-train, extension, and reenlistment programs.
2. Provides advice and assistance concerning reenlistment and short-term extension policies.
3. Approves or disapproves cancellation of (short and long term) extensions.
4. Approves or disapproves special circumstance reenlistments and exception to policy reenlistments and extensions.

PERS-812
**Reserve Enlisted Programs and Navy Enlisted Advancement System
(NEAS) Branch**

Tasks

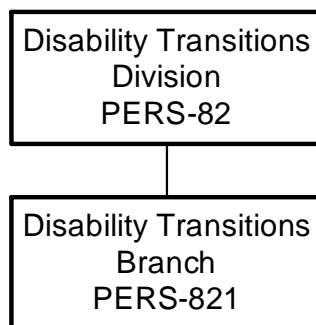
1. Administers the SELRES extension and reenlistment programs.
2. Administers the Navy Enlisted Advancement System (NEAS).
3. Provides rate determinations upon transitioning from Active to Reserve Components and vice versa.
4. Reviews and provides advice on Navy-wide advancement exam collusion cases.
5. Processes exam deviations (invalidations and security clearance).
6. Processes exceptions to policy for OPNAV (N13) concerning examination requests.

7. Provides advice and assistance concerning advancement policies.
8. Reviews and endorses BCNR packages.
9. Provides SELRES administration of programs.
10. Authors Navy-wide advancement exam cycle NAVADMINS.
11. Reviews and approves or disapproves restoration in rate packages.

PERS-813
Enlisted Special Pay Programs Branch

Tasks

1. Administers the selective training and reenlistment, special duty assignment pay (SDAP), phased enlistment bonus (EB), and selective reenlistment bonus (SRB) programs.
2. Reviews and endorses BCNR and congressional requests for information.
3. Obligates and tracks an SRB budget.
4. Conducts the annual SDAP recertification.



PERS-82
Disability Transitions Division

Function

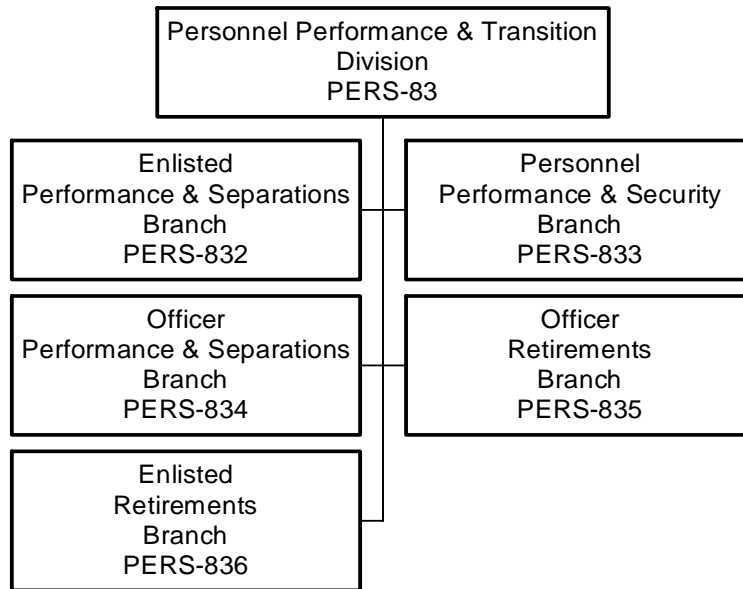
Processes notifications for decision from the Secretary of Navy's Council of Review Board (CORB), BCNR and the Physical

Disability Board of Review (PDBR). These directive actions are primarily from the CORB's physical evaluation board (PEB) and the BCNR, and involve retention of Sailors found fit for continued Naval Service, and separation and retirement for Sailors found unfit for continued naval service.

PERS-821
Disability Transitions Branch

Tasks

1. Processes permanent and temporary disability separation and retirement decisions from the PEB, BCNR, and PDBR.
2. Processes permanent limited duty requests for disabled Service members who are found unfit and are requesting to remain on active duty for an additional period of time.
3. Maintains accurate contact information on all individuals on TDRL.
4. Initiates periodic physical evaluations (PPE) for members placed on the TDRL by notifying those members and the selected medical treatment facility of the need for PPE.
5. Processes suspension of TDRL retirement pay for non-compliant members of the TDRL.
6. Processes administrative removal of TDRL members who have expired from the TDRL after 5 years and do not have a final determination.
7. Authorizes and liquidates member travel claims resulting from TDRL PPE. Prepares and submits TDRL travel budget requirements to higher headquarters.
8. Provides information to senior leadership on the characteristics of the TDRL population.



PERS-83

Personnel Performance and Transition Division

Functions

Implements performance and disciplinary plans, policies, and procedures as they relate to naval personnel. Reviews and acts on performance cases involving separations, reenlistments, and restoration. Monitors the professional performance and conduct of officers, and when appropriate, initiates administrative actions in cases where the performance or conduct falls below acceptable standards. Processes the separation of officers from naval service. Processes the inter-service transfer, release, resignation, and separation of naval officers from active duty.

Administers and implements the statutes, regulations, and policies regarding active duty and reserve officers for favorable and unfavorable separation, adverse performance and conduct, resignations and release from active duty, inter-service transfer, and involuntary separations. Implements SECNAV programs to ensure equitable review and adjudication of reported misconduct. Reviews cases and recommends to COMNAVPERSCOM individuals identified for detachment for cause and or show cause. Advises and assists COMNAVPERSCOM in formulation of policies related to the performance of naval personnel and to Navy military discipline.

Administers the responsibilities of COMNAVPERSCOM for the military personnel security program. Serves as the liaison between the fleet and the DOD Navy Central Adjudication Facility (DODCAF) and assists the Defense Investigative Service (DIS) in personnel security investigations. Reviews investigative files on naval officers selected for promotion requiring approval of SECNAV. Informs SECNAV of adverse information relating to officers who are subject to officer personnel actions requiring approval of SECNAV and higher.

PERS-832

Enlisted Performance and Separations Branch

Tasks

1. Assists in reviewing and providing comments on legislative proposals, MILPERSMAN article changes, and instructions regarding enlisted separations policy.
2. Reviews all enlisted administrative separation cases for documentation accuracy and completeness.
3. Authorizes separation for cases that are not locally authorized by special and general court martial convening authority.
4. Verifies all enlisted administrative separations and forwards cases, when appropriate, to higher authority (CHNAVPERS or ASN (M&RA)) for final separation determination.
5. Authorizes waivers or directs administrative separation processing for fraudulent enlistment and alcohol abuse.
6. Processes Family Advocacy Program and alcohol rehabilitation failure waiver requests.
7. Acts as final appeal for denial of reenlistment.
8. Coordinates early-out requests exceeding the 90 days allowed by commanding officers.
9. Forwards enlisted detachment for cause cases to COMNAVPERSCOM for final determination.
10. Educates the fleet on enlisted administrative separation policies and procedures.

11. Reviews records for fraudulent enlistment and immigrant alien cases.
12. Provides advisory memorandums on all congressional and BCNR inquiries concerning enlisted separations.
13. Maintains a database of all enlisted adverse material for review and verification of enlisted selection board results.
14. Verifies and forwards all enlisted adverse material to PERS-3 for inclusion in the OMPF.

PERS-833

Personnel Performance and Security Branch

Tasks

1. Performs post selection board screening for adverse or alleged adverse information on all statutory boards and administrative boards.
2. For required boards, creates and submits the adverse information memorandum for higher authority adjudication.
3. Processes officer promotion withholds or delays for COMNAVPERSCOM, CHNAVPERS, or SECNAV decision; SecDef appointment; Presidential approval; and Senate nomination confirmation.
4. Performs notification procedures on promotion delays, withholds, removals, and recessions; and promotions associated with promotion determination packages.
5. Maintains the local database and tracks the status of promotion withhold and delay packages.
6. Takes necessary action upon final adjudication of a withhold or delay case to ensure removal of an officer from the promotion select list or the promotion of the officer.
7. Liaises with the legal counsels for CNP, CNO, OJAG, SECNAV, and OASD (R&FM) (MPP/OEPM) on all active promotion packages.
8. Performs screening of the monthly promotion NAVADMINs for both active and reserve officer promotions. If necessary, ensures the appropriate delay action is implemented and have the officer's name removed from the NAVADMIN.

9. Monitors the DODCAF clearance adjudication system and tracks the filing and processing of letters of intent and letters of notification forwarded by DODCAF.
10. Notifies commands that have Sailors with security issues according to the DODCAF.
11. Performs E-7 to E-9 enlisted post selection board screening for security clearance issues and adverse information. Creates and submits all withhold promotion packages on individuals with adverse or alleged adverse information.
12. Clears security related holds on transfer orders for officer and enlisted personnel with favorable security clearances and no significant security issues.
13. Performs officer and enlisted security screening for all statutory and designated administrative selection board results.
14. Processes expedited transfer and safety move requests, coordinates detailed requirements/issues with PERS-4 to resolve distribution assignments, and makes monthly reports to OPNAV N17 and N13 on statistical data drawn from these transfers.
15. Administers the responsibilities of COMNAVPERSCOM for the Military Personnel Security Program.
16. Serves as the liaison between the fleet and DODCAF and assists with administrative matters regarding personnel security investigations.
17. Performs O-7 flag pre-screenings and creates adverse information determination packages for higher authority determination.

PERS-834

Officer Performance and Separations Branch

Tasks

1. Administers and implements the statutes, regulations, and policies regarding active duty and reserve officers for unfavorable separation, adverse performance and conduct, and involuntary separations.
2. Implements SECNAV programs to ensure equitable review and adjudication of reported misconduct.

3. Reviews cases and recommends to the COMNAVPERSCOM individuals identified for detachment for cause, show cause, or retirement grade determination.
4. Advises and assists COMNAVPERSCOM in formulation of policies related to the performance of naval personnel and to Navy military discipline.
5. Provides recommendations to BCNR and congressional inquiries and assists in reviewing and providing comments on legislative proposals.
6. Receives and processes reported cases of civilian and military misconduct and substandard performance.
7. Initiates administrative actions in cases where the performance or conduct falls below acceptable standards.
8. Processes the involuntary separation of naval officers from active duty and Navy reserves.
9. Prepares officer record for review to determine involuntary separation or retention.
10. Administer and implement the statutes, regulations, and policies regarding active duty and reserve officers for favorable separation; resignations and release from active duty; inter-service transfers; and contingent resignation to medical/legal programs.
11. Processes unqualified resignation, inter-service transfer, and release of naval officers from active duty requests.
12. Administers and implements the statutes, regulations, and policies regarding the involuntary separation of twice failure of selection for promotion officers.
13. Drafts and releases favorable separation orders for officers who fail to select for promotion or are not selected for continuation of service.
14. Prepares and provides monthly inputs to the Active to Reserve Duty scrolls to SecDef requiring approval/ disapproval of officer appointments in the USNR (original appointments) including applicant transferring to the Navy from other armed

services (inter-service appointment), favorable separations and officer whom twice fail to select for promotion.

15. Provides technical analysis to determine eligibility of officers separating from the Navy to receive an Oath of Office certificate.

PERS-835
Officer Retirements Branch

Tasks

1. Administers and implements the statutes, regulations, and policies regarding active duty and full-time support officer retirements.
2. Drafts, approves, or signs outgoing correspondence compliant with existing policy and law, as applicable.
3. Assists in reviewing and providing comments on legislative proposals.
4. Provides recommendations for BCNR and congressional inquiries.
5. Processes voluntary retirement requests and statutory retirement orders.
6. Administers and implements the statutes, regulations, and policies regarding the involuntary retirement of twice failure of selection for promotion officers.
7. Drafts and releases retirement orders for active duty and full-time support officers.
8. Processes time-in-grade, years of commissioned service, and next lower grade waivers.
9. Gathers information from officers that have completed at least 30 years of active duty service, and submits a monthly report to the White House Liaison Office of those officers eligible for the Presidential Letter of Appreciation.
10. Processes retire/retain, retire/recall, age waiver and reversion requests.

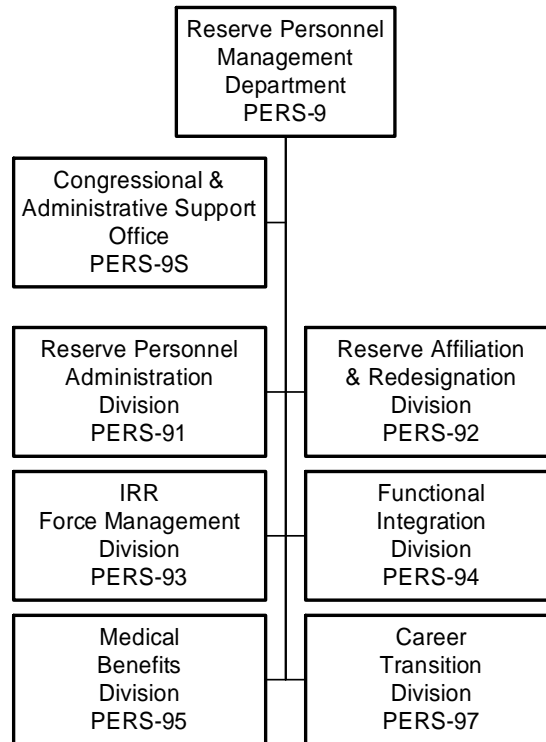
11. Processes advancement on the retired list requests.
12. Provides a list of all approved voluntary retirements based on the selection board eligibility list.
13. Provides monthly reports to BUPERS-3 for all pending and approved retirements, waiver packages status updates, and retire/retain and age waiver spread sheets.
14. Prepares statements of service for new accessions and retirements.
15. Requests that DD-214s be created by PERS-312 if a member never received one for a specific period of active duty service, or requests DD-215s be created if a DD-214 is found to be incorrect.
16. Updates the following service dates in personnel systems: Pay Entry Base Date, Active Duty Start Date, Active Commissioned Base Date, Date Gained to Active Duty, Health Professional Start Date, Date of Initial Entry into Military Service, Retirement Eligibility Date, E-pay entitlement and Previous Service information.
17. Mails retirement certificates, retirement statements of service, and Presidential Letters of Appreciation.

PERS-836
Enlisted Retirements Branch

Tasks

1. Administers and implements the statutes, regulations, and policies regarding active duty and full-time support enlisted for transfer to the fleet reserve and retired list.
2. Processes enlisted high-year tenure requests.
3. Drafts, approves, or signs outgoing correspondence compliant with existing policy and law, as applicable.
4. Assists in reviewing and providing comments on legislative proposals.
5. Processes all Retirement and Fleet Reserve requests.

6. Prepares and issues statements of service for approved Retirement/Fleet Reserve requests.
7. Processes Fleet Reserve cancellations, date changes and date reconsideration requests.
8. Processes advancement on the retired list requests.
9. Processes extraordinary heroism requests.
10. Mails retirement certificates and Presidential Letters of Appreciation.
11. Updates the Pay Entry Base Date and Active Duty Service Date when applicable.
12. Completes action to establish pay accounts for Officer Reversions/Fleet Reserve transfers, Officer Reversions and Temporary and Permanent Disability Retired List transfers.
13. Tracks and issues Fleet Reserve authorizations for senior enlisted personnel selected for non-continuation by the Senior Enlisted Continuation Board and provides bi-weekly status reports.



PERS-9
Reserve Personnel Management Department

Functions

Serves as ACNPC, Reserve Personnel Management Department (PERS-9). Administers reserve personnel policy involving Navy reservists on inactive duty including the Standby Reserve active and inactive personnel, the Individual Ready Reserve (IRR), the Selected Reserve (SELRES), and active duty full-time support (FTS) personnel per all statutes and regulations.

Tasks

1. Acts on behalf of COMNAVPERSCOM on all personnel and policy issues affecting reserve personnel.
2. Leads a team of over 140 military and civilian personnel in the implementation and execution of CHNAVPERS and CNO policy affecting hundreds of thousands of actively drilling, inactive, and retired personnel.

3. Serves as the functional manager for the Interactive Manpower and Personnel Management Information System (IMAPMIS) ensuring data integration across multiple data systems.
4. Acts as the benefit issuing authority for approval of medical benefits for Navy reservists who have incurred or aggravated injuries while on active duty.
5. Serves as the board sponsor for multiple administrative screening boards.

PERS-9S
Congressional and Administrative Support Office

Functions

Provides a full range of administrative support for the department. Provides technical liaison with Navy and Marine Corps Intranet (NMCI) representatives and the Business Operations Department, IT Division (PERS-54). Provides basic IT support to the department. Maintains accountability of all departmental IT assets.

Tasks

1. Tracks congressional or BCNR incoming inquiries, deadlines, actions requiring responses, interim responses, and final responses to inquiries, and enters information into appropriate tasker tracking system. Obtains input from staff personnel to address issues in the inquiries. Drafts letters responding to congressional inquiries regarding members or former members of the Navy Reserve, using information provided by staff personnel, and ensures they are in proper format.
2. Ensures recurring ticklers and reports progress expeditiously and effectively. Monitors the tracking systems of projects. Establishes appropriate submission suspense dates and continually monitors progress of all projects making sure all milestones and deadlines are achieved.
3. Screens all written correspondence, electronic taskers, telephone calls and personal visits, including high level officials from DoD agencies, non-DoD agencies and Congress.

Reviews all correspondence for procedural and grammatical accuracy, conformance with existing policies, and factual correctness.

4. Prepares civilian and military performance evaluations and award recommendations for signature, ensuring they are submitted on time and in a technically correct manner.

5. Oversees the travel arrangements for division personnel, including preparation of travel orders, transportation, and hotel accommodations.

6. Maintains calendars for high-level management and schedules meetings for conference rooms.

7. Establishes and maintains all required forms, records, and files; makes additions, revisions, or deletions to records or files to keep them current, complete, and accurate in accordance with regulations, policies and procedures.

8. Analyzes hardware and software problems and develops and executes course of action to resolve each issue.

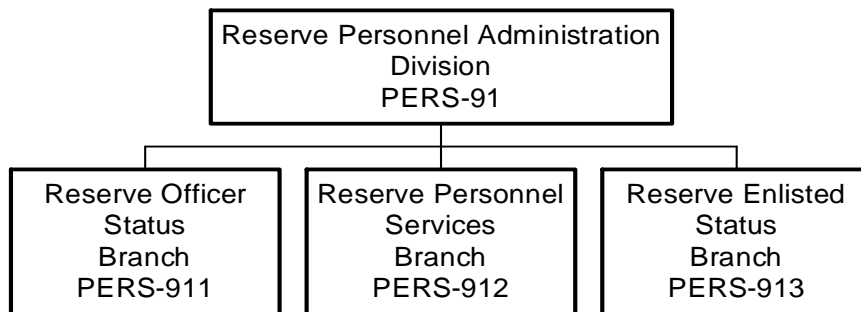
9. Serves as property custodian. Maintains inventory accountability for NMCI and government issued computer equipment with continuous tracking. Works with PERS-54 and PERS-533 to conduct periodic formal inventories. Prepares forms and delivers unserviceable or obsolete equipment via the Defense Reutilization Management Office system.

10. Educates department members and disseminates policy guidance related to current and upcoming changes to NMCI service, Navy sensitive personally identifiable information (PII) e-mail handling, and automated information system practices in an individual or group setting. Notifies chain of command in the event of a PII security breach or spillage.

11. Ensures all information technology hardware is maintained in dependable working order. Takes prompt action to submit trouble tickets and track issues until all defects that create a work stoppage are resolved.

12. Ensures all IT software is functional and up to date.

13. Takes prompt action to submit trouble tickets and track issues until all defects that create a work stoppage are resolved.
14. Makes database repairs and creates format modifications.
15. Facilitates routing of the SAAR-N, which grants access to all databases required by personnel to accomplish their mission.
16. Grants individual distribution group access for e-mail and share drive security groups.
17. Generates work orders for NMCI support in the form of MAC requests via the service request system and via e-mail. Serves as NMCI information systems coordinator in accordance with instruction.
18. Acquires software and hardware as emergent requirements dictate per regulations. Facilitates periodic upgrades to hardware.
19. Physically relocates equipment to meet the changing needs of each division.



PERS-91
Reserve Personnel Administration Division

Function

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

Tasks

1. Advises the division director on the scope, operation, and administration of the division in meeting the Reserve management requirements.
2. Based upon applicable laws and policies, provides accurate and timely advice, counsel, and interpretation in resolving complex, legal, and difficult cases concerning Reserve administrative management matters.
3. Provides technical advice, assistance, and technical training on personnel administrative matters associated with the functions and responsibilities of the division.
4. Provides technical expertise, counsel, critical analysis and written response to a broad range of Reserve personnel management issues in response to CHNAVPERS, OPNAV, SECNAV, and DoD inquiries.
5. Composes or updates appropriate directives concerning reserve personnel programs.
6. Reviews and drafts responses to BCNR and congressional inquiries.
7. Coordinates special projects and responses to ad hoc queries from all levels of DoD and outside agencies.
8. Leads initiatives to continually evaluate processes to ensure best practices are employed to provide superior service to the fleet and Navy Reserve populations.
9. Coordinates special projects and responses to ad hoc queries from all levels of DoD and outside agencies.

PERS-911

Reserve Officer Status Branch

Functions

Administers personnel plans and policies, statutes, and regulations affecting Navy Reserve officers.

Tasks

1. Reviews, updates, and creates officer records.
2. Ensures accuracy and completeness of required officer application packages.
3. Verifies compliance with statutes, regulations, and policies.
4. Prepares responses to congressional and BCNR inquiries.
5. Interprets policy; researches statutes, regulations, and policies affecting Navy Reserve officers, retention, continuation, affiliation, and retirements.
6. Coordinates with outside activities to obtain or provide requested information.
7. Verifies entitlements to pay and other benefits.
8. Prepares and conducts required boards.
9. Recommends and reviews legislation change proposals.
10. Conducts non-participation screenings.
11. Processes inter-service transfers.
12. Approves age waivers for Direct Commission officers.
13. Assigns AQD and SSC.
14. Conducts aviation continuation incentive pay screenings.
15. Computes statements of service and requests for mobilization entities.
16. Manages Health Professions Scholarship Program.
17. Processes change of designator requests.
18. Manages key employee and key Federal employee screening process.
19. Performs special case boards for requests for mobilization delays, exemptions, and deferments.

20. Processes officer for change of status between reserve categories (SELRES, IRR, Standby S-1 and S-2).

21. Provides guidance, counseling, and information to individual reservists, active duty and reserve commands, OPNAV, CNRFC, CHNAVPERS, Office of Chief of Naval Reserve (OCNR), ASN, SECNAV, and SecDef.

PERS-912
Reserve Personnel Services Branch

Functions

Provides administrative and personnel services for both officer and enlisted SELRES, IRR, standby reservists, retired USNR, and retired USN personnel.

Tasks

1. Processes non-regular service retirement (with and without pay) to include establishing DFAS pay account for the with pay retirements.
2. Verifies eligibility and issues notification of eligibility for non-regular service retired pay at or after age 60.
3. Administers and processes Reserve Component Survivor Benefit Plan (RC-SBP) elections and annuities.
4. Processes IRR officer promotions.
5. Updates the IMAPMIS database for inactive Navy Reserve members, fleet reserve, and USN/USNR retired members.
6. Creates and updates officer and enlisted retirement point records.
7. Verifies and updates IMAPMIS with officer service schools completion.
8. Processes 30-year retirement for fleet reservists.
9. Processes TDRL status changes.

PERS-913
Reserve Enlisted Status Branch

Function

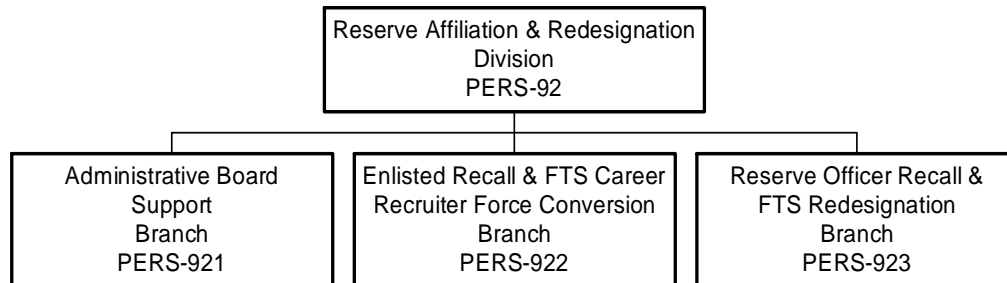
Administers personnel plans and policies, statutes, and regulations affecting Navy Reserve enlisted personnel.

Tasks

1. Reviews, researches, and updates enlisted personnel records.
2. Ensures accuracy and completeness of required enlisted personnel action packages.
3. Verifies compliance with statutes, regulations, and policies.
4. Prepares responses to congressional and BCNR inquiries.
5. Interprets policy; researches statutes, regulations, and policies affecting Navy Reserve officers, retention, continuation, affiliation, and retirements.
6. Collects tracking and monitoring data.
7. Researches statutes, regulations, and policies.
8. Liaises with individuals and outside activities to obtain or provide requested information.
9. Verifies entitlements to pay and other benefits.
10. Provides personnel policy interpretation.
11. Recommends and reviews legislation change proposals.
12. Administers SELRES enlisted physical readiness program reporting.
13. Works jointly with enlisted community managers to administer FTS Recall program.
14. Prepares active duty service calculations for members approaching active duty sanctuary.
15. Computes statements of service and total active service requests for mobilization entities.

16. Performs special cases boards for requests for mobilization delays, exemptions, and deferments.

17. Provides guidance, counseling, and information to individual reservists, active duty and reserve commands, OPNAV, CNRFC, CHNAVPERS, OCNR, ASN, SECNAV, and SecDef.



PERS-92

Reserve Affiliation and Redesignation Division

Functions

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.

Tasks

1. Executes officer definite recall programs (MPN/RPN).
2. Executes enlisted definite recall programs (MPN/RPN).
3. Executes officer indefinite recall program.
4. Executes the enlisted AC augmentation program.
5. Serves as board sponsor for several reserve administrative selection boards.
6. Oversees execution of SECNAV frocking policy for SELRES and FTS officers.

PERS-921
Administrative Board Support Branch

Functions

Serves as the subject matter expert and board sponsor for FTS officer transfer and redesignation, FTS captain selective retention, FTS selective early release from active duty, national command and senior officer (O5/O6) non-command billet screening and assignment (APPLY), and RC LDO and CWO in-service procurement boards. Executes SECNAV frocking policy for SELRES and FTS officers.

Tasks

1. Drafts and routes board announcement NAVADMINS for release.
2. Drafts and routes board convening orders and post board reports.
3. Conducts administrative boards in accordance with policy and law.
4. Approves and or disapproves frocking requests pursuant to SECNAV policy.
5. Initiates, tracks, and completes the commissioning of newly selected LDO and CWO candidates.

PERS-922
Enlisted Recall and FTS Career Recruiter Force Conversion Branch

Functions

Executes the various policies under which enlisted Sailors can voluntarily serve on active duty for a temporary and definite period, through augmentation to the Active Component, or through conversion to the FTS Navy counselor community.

Tasks

1. Screens recall applicants for eligibility pursuant to policy and law.
2. Selects and issues orders for best qualified enlisted canvasser recruiters (CANREC).

3. Liaises with COMNAVCRUITCOM to ensure the timely completion of CANREC reenlistments, continuation requests, advancement requirements and Career Recruiter Force (CRF) conversions.
4. Approves and or disapproves recall continuation, non-continuation, and termination requests.
5. Provides support to quarterly CRF conversion selection boards to include reviewing and qualifying applications, board submission, and preparing administrative reports and messages.

PERS-923

Reserve Officer Recall and FTS Redesignation Branch

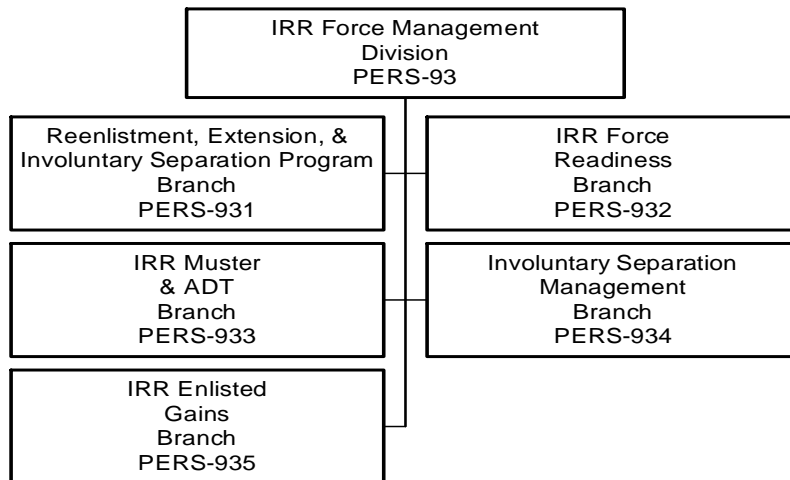
Functions

Drafts and executes the various policies under which officers can voluntarily serve on active duty for a temporary and definite period, through augmentation to the Active Component, or through conversion to the FTS officer communities. Conducts retention and continuation planning to ensure FTS community end strength targets are achieved. Processes voluntary 1, 2, and 3-year recalls for FTS officers. Conducts retention and continuation planning.

Tasks

1. Prepares for and conducts required accession and retention boards.
2. Reviews and recommends legislation change proposals.
3. Administers the FTS transfer and redesignation process.
4. Submits and tracks commissioning scroll requests for AC to FTS officer selects.
5. Liaises with the FTS officer community manger to ensure recall and redesignation gains and losses meet end strength goals.
6. Liaises with outside activities to draft and issue recall requirement advertisements.
7. Screens recall applications for eligibility.
8. Assembles, routes, and processes recall requests.

9. Processes orders for RPN officer recalls (initial and release from active duty).
10. Resolves pay and benefit issues involving recalled reserve officers.
11. Verifies compliance with statutes, regulations, and policies.
12. Provides personnel policy interpretation for COMNAVPERSCOM and outside leadership.



PERS-93

Individual Ready Reserve (IRR) Force Management Division

Functions

Provides the day to day management of the Navy's active status pool component of the IRR. Administers career counseling, facilitates operational readiness and provides operational support to a force that consists of personnel who must fulfill their military service obligation under Title 10, U. S. Code 651, members fulfilling a service obligation incurred via contract, and those who have fulfilled their military service obligation, but voluntarily remain in the IRR.

PERS-931
**Reenlistment, Extension, and Involuntary Separation Program
Branch**

Tasks

1. Guides, counsels, and directs the career progression of all enlisted IRR members in accordance with accepted career paths and needs of the Navy.
2. Prepares reenlistment and extension contracts for members, provided all eligibility requirements are met.
3. Processes entitlements for individuals involuntarily separated from active duty.

PERS-932
IRR Force Readiness Branch

Tasks

1. Screens for eligibility and sources qualified IRR members to meet mobilization requirements.
2. Facilitates annual virtual screening of entire IRR population to meet Title 10 U.S. Code 1019 and DoD Directive 1200.7 of 29 October 2008.

PERS-933
IRR Muster and ADT Branch

Tasks

1. Manages the Career Intermission Pilot Program for members transitioning from active duty to the IRR to pursue personal and professional growth outside the Navy while providing a mechanism for their seamless return to active duty.
2. Processes DD 368 Request for Conditional Release requests for IRR members seeking a recall or enlistment in another component or Service, active or inactive, per DoD Directive 1205.5 of 30 March 2012.
3. Processes ADT orders to allow attendance at organized planned specialized skills symposiums, professional development

seminars, and refresher and proficiency training to enhance existing military skills to support future operations.

PERS-934
Involuntary Separation Management Branch

Tasks

1. Processes NAVPERS 1070/615 Record of Discharge from the U.S. Navy Reserve, and mails the DD 256 Certificate of Discharge and a lapel pin for IRR members who separate from the Navy Reserve.
2. Processes all involuntary separation pay eligibility contract requests for members desiring to affiliate with the IRR.

PERS-935
IRR Enlisted Gains Branch

Task

Manages the Variable Participation Unit program, which allows IRR members with an alternate, part-time service option, and increases the strategic depth of the Navy Reserve by retaining members with experience, training, and critical skills who might otherwise choose to separate.

Functional Integration Division PERS-94
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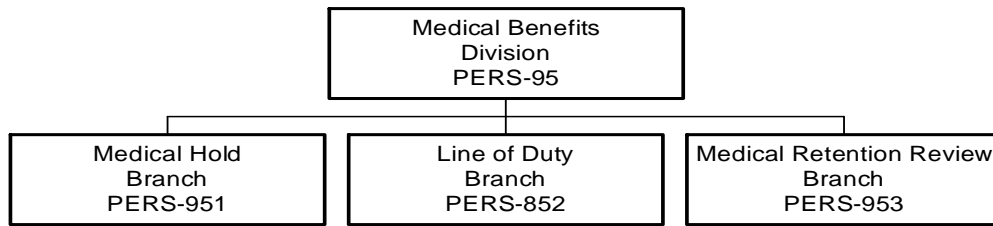
PERS-94
Functional Integration Division

Functions

Serves as functional program manager for IMAPMIS. Plans, controls, coordinates, organizes, and directs the development, production, procurement, operations, and financial management of the IMAPMIS system.

Tasks

1. Produces monthly reports via EASYTRIEVE programming for officer community managers to assist in their promotional planning, a list of IRR officer and enlisted personnel for COMNAVCRUITCOM to use in their recruiting efforts, a list of all medical officers for COMNAVCRUITCOM, and a monthly report of Merchant Marine officers to the program manager.
2. Produces monthly reports via EASYTRIEVE programming for sanctuary screening including lists for strength code A, 2, and 3 for data reconciliation; enlisted members with between 17-18 years of total satisfactory service; expired end of obligated service; LDO and CWO retirees. Provides a Chaplain Report to the Chief of Chaplains at CNRC and a report of joint officer qualifications.
3. Provides input to proposed new IT systems.
4. Reviews MPT&E data elements for standardization and identifies the authoritative source for the authoritative data warehouse.
5. Provides input as the subject matter expert to all business process evaluation sessions, reviewing functional requirement documents and providing recommendations for changes or improvements.
6. Maintains process management of all PERS-9 system change requests, whether legislative in nature or when a systemic change is required.
7. Conducts reconciliation between personnel databases and between personnel and pay databases to ensure data accuracy and integrity.
8. Researches, analyzes, and corrects a myriad of data fields in IMAPMIS in conjunction with inquiries from various PERS codes, or other activities; e.g.. DMDC, Navy Medicine Education and Training Commands, CNRFC, and NOSCs.
9. Coordinates special projects and responses to ad hoc queries from all levels of DoD and outside agencies.



PERS-95
Medical Benefits Division

Functions

Serves as the Navy Reserve medical benefits issuing authority. Issues incapacitation benefits provided to higher authority. Assigns physical risk classification codes with regard to medical restriction for mobilization assignment. Works closely with NAVPERSCOM, NOSCs, Reserve Component Commands (RCC), CNRFC, OCNR, BUMED, and DASN regarding medical benefits.

PERS-951
Medical Hold (MEDHOLD) Branch

Functions

Provides care for reserve Sailors to return them to a fit for duty status. When necessary, directs members to the Integrated Disability Evaluation System (IDES). Issues the medical hold (MEDHOLD) benefit by making the determination that MEDHOLD is the appropriate benefit. Monitors the member's program status, maintains all related data, and makes the determination directing members to the IDES as appropriate.

Tasks

1. Processes requests for medical evaluation (MEDEVAL) and MEDHOLD from NMPS, NOSC, or active unit.
2. Makes the determination whether or not the MEDEVAL and MEDHOLD benefit is the appropriate benefit.
3. Requests demobilization orders for MEDEVAL members found fit to demobilize.

4. Requests extension orders when member is not fit for duty and needs continued care.
5. Directs members to appropriate MEDHOLD sites.
6. Reviews requests for other incapacitation benefits for which the member may be eligible.
7. Endorses appeals from members who wish to challenge the decision of PERS-95.
8. Tracks and reviews members' MEDHOLD medical status; determines and directs the appropriate course of action.
9. Makes the determination to direct members to the IDES by instruction or when they are found not fit for duty and it is believed the member has reached maximum medical improvement.

PERS-952
Line of Duty (LOD) Branch

Functions

Provides TRICARE and incapacitation pay benefits for any illness, injury, or disease incurred or aggravated while performing inactive or active duty for 30 days or less or for injuries of less severity than those requiring MEDHOLD. Provides care for reserve Sailors while at their home of record in order to return them to a fit for duty status. When necessary, directs members to the IDES. Grants reimbursement of lost civilian wages in the form of incapacitation pay (INCAP).

Tasks

1. Processes all LOD requests, including INCAP, received from the respective NOSC.
2. Makes the determination as to whether incapacitation benefits should be granted and approves benefits, returns the request with no action, or routes to COMNAVPERSCOM for denial.
3. Endorses appeals from members who wish to challenge the decision of PERS-95.
4. Processes pay requests for lost wages or convalescent periods.

5. Provides program management by determining course of action based on the member's medical progress.
6. Directs members who are believed to be potentially fit by PERS-95 to a military treatment facility for a fitness for duty evaluation.
7. Closes cases when member is found fit by a military provider, PEB, or the member requests closure based on his or her civilian provider condition assessment.

PERS-953

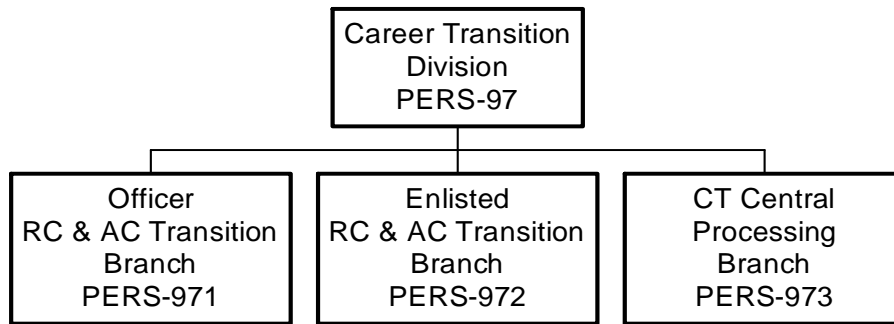
Medical Retention Review (MRR) Branch

Functions

Provides a PRC code to Sailors with actual or potential mobilization disqualifying medical conditions. Receives the package from BUMED and assigns the final determination of PRC code.

Tasks

1. Receives packages from BUMED via WEBWAVE (BUMED medical database).
2. Reviews packages, including BUMED recommendation, and makes a PRC determination.
3. Assigns PRC in IMAPMIS database and MRRS database and generates a message for release. Sends email courtesy copy to the RCC.



PERS-97
Career Transition (CT) Division

Functions

Provides transitional assistance through counseling and support for active duty officers transitioning to the Reserve Component with approved favorable separations and enlisted Sailors transitioning to the Reserve Component with C-WAY SELRES quotas and participants in the Early Career Transition Program.

PERS-971
Officer RC and AC Transition Branch

Tasks

1. Assists in the education of AC members on reserve benefits and the transition process from the AC to the RC to include reserve affiliation.
2. Effects seamless and streamlined transitions to the SELRES.
3. Works with community managers and COMNAVCRUITCOM staff to ensure officers leaving active duty are affiliated in accordance with the CHNAVPERS approved fiscal year accession plan.
4. Increases reserve program awareness among fleet Sailors and officers.
5. Reduces reserve training and recruiting cost requirements.
6. Coordinates the processing of officer reserve oaths of office.

PERS-972
Enlisted RC and AC Transition Branch

Tasks

1. Assists in the education of AC members on reserve benefits and the transition process from the AC to the RC to include reserve affiliation.
2. Effects seamless and stream-lined transitions to the SELRES.
3. Works with community managers and CNRC staff to ensure officers leaving active duty are affiliated in accordance with the CNP approved fiscal year accession plan.
4. Increases reserve program awareness among fleet Sailors and officers.
5. Reduces reserve training and recruiting cost requirements.

PERS-973
Career Transition (CT) Central Processing Branch

Tasks

1. Coordinates the processing of officer reserve oaths of office.
2. Coordinates the re-enlistments or extensions of enlisted as appropriate.
3. Coordinates and assists members with applications for involuntary separation pay.
4. Facilitates member's request for Transition Assistance Management Program benefits.
5. Facilitates and assists members in the application for reserve bonus programs.
6. Coordinates member's transfer to the designated NOSC.

Glossary

Acronyms, Abbreviations, and Definitions

<u>Acronym and Abbreviations</u>	<u>Definition</u>
A School	Entry/initial level training school
AC	Active Component
ACNPC	Assistant Commanders, Navy Personnel Command
AD	Active Duty
ADL	Active Duty List
Ad hoc	For the particular end or case at hand
ADOS	Active Duty for Operational Support
ADSW	Active Duty for Special Work
AEDO	Aerospace Engineering Duty Officer
ALNAV	All Navy
AMDO	Aerospace Maintenance Duty Officer
APH	Afghanistan-Pakistan Hand
AQD	Additional Qualification Designator
ASN	Assistant Secretary of the Navy
BCNR	Board for Correction of Naval Record
BOL	BUPERS Online
BRAC	Base Re-alignment and Closure
BSO	Budget Submitting Office
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
C School	Advanced training school
C-WAY	Career Waypoint
CACO	Casualty Assistance Calls Officer
CANREC	Canvasser Recruiter
CARIS	Computer Aided Resource Information System
CASOPS	Casualty Operations
CEC	Civil Engineering Corps
CHNAVPERS	Chief of Naval Personnel
CIO	Chief Information Officer
CMS-ID	Career Management System-Interactive Detailing
CNIC	Commander, Navy Installations Command
CNO	Chief of Naval Operations
COMNAVCRUITCOM	Commander, Navy Recruiting Command
CNRFC	Commander, Navy Reserve Force Command
CO	Commanding Officer
COMNAVPERSCOM	Commander, Navy Personnel Command
CORB	Council of Review Board
CORMIS	Corrections Management Information System

CPI Continuous Process Improvement
CPPD Centers for Personal and Professional Development
CRF Career Recruiter Force
CRM Customer Relations Management
CSD Customer Service Desk
CT Career Transition
CTR Contract Technical Representative
CWO Chief Warrant Officer
DCAT Deployability Category Code
DCNO Deputy Chief of Naval Operations
DEERS Defense Enrollment Eligibility Reporting System
DEPCHNAVPERS Deputy, Chief of Naval Personnel
DEPCOMNAVPERSCOM Deputy Commander Navy Personnel Command
DFAS Defense Finance and Accounting Service
DISA Defense Information System Agency
DMDC Defense Manpower Data Center
DoD Department of Defense
DODCAF Department of Defense Central Adjudication Facility

DOL Department of Labor
DON Department of Navy
DTS Defense Travel System
DVA Department of Veterans Affairs
EAIS Enlisted Assignment Information System
EDO Engineering Duty Officer
EFM Exceptional Family Member
EMPRS Electronic Military Personnel Records System
EOA Equal Opportunity Advisor
EOD Explosive Ordnance Disposal
EOY End of Year
FAO Foreign Area Officer
FASTDATA Funds Administration and Standardized Document Automation System

FMB Financial Management Board
FMS Financial Management Service
FRP Fleet Response Plan
FSGLI Family Service Members' Group Life Insurance
FTS Full-Time Support
FYDP Five Year Defense Plan
GI General Issue
GTCC Government Travel Credit Card
HR Human Resource
IA Individual Augmentation
IAM Information Assurance Manager

IDC	Information Dominance Corps
IDES	Integrated Disability Evaluation System
IMAPMIS	Interactive Manpower and Personnel Management Information System
IPP	In-Service Procurement Program
IRR	Individual Ready Reservist
IS	Information System
ISC	Information Systems Coordinator
IT	Information Technology
ITDY	Intermediate Temporary Duty
JAGC	Judge Advocate General Corps
JDAL	Joint Duty Assignment List
JON	Job Order Number
JPME	Joint Professional Military Education
JS	Joint Staff
JUSMAG	Joint U.S. Military Assistance Group
LCAC	Landing Craft Air Cushion
LDO	Limited Duty Officer
LEAD	Leadership Education and Development
LIMDU	Limited Duty
LOA	Line of Accounting
LOD	Line of Duty
LSS	Lean Six Sigma
M&RA	Manpower and Reserve Affairs
MAAG	Military Assistance Advisory Group
MAC	Move Add Change
MCA	Manning Control Authority
MCAB	Manning Control Authority Bureau
MCMPS	Marine Corps Mobilization Processing System
MEDEVAL	Medical Evaluation
MEDHOLD	Medical Hold
MEPS	Military Entrance Processing Station
MIA	Missing in Action
MICP	Management Information Control Program
MILGRP	Military Group
MPT&E	Manpower, Personnel, Training, and Education
MRR	Medical Readiness Reporting
MRRS	Medical Readiness Reporting System
MYR	Mid-Year Review
NACIC	Navy Absentee Collection and Information Center
NAPS	Naval Academy Preparatory School
NATO	North Atlantic Treaty Organization Command
NAVADMIN	Navy Administrative Message
NAVCONBRIG	Naval Consolidated Brig

NAVPERSCOM	Navy Personnel Command
NEC	Navy Enlisted Classification
NECC	Navy Expeditionary Combat Command
NDRB	Naval Discharge Review Board
NIDE	Navy Information Dominance Enterprise
NJIS	Navy Justice Information System
NMCI	Navy Marine Corps Intranet
NMCMPS	Navy Marine Corps Mobilization Personnel System
NMP	Navy Manning Plan
NMPDS	Navy Military Personnel Distribution System
NMS	Navy Messaging Service
NOSC	Navy Operational Support Center
NPRC	National Personnel Records Center
NPS	Naval Postgraduate School
NR	Navy Reserve
NROTC	Naval Reserve Officer Training Corps
NROWS	Navy Reserve Order Writing System
NSW	Naval Special Warfare
NTF	Navy Total Force
OAIS	Officer Assignment Information System
OCNR	Office of Chief of Naval Reserve
OCO	Overseas Contingency Operation
OCS	Officer Candidate School
ODC	Office of Defense Cooperation
OEBS	Officer and Enlisted Board System
OJAG	Office of the Judge Advocate General
OMN	Operation and Maintenance, Navy
OMNR	Operations and Maintenance, Navy Reserve
OMPF	Official Military Personnel File
OPNAV	Office of the Chief of Naval Operations
OPTAR	Operating Target
OSD	Office of Secretary of Defense
OSO	Operational Support Office
PAO	Public Affairs Officer
PASS	Pay and Personnel Administrative Support System
PCS	Permanent Change of Station
PDBR	Physical Disability Board of Review
PEB	Physical Evaluation Board
PEP	Personnel Exchange Program
PFA	Physical Fitness Assessment
PIM	Personnel Information Management
PMO	Production Management Office
POCR	Probationary Officer Continuation and Redesignation

POM Program Objective Memorandum
POR Program of Record
POW Prisoner of War
PPBS Planning, Programming, and Budgeting System
PPE Periodic Physical Evaluation
PRC Presidential Reserve Call-Up
PRD Projected Rotation Date
PRES BUD President Budget
PRIMS Physical Readiness Information Management System
PSD Personnel Support Detachment
PWS Performance Work Statement
RAPIDS Reserve Automated Personnel Identification System
RASL Reserve Active Status List
RC Reserve Component
RCC Reserve Component Command
RDC Recruit Division Commander
RDT&E Research, Development, Testing, and Evaluation
RIVRON River Squadron
RPN Reserve Personnel, Navy
SAAR-N System Authorization Access Request Navy
SAO Security Assistance Office
SARP Substance Abuse Rehabilitation Program
SBP Survivor Benefits Plan
SBSO Selection Board System Operator
SCP Specialty Career Path
SDAP Special Duty Assignment Pay
SEABEE Construction Battalion
SEAL Sea, Air, Land
SecDef Secretary of Defense
SECNAV Secretary of the Navy
SELRES Selected Reserve
SERE Survival, Evasion, Resistance, and Escape
SLA Service Level Agreements
SLDCADA Standard Labor Data Collection and Distribution
Application
SOW Statement of Work
SRB Selective Reenlistment Bonus
STARS-FL Standardized Accounting and Reporting System
SWCC Special Warfare Combatant Craft
SWO Surface Warfare Officer
TAD Temporary Additional Duty
TDRL Temporary Disability Retired List
TEMADD Temporary Additional Duty
TEMDUINS Temporary Duty Under Instruction

TPU	Transient Personnel Unit
TRIM	Total Records and Information Management
TSGLI	Traumatic Injury Service members' Group Life Insurance
TYCOM	Type Commander
USFF	United States Fleet Forces
USNA	United States Naval Academy
UCX	Unemployment Compensation Program
VTC	Video Teleconference
WAWF	Wide Area Workflow
XO	Executive Officer