OPNAV INSTRUCTION 5450.354A

From: Chief of Naval Operations

Subj: MISSION, FUNCTIONS, AND TASKS OF THE BUREAU OF NAVAL PERSONNEL

Ref: (a) OPNAVINST 5400.44A
(b) 10 U.S.C.

Encl: (1) Functions and Tasks of BUPERS

1. Purpose
   a. To establish the mission, functions, and tasks of the Bureau of Naval Personnel (BUPERS).
   b. This revision includes a change to the BUPERS mission and the addition of organizational tasks, in order to comply with reference (a). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5450.354.

3. Scope and Applicability. This instruction applies to BUPERS and its subordinate commands and activities.

4. BUPERS Mission. To implement Chief of Naval Operations (CNO) and Chief of Naval Personnel (CHNAVPERS) responsibilities for managing the planning and programming of manpower and personnel resources for military personnel; to administer manpower and personnel information system (IS) business requirement and develop IS for allocation of military personnel; to plan and direct the procurement, distribution, administration, and career motivation of the military personnel of Navy Active and Reserve Components; to exercise centralized coordination and control of professional standards criteria; to direct development and implementation of Service-wide programs for improved human relations and quality of life; and to perform such other functions and tasks as may be assigned by higher authority.

5. Status and Command Relations. Reference (b), section 5131, establishes BUPERS. Reference (b), sections 5141 and 5031, establish the position of CHNAVPERS within the Office of the Chief of Naval Operations (OPNAV) in the executive part of the Department of the Navy. Under reference (b), section 5036, CHNAVPERS is detailed by the Secretary of the Navy to additional duties as Deputy Chief of Naval Operations (Manpower, Personnel, and Education).
(CNO (N1). In the late 1990s, BUPERS relocated to Millington, Tennessee, based on the Defense Base Closure and Realignment (BRAC) Commission recommendations. The Deputy Chief of Naval Personnel (DEP CHNAVPERS) relocated to Millington as well and assumed additional duties as Commander, Navy Personnel Command. A support staff remained in Washington, DC, to support CHNAVPERS. As a result of the Navy acting on the BRAC Commission recommendation, CHNAVPERS and DEP CHNAVPERS reside in separate locations.

a. Command Element: BUPERS.

b. Echelon

1 - CNO (N1)

2 - BUPERS

c. Area Coordination: Commander, Navy Installations Command.

d. Region Coordination: Commander, Navy Region Southeast.

6. Authority Over Organizational Matters. DEP CHNAVPERS provides command support to BUPERS activities. DEP CHNAVPERS is authorized to organize, assign, and reassign responsibilities within BUPERS, including establishment and disestablishment of component organizations as may be necessary, following procedures prescribed in current instructions. DEP CHNAVPERS must keep CHNAVPERS apprised of matters that require his or her attention or knowledge.

7. Relationships. In conducting the mission, functions, and tasks of BUPERS, DEP CHNAVPERS establishes direct liaison and communication with other Navy commands, appropriate Department of the Navy and Department of Defense officials, other Military Departments, other Federal agencies, and private organizations. DEP CHNAVPERS must keep CHNAVPERS apprised of matters that require his or her attention or knowledge.

8. Action

a. DEP CHNAVPERS ensures performance of the mission, functions, and tasks per enclosure (1) and advises CHNAVPERS of any recommended modifications. CHNAVPERS advises CNO of the same.

b. Recommended changes are sent to BUPERS Total Force Human Resources and Manpower (BUPERS-05) via the chain of command.
9. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

10. **Review and Effective Date.** Per OPNAVINST 5215.17A, Director, Navy Staff, Director of Management (DNS-3) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. If the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. G. FOGGO  
Director, Navy Staff

Releasability and distribution:  
This instruction 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)
FUNCTIONS AND TASKS OF BUPERS

1. **CHNAVPERS**
   a. **Function.** Serves as the Department of the Navy’s human resources provider for worldwide distribution and placement of active and reserve military personnel.
   
   b. **Tasks**
      
      (1) Advises CNO on distribution, advancement, compensation, retention, and community management matters for active duty and reserve Navy personnel.
      
      (2) Ensures compliance with policy established by CNO to conduct the mission and functions of BUPERS.

2. **DEP CHNAVPERS**
   a. **Function.** Serves as the Department of the Navy’s human resources provider for worldwide distribution and placement of active and reserve military personnel.
   
   b. **Tasks**
      
      (1) Advises CHNAVPERS on distribution, advancement, compensation, retention, and community management matters for active duty and reserve Navy personnel.
      
      (2) Ensures compliance with policy established by CHNAVPERS to conduct the mission and functions of BUPERS.
      
      (3) Responds to heads of other Navy organizations in meeting particular needs within assigned areas of responsibility.

3. **Office of the Inspector General (BUPERS-00IG)**
   a. **Function.** Principal advisor to DEP CHNAVPERS and subordinate activities on inspector general (IG) services.
   
   b. **Tasks**
      
      (1) Promotes a systematic program for identifying fraud, waste, abuse, mismanagement, and improprieties.
(2) Coordinates and manages the hotline; inspection; Managers’ Internal Control Program; special studies; audit liaison, review, and response; and risk and opportunity assessment programs and functions.

(3) Addresses internal and external complaints and hotline allegations, as well as coordinates with other IGs.

4. **BUPERS-05**

   a. **Function.** Principal advisor to DEP CHNAVPERS and subordinate activities on total force human resources and manpower services.

   b. **Tasks**

      (1) Coordinates overarching civilian personnel plans and policy with the Deputy Assistant Secretary of the Navy for Civilian Human Resources, and operational policy and procedural issues with the Office of Civilian Human Resources.

      (2) Provides advice and assistance on civilian personnel programs and policy for BUPERS and its field activities to include representing management in all interactions with labor unions and employment actions.

      (3) Provides oversight for manpower and military support services for BUPERS and its subordinate activities. Advises and directs manpower reviews, organizational studies, and total force manpower sourcing decisions for the budget submitting office.

5. **Office of Equal Employment Opportunity and Diversity Services (BUPERS-00BE)**

   a. **Function.** Principal advisor to DEP CHNAVPERS and subordinate activities on civilian equal employment opportunity (EEO) services.

   b. **Tasks**

      (1) Interprets statutes, regulations, and other guidelines, and monitors changes to such guidance to ensure adherence in program direction, management, and administration.

      (2) Develops and coordinates EEO policies and program plans.

      (3) Provides oversight and evaluation as well as comprehensive EEO consultative and administrative services to ensure compliance with applicable laws and regulations.
6. **Equal Opportunity Advisor (BUPERS-00EOA)**

   a. **Function.** Principal advisor to DEP CHNAVPERS and subordinate activities on military equal opportunity services.

   b. **Tasks**

      (1) Interprets statutes, regulations, and other guidelines, and monitors changes to such guidance to ensure adherence to program direction, management, and administration.

      (2) Develops and coordinates military equal opportunity policies and program plans.

7. **Office of Legal Counsel (BUPERS-00J/00BJ)**

   a. **Function.** Principal advisor to DEP CHNAVPERS and subordinate activities on legal services.

   b. **Tasks**

      (1) Provides legal advice, consultation, and representation with respect to matters involving military and civilian personnel law, ethics, fiscal law, contracts, Freedom of Information Act, Privacy Act, and general administrative law.

      (2) Researches and responds to legal inquiries and reviews SECNAV, OPNAV, BUPERS, and Navy Personnel Command directives, Navy administrative messages, and correspondence for legal sufficiency.

8. **Navy Total Force Operational Support Office (BUPERS-00R)**

   a. **Function.** Principal advisor to DEP CHNAVPERS and subordinate activities on Navy Reserve matters.

   b. **Tasks**

      (1) Facilitates access to reserve assets and optimizes their use to achieve operational success and mission accomplishment.

      (2) Serves as primary point of contact for all matters involving the establishment, equipping, manning, funding, and training to support Reserve units.
9. **Information Management Office (BUPERS-07)**

   a. **Function.** Principal advisor to DEP CHNAVPERS and subordinate activities on information technology.

   b. **Tasks**

      (1) Delivers mission capabilities while improving alignment and business performance through information resource management, enhanced cyber security, technical controls, and enterprise architecture, and provides secure, reliable, next generation information technologies, and business capabilities.

      (2) Applies analytical and evaluation methods and techniques on issues or studies concerning the efficiency and effectiveness of enterprise information technology and information management.

      (3) Supports the alignment of business requirements through implementation of information resources management and enterprise information management. Maintains applications and provides information technology support in the facilitation and delivery of the manpower, personnel, training, and education strategic plan objectives.

10. **Military Community Management Department (BUPERS-3)**

    a. **Function.** Provides a full range of analysis and products to OPNAV Director, Military Personnel, Plans, and Policy Division (OPNAV (N13)) and DEP CHNAVPERS to ensure the proper management of active and reserve officer and enlisted communities while supporting the Navy’s requirement for an active and reserve officer and enlisted corps of proper size, experience, skill, and diversity.

    b. **Tasks**

      (1) Develops the Navy officer and enlisted accession, strength, advancement, and promotions plans.

      (2) Develops and employs force management tools to properly shape communities in support of warfighting requirements.

      (3) Develops compensation plans and retention incentives to support maintaining adequate community inventory to sustain required level of fill and fit by pay grade and skill set.