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CHAPTER 8

RESPONSIBILITIES

In addition to responsibilities addressed elsewhere in this instruction, the following apply.

1. DCNO (M&P) (N1) shall:

- a. Develop and publish policies and procedures, and exercise authority to effectively determine, program, and manage total force manpower requirements and authorizations for fleet and shore activities.
- b. Approve manpower requirements, including those associated with the acquisition of new ships, aircraft, systems, and hardware development throughout the defense systems acquisition process for fleet and associated shore systems.
- c. Provide management oversight of manpower requirements.
- d. Manage the IA and review and evaluate associated POM issues.
- e. Manage and approve the organization and administration of TFMMS policies and procedures.
- f. Coordinate with JCS or respective defense activities in evaluating manpower requests for joint, international, DOD, and non-DOD activities, and maintain AMDs with authorized Navy manpower.
- g. Oversee subspecialty management policy per reference (w).
- h. Develop and monitor officer subspecialty management in conjunction with CNO (N7), primary consultants, designator advisors, and Naval Postgraduate School.
- i. Serve as member of the Graduate Education Review Board (GERB) and the Graduate Education Review Group (GERG).
- j. Develop, monitor, and approve validation of each subspecialty on a biennial basis.

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k. Maintain the statistical techniques and procedures for forecasting graduate education manpower requirements to support validated manpower authorizations.

l. Adjudicate reprogramming of resources between resource sponsors.

m. In coordination with the cognizant subspecialty primary consultant and using specific criteria for each subspecialty education and skill field, evaluate all subspecialty requests and approve or disapprove the request.

n. Validate present and future subspecialty manpower requirements and/or authorizations and submit additions, changes, or deletions via AMD Change Requests.

2. DCNO (Resources, Warfare Requirements and Assessments) (N8) shall:

a. Allocate and program manpower end strength for ships, aircraft, systems, equipment and new programs under their sponsorship.

b. Resolve significant differences between early manpower estimates, on-board accommodations, and PSMD and PSQMD manpower requirements as early as possible in the acquisition process.

c. Coordinate with NAVMAC to update ROC/POE statements for manpower impacts.

d. Coordinate with cognizant FLTCINCs for introduction of new facilities, systems, and equipment requiring personnel support or impacting facility loading in areas of commands affected by manpower limitation policies or agreements.

e. Review draft SQMDs, SMDs, and FMDs.

3. DCNO (Logistics) (N4) shall issue and provide, preliminary and CNO approved, fleet modernization programs to DCNO (M&P) (N1), as required for use in manpower and personnel planning.

4. The Director of Test and Evaluation (T&E) and Technology Requirements (N091) shall serve as the principal interface between CNO and the Assistant Secretary of the Navy (Research, Development & Acquisition (ASN(RD&A))) on matters relating to T&E

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as set forth in governing Secretary of the Navy Instructions (SECNAVINSTs).

5. Commanders, Naval Systems Commands shall provide to DCNO (M&P) (N1), via NAVMAC and resource sponsor, an MPT analysis for equipment, systems, and subsystems acquired under their cognizance.

6. CNO (N121) shall approve manpower requirement and manpower authorization entries into TFMMS. (Note: The Commanding Officer, NAVMAC is double hatted as CNO (N121)).

7. NAVMAC shall:

a. Develop and maintain the Navy's manpower requirements determination processes.

b. Provide technical consulting service in all facets of manpower management.

c. Serve as the Navy's expert on manpower requirements and as a reviewing agent for impacts on manpower authorizations.

d. Operate the Navy School of Manpower Management.

e. Perform manpower analyses and studies.

f. As TFMMS functional manager, propose and implement policies and procedures for the organization and administration of TFMMS.

g. Approve AMD Change Requests and maintain accuracy of manpower data in TFMMS.

h. In support of the Medical Program Advisor in CNO (N093), ensure changes to manpower authorizations with a medical designator or rating have a BUMED endorsement.

i. Obtain community manager endorsement on manpower authorization increases, deletions, or conversions to other designators or ratings.

j. Maintain and provide to manpower claimants standardized functions and associated WIs.

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8. FLTCINCs and TYCOMs shall:

a. Review draft fleet manpower documents for accuracy and completeness.

b. Monitor ROC/POEs for manpower impact and accuracy.

9. Manpower claimants shall:

a. Ensure LOJ fully justifies all manpower change requests. If changes are a result of a BRAC or resource sponsor program changes, state in LOJ.

b. Ensure established PEP manpower requirements and/or authorizations are not identified for deletion or compensation without prior consultation with CNO (N12).

c. Submit to CNO (N131) requests for approval of all subspecialty change requests prior to/or in conjunction with submitting an AMD Change Request.

d. Thoroughly evaluate all requests for subspecialty coding of manpower requirements and/or authorizations. Strong emphasis shall be placed on subspecialty compensation and the minimum education level deemed essential for optimum performance.

10. CNO (N13) shall:

a. For priority manning:

(1) Authorize, control, and manage Priority 1 and 2 manning.

(2) Evaluate requests for Priority 1 or 2 manning and approve or disapprove the requests.

(3) Coordinate an annual review of all units authorized Priority 1 and 2 manning to determine the requirement for continuation of this level of manning.

b. For community management, maintain overall control and provide endorsement to NAVMAC for increases, deletions, or conversions to other designators or ratings regarding respective manpower authorizations. Inform appropriate manpower claimants and applicable designator advisors, enlisted rating advisors, and resource sponsors of affected communities.

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11. MCAs shall:

(1) Evaluate all initial/continuation requests for Priority 1 or 2 manning, submit comments to CNO (N130) with recommendation for approval or disapproval, and state rationale for recommendation. MCAs shall include in their comments an impact statement of the effect that the requested priority manning will have on the portion of the Navy not receiving priority manning. This impact assessment will include all ratings and/or NEC communities involved in the request.

(2) Consider all requests for Priority 1 or 2 manning which are recommended for disapproval for a lower level of priority manning and submit appropriate recommendations.

(3) Authorize, control, and manage Priority 3 manning for assigned activities.

(4) Continually review all authorized priority manning. Annually, when directed by CHNAVPERS, conduct a formal review of all priority manning under their cognizance to ensure that priority manning requirements are minimized.

12. BUMED (for medical subspecialty requirements) shall:

(1) In coordination with the cognizant subspecialty primary consultant and using specific criteria for each subspecialty education and skill field, evaluate all subspecialty requests and approve or disapprove the request.

(2) Validate present and future subspecialty manpower requirements and/or authorizations and submit additions, changes, or deletions via AMD Change Requests.

13. CNO (N7) develops and maintains graduate education policy.14. Director of Naval Intelligence (N2) shall:

a. Approve requests for the assignment of the FAC indicating the need for access to sensitive compartmented information (SCI).

b. Annually review and validate manpower authorizations identified with the FAC indicating a need to access SCI to ensure proper coding. Recommend changes to NAVMAC.

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15. Commanders, commanding officers, and officers in charge shall:

a. For subspecialty coding, review, at least biennially, the activity's manpower requirement and/or authorization subspecialty coding, as reflected on the AMD and the most recent ODCR, NAVPERS 1301/5; ensure that accurate and valid subspecialty manpower requirements and/or authorizations are indicated; and submit requests to revise, add, or delete subspecialty manpower requirements and/or authorizations to DCNO (M&P) (N1) or Bureau of Medicine and Surgery (BUMED) (MED-15). Each command shall maintain a complete and up-to-date file of subspecialty coding requests for each subspecialty coded manpower requirement and/or authorization in the command. These requests shall be reviewed and revised when necessary as part of the above review.

b. For priority manning:

(1) Initiate requests for priority manning only when such manning is mandatory for mission accomplishment.

(2) Initiate necessary requests as early as feasible to permit orderly processing, proper personnel management, and fulfillment of authorized priority manning requirements.

16. Primary Advisors (Table 8-1) to Special Qualification Programs shall:

a. Serve as the advisor to DCNO (M&P) (N1) on their respective manpower issues.

b. Annually review all manpower requirements and authorizations identified in their area of responsibility to ensure proper classification, and recommend necessary changes to NAVMAC.

c. Review AMD Change Requests involving their area of responsibility and provide appropriate recommendations to NAVMAC.

d. Provide guidance and assistance to NAVMAC.

17. Director of Naval Reserve (N095) shall serve as the Reserve Programs Advisor to DCNO (M&P) (N1) on reserve manpower issues.

18. Surgeon General of the Navy (N093) shall:

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a. Serve as the Medical Programs Advisor to DCNO (M&P) (N1) on medical manpower issues.

b. Review all requests for changes in AMDs involving medical officer and enlisted end strength supporting health care related activities and maintain an audit trail of all approved manpower changes with appropriate endorsements.

c. Recommend to DCNO (M&P) (N1) and DCNO (Resources, Warfare Requirements and Assessments) (N8) approval of proposed medical reductions. Ensure recommendation cites:

(1) whether reductions are in excess of current and projected medical manpower requirements, and

(2) Civilian Health and Medical Program of the Uniform Services (CHAMPUS) impact on proposed manpower changes involving end strength supporting health care related activities.

TABLE 8-1

SPECIAL QUALIFICATIONS	PRIMARY ADVISOR
Acquisition Professional	N13
Anti-Submarine Warfare	N87
Cover & Deception	N64
Diving & Deep Submergence	N87
Explosives Ordnance Disposal (EOD)	N85
Joint Duty	Pers 45
Operational Flying Requirements	N88