OPNAV NOTICE 5430

From: Chief of Naval Operations

Subj: CHANGE TO THE ORGANIZATION OF THE DEPUTY CHIEF OF NAVAL OPERATIONS (MANPOWER, PERSONNEL, TRAINING AND EDUCATION), AND THE OFFICE OF THE CHIEF OF NAVAL PERSONNEL

Ref: (a) OPNAVINST 5450.352
(b) Chief of Naval Personnel Decision Guidance Memorandum #N1-0716 of 18 Jul 2016 (NOTAL)
(c) CNP/DCNO (N1) Organization Chart of March 2017(NOTAL)

Encl: (1) Mission and Functions of CNO (N1)
(2) Mission and Functions of Assistant Deputy (CNO (N1B))
(3) Missions and Functions of Navy Civilian Workforce Office (CNO (N1C))
(4) Mission and Functions of Executive Director (CNO (N1ED))
(5) Mission and Functions of Resource Management Division (OPNAV (N10))
(6) Mission and Functions of Total Force Requirements Division (OPNAV (N12))
(7) Mission and Functions of Military Personnel Plans and Policy Division (OPNAV (N13))
(8) Mission and Functions of Command Information Office and Technology Management Division (OPNAV (N16))
(9) Mission and Functions of 21st Century Sailor Office (OPNAV (N17))
(10) Mission and Functions of Human Resources Service Office (OPNAV (N1B1))
(11) Mission and Functions of the Special Assistants

1. **Purpose.** To publish the reorganization of the Deputy Chief of Naval Operations (CNO (N1)) (Manpower, Personnel, Training and Education (MPTE)) and Office of the Chief of Naval Personnel (CHNAVPERS (N1)) as required by reference (a).

2. **Background**

   a. As directed by reference (a), this missions, functions, and tasks revision is necessary in order to re-align CNO (N1) and CHNAVPERS (N1) organization and fully identify roles and responsibilities. This update acknowledges ongoing transformation of our business model, enterprise data architecture, and that governance and oversight will be updated within 2 years.
b. In order to complete the alignment of the CNO (N1) and CHNAVPERS (N1) organization and the assigned mission and functions, it is necessary to restructure the divisions, branches, mission statements, and functions. The updated mission and functions are contained in enclosures (1) through (11).

c. References (b) and (c) reflect the restructured CNO (N1), CHNAVPERS (N1) organization and assigned divisions, branches, and offices.

3. **Alignment of Divisions, Branches and Offices.** All modifications to former CNO (N1) and CHNAVPERS (N1) divisions and offices are aligned in references (b) and (c).

4. **Action.** CHNAVPERS (N1) must:

   a. within 30 days of this notice, submit manpower documents to include Standard Form (SF) 52 Request for Personnel Action to Director, Navy Staff (DNS) to align the Chief of Naval Operations (CNO) military and civilian billets;

   b. within 30 days of this notice, update procedures for tasking, tracking and reporting status of actions;

   c. within 30 days of this notice, contact the Navy Pentagon Telecommunications Center, (703) 614-2878 or (703) 693-8715, for accurate distribution of message traffic.

   d. within 30 days of this notice, revise Office of the Chief of Naval Operations (OPNAV) N-code organization information in the Navy Marine Corps Intranet (NMCI) global address listing and on the OPNAV Portal to reflect new organizational alignments;

   e. within 6 months of this notice, review and update directives sponsored by their respective organizations; and

   f. submit Total Force Manpower Management System (TFMMS) changes to Director, Field Support Activity to reflect the alignment of billets.

5. **Records Management.** Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. **Cancellation Contingency.** This notice will remain in effect for 1 year or until superseded, whichever occurs first. The organization action will remain effective until changed by DNS.

J. G. FOGGO  
Director, Navy Staff

Releasability and distribution:  
This notice is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, [http://doni.documentservices.dla.mil/](http://doni.documentservices.dla.mil/)
MISSION AND FUNCTIONS OF CNO (N1)

1. Mission
   a. Principal advisor to CNO on MPTE strategy and policy.
   b. Coordinates joint service manpower and personnel matters for CNO.
   c. Acts as Navywide functional sponsor for MPTE information management (IM) and information technology (IT).

2. Functions
   a. Serves additional duty as CHNAVPERS (N1).
   b. Develops strategies and policies governing military MPTE programs and recruiting.
   c. Provides an effective and independent appraisal capability to review MPTE program performance in relation to approved plans and objectives.
   d. Serves as MPTE assessment sponsor.
   e. Determines MPTE requirements and exercises CNO responsibility for MPTE planning and programming.
   f. Serves as resource sponsor for all MPTE resources and serves as the appropriation sponsor for Military Personnel, Navy (MPN) and applicable Reserve Personnel, Navy (RPN).
   g. Serves as principal signatory on acquisition documents containing individual manpower, education, training, or human performance requirements.
   h. Performs MPTE requirements analysis, programming, and assessment functions.
   i. Develops the Navy's training and education strategy.
   j. Develops acquisition and funding plans and programs for:
      (1) MPTE research, development, test, and evaluation,
      (2) knowledge management
      (3) instructional technology applications and systems, and
      (4) training modeling and simulation requirements.
MISSION AND FUNCTIONS OF ASSISTANT DEPUTY (CNO (N1B))

1. Mission
   a. Serves as Deputy CNO (N1), executive civilian advisor to the CNO (N1), while assisting the CNO (N1) role as the principal advisor to CNO on MPTE strategy and policy.
   b. Serves as director, MPTE enterprise support.
   c. MPTE programs, and for programming resources in support of active military.
   d. Coordinates joint service manpower and personnel matters for CNO.
   e. Acts as Navywide functional sponsor for MPTE IM, IT, and advanced data analytics.

2. Functions
   a. Develops strategies and policies governing military MPTE programs and recruiting.
   b. Provides an effective and independent appraisal capability to review MPTE program performance in relation to approved plans and objectives.
   c. Validates MPTE requirements and exercises CNO responsibility for MPTE planning and programming.
   d. Serves as resource and requirements sponsor for all Navy military manpower, as the MPN, RPN, and Navy flagship education institutions.
   e. Serves as principal signatory on acquisition documents containing individual manpower, education, training, or human performance requirements.
   f. Performs MPTE requirements analysis, programming, and assessment functions.
   g. Develops Navy's training and education strategy.
   h. Develops acquisition and funding plans and programs for:
      (1) MPTE research, development, test, and evaluation,
      (2) knowledge management and curation,
(3) instructional technology applications and systems, and
(4) training modeling and simulation requirements.

i. Oversees daily operation of the CNO (N1B) organization.

j. Oversees CNO (N1) mobility initiatives to include telework implementation.

k. Oversees the CNO (N1) Pilot Program. Facilitates implementation and maintains a repository for all pilot templates, past studies, and lessons learned.

l. Oversees ongoing MPTE, digital business, and transformation efforts.
MISSION AND FUNCTIONS OF NAVY CIVILIAN WORKFORCE OFFICE  
(CNO (N1C))

1. **Mission.** The Navy Civilian Workforce Office is responsible to provide an assessment of the health of the Navy civilian workforce, act as the central advocate for civilians, and manage the evolution of the CNO’s Navy civilian framework as needed to ensure the desired results are attained. Additionally, it will foster executive leadership and commitment to ensure Navy civilians are professionally valued, enabled, and supported.

2. **Functions**

   a. Strengthens the role of Navy leaders in leading civilian professionals as key contributors to the mission.

   b. Works closely with Navy commanders to develop tailored and actionable plans that are aligned to the framework.

   c. Understands and addresses common civilian issues across the Navy enterprise.

   d. Shares best practices and lessons learned, including benchmarks from other government agencies and industry, and determine potential for Navywide expansion.

   e. Assesses the effectiveness of the framework, and provide any recommendations for change to CNO (N1).

   f. Assists commanders in successful execution, and provides lessons learned and advice to support opportunities for improvement.

   g. Promotes collaboration and transparency across the Navy.

   h. Additionally, CNO (N1C) will support CNO (N1), who will convene the Navy Civilian Advisory Board. This board will serve as a direct conduit for advocacy of Navy Civilian workforce issues.
MISSION AND FUNCTIONS OF EXECUTIVE DIRECTOR (CNO (N1ED))

1. Mission. The mission of the MPTE transformation is to holistically update the ways and means the Navy uses to manage its people. Using smart business practices and an enterprise-oriented approach, transformation will modernize antiquated IT architectures and outmoded business processes, creating a personnel management system that is fit for today's technological environment and adaptable to tomorrow's innovations.

2. Functions

   a. Develops the requirements, designs, implementation and acceptance activities required to modernize MPTE applications, data environments, related IT infrastructure, provide integrated shared service delivery to Sailors, fleet commanders, and senior leadership.

   b. Identifies, adapts, and facilitates implementation of process changes to support transformation objectives. Ensures the organization is aligned to the work and business processes are adapted to support system delivery.

   c. Facilitates the development and conduct of training for any new processes and systems.

   d. Coordinates with the N1 Public Affairs Office on all transformation related internal and external strategic communications.

   e. Coordinates prototyping and risk reduction efforts associated with delivery of transformation capabilities including: integrated pay and personnel system, integrated service delivery, authoritative data environment, and analytics.

   f. Serves as the lead in formulating and communicating organizational and administrative polices governing IT operations. The policies will address all administrative and management areas including personnel requirements, training, and compliance oversight.
MISSION AND FUNCTIONS OF RESOURCE MANAGEMENT DIVISION (OPNAV (N10))

1. Mission
   a. In support of MPTE domain strategies and workforce transformation initiatives, coordinate:
      
      (1) program objective memorandum (POM) and budget development of the MPN appropriation and portions of the RPN;
      
      (2) Operation and Maintenance, Navy and Navy Reserve;
      
      (3) other procurement, Navy; and
      
      (4) research, development, test and evaluation, Navy appropriations.
   
   b. Plan, review, consolidate, and analyze periodic budget submissions and the ongoing future years defense plan for MPTE resources in support of program initiatives
   
   c. Monitor performance against the approved budget
   
   d. Act in a fiduciary capacity for the MPN appropriation for the Department of the Navy (DON) to discuss issues involving the financial management of the MPN appropriation and other accounts assigned with the Office of the Comptroller of the Navy, Office of Secretary of Defense (OSD) Comptroller, Office of Management and Budget and congressional staff members.
   
   e. Lead and integrate CNO (N1) POM processes, including development of CNO (N1) sponsor program proposal, integrated strategic capabilities plan, and planning programming budgeting and execution actions.
   
   f. Perform active-duty officer and enlisted strength planning functions.
   
   g. Provide:
      
      (1) MPTE resource management, financial management, and strategic resourcing, and
      
      (2) facilities management for Navy property at headquarters and MPTE financial system and automated data processing systems management.

2. Functions
   a. Performs chief resource officer responsibilities.
b. Serves as the Bureau of Naval Personnel (BUPERS) Comptroller (BUPERS-7).

c. Conducts resource planning analysis and integration.

d. Performs active-duty officer and enlisted strength planning functions.

e. Serves as the MPN appropriation sponsor.

f. CNO (N1) has been designated as the Navy’s executive agent (EA) for Navy manpower and training integration. OPNAV (N10) will establish a process across Navy’s manpower and training resource sponsors and stakeholders to address Navy manpower and training integration initiatives via the EA Branch (OPNAV (N102)).

3. Strategic Resourcing and Strength Planning Branch (OPNAV (N100))

a. Conducts strategic planning and programming as part of the POM. Develops and oversees all POM guidance for CNO (N1).

b. Plans, reviews, analyzes, consolidates, and integrates resource sponsor programs to support POM submissions. Validates MPTE requirements and exercise CNO (N1) responsibility for MPTE planning and programming.

c. Acts as the resource sponsor for the MPTE organization, Navy health services, religious ministries, Navy legal services, and applicable Navy Reserve element.

d. Provides MPN and RPN pricing and rates authority in coordination with the Office of the Chief of Naval Reserves (CNO (N095)) and Director of Programming (OPNAV (N80)). Assists in the assessment of the MPN and applicable RPN appropriations to ensure funding requests are complete and accurate.

e. Represents CNO (N1) and OPNAV (N10) during the POM cycle, coordinating with the Navy resourcing organization, other MPTE codes, and subordinate commands.

f. Provides Navy Manpower Programming and Budget System and Intelligent Workbook support on behalf of the MPTE domain. Navy Manpower Programming and Budget System and Intelligent Workbook is the enterprise data system that integrates total Navy work requirements for the Navy total force (military-active and reserve, Navy civilians, and contractors).

g. Executes strength planning for all active-duty and full-time support enlisted military personnel including developing guidance, standard operating procedures for planning, and monitoring execution. Recommends policies and actions to maintain strength within budgetary constraints.
h. Reviews approved officer promotion plans and phasing, continuation and selective early transition plans, lateral transfers, re-designation and augmentation plans, and recall and retire and retain plans to determine strength impacts.

i. Monitors enlisted advancement plans and phasing, continuation and selective early transition plans, and develops issues and strength plans.

j. Serves as CNO (N1) cost estimation office for items such as: unified legislative and budgeting proposals, organized unit moves to support strategic laydown and dispersal, and other Navy initiatives.

4. Commander, Navy Personnel Command (COMNAVPERSCOM) Financial Management Branch (PERS-7)

a. Performs Navywide central operating activity functions.

b. Prepares, justifies, and defends budget submission.

c. Administers financial controls and prepares financial statements and or official status reports.

d. Monitors execution of budget.

e. Coordinates purchase of equipment, commodities, and services for CNO (N1).

f. For the financial manpower systems and services:

   (1) manages OPNAV (N10) IT budget and provides liaison,

   (2) represents OPNAV (N10) for IT systems in the annual POM cycle,

   (3) manages the information flow into and out of OPNAV (N10) automated systems (interoperability),

   (4) ensures all financial systems are properly documented and validated in Navy tracking systems (i.e., Database Management System, Department of Defense (DoD) Information Technology Portfolio Repository),

   (5) provides administration for all OPNAV (N10) financial automated systems,

   (6) provides administrative and liaison function for OPNAV (N10) with the NMCI contract technical representatives in Millington, TN, Pensacola, FL and Washington, DC,
(7) establishes and maintains multi-claimancy architecture baseline for MPTE systems; and

(8) oversees an IT group that develops and issues technical and management initiatives.

g. For CNO (N1) facilities:

(1) serves as the facilities manager and space coordinator - responsible for designing, planning, and executing the re-alignment of CNO (N1) personnel and offices, and acts as liaison with building management office;

(2) serves as the hazardous material (HAZMAT) program coordinator - responsible for receipt, coordination, and removal of HAZMAT materials;

(3) serves as the transportation coordinator - responsible for clearing vehicles to make deliveries; and

(4) acts as designated physical security officer for OPNAV (N10).

5. **OPNAV (N102)**

a. The Navy Manpower and Training Integration advises the CNO on Navywide manpower and training programming issues and leverages the synergies that exist among manpower, training, policy, and manning in order to maximize fleet personnel readiness.

b. The EA will act in coordination with all manpower resource sponsors to resolve manpower issues, training issues, and community health concerns not reaching consensus at the staffing level across the resource sponsors (e.g., sea shore flow, career progression, geographic stability acquisition, manpower and training execution, and acquisition programming strategy).

c. Although the primary focus of the EA will be active and reserve military manpower and training, this integrated process agent may also elect to address specific civilian and contractor issues where the civilian resourcing actions of one resource sponsor may have a significant impact on operations of units resourced by another resource sponsor.
MISSION AND FUNCTIONS OF TOTAL FORCE REQUIREMENTS DIVISION
(OPNAV (N12))

1. **Mission**
   
   a. Optimize Navy workforce readiness by translating mission capability requirements into manpower, training and education demand signals by coordinating, analyzing, and adjusting domain inputs during the Planning, Programming, Budgeting, Execution process, including:
      
      (1) Navy's joint commitments,
      
      (2) Navywide program assessments,
      
      (3) workforce shaping,
      
      (4) systems acquisition, and
      
      (5) commercial services management initiatives.
   
   b. Develop Navy manpower, education and training policy and guidance.

2. **Functions**
   
   a. Conducts total force requirements determination, analysis, authorization, and assessments.
   
   b. Provides demand signal for MPTE production organizations.
   
   c. Manages Navy's joint manpower requirements.
   
   d. Approves manpower and coordinates training requirements associated with Navy systems acquisition and the Joint Capabilities Integration Development System.
   
   e. Performs oversight, policy and program analyses of all Navy education programs to include Reserve Officers’ Training Corps, tuition assistance, advanced education and the Navy’s flagship education institutions.
   
   d. Develops policy, oversees and conducts program analysis of all Navy individual skill and specialized skill training. This includes training provided both within and outside of Naval Education and Training Command’s purview.
3. Force Manpower, Accounting and Assessments Branch (OPNAV (N122))

   a. Controls and manages TFMMS database and unit identification code (UIC) activities.

   b. Conducts resource sponsor end strength TFMMS management and adjustments, out-of-cycle changes, and out of balance (quantification and qualitization) actions for Active Component and Reserve Component manpower.

   c. Produces officer programmed authorization and enlisted programmed authorization documents.

   d. Manages the Navy billet change request process.

   e. Leads manpower portion of CNO (N1) manpower and training baseline assessment memorandum, to include assessment of resource sponsor program proposals.

   f. Provides manpower support, requirements validation and POM liaison to resource sponsor – Deputy CNO for Information Warfare/Director of Naval Intelligence (CNO (N2N6)), Deputy CNO for Fleet Readiness and Logistics (CNO (N4)), Deputy CNO for Warfare Systems (CNO (N9)).

   g. Serves as principal Navy Reserve advisor to OPNAV (N12).

   h. Advises resource sponsor and budget submitting offices (BSO) in optimized use of Reserve Force manpower.

   i. Manages the Navy individuals account, consisting of the student account and transient, patient, prisoner, and holdee account.

   j. Provides manpower optimization, manning simulation and statistical analysis for the POM process and for OPNAV (N12) to define and resolve strategic manpower issues.

   k. Provides enlisted community health assessments.

   l. Manages and implements sea-shore-flow policy for Navy enlisted personnel.

   m. Conducts commercial services management and inherently governmental and commercial activity inventory accounting and reporting.

   n. Manages TFMMS to Defense Civilian Personnel Data System BSO-level civilian billet reconciliation reporting.
o. Facilitates OPNAV (N12) input for Navy Occupational Classification System for impact regarding coding establishments, changes, deletions, and information assurance (IA) impact via Navy Manpower Analysis Center (NAVMAC) Workforce Classifications (Code 10).

4. **Joint and Resource Sponsor 1 Manpower Requirements Branch (OPNAV (N123))**
   
a. Serves as CNO (N1) primary representative for all Navy joint manpower management, programming, and policy issues.

b. Liaisons with the OSD and other Defense Agencies.

c. Serves as resource sponsor for all combatant commands and defense agencies.

d. Manages joint and Navy manpower information systems to ensure accurate manpower documentation.

e. Serves as CNO (N1) representative to the Joint Staff’s joint manpower validation process, validating active and reserve combatant commands military manpower requests.

f. Serves as Navy joint officer management representative for joint duty assignment list manpower management determination and policy issues.

g. Serves as the CNO (N1) planner liaison for all joint action control office tasks.

h. Serves as CNO (N1) representative to OSD cost assessment and program evaluation for review, analysis, and implementation of approved Navy memorandums of agreement.

i. Serves as CNO (N1) principal manpower programming representative with Assistant Secretary of Defense Health Affairs, Navy Medicine and the Defense Health Program, and the U.S. Navy manpower in support of U.S. Marine Corps programs.

j. Manages Navy active duty and reserve military manpower requirements determination, resourcing and programming for OPNAV resource sponsor 1.

k. Ensures BSO 02 personnel tempo management, compliance, and reporting.

5. **Acquisition Manpower and Training Branch (OPNAV (N125))**

a. Validates and approves total force acquisition manpower and tools requirements.
b. Validates future manpower, training, and human systems integration requirements for Navy acquisition programs in support of Joint Capabilities Integration and Development System and identifies integrated solutions in acquisition that enable future warfighting enterprise capabilities.

c. Maximizes human performance and minimizes life-cycle costs through human systems integration requirements and governance and investigates science, technology, research, and development to optimize human performance.

d. Validates demand signal and planning processes for all specialized skills training requirements.

e. Assesses resource requirements associated with specialized skills training.

f. Develops training resource requirements for MPTE programming functions.

g. Evaluates impacts of requirements changes on acquisition and training resource requirements in support of the baseline assessment memorandum.

h. Initiates, reviews, issues, and evaluates acquisition and training policy for specialized skills training.

i. Serves as the primary OPNAV action office for all acquisition and specialized skills training policy and issues.

j. Prepares manpower estimates, preliminary squadron and ship manpower requirements documents, naval training system plans, and training transfer agreements for all acquisition and modernization systems for OPNAV (N12) approval.

k. Coordinates, compiles, and assesses specialized skills training requirements from enterprises and providers.

6. Navy Education Strategy and Policy Branch (OPNAV (N127))

a. Coordinates, compiles, and assesses education requirements from the enterprises, domains, and Navy’s educational institutions.

b. Performs oversight, policy, and program analyses and execution monitoring of the Naval War College, Naval Postgraduate School, and the United States Naval Academy on behalf of CNO (N1) and CHNAVPERS (N1).

c. Develops and directs policy on Navy Sailorization programs, to include Naval Reserve Officer Training Corps and Navy Junior Reserve Officer Training Corps.
d. Coordinates and collaborates with the education domain to ensure prioritized
development of skills supporting CNO guidance and the maritime strategy.

e. Performs requirements analysis, program, and assessment functions.

f. Develops unified strategies and policies.

g. Provides subject matter expertise to CNO (N1) on issues of law and policy for voluntary
education, advanced education, Navy-specific professional military education, joint professional
military education, and Navy education institutions and programs.

h. Manages the Navy subspecialty system and associated policies.

7. NAVMAC

a. Administers Navy's occupational classification systems.

b. Develops occupational standards, maintains military occupational classification structure
and codes, and provides Navy's occupational classification systems commonality analysis.

c. Administers Navy's Fleet Manpower Requirements Determination Program.

d. Determines fleet manpower requirements, validates requirement determination
methodology, and determines impact-of-workload driver changes.

e. Administers Navy's manpower management program operations.

f. Executes Navy manpower program management analytics studies.

g. Develops manpower modeling, research and development, and science and technology
proposals to improve Navy manpower.

h. Monitors and enforces compliance with manpower policies, improves processes, and
provides workforce management analysis.

i. Administers Navy's manpower program business requirement.

j. Documents, validates, and manages manpower business requirement functionality for
manpower systems, represents users in governance processes, and maintains data reliability in
manpower systems.
MISSION AND FUNCTIONS OF MILITARY PERSONNEL PLANS AND POLICY
DIVISION (OPNAV (N13))

1. Mission. To assist the CNO in preparation for the ready employment of the Navy through oversight and direction in the recruitment, training and management of the military forces and to provide integrated policy that defines and shapes the Navy workforce. To plan and direct the procurement, administration, and careers of all military personnel. To exercise centralized control of recruitment, selection, classification, training, promotion, advancement, continuation and retention. To provide oversight for the development and issuance of professional and occupational standards.

2. Functions

   a. Serves as the single point of contact and Navywide honest broker for military personnel plans and policy.

   b. Governs community health including accession demand, selection, classification, advancement, promotion and retention.

   c. Assesses excuse ability of recruiting, training, and manpower requirements within known constraints including law, policy and strategy.

   d. Oversees the personnel supply chain from accession through delivery to force structure billets. This includes recruiting, selecting, classifying, and all training received up to the initial duty station.

   e. Develops, coordinates and manages initiatives to achieve the Navy's MPTE program objectives.

   f. Performs or directs assessments, studies and analyses regarding effectiveness of enlisted and officer programs and policies.

   g. Represents and communicates Navy's MPTE policy and programs within DoD, DON, and other Military Departments and Federal agencies, and private organizations.

   h. Develops strategies and provides subject matter expertise to CNO (N1) on all matters of talent management including human resources and career path optimization.

   i. Serves as Navy's senior language authority. Manages programs designed to provide language, regional expertise, and cultural awareness in support of foreign engagement. Coordinates Navy relevant cultural issues with other Services, the Joint Staff, and Defense Agencies.
j. Chairs the Navy Officer Occupational Standards and the Navy Enlisted Occupational Standards Boards and serves as spokesperson for these boards. Responsible to CNO (N1) for policy guidance and system control of the Navy officer occupational standards and the Navy enlisted occupational standards processes. Ensures publication of related guidance material for officer and enlisted occupational structures used for personnel planning and management.

k. Advises the CNO on all officer and enlisted uniform matters.

l. Serves additional duties as the Assistant CHNAVPERS (N1), Military Plans and Policy.

3. **Navy Language, Regional Expertise, Culture and Irregular Warfare (LREC-IW) Office (OPNAV N13F)**

   a. Serves as Navy's senior language authority. Oversees the development, coordination, and management of Navy language, regional expertise, and culture (LREC) program to include Navy LREC manpower, compensation, training and education policy issues.

   b. Aligns all Navy LREC efforts, optimizes allocations of resources, guides Navy LREC policy and investment decisions, and manages Navy LREC competencies and requirements to meet force requirements. Manages and administers Navy’s Asia-Pacific Hands and Navy’s contribution to the Joint Staff Afghanistan-Pakistan Hands programs.

   c. Manages the Foreign Language Proficiency Bonus Program and the Personnel Exchange Program and International Cooperative Administrative Student Services Program.

   d. Provides MPTE resource sponsorship oversight for Navy LREC, and collaborates with Deputy CNO for Operations, Plans, and Strategy (CNO (N3/N5)) on policy development and utilization of the foreign area officer community.

   e. Coordinates with CNO (N2N6) on Navy LREC related POM issues and Navy LREC budget development.

   f. Advises and assists OPNAV (N13) in implementing responsibilities for Navy LREC policy and programs. Provides Navy LREC support to the SECNAV, CNO and other Navy elements. Coordinates with DoD agencies and the Joint Staff as required. Serves as director, Navy LREC-IW office.

   g. Coordinates CNO (N1) and CHNAVPERS (N1) engagements with foreign militaries.

   h. Coordinates with Navy and joint education institutions on international programs.

   i. Represents Navy on OSD-chaired Defense language steering committees and other regional expertise and culture related boards and panels.
4. Reserve Policy Branch (OPNAV (N13R))

   a. Monitors and provides guidance on legislative coordination and all plans and policy execution related to force shaping and end strength management of Reserve personnel.

   b. Coordinates with the officer and enlisted community managers in the production of Reserve accession plans, advancement, promotion and continuation plans, lateral transfers and re-designations.

   c. Liaises and coordinates with DoD, SECNAV, BUPERS, CNO (N095), and Commander, Navy Reserve Force on reserve policy matters and advises OPNAV (N13) on officer and enlisted Reserve management initiatives.

5. Uniform Policy and Emerging Issues (OPNAV (N13X))

   a. Serves as senior analyst and program manager for all Navy uniform matters.

   b. Interprets U.S. Navy Uniform Regulations regarding uniform policy and grooming and appearance standards. Monitors procurement, issue, and retail of Navy uniforms to ensure compliance with regulations.

   c. Reviews and coordinates all matters pertaining to uniforms, clothing allowances, seabag items, and commercial clothing for officer and enlisted personnel.

   d. Provides project assistance in the administration and execution of uniform development, testing and evaluation.

   e. Maintains liaison with other Services and DoD organizations for uniforms matters.

   f. Communicates changes to and interpretation of uniform policy throughout the fleet formally through Navy publications and informally through approved social media.

   g. Serves as senior analyst and policy manager for all Navy lesbian, gay, bisexual, and transgender (LGBT) questioning matters.

   h. Provides assistance in the development and execution of policy such that Navy personnel are not being denied fair and equal treatment based on sexual orientation.

   i. Tracks and reports changes in LGBT policy both domestic and foreign that may affect Navy personnel.
j. Communicates changes to and provides clarification of policy as it relates to LGBT matters throughout the fleet formally through navy publications and informally through approved social media.

k. Maintains liaison with other Services and DoD organizations for LGBT matters.

l. Assists in developing Navy training requirements for LGBT matters.

m. Maintains the Navy service central coordination cell to assist Navy commands and personnel with transgender policy questions.

6. Military Pay and Compensation Policy Branch (OPNAV (N130))

a. Provides legislative coordination and advice to OPNAV (N13) as it relates to unified legislation and budgeting process, the Defense Legislative Program, and other legislative matters.

b. Develops, implements, and monitors Navy policy for assigned military pays, allowances, and monetary incentives. Provides authoritative expertise for oversight of active, reserve, and retired compensation and personnel management initiatives, programs, and policies in direct support of Navy’s overall manpower and personnel strategy.

c. Acts as Navy's policy coordinator for military travel and transportation allowances and entitlements and assignment policy, and, as provided in law, DoD directives and instructions, and the Joint Travel Regulations (JTR).

d. Maintains existing policy for all enlisted retention and accession bonuses.

e. Develops compensation initiatives to enhance Navy's compensation toolkit.

f. Serves as program manager for selective reenlistment bonus, special duty assignment pay, and assignment incentive pay to include all aspects of the planning, programming, budgeting and execution processes, and advises community managers on officer accessions and retention initiatives.

g. Provides authoritative law and policy interpretation (in consultation with higher authority and legal counsel when appropriate) for pays, allowances, bonuses, and other personnel programs under the purview of OPNAV (N130).

h. Authorizes exceptions to policy for basic allowance of housing, staffs requests for remission of debts and adjudicates requests for extensions to household goods moves.
i. Represents Navy at the Military Advisory Panel responsible for initiating changes to the JTR.

j. Manages the career status bonus program, voluntary separation pay, and other programs associated with the Reserve forces.

k. Facilitates reserve support of the active force through management and oversight of the additional duty for special work program and reserve mobilization policy coordination.

7. Officer Force Plans and Policy Branch (OPNAV (N131))

a. Provides officer strength planning guidance, develops standard operating procedures, and monitors officer strength execution.

b. Recommends, initiates, and provides oversight of force shaping policy to maintain officer strength within Congressional and budgetary constraints.

c. Performs oversight activities for all plans and policy affecting officers.

d. Provides officer accession planning guidance, develops standard operating procedures, and monitors accession execution.

e. Provides promotion planning guidance, develops standard operating procedures, and monitors promotion execution.

f. Liaises and coordinates officer accession plans with OPNAV (N100), Commander, Navy Recruiting Command (COMNAVCRUITCOM), and COMNAVPERSCOM.

g. Develops policy and plans and performs duties of the community manager for the special warfare.

h. Develops and interprets command at sea and command ashore qualification policy.

i. Monitors and provides assistance on all issues pertaining to command establishment, disestablishment, and modifications.

j. Develops, issues, and monitors officer promotion plans and phasing, continuation and selective early transition plans, lateral transfers, re-designation and augmentation plans, and recall and retire and retain plans to determine strength impacts.

k. Develops plans and provides policy and execution guidance to the lateral transfer board.
1. Coordinates with OPNAV (N12) for consistency and excitability of officer programmed authorizations.

m. Assists and advises OPNAV (N13) as chair of the Navy Officer Occupational Standards Board.

8. Enlisted Force Plans Policy Branch (OPNAV (N132))

   a. Provides enlisted strength planning guidance, develops standard operating procedures, and monitors enlisted strength execution.

   b. Recommends, initiates, and provides oversight of force shaping policy to maintain enlisted strength within Congressional and budgetary constraints.

   c. Performs oversight activities for all policy and plans affecting enlisted personnel.

   d. Develops forecasts of future demand and supply for accession planning within the Navy enlisted supply chain.

   e. Develops process and reviews implementation for the identification and codification of all enlisted positions by first term or careerist in Navy’s authoritative database.

   f. Develops and validates selection and rating entry standards.

   g. Develops and validates classification methods which optimize Sailor-rating vocational match.

   h. Oversees all Navy enlisted selection and classification aptitude testing. This includes custodial responsibility of DoD Armed Services vocational battery aptitude materials for in-service testing.

   i. Represents Navy for accession policy on joint service committees such as the Defense Advisory Committee on military personnel testing and voting member for Navy accession policy on the manpower and accession policy working group.

   j. Develops new selection and classification tests for Navy and other Services through Office of the Under Secretary of Defense for Accession Policy.

   k. Provides oversight to the management and operation of the Career Navigator Program and the Career-Waypoints System.

   l. Provides enlisted accession planning guidance, develops standard operating procedures, and monitors accession execution.
m. Provides advancement guidance, develops standard operating procedures, and monitors advancement execution.

n. Develops advancement plans for all active duty and full time support.

o. Develops plans, assigns quotas, and provides oversight to the Navy Meritorious Advancement Program.

p. Coordinates enlisted strength and accessions plans with OPNAV (N100), COMNAVCRUITCOM, and COMNAVPERSCOM.

q. Leads the enlisted annual demand planning activities to produce initial and revise the current and future years enlisted accession plans. Coordinates input from OPNAV annual demand planning stakeholders (resource sponsors, OPNAV (N10), OPNAV (N12), and Strategic Action Group), COMNAVCRUITCOM, COMNAVPERSCOM, Naval Education and Training Command, CNO (N095), and Naval Service Training Command.

r. Develops annual retention plan. Monitors and reports retention achievement throughout the fiscal year and recommends mitigating action when necessary.

s. Approves all force management actions designed to improve or balance the health of the force.

t. Coordinates with OPNAV (N12) for consistency and executablity of enlisted programmed authorization and billets authorized.

u. Assists and advises OPNAV (N13) as the chair of the Navy Enlisted Occupational Standards Board.

9. **Nuclear Propulsion Program Management Branch (OPNAV (N133))**

a. Develops and coordinates nuclear propulsion program policy.

b. Serves as the single point of contact for all OPNAV nuclear propulsion program policy matters.

c. Develops and manages nuclear propulsion program initiatives to achieve the Navy's program objectives.

d. Performs community management functions for nuclear-trained personnel.

e. Assigns and removes nuclear officer designators and Navy enlisted classifications.
f. Administers nuclear officer incentive pay, submarine duty pay, and all nuclear enlisted specialty and incentive pay programs.

g. Develops plans and policy for annual officer and enlisted accessions, promotions and advancements.

h. Provides subject matter expertise to CNO (N1) on issues of nuclear propulsion program law and policy.

i. Manages the nuclear limited duty officer program.

10. Naval Special Warfare Program Management Branch (OPNAV (N137))

a. Develops and coordinates naval special warfare program plans and policy.

b. Serves as single point of contact for all OPNAV naval special warfare program policy matters.

c. Develops and manages naval special warfare program initiatives to achieve the Navy's program objectives.

d. Provides subject matter expertise to CNO (N1) on issues of naval special warfare program law and policy.

e. Liaises and coordinates naval special warfare officer and enlisted accession plans while developing future supply and demand forecasts.

f. Develops plans and provides policy and execution guidance to the SEAL Officer Assessment and Selection Board.

g. Provides command screening planning guidance, develops standard operating procedures, and monitors command screening execution.

h. Recommends, initiates, and provides oversight of naval special warfare force shaping policy to maintain officer and enlisted strength within Congressional and budgetary constraints.

i. Approves all force management actions designed to improve or balance the health of the force.

j. Additional duty as SEAL and Special Warfare Combatant-Craft Officer Community Manager (BUPERS-311D)
(1) Attracts, develops, and retains a high-quality, diverse workforce that values a culture of inclusion.

(2) Oversees and coordinates all Navy in-reach and outreach efforts.

(3) Executes Navy Career Intermission Program.

(4) Coordinates and executes Navy’s diversity science, technology, engineering and math outreach efforts.

(5) Organizes and prioritizes Navy’s investments and resource allocation for in-reach and outreach engagements.
MISSION AND FUNCTIONS OF COMMAND INFORMATION OFFICE AND TECHNOLOGY MANAGEMENT DIVISION (OPNAV (N16))

1. **Mission**

   a. To provide affordable next generation technologies that deliver MPTE knowledge, information, and user capability for the total force in a joint net-centric environment.

   b. To promote the effective use of these technologies through sound planning and investments, integrated architectures and standards, effective systems development and production support.

   c. Ensure IT resources are aligned with the strategic and tactical business objectives of MPTE and IM and IT objectives of DON.

   d. To facilitate the development and reporting of metrics for all IT products and services.

2. **Executive Agent and Portfolio Management Branch (OPNAV (N161))**

   a. Manages CNO (N1) MPTE IT enterprise architecture and portfolio management which include responsibility for defining objectives.

   b. Develops, establishes, directs and implements policies.

   c. Leverages the DON Chief Information Officer (CIO) enterprise architecture policies and guidelines, which aligns with the DoD Architecture Framework, while ensuring that echelon 2 EA is aligned with CNO (N1) enterprise architecture domain.

   d. Provides IT asset management oversight to ensure IA, security, and privacy policies and guidelines remain fully implemented.

   e. Designs, develops, and implements an enterprise architecture framework using DoD architectural framework.

   f. Coordinates integration of the enterprise architecture and IM and IT portfolio management processes.

   g. Develops systems and technical architecture standards and requirements.

   h. Implements MPTE enterprise data architectures and standards.

   i. Collaborates with key stakeholders internal and external to MPTE on technical enterprise IT issues, requirements, processes, and policies.
j. Performs echelon 1 level portfolio management and analysis on both the CNO (N1) and the Navy functional area portfolios concerning Navy personnel—manpower personnel (functional area) and training and education (functional area).

k. Provides echelon 1 and 2 functional area or data manager and DoD IT portfolio repository portfolio management and analysis.

l. Facilitates the identification, designation, and management of authoritative data sources.

m. Ensures project management disciplines and procedures are in place for all programs.

n. Performs IT strategic and capital investment planning and program management.

o. Ensures IA, security, and privacy policies and guidelines are fully implemented.

p. Supports the development of the MPTE IT strategy and associated transition plans that can be used as a roadmap for future IT procurements and acquisitions.

q. Develops a business intelligence strategy in support of IM and IT strategic objectives.

r. Assists business owners with defining detailed requirements and developing business needs documents.

s. Collaborates with key stakeholders internal and external to MPTE on functional enterprise IT issues, requirements, processes, and policies.

3. Requirements Integration (OPNAV (N162))

a. Plans, manages, and coordinates data resource and financial management functions for MPTE information resource management program area(s), which includes defining requirements along with preparing, defending and evaluating the programming, budget, and POM submissions.

b. Plans, manages, and coordinates the conduct of studies to assess data standards.

c. Analyzes DON MPTE functions, organizations, and missions.

d. Assesses and defines functional architecture.

e. Assesses impacts from changes in legislation, policies, organization, mission assignments, and information requirements for the current and future DON MPTE management of the sea and shore activities.
f. Serves as an advisor and on MPTE IM and IT requirements and represents OPNAV (N16) at conferences and applicable DoD and DON committees. Participates in other special management groups on an ad hoc basis.

g. Coordinates with MPTE IM and IT managers gather requirements and resource needs as well as to ensure prompt and accurate implementation of policy changes in IM and IT systems.

h. Identifies IM and IT requirements and resolutions.

i. Develops the IM and IT budget program submissions for MPTE.

i. Develops the business intelligence strategy in support of CNO (N1) IM and IT strategic objectives.

j. Provides oversight and participation in the functional requirements, technical changes requests, and program reviews for all MPTE IM and IT systems.

4. Fleet Introduction Team (OPNAV (N163))

a. Conducts formal and informal fleet test and evaluation of Sailor-facing MPTE technologies in the fleet operational environment and make detailed recommendations for improvement.

   (1) Investigates and reports on the reliability, accuracy, integration, and ease of use of Sailor-facing MPTE technologies.

   (2) Investigates and assesses the suitability of communication and training strategies, processes, and products supporting MPTE technologies.

b. Assists MPTE technologies improvement and modernization efforts.

   (1) Performs as fleet and Sailor advocate, ensuring user needs are captured, considered and incorporated throughout MPTE technology functional requirements and technical development processes.

   (2) Reviews all functional and technical documents to ensure alignment of MPTE strategic and tactical objectives with fleet user needs and expectations.

c. Serves as liaison between MPTE, Navy Sea Warrior Program Office (Program Management Warfare (PMW) 240) (part of the Navy Program Executive Office for Enterprise Information Systems), and the fleet, coordinating and managing fleet command and Sailor engagement opportunities to ensure the fleet user perspective is captured, understood, and considered by MPTE and PMW 240 representatives.
d. Seizes fleet introduction, communication, and training opportunities.

e. Supports or approves creation of fleet user guides and training materials for existing Sailor-facing MPTE technologies in conjunction with appropriate MPTE subject matter expert.

f. Delivers fleet introduction of MPTE technology capabilities to key fleet users, including prospective commanding officers and executive officers, training officers, senior enlisted advisors, career counselors, and personnel support representatives.

5. Headquarters IT Support (OPNAV (N164))

a. Manages and tracks NMCI and Next Generation Enterprise Network (NGEN) contract service delivery on both classified and unclassified legacy systems and applications as the activity contract technical representative.

b. Develops, coordinates, and maintains long range work plans and schedules for NMCI and NGEN implementation, continuing NMCI operation and legacy systems integration.

c. Coordinates new or unplanned NMCI and NGEN resource requirements to include local procurement and expansion as well as remote site support.

d. Writes and tracks move add change requests, managing service moves and assignments as well as individual computer asset software usage.

e. Oversees and provides technical support for NMCI and NGEN assets in a highly customer-focused environment, providing timely and efficient customer service. Support includes video teleconference session management and hardware maintenance.

f. Provides service for CNO (N1) as command trusted agent in support of Naval Cyber Forces Command data transfer and alternate tokens as the data transfer agent, maintaining appointment letters for authorized personnel, logs of data transfers and performing reports of transfers to IA office as needed.

g. As alternate token agent, validates requests, receives, distributes and destroys on return all alternate tokens received for other than basic NMCI accounts.

h. Responsible for standard operating procedures for use of N1 technology assets and updates guidance to reflect current governing DoD or DON policies and guidance. Standard operating procedures include guidance on IA, incident response, personnel asset management and personnel check in and check out procedures.
6. **Information System Security Branch (OPNAV (N165))**

   a. Performs echelon 1 level periodic reviews of systems and applications to ensure compliance with established statute, policies, and procedures.

   b. Manages the cybersecurity and IA workforce by identification, designation, training, certification, and documentation of personnel assigned.

   c. Serves as the communications security (COMSEC) site security officer responsible for proper handling and accounting of COMSEC material.

   d. Designated as a local command trusted agent managing cryptologic log-on capabilities for proper enforcement and access management.

   e. Designated as a local command data transfer agent authorized to conduct data transfers between the unclassified and classified (secret) security domains.

   f. Oversees the establishment, development, monitoring and assignment of responsibilities of the CNO (N1) IA and security plans. Performs risk management practices for information and information systems including the development, implementation, and monitoring of the commands IA and security programs.

   g. Leads MPTE cross-functional team for synchronized cyber efforts across the enterprise.

   h. Designated IA office.

7. **Data Management Branch (OPNAV (N166))**

   a. Responsible for coordinating data management, data stewardship, and data governance.

   b. Responsible for data management professional staffing, skills development, contractor management, budgeting and resource allocation, management metrics, data steward recruitment, collaboration across the business and IT organizations, and management if organizational and cultural changes are required to support data management.

   c. Works in concert with the technical advisor, MPTE enterprise architecture lead, business lines, data stewards, and project teams to strike an appropriate balance of business needs, technical capabilities, resource availability, project scope, schedule, and budget to meet the needs of all data customers and stakeholders.

   d. Facilitates participation of business line representation in the governance structure.
e. Develops and manages MPTE enterprise information management (EIM) work plans and coordinate priorities.

f. Coordinates with project managers, data stewards, and the technical advisor to define a methodology which will support business and technical aspects of each project involving the data environment.

g. Develops and promotes data strategies, policies, standards, procedures, and metrics.

h. Analyzes data quality metrics for use in reporting and in data management process development and refinement.

i. Plans, sponsors, or supports data management projects and services.

j. Ensures stakeholders are invited to participate in working groups and project teams.

k. Facilitates and maintains the listings of the appointments of data stewards to configuration control boards to represent and provide counsel to the various system managers.

l. Chairs MPTE EIM board meetings, facilitates collaboration among MPTE EIM board members, assists with adjudication of conflicts, and coordinates resolution of data issues.

m. Establishes and promotes MPTE metadata standards.

n. Approves access and executes the duties of the system manager, for the authoritative data environment, authoritative data warehouse, and MPTE metadata repository.

8. Secretariat (OPNAV (N16S))

a. Provides direct support to the IM division and MPTE CIO.

b. Manages OPNAV (N16) directorate tasker systems.

c. Manages Defense Travel System accounts.

d. Manages supply budget and requisitions.

e. Oversees correspondence, awards, and personnel evaluations.

f. Tracks daily OPNAV (N16) personnel muster status.
9. Technical Director (OPNAV (N16T))

   a. Responsible for implementing system engineering best practices to design, develop, test and deliver early operational programs capability.

   b. Formulates program goals and objectives to meet near and long term performance, operational, and tactical requirements.

   c. Leads orderly program transition from development to operational status.

   d. Monitors technical accomplishments, expenditures, use of resources, adherence to schedules, and performance for contractors and Navy activities. Coordinates within the Navy and the materiel establishment to ensure that functionality is consistent with overall requirements.

   e. Ensures that evolving enterprise information and business technology and new commercial best practices, theories, and techniques are understood and applied throughout the supporting communities in Navy and industry.

   f. Assists in the development of governance policies and development of contractual requirements that allow the government the capability to direct network operations.

   g. Responsible in decision making which specifically affects performance, acquisition strategy, delivery schedule, cost, and operational utilization of an information system specifically intended for fleet use.

   h. Assists in the development of procedures, strategies, and methods to provide maximum integrity, cost effectiveness, and adherence to the acquisition process.

   i. Keeps abreast of new technical capabilities and recommends programs and techniques by which new technology can be incorporated into existing and future systems.

   j. Works with OPNAV, cognizant echelon 1 commands, other systems commands and program executive offices, Navy labs, other services and agencies, and private organizations to translate operational requirements into acquisition programs.

   k. Ensures development, production, and fielding of highly effective MPTE systems to meet Sailor requirements.
MISSION AND FUNCTIONS OF 21st CENTURY SAILOR OFFICE (OPNAV (N17))

1. **Mission.** Develop and maintain resilient Sailors and families with effective fitness, readiness and transition programs while decreasing and deterring destructive behaviors through awareness, training, and accountability.

2. **Executive Director (OPNAV (N17D))**
   a. Represents personal and family readiness issues in Washington, DC, with DoD, SECNAV, other Military Services, and other Navy staffs.
   b. Acts as Navy representative on joint census working group. Develops policies and procedures for the conduct of census surveys within Navy.
   c. Coordinates legislative issues within OPNAV (N17) organization.
   d. Coordinates Navy participation in Spirit of Hope and Fisher Humanitarian awards, including nomination, selection, and participation in award ceremonies.
   e. Provides support to CNO (N1) principals on morale, welfare, and recreation and Navy Exchange (NEX) board of directors audit and finance committees. Represents CNO (N1) on audit and finance committee working groups.
   f. Provides support to Navy principals on the DoD military family readiness council.
   g. Develops and sustains liaison with DoD, DON, SECNAV, Federal civilian agencies, and professional organizations to share information and inform Navy program managers of latest policies, programs, and possible impact from new initiatives.
   h. Reviews, analyzes, and interprets laws and DoD, DON, and SECNAV instructions for effects on programs, program compliance and implementation. Prepares policy instructions and guidance for programs and ensures appropriate guidance is provided Navywide.
   i. Develops new and updates existing policies and instructions (e.g., OPNAV, NAVPERS 15560D Military Personnel Manual articles). Provides guidance to staff on policy development and revision. Interprets and reviews policies and guidebooks for uniformity of information to ensure consistency.
   j. Provides data to other DoD and DON decision support systems.
   k. Develops and conducts assessments to evaluate effectiveness of programs from data gathered and determines trends and recommendations.
1. Produces materials and provides briefs and presentations on behalf of OPNAV (N17) to Navy leadership, staff members of several organizations, and commands (e.g., major claimants, type commanders, and commanding officers).

3. Total Sailor Fitness (OPNAV (N170))
   
a. Alcohol and Drug Abuse Prevention Office (OPNAV (N170A))
      
      (1) Develops Navywide campaigns to combat drug and alcohol abuse.
      
      (2) Disseminates information and statistics in support of Navy’s drug and alcohol abuse prevention programs.
      
      (3) Directs, approves, and monitors command-level drug and alcohol prevention education programs including personal responsibility and values education training, and drug and alcohol program advisors. Manages certification programs for mobile training teams and command collateral-duty facilitators.
      
      (4) Develops and advocates Navy policy on tobacco use, prevention, and cessation.
      
      (5) Manages development, maintenance, and quality assurance of Navy’s Alcohol and Drug Management Information Tracking System (ADMITS). Operates as the sole source for receipt and dissemination of ADMITS data to DoD, fleet and other government agencies. Programs, documents, operates, and maintain ADMITS.
         
         (a) Receives, validates, and stores reports from the field concerning drug and alcohol abuse incidents, screening, treatment, and training.
         
         (b) Provides technical support to field activities for installation and operation of ADMITS.
         
         (c) Collects, analyzes, and reports alcohol and other drug-related data.
         
         (d) Prepares advisory opinions on Board for Correction of Naval Records cases.
   
b. Physical Readiness Division (OPNAV (N170B))
      
      (1) Develops Navy policy on physical fitness, nutrition education, body fat control, and stress management.
      
      (2) Manages development, maintenance, and quality assurance of Physical Readiness Information Management System (PRIMS). Operates as the sole source for receipt and dissemination of PRIMS data to DoD, fleet, and other government agencies.
(3) Prepares documentation necessary to initiate health and physical fitness evaluation and research projects by Naval Health Research Center or other research facilities.

(4) Establishes locations, provides required administrative and material support, and maintains training data for the annual command fitness leader instructor course.

(5) Conducts quality assurance and assistance visits at command fitness leader certification course (conducted by Commander, Navy Installations Command (CNIC) certified instructors) to monitor administration of the course.

(6) Conducts train-the-trainer course for all CNIC command fitness leader trainers.

(7) Liaisons with COMNAVPERSCOM Career Management Department (PERS-4) and COMNAVPERSCOM Career Progression Department (PERS-8) concerning the administration of Navy's policy regarding disposition of personnel who do not meet health promotion program and physical readiness program standards.

(8) Develops physical fitness program support materials for inclusion in general military training (GMT).

(9) Establishes effective lines of communication between line, medical, and supply communities to ensure that identified members receive professional treatment within the command-directed physical conditioning program.

(10) Coordinates implementation of Navy health promotion training with total force training and education policy division and NETC.

(11) Provides guidance to Navy activities regarding implementation of health promotion program policy and plans.

(12) Prepares advisory opinions on Board for Correction of Naval Records cases.

c. Community Support Division (OPNAV (N170C))

(1) Maintains oversight of all personal and family readiness programs, an array of fleet and family support programs that include:

(a) transition assistance program,

(b) deployment health assessment,

(c) family care plan,
(d) personal financial management,

(e) relocation assistance,

(e) fleet and family support centers

(f) family advocacy program, and

(g) clinical counseling.

(2) Acts as principle OPNAV representative interfacing with DoD, SECNAV, other Military Services, Commander, Fleet Forces Command, Navy Supply Systems Command, NEX Services Command, and CNIC staff on personal and family readiness program-related policy development, coordination, and assessment.

(3) Serves as technical advisor for four distinct social service related programs.

(a) Navywide family advocacy program

(b) Sexual assault prevention and response (SAPR) program

(c) Clinical counselor credentialing-policy for Navy fleet and family support centers and Navy’s behavioral health program

(4) Serves on policy working groups as a recognized Navy policy expert regarding personal and family readiness programs. Participates as a member of OSD, Navy Inspector General reviews, and other similar inspections of installation personal and family readiness programs in the capacity of technical expert. Analyzes inspection reports and develops recommendations to modify policies when necessary to improve program effectiveness.

(5) Initiates new policy or modifications to existing policies for all personal and family readiness programs. Directs the development of internal procedures required to implement new or revised policies.

(6) Develops and analyzes personal and family readiness metrics to assess program measures of effectiveness and to identify, quantify, and reports intended and unintended impact of programs on personal and family readiness.

(7) Develops and oversees administration of personal and family readiness surveys (for active duty, spouse, and leadership) and quick polls to obtain assessments of programs and services (e.g., SAPR, deployment support, financial health, physical readiness, alcohol and tobacco-related behaviors, childcare, exceptional family member). Researches and analyzes data to respond to taskers.
(8) Prepares responses to a myriad of personal and family readiness program-related taskings, from internal and external customers, to include OSD and SECNAV.

(9) Oversees and manages data, analysis, and all facets of production of the CNO tone of the force report.

(10) Scans environment to identify, analyze, and develop policy, guidance, and other programmatic adjustments based on review of personal and family readiness-related data, professional journals, knowledge of new, existing, or revised higher-level policy and laws, and government and private-sector programs and original research.

(11) Develops marketing plans, policies, and information to heighten awareness of the importance of the family to the Navy and to promote excellence in family life.

(12) Serves as Navy point of contact for retired activities.

(13) Drafts Navy’s position on legislative proposals affecting retiree benefits.

(14) Prepares and distributes deceased retiree survivors’ guide and quick reference checklist for survivors.

(15) Supports annual retired personnel seminars.

(16) Administers and supports retired activities offices at Navy installations.

4. Suicide Prevention (OPNAV (N171))

a. Provides recommendations for policy and program initiatives that will enhance the quality and implementation of suicide prevention and operational stress control (OSC) programs for the fleet.

b. Researches, analyzes, and reports on suicide prevention and OSC initiatives and data within the DoD and DON.

c. Identifies intermediate and long range Navy needs in suicide prevention and OSC, including prevention awareness needs. Prevention awareness plans include: accession points, service schools, commanding and executive officer briefings, education for leadership continuum, and training for all Navy personnel involved in OSC.

d. Organizes and chairs the OSC governance board.
e. Develops strategic communications and informational products in support of Navy suicide prevention and OSC programs. Produces materials and provides suicide prevention and OSC briefs and presentations on behalf of OPNAV (N17) to the fleet.

f. Recommends target audiences and content for surveys, quick polls, and research projects to determine suicide prevention and OSC issues and challenges.

g. Conducts market research and industry baseline assessments of government, industry, and academic applications of E-learning to capture and apply best practices, lessons learned, and tools for developing effective suicide prevention and OSC e-Learning.

h. Identifies areas in which research investments should be made to address current suicide prevention and OSC challenges.

i. Conducts phone interviews with command points of contact within 1 week of a suspected suicide in order to provide support and guidance, gather preliminary information, and explain the DoD Suicide Event Report (DoDSER).

j. Compiles preliminary information for suspected suicides and completes the SECNAV and CNO reports and ad hoc requests. Assists with clinical case reviews of suicides by serving as a liaison with Naval Criminal Investigative Service, Armed Forces Medical Examiner System Office, and COMNAVPERSCOM Navy Casualty (PERS-13) to gather information for case reviews.

k. Analyzes suicide prevention and OSC issues and develop appropriate strategies to further OPNAV (N17) priorities and goals in areas including, but not limited to, policy interpretation, program statistical data, customer satisfaction and complaints, documented program support, and POM budget issues.

l. Represents CHNAVPERS (N1) on suicide prevention and OSC working groups as a recognized Navy suicide prevention and OSC policy expert, and conducts focus group studies in support of training and communications development.

m. Evaluates and researches suicide prevention and OSC programs and other family readiness-related issues, formulates options for solutions, assesses the effectiveness of the solutions, and recommends changes to the solutions based on findings analysis.

n. Directs the procurement, development and distribution of suicide prevention and OSC media and multimedia resources and other training aids that support prevention efforts.

o. Develops and maintains a database for tracking and reporting Navy suicide information provided by the government and collected by the Navy suicide prevention coordinators and other relevant staff.
p. Produces weekly and monthly reports on all suicides.

q. Advises and assists commands on assessing and adhering to Navy’s suicide prevention requirements.

r. Develops goals, objectives, and milestones for various suicide prevention and OSC projects, considering such factors as internal and external responsibilities and resources for project implementation and completion.

s. Monitors DoDSER status and completion.

5. SAPR (OPNAV (N172))

a. Develops and advocates Navy policy on SAPR.

b. Disseminates information and statistics in support of Navy SAPR programs.

c. Develops conduct and evaluates effectiveness of SAPR program from data gathered to determine trends and recommendations.

d. Provides SAPR support materials for inclusion in GMTs.

e. Establishes effective lines of communication between line, medical, investigations, and legal to ensure that identified members receive professional support.

f. Develops Navywide campaigns to support SAPR awareness month and other efforts.

g. Develops and maintains Navywide needs assessment survey for SAPR.

h. Represents SAPR issues in Washington, DC, with DoD, SECNAV, other Military Services, and other Navy staffs.

i. Acts as Navy representative on SAPR working groups.

j. Coordinates SAPR legislative issues.

6. Sexual Harassment Prevention, Equal Opportunity (EO) (OPNAV (N173))

a. Develops and advocates Navy policy on sexual harassment and military EO programs.

b. Monitors and tracks formal sexual harassment and EO and hazing complaints.

c. Provides EO briefings to selection boards.
d. Operates Navy sexual harassment and EO advice line.

e. Maintains Navy EO Web site.

f. Serves as the Navy data retrieval system administrator.

g. Serves as program manager or community advisor for EO advisors.

h. Disseminates information and statistics in support of Navy sexual harassment and EO programs.

i. Develops, collects, and analyzes effectiveness of sexual harassment and EO program from data gathered to determine trends and recommendations.

j. Provides overall direction, guidance, support and leadership for the management of fleet and force command climates.

k. Provides sexual harassment and EO support materials for inclusion in GMTs.

l. Represents sexual harassment and EO issues with DoD, SECNAV, other Military Services, and other Navy staffs.

m. Acts as Navy representative on sexual harassment and EO working groups.

n. Coordinates sexual harassment and EO legislative issues.

o. Serves as military EO network system administrator.

p. Coordinates with the Defense Equal Opportunity Management Institute and the Center for Personal and Professional Development (CPPD) to develop overall Navy training strategies for Navy service specific training.

q. Coordinates with CPPD to develop overall training strategies for the command managed equal opportunity (CMEO) program managers course.

r. Accompanies Navy Inspector General on area visits.

s. Delivers annual sustainment training to EO advisors and CMEO program managers.

t. Provides annual climate assessment describing the “health” and organizational effectiveness of the Navy using data collected from Navy Inspector General office, Office of the Judge Advocate General, fleet commanders, and echelon 2 commands.
7. Hazing Prevention (OPNAV (N174))
   a. Develops and advocates Navy policy on hazing.
   b. Disseminates information and statistics in support of navy hazing policy.
   c. Develops, conducts, and evaluates effectiveness of hazing policy from data gathered to determine trends and recommendations.
   d. Provides hazing policy support materials for inclusion in GMTs.
   e. Represents hazing policy issues in Washington, DC, with DoD, SECNAV, other Military Services, and other Navy staffs.
   f. Acts as Navy representative on hazing policy working groups.
   g. Coordinates hazing legislative issues.
MISSION AND FUNCTIONS OF HUMAN RESOURCES SERVICE OFFICE
(OPNAV (N1B1))

1. Mission. Support the BSO and enterprise as the single point of contact for CNO (N1) for all civilian manpower and personnel functions.

2. Functions

   a. Advises and assists CNO (N1) in the administration and oversight of CNO (N1) civilian personnel matters.

   b. Provides support to and reporting on CNO (N1) human capital and strategic workforce planning processes.

   c. Advises on employee relations and equal employment opportunity.

   d. Prepares and monitors CNO (N1) human resources performance metrics.

   e. Develops, administers, and assesses CNO (N1) policy for human resources programs, processes and operations.

   f. Assists management with staffing, recruitment, and onboarding efforts.

   g. Liaises with CNO (N1) OPNAV N-codes for civilian manpower and personnel issues.

   h. On behalf of CNO (N1B), manages the CNO (N1) position management board.

   i. Administers the CNO (N1) civilian performance management program.

   j. Collaborates with the Office of Civilian Human Resources Operations Center on all CNO (N1) civilian personnel actions as appropriate.

   k. Advises, administers, and processes civilian honorary awards within CNO (N1) and staffs all CNO (N1) honorary awards requiring SECNAV or CNO approval for activities within the CNO (N1) domain.

   l. Administers training and development programs (excluding executive level programs) for CNO (N1) civilians.

   m. Administers the CNO (N1) civilian Leave Share and Donor Program.

   n. Advises, coordinates, and processes with OPNAV on all CNO (N1) civilian manpower issues.
o. Administers the Unemployment Compensation Program, Drug-Free Workforce Program, and Worker’s Compensation Program.

p. Provides a comprehensive civilian employee assistance program.
MISSION AND FUNCTIONS OF THE SPECIAL ASSISTANTS

1. Inclusion and Diversity (OPNAV (N1D))
   a. Mission. Shape Navy policy, strategy, and program execution, strengthening Navy’s inclusive and diverse culture. Utilize best practices, collaboration, and data-driven decisions, ensuring all Sailors have the opportunity to succeed and contribute to mission success.
   b. Functions
      (1) Advises CNO (N1), division directors, domain leadership, and staff on inclusion and diversity matters.
      (2) Promotes a culture within the Navy that capitalizes upon inclusion and diversity through proactive assessment of Navy policies, strategies, and program execution.
      (3) Executes Talent Management Executive Steering Committee
      (4) Oversees community self-assessments, Navy engagement strategy, and Navy inclusion and diversity training.
      (5) Evaluates policies to remove institutional barriers to recruitment and retention of a highly-skilled workforce with diverse perspectives.
      (6) Coordinates with enterprises and communities to collect and verify data on the composition of their workforce compared to the Navy as a whole and, when available, their civilian equivalent.
      (7) Communicates current information regarding inclusion and diversity matters and programs.
      (8) Maintains close liaison with DON, other Services, and external agencies on matters supporting enhancement of inclusion and diversity within Navy’s culture.
      (9) Provides subject matter expertise to CNO (N1) on inclusion and diversity policy.

2. Personnel Liaison and Support (OPNAV (N1P))
   a. Mission. To respond to BSO and enterprise tasking as the single point of contact for CNO (N1), CHNAVPERS (N1), and BUPERS Washington Detachment for all military and civilian manpower and personnel functions, billet identification number to Defense Civilian Personnel Data System, and billet reductions and roll-downs.
b. **Functions**

   (1) Administers civilian and military personnel programs for CHNAVPERS (N1) staff.

   (2) Coordinates with appropriate human resources offices and military placement offices for CHNAVPERS (N1) staff.

   (3) Liaises with CNO (N1) OPNAV N-Codes for military and civilian manpower and personnel issues.

3. **Secretariat (OPNAV (N1S))**

   a. **Mission.** To align staff-wide actions to directly support CNO (N1) and CHNAVPERS (N1) strategic objectives.

   b. **Functions**

      (1) Manages and tracks all CNO (N1) and CHNAVPERS (N1) staff action items and taskings.

      (2) Identifies and informs CNO (N1) of important and urgent business.

4. **Research, Assessment, and Modeling Branch (OPNAV (N1T))**

   a. **Mission.** Provide an independent assessment or supervision of external research and analyses of key economic or social factors, and MPTE policies that influence personnel readiness across MPTE lines of business. Provide research, modeling and assessment support to all divisions within N1 and MPTE as needed for executive decisions.

   b. **Functions**

      (1) Serves as special assistant to CNO (N1) for MPTE research, modeling, analysis, and assessments to align, streamline and focus MPTE analytic efforts towards strategic (external) challenges.

      (2) Serves to identify and prioritize technical and testing requirements for the development of any MPTE modeling or simulation efforts.

      (3) Functions as resource sponsor for the conduct and management of the Navy Survey Program.

      (4) Develops, plans, programs, and justifies (CNO (N1) or CHNAVPERS (N1)) Research, Development, Test, and Evaluation Program.
5. **Strategic Affairs Office (OPNAV (N1Z))**

   a. **Mission**

      (1) To understand the future warfighting and marketplace environments.

      (2) To explore and develop workforce concepts that address changes in those environments.

      (3) To oversee long-range planning to ensure MPTE delivers the required workforce, now and in the future.

   b. **Functions**

      (1) Interfaces with other divisions and across MPTE domain to achieve organizational alignment.

      (2) Advises CNO (N1) on MPTE strategic issues, such as:

         (a) identifying strategic workforce issues,

         (b) conducting strategic gap analysis,

         (c) analyzing emerging issues,

         (d) developing strategic concepts,

         (e) supporting implementation of strategic concepts,

         (f) conducting strategic planning analysis,

         (g) developing strategic direction,

         (h) leading and managing action planning,

         (i) supporting change management, and

         (j) monitoring execution and progress.

      (3) Coordinates and works closely with other strategic offices throughout DoD and DON.

      (4) Responds to CNO (N1) directed inquiries for strategic analysis.
6. **Legal Advisor (N00L)**

   a. **Mission.** Act as principal legal advisor for CHNAVPERS (N1) client organizations with a specific focus on issues that have a foreseeable effect on DoD and DON programs, policies, procedures, regulations, methods and extent of operation, and on existing legislation.

   b. **Functions.** Provides legal advice regarding the spectrum of military personnel related issues, such as recruiting, compensation, benefits, promotions, disability, reserve affairs, military justice system, ethics, retirement, and involuntary separation consistent with authorities provided by the U.S. Constitution, statutes (including Administrative Procedures Act), regulations, and current DoD and DON policy.

7. **Public Affairs Office (PAO) (N00P)**

   a. **Mission.** Provide strategic communication counsel and advice to CHNAVPERS (N1) and MPTE senior leadership through management and alignment of domain PAO. Communicate programs and policies to Sailors, families, and civilians by shaping and facilitating messaging in support of personnel objectives, increasing the level of awareness and education of policies and programs throughout the fleet.

   b. **Functions**

      1. Advises CHNAVPERS (N1) support and staff on public affairs issues concerning the areas for which the domain is responsible, and provides command support of aligned messaging through communication plans, speeches, press releases, point papers, and other materials required to meet communication objectives.

      2. Advises CHNAVPERS (N1) division directors, domain leadership, and staff on public affairs matters.

      3. Maintains close liaison with Chief of Information and other Navy public affairs officers to provide coordinated guidance and support to MPTE domain on public affairs issues, opportunities, and challenges, ensuring alignment of communication efforts.

      4. Communicates current information on personnel issues, policy, and programs to Navy personnel and their families worldwide through internal, external, and social media.

      5. Responds to media and public inquiries on Navy personnel matters.

      6. Informs major U.S. media outlets and their audiences of top-priority Navy personnel plans, policies, and programs.
8. Legislative Advisor (N00X)

   a. Mission

      (1) Serve as the CHNAVPERS (N1) focal point for action on all legislative matters, to include legislative proposals, testimony, and responses to information requests

      (2) Ensure coordination between CHNAVPERS (N1) and White House Office of Management and Budget, Congress, OSD, SECNAV, CNO, Vice Chief of Naval Operations, DNS, and Office of Legislative Affairs.

   b. Functions


      (2) Coordinates assessment of, and response to, various bills, resolutions, and Executive orders impacting the Navy MPTE Enterprise.

      (3) Coordinates response to congressional requests for information and requests for briefing on CHNAVPERS (N1) issues.

      (4) Coordinates witness preparation for testimony before Congress in support of the annual National Defense authorization request and the President's budget request.

      (5) Coordinates witness statement preparation and hearing preparation notebooks and other background material.

      (6) Coordinates development of DON back-up file and SECNAV issue papers on CHNAVPERS (N1) issues.

      (7) Coordinates development responses to various questions for the record, inserts for the record, and reports to Congress.

      (8) Coordinates Congressional outreach and serves as escort on Congressional office calls and oversight hearings.