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A LOOK AT THE NAVY'S MANPOWER PERSONNEL TRAINING  
ANALYST BILLETS(U) NAVAL POSTGRADUATE SCHOOL MONTEREY  
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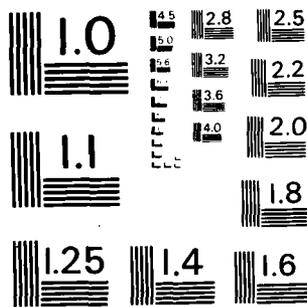
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# NAVAL POSTGRADUATE SCHOOL

Monterey, California



## THESIS

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A LOOK AT THE NAVY'S MANPOWER  
PERSONNEL TRAINING ANALYST BILLETTS

by

Daniel Bush Summerall

June 1984

Thesis Advisor: R. A. Weitzman

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A Look at the Navy's  
Manpower Personnel Training  
Analyst Billets

by

Daniel Bush Summerall  
Lieutenant Commander, United States Navy  
B.B.A., Texas Tech University, 1972

Submitted in partial fulfillment of the  
requirements for the degree of

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from the

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June, 1984

Author:

DB Summerall

Approved by:

BA Peckham

Thesis Advisor

Richard S. Estes

Second Reader

Richard S. Estes

Chairman, Department of Administrative Sciences

Wesley T. Marshall

Dean of Information and Policy Sciences

## ABSTRACT

This study brings together into one document all information pertinent to the Navy's Manpower, Personnel, Training and Analysis (MPTA) billets which a graduate of the Naval Postgraduate School would logically fill in subsequent tours of duty. Each XX33P and XX33Q coded billet is separately listed indicating the subspecialty, designator and rank requirements, activity to which the billet is assigned, office phone number, immediate senior in the chain of command, geographical location and a billet description. Billets are categorized according to major areas of interest such as Recruitment, Compensation, Requirements Determination, etc. The researcher lists these in order of importance according to the current billet description as updated through personal interviews. Recommendations to course and curricula content are offered as a result of the study.

TABLE OF CONTENTS

I.	INTRODUCTION -----	7
	A. HISTORY OF THE MPTA CURRICULUM -----	7
II.	SUBSPECIALTY CODE EXPLANATION -----	10
	A. FUNCTIONAL FIELD -----	10
	B. EDUCATIONAL/SKILL CODE -----	11
	C. LEVEL CODE -----	11
	D. FLOWCHART FOR THE MPTA GRADUATE -----	13
III.	NATURE OF THE PROBLEM -----	17
	A. REQUIREMENT DETERMINATION -----	18
	B. BILLET DESCRIPTIONS -----	19
	C. MEDICAL -----	20
	D. WHERE'S THE BEEF? -----	20
IV.	CONCLUSIONS -----	22
	A. EDUCATIONAL REQUIREMENTS -----	22
	B. STATISTICAL ANALYSIS -----	26
	C. RECOMMENDATIONS -----	28
	APPENDIX A -----	31
	LIST OF REFERENCES -----	139
	INITIAL DISTRIBUTION LIST -----	140

## ACKNOWLEDGEMENTS

This study could not not have been accomplished in the allotted time frame without the assistance received from DCNO (MPT) OP-01. Through funding of travel by OP-11, the researcher was able to personally interview incumbents to determine the accuracy of billet descriptions, educational needs, etc that would have been impossible to accomplish by phone. The assistance received from personnel in OP-114 made the research interesting in addition to providing the most up-to-date information available. All billet descriptions listed in Appendix A were provided by OP-114D1. They have been used as published, unless edited for space considerations or as a result of personal interviews.

The creation of a data base to compile and analyze the collected information would have been much more difficult without the guidance and assistance of LCDR Jeff Ferris, USN of the Naval Postgraduate School. His recommendations regarding software selection and hardware interface were the key to creating a successful management information tool.

## I. INTRODUCTION

This research was completed to satisfy several outstanding needs:

1. To partially satisfy the requirements for a Master of Science degree in the Administrative Sciences Curriculum;
2. To consolidate into one document all of the information pertaining to the Manpower Personnel Training Analyst (XX33 coded) billets;
3. To validate the current course content of the MPTA curriculum;
4. To aid current and future MPTA students in planning their future assignments;
5. To assist faculty members by indicating current areas of interest that the XX33 billets are involved with;
6. As a test bed for possible incorporation to current Navy Management Information Systems.

### A. HISTORY OF THE MPTA CURRICULUM

The Naval Postgraduate School has offered courses leading to a masters level degree in Manpower Personnel Management since before 1970. This was a very generalized field of study which was designed primarily to produce

personnel who would have a broad understanding of the problem areas associated with the Manpower Personnel field. Graduates of the 12 month curriculum were granted a 0036P coded subspecialty. Until 1972, no thesis was required in the Manpower Personnel Management curriculum, but was subsequently instituted after several committees visited to review the course content during 1970-71. These committees stressed the importance of the manpower personnel subspecialty and recommended that the curriculum be lengthened and added emphasis be placed on the professional competence of the faculty members. As a result of these recommendations, the curriculum was lengthened to 18 months with the addition of the the requirement for thesis research.

During 1976, Congress reported that it was concerned with the quality of the Navy's Manpower Personnel and Training organization. Following these hearings, discussions began between OP-01 and the Naval Postgraduate School regarding this subject. In 1977, a study conducted by VADM R. S. SALZER, USN (Ret) confirmed the view held by members of congress and stated the need for a Manpower Personnel Training Subspecialist.

By mid 1977, negotiations had been completed between OP-01 and NPS setting up the MPTA curriculum as we know it today. The initial course content closely resembled the Human Resources Management (subspecialty 0038) curriculum

during the early course of instruction, with more specialized MPTA courses offered toward the end of the course of study. Human Resources Management was receiving considerable praise during this time frame and it was thought that the MPTA study should closely resemble the HRM curriculum content.

The first group of students assigned to the new MPTA curriculum arrived to begin their studies in January 1978. Before this first class graduated, the course content was modified slightly to suit the needs of the Navy sponsor (OP-01). This and all subsequent changes have tailored the curriculum to produce graduates who are more capable of performing analytical work vital to the Manpower Personnel field.

Of the first 12 graduates completing the MPTA curriculum, five (5) were immediately assigned to billets utilizing their subspecialty. The remaining seven (7) were assigned to positions to fulfill the requirements of their warfare specialty.

Since January of 1978, when the first class began, there have been several curriculum reviews conducted by the sponsor of the program (OP-01). The results of these reviews have produced only minor modifications to the curriculum and have noted the valuable contributions to the Navy's manpower personnel policies that have been made by the graduates of this curriculum.

## II. SUBSPECIALTY CODE EXPLANATION

The Navy subspecialty code is fully explained in NAVPERSMAN 15839E [Ref 1], but an abbreviated description specifically pertaining to the XX33 code is necessary here. The subspecialty code is comprised of five (5) alphanumeric characters, i.e., 9033P. These characters make up the (1) Functional field, (2) educational/skill code and (3) a suffix indicating the level code.

### A. FUNCTIONAL FIELD

The first two (2) characters of the subspecialty code indicate the functional field in which an officer has experience. There are eight (8) functional fields which may be assigned. These are broad technical or managerial categories which include Intelligence, Naval Warfare, Command/Control/Communications, Plans and Programs, Political/Military Strategy Planning, Material Support and Manpower/Personnel.

These functional field characters are only applicable to Unrestricted Line Officers in the grade of Lcdr-Capt and are assigned by a subspecialty selection board which meets every two years.

## B. EDUCATIONAL/SKILL CODE

The third and fourth characters indicate the specific education or skill that an officer has experience in (either through graduate level study or through experience in the field). This is what is often referred to as an officer's "subspecialty code". In the case of an MPTA graduate, this area would contain the characters "33".

## C. LEVEL CODE

The last of the five (5) characters in the subspecialty code indicates the level of use of the education/skill code. This is an alphabetic character which indicates how an officer has gained his/her skill code. These include Phd, Masters level, experience, training status, etc. These are for the most part assigned through board action only.

A more detailed look at the subspecialty code is available in Figure 1.

<u>Functional Field</u>	<u>Ed/Skill</u>	<u>Suffix</u>
(1st and 2nd) Background	(3rd and 4th)	(5th) Level
*30-Intelligence		
*40-Naval Warfare		
*50-C3		
*60-Plans and Programs		
*70-Pol/Mil Strat Plng	(9033Q) **	
*80-Mat'l Support		
*90-Man/Pers		
00-None of the above		

\*\*Indicates manpower/pers functional field;  
manpower/personnel management analysis education/skill;  
masters education and proven

#### Suffix

- \*C-Phd (Proven)
- D-Phd
- \*F-Masters degree not fully meeting navy criteria/or  
functional education less than masters level (proven)
- G-Masters degree not fully meeting navy criteria/or  
functional education at less than masters level
- \*M-Eng degree (proven)
- N-Eng degree
- \*Q-Masters degree (proven)
- \*R-Experience (proven)
- S-Experience
- T-Training status

\*Assigned by board action only

### Subspecialty Code Description

#### Figure 1

#### D. FLOWCHART FOR THE MPTA GRADUATE

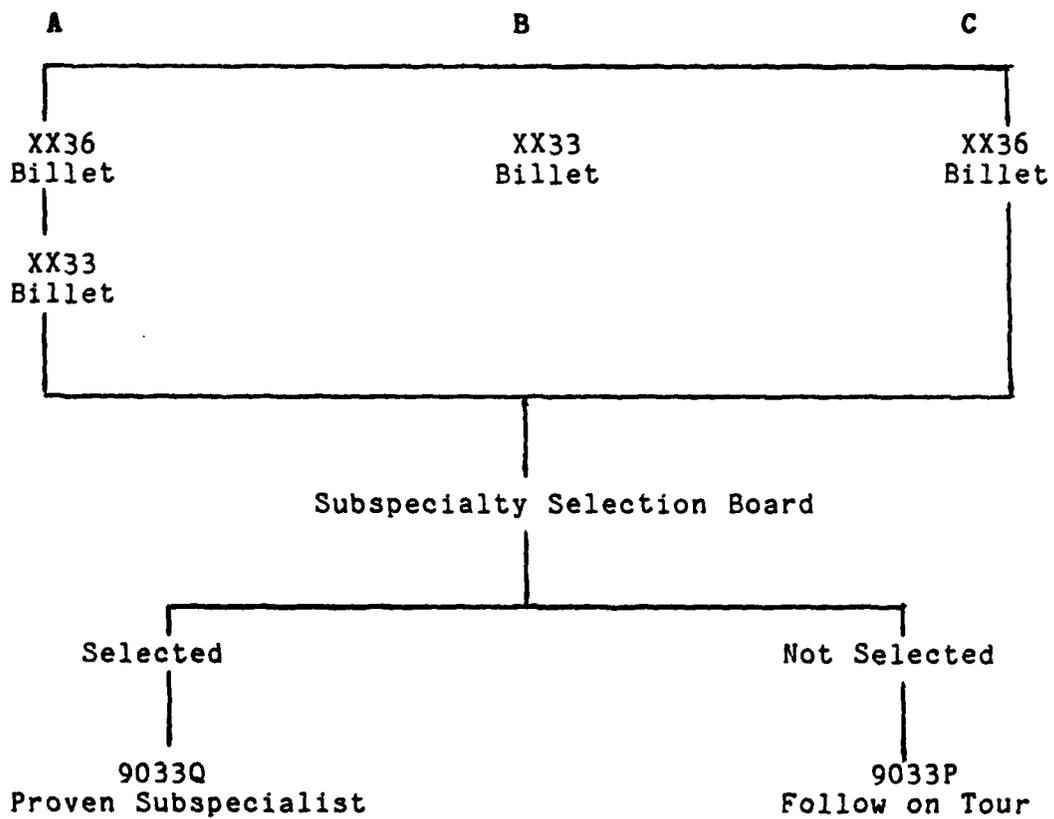
A graduate of NPS is assigned a subspecialty code of 0033P upon successful completion of all requirements for a masters level degree. This subspecialty code will not change until the officer is reviewed by the biennial selection board. A look at Figure 2 shows how an officer flows through the system.

Following postgraduate school, a naval officer will eventually be assigned to a billet which will utilize his/her subspecialty. This will normally occur within two tours of duty following graduation, unless the officer's warfare specialty takes precedence [Ref 2]. The officer will most likely be assigned to either an XX33 or XX36 coded billet (XX36 is Manpower Personnel Management General). There are three possible routes through the system which will lead the officer to a review by the subspecialty board. These routes are indicated by points A-C in Figure 2.

Route A indicates that an officer is assigned to a XX36 coded billet and is later transferred to a XX33 coded billet. Depending upon the amount of time that the officer actually spends in each of these billets, the board may recommend that (1) the officer has proven that he/she has the experience level necessary for designation as a MPTA

Naval Postgraduate School

0033P



Route To Proven Subspecialty Designation

Figure 2

subspecialist or (2) the officer did not have enough time to gain the level of experience necessary for designation as a proven MPTA subspecialist. If the board decides in favor of number one (1), the officer will be granted a subspecialty code of 9033Q. If number two (2) is the appropriate choice, then most likely the assigned subspecialty will be 9033P. This would indicate that the officer has experience in the Manpower Personnel field (first two characters), but his/her skill code was not utilized to the extent necessary for designation as a proven subspecialist (suffix remains as P). This officer would have to flow through the system at a later date in order to upgrade their subspecialty code.

Route C is similar to A, except that the officer is assigned to a non-XX33 coded billet for an entire tour of duty. This officer would subsequently be assigned a 9033P subspecialty code and similarly would have to flow through the system again at a later date.

Route B is the optimum choice for the officer to follow, since he/she utilizes their subspecialty for an entire tour. Assuming adequate performance of duty, the board would assign a code of 9033Q which indicates that the officer is a proven subspecialist (Q) in the Manpower Personnel field (90).

Regardless of the route leading to board review, the officer carries a subspecialty code of 0033P until he/she

is screened by the board. Due to the infrequent meeting of the Subspecialty Review Board, an officer's code may not be changed for quite some time following his/her experience tour.

### III. NATURE OF THE PROBLEM

There is no single point of reference for a person to go in order to find all of the information pertaining to a specific manpower related billet. There are computer printouts produced by NMPC-440 which list all billets in a specific subspecialty code, but these list only the hard-core items such as activity, billet sequence code, NOBC, activity, etc. The junior and senior officer billet books [Ref 3, 4] are another source of partial information. NAVPERS 15839E [Ref 5] lists a very broad and generalized billet description based upon the NOBC. Although the descriptions are accurate in describing what the person filling a specific NOBC is supposed to do, they are not specific enough to use when searching for a prospective billet. Additionally, each NOBC is applicable to many billets, therefore by design it must cover a large spectrum of duties. Even a call to your detailer will not give much information for a specific billet. This is not the fault of the detailer, there just simply is not one single source of information available which will give all of the pertinent information for the prospective incumbent related to a specific manpower related billet.

In an effort to fill this void, this researcher set out to compile an up-to-date list of those billets which were

coded as 0033P, 9033P or 9033Q. This would encompass all of the manpower billets which would be logical choices for an MPTA graduate to be assigned. This proved to be a more difficult task than is apparent on the surface.

#### A. REQUIREMENT DETERMINATION

Each reporting senior in an activity is responsible for requesting modifications for specific subspecialty requirements for each of the billets under their cognizance. All change requests must be approved through OP-11 after consideration from the office of the Subspecialty Requirements Coordinator (OP-114D1). If the change request is sufficiently supported with statements of justification, and if the activity requesting the change has gotten approval for necessary compensation, the billet change request will most likely be approved. Compensation basically means that if graduate level education is required to support the billet, the requesting activity must be funded for the additional cost of the education.

Although this sounds as if once set, the requirement will not change, subspecialty requirements are extremely dynamic. Depending upon the political environment, many billets will require continually changing subspecialists in order to meet the demands placed upon the billet due to outside pressures. As a typical example, a billet pertaining to compensation may not necessarily need to be

staffed by someone who has a masters level degree during those times that compensation is not an issue under Congressional review. During those times when compensation is not a high priority, this billet could be classified as an XX33S or XX33R requirement (see Figure 1). However, during periods of increased Congressional interest in the compensation area, this same billet may require a masters level graduate who is more adept in the analytical aspect.

For this reason, we can only get a snapshot look at those billets requiring MPTA graduates. This is exactly what is shown in Appendix A. At the time that this document was written, Appendix A was an accurate listing of the billets which were coded as 0033P, 9033P or 9033Q.

#### B. BILLET DESCRIPTIONS

Billet descriptions are as dynamic as billet requirements. Each person filling a billet brings his/her own strengths or weaknesses and, therefore, the actual job content will expand or contract based upon these individual traits. This is a fact not restricted to the XX33 coded billets, but is Navy-wide. If one were to survey the same billets eighteen months from now, the billet descriptions, job content and subspecialty requirements will most assuredly have changed at least slightly.

### C. MEDICAL

Another area that clouds the accuracy of this work is the Medical Corps. This organization is funded separately and runs its own show when it comes to requirements determination and detailing. The recent restructuring of the former Bureau of Medicine and Surgery into the Naval Medical Command and the restructure of the Naval Regional Medical Centers into Naval Hospitals has greatly disrupted the medical community billet files.

### D. WHERE'S THE BEEF?

Due to the relative newness of the MPTA subspecialty, there are currently more requirements than there are qualified personnel. As of this writing, there are 92 MPTA subspecialists (105 after June) and 107 billets which require their services. The gap is presently being filled by XX36 coded personnel until sufficient numbers of MPTA graduates are available.

There is no quick fix for this shortfall. Those graduates in the first few classes who went on to pursue their warfare specialties will soon begin to enter the subspecialty arena again and more billets will be filled correctly. Until such time that there are sufficient numbers of XX33's to fill the billets, the

amount of high quality manpower related analysis will remain at its current low level.

One of the major differences between the XX33 and the XX36 subspecialist is the amount of statistical training that the MPTA graduate receives. The exposure to the theories and practical application of the manpower models in use by the Navy today sets the MPTA graduate apart from the non-graduate. Although the XX36 personnel who are currently filling the MPTA billets are highly qualified in their field, the majority of those interviewed lack the analytical training necessary for successful completion of their job. This was the original intent for setting up the MPTA subspecialty and we have not reached our goal yet.

#### IV. CONCLUSIONS

This study was conducted at a very opportune time. Not only was there a genuine need for a single source of information, but there was also a significant amount of interest in the OP-01 level. We are a relatively new subspecialty and as the subject matter experts in the manpower, personnel, training and analysis area, we should make our subspecialty a model for others to emulate. After all, if we do not have our subspecialty management in order, how can we expect any of the others to be effectively managed. We must have our own shop in order before judging others.

##### A. EDUCATIONAL REQUIREMENTS

The current educational content offered at the Naval Postgraduate School offers a wide exposure to various doctrines. There is no way that each officer coming out of NPS as an MPTA subspecialist could be expected to be completely prepared to assume the responsibilities of all billets requiring an MPTA graduate. Each major division within OP-01 deals with a specific area pertaining to manpower. Training, compensation, recruitment, etc are each handled by separate divisions within OPNAV. Although there is a significant amount of communication necessary

among the various divisions, each has its own special requirements. The goal of NPS is to educate the officers in all of the areas pertaining to manpower in order to give them adequate exposure to the various doctrines. If we were to prepare each graduate for specific billet requirements, we would be conducting training, not providing an education.

The billet descriptions listed in Appendix A were examined to determine major subject area(s) that were routinely dealt with in the course of daily operations. Billets were classified according to the following areas:

- Assignment (including retirement)
- Compensation
- Financial Analysis
- Management Information Systems (modeling/knowledge)
- Market Analysis
- Mobilization (active and reserve)
- MPT (general area if nothing else fit)
- Recruitment (procurement, selection)
- Requirements Determination (quantity/necessity of mpwr)
- Task Analysis
- Training

Most billets pertained to more than one category. Figure 3 shows the results of the billet classification.

A graduate of NPS assigned to an MPTA billet takes with him/her a broad background which will enable him/her to look at all of the ramifications pertaining to manpower issues. By taking a macro look at the problems, the MPTA specialist can possibly minimize the spillover effects of actions taken within their divisions.

<u>Subject Area</u>	<u>1</u>
Requirements Determination	31
Management Info Systems	13
Financial Analysis	12
Training	11
Task Analysis	8
Compensation	7
Recruitment	6
Assignment	4
Mobilization	4
Market Analysis	2
MPT	2

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Note: Although there are 107 billets, a specific billet may fall into more than one area. The percentages above are based upon the total number of times (184) that an area was assigned to a billet.

Billet Subject Areas

Figure 3

Without exception, all MPTA graduates interviewed were completely satisfied with the education he/she had received. They felt confident in their ability to do their assigned jobs and felt that the MPTA curricula prepared them well to undertake almost any manpower related assignment.

On the other hand, those who were not XX33 subspecialists expressed concern in their lack of statistical background. Although they too were confident of their abilities, most were concerned that they could not completely satisfy all of the requirements in their assigned billet. The lack of statistical analysis abilities had required several to research analytical techniques which they found vital to their job.

A common opinion among those interviewed, regardless of their subspecialty, was that some form of advance preparation regarding the interaction of the various divisions of OPNAV would have been beneficial. Any knowledge of what each division does and how each works in conjunction with others had to be learned after reporting to their current billet. Some form of training to introduce these topics should reduce the time necessary for acclimation to the Washington environment.

One possible point at which a subject matter such as this could be covered is in the Public Policy course (MN-3172), which is common to all Administrative Sciences

curricula. It is during this course that items such as the Planning, Programming and Budgeting System is introduced and this would be an excellent point to introduce the roles of the divisions within OPNAV.

The current guest speaker program at NPS attempts to fill this void by having speakers from the Washington area on a quarterly basis, but there is no continuity in the presentations. The frequency at which guest speakers are available does not lend itself to providing enough information in the time frame before graduation.

#### B. STATISTICAL ANALYSIS

Although there are a total of 107 XX33 billets available, 79 (74%) are located in the Washington, D.C. area. The largest percentage of remaining billets are either located in Norfolk 9 (8%) or are Medical Corps which are located at various CONUS Naval Hospitals 9 (8%). The rest of the billets are in Hawaii 4 (4%), Monterey 3 (3%), San Diego 2 (2%) and New Orleans 1 (1%). Figure 4 gives a breakdown of the billet structure.

Each billet has a designator requirement depending upon the job content. Actual filling of a billet by a specific designator is negotiable between the respective detailers. Each warfare specialty is assigned a given percentage of the 1000 and 2000 designator requirements. If the surface or aviator detailers do not have a candidate within their

By Rank		
<u>Rank</u>	<u>Number</u>	<u>Σ</u>
Capt	17	16
Cdr	39	36
Lcdr	49	46
Lt	2	2

By Designator		
<u>Designator</u>	<u>Number</u>	<u>Σ</u>
1000	74	69
1050	4	4
1110	5	5
1120	2	2
1300	4	4
2000	7	7
2300	10	9
2900	1	1

Distribution of Billets

Figure 4

warfare who is available for assignment, they may request that their counterparts use the quota. Figure 5 shows the designator requirements and who may be assigned to a particular billet based upon the requirement.

### C. RECOMMENDATIONS

At the present time only minor modifications in the MPTA curricula are necessary. The current course content adequately prepares Navy officers to competently perform in their subspecialty.

A general information course pertaining to the intricacies of service in Washington should be included in the Public Policy course.

More emphasis must be placed on courses dealing with manpower requirements determination. As is evident from the billet categorization shown in Figure 3, 30% of the billets in some way either pertain to determining the (1) need for manpower or (2) the quantity necessary to accomplish the stated mission. A course or courses dealing with staffing standards and occupational classifications would help to fill this void.

With the increased use of micro computers throughout the Navy and specifically within OP-01, there is a definite need for all MPTA graduates to be familiar with their use. The current Management Information Systems course (IS 3183) should be tailored more towards this need. A course which

<u>Designator</u>	<u>Who Can Fill</u>
1000	Any URL
1050	Any Warfare
1110	Any Surface (1110-1120)
1120	Submarine
1300	Any Aviator
1520	Aviation Maintenance
2000	Any Medical
2300	Medical Service Corps
2900	Nurse
3100	Supply Corps
5100	Civil Engineer

Designator Assignment Restrictions

Figure 5

introduces the micro computer, teaches a language such as BASIC and demonstrates the use of available software would be a definite asset for the NPS administrative sciences graduate.

One of the common misconceptions voiced during interviews was that an XX33 was highly familiar with computers and their uses. Although several courses in the MPTA curricula utilize the mainframe and its uses, none are devoted to the micro computer.

There has been some consideration given regarding upgrading some of the XX36 coded personnel to become XX33's in order to alleviate the shortfall of qualified personnel. I do not feel that this would be a good idea unless some type of educational upgrade were also required before designation as an MPTA subspecialist. At a minimum, a concentrated course of study which would include courses such as:

- OS 3102
- OS 3103
- OS 4701
- OS 3702
- MN 4110

would be necessary to bring these people up to date on some of the available methodology that they might be exposed to in their billets.

## APPENDIX A

The billets which are included in the Appendix are those that were known at the time of publication. The billet descriptions are not to be considered as all-inclusive, since job content often changes due to the strengths or weaknesses of the incumbent.

Each billet lists the requirements necessary for assignment (rank, designator, subspecialty). Rank and subspecialty requirements are fairly flexible, within bounds. Figure 5 shows who may be assigned to a billet based upon their designator.

The senior listed for the billets is usually the immediate senior and some indicate the next senior in the chain of command. Phone numbers, when listed, are those which may be used to contact the current incumbent. General geographic locations have been provided for each billet. Specific base assignments within the geographic location would have to be determined through a phone call.

Below each billet description is a list of major areas that the billet routinely deals with. Figure 3 gives the entire list of possible categories.

Asterisks (\*\*) following the billet title indicate which incumbents were part of the sample used to validate billet descriptions.

Billet Title: ACOS/Manpower Personnel Readiness  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: CINCLANTFLT  
Phone: AV 564-6234  
Senior: Chief of Staff  
Location: Norfolk

Description: Coordinates the formulation of personnel policy matters not covered by higher authority, and the administration of all personnel policy matters for CINCLANT, CINCLANTFLT and subordinate activities. Coordinates CINCLANTFLT Manpower Claimant responsibilities including the submission of manpower POM and budget data, as required; the maintenance of required manpower documents, and approval of manpower change requests. Coordinates CINCLANTFLT Manning Control Authority (MCA) including the monitoring of manning levels and personnel readiness of CINCLANTFLT, CINCUSNAVEUR and their subordinate activities. Incumbent must have an understanding of defense resource allocation methodology and utilize planning models to support 205,000 billets.

Requirements Determination

Billet Title: Military Manpower/Budget Requirements  
Subspecialty: 0033P  
Designator: 1000  
Rank: CAPT  
Activity: CINCLANTFLT  
Phone: AV 564-6234  
Senior: Asst Chief of Staff  
Location: Norfolk

Description: Coordinate and review manpower requirements, authorization and budget requirements for all CINCLANTFLT activities. Coordinates manower requirement submissions for POM, provides guidance on the preparation of manpower sections of LANTFLT budget submissions and attends budget hearings/reviews conducted by NAVCOMPT. Coordinates the review and analysis of SMD's, SQMD's AND SHMD's. Coordinates the fleet and staff review of mobilization manpower allocation and requirements plan to total force concept. Supervises three branches who are applying manpower analysis techniques in the SMD, SQMD and SHMD programs. Provides input and guidance in response to changing manpower requirements and constraints.

Mobilization, Requirements Determination

Billet Title: Shorstamps Manpower Officer  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: CINCLANTFLT  
Phone: AV 564-6234  
Senior: Asst Chief of Staff  
Location: Norfolk

Description: Reviews draft/preliminary SMD, SQMD and SHMD documents and staffing standards reports. Reviews and assesses the manpower implications of proposed management actions to ensure that the full manpower requirements implications are addressed. Acts as CINCLANTFLT's SHOROC Manager, applying approved staffing standards and manpower requirements documents and analyzes the impact on the CINCLANTFLT claimancy. Implements staffing standards when approved. Conducts total force manpower planning and analysis on a continuing basis and conducts periodic training visits to subordinate commands. Directly supervises a division of 27 personnel who are applying manpower analysis techniques in the SMD, SQMD and SHMD programs.

#### Requirements Determination

Billet Title: Staff Personnel/ACOS  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: CINCPACFLT  
Phone:  
Senior: Chief of Staff  
Location: Hawaii

Description: Maintains cognizance over all matters concerning Pacific Fleet officer and enlisted personnel plans and policies and distribution of enlisted personnel to and from commands within Pacific Fleet. Coordinates personnel distribution matters with Pacific Fleet Type Commanders. Acts on matters concerning officer promotion policies, enlisted advancement in rate policies, and training requirements. Develops and reviews military and civilian manpower requirements for PACFLT Staffs, shore stations and operational units. Validates Mobilization Requirements for all PACFLT activities. Maintains accounting of military and civilian manpower in PACFLT claimancy and validates military manpower budget for submission to NAVCOMPT, OSD/OMB and Congress.

Mobilization, Requirements Determination

Billet Title: Manpower Plan/Flt Mil Mpr Officer  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: CINCPACFLT  
Phone:  
Senior: Asst Chief of Staff  
Location: Hawaii

Description: Initiates and analyzes reprogramming of military and civilian manpower assets for PACFLT claimants. Maintains liaison with SHMD and Commercial Activities Sections to implement manpower requirements recommendations derived from functional reviews. Analyzes changes to Military Requirements Plan (MARF) to ensure proper documentation of manpower requirements and redistribution of billets. Validates mobilization requirements for PACFLT activities. Coordinates review of military manpower studies and surveys to validate quality requirements of authorized manpower. Prepares and substantiates CINCPACFLT manpower budget for POM submission to OPNAV resource sponsors to provide for programming of future manpower to meet substantiated requirements.

Mobilization, Requirements Determination

Billet Title: Shorstamps Manpower Officer  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: CINCPACFLT  
Phone:  
Senior: Asst Chief of Staff  
Location: Hawaii

Description: As the Director, Manpower Requirements Section incumbent is responsible for planning, programming, controlling, and appraising CINCPACFLT manpower requirements under the SHMD and SQMD programs. Plans, organizes, directs and coordinates SHMD and SQMD programs for the PACFLT. Provides technical guidance on all facets of these programs to subordinate commands and shore activities. Coordinates, develops and tracks annual POM submissions for functional areas included in SHMD. Develops automated systems designed to assist in manpower management. Defines requirements to interface CINCPACFLT SHMD minicomputer with other computer systems to include designing systems programs as prototype site for Major Claimant Access Support System (MANCLASS).

Management Information Systems, Requirements Determination

Billet Title: Military Personnel Requirements  
Subspecialty: 9033Q  
Designator: 1300  
Rank: CDR  
Activity: COMNAVAIRLANT  
Phone: AV 564-3007  
Senior: Force Personnel Officer  
Location: Norfolk

Description: Incumbent is required to be well-versed in all aspects of manpower management. Responsible for overall planning for all Atlantic fleet aviation manpower requirements. Acts as claimant for all AIRLANT activities.

Requirements Determination

Billet Title: Manpower Plan  
Subspecialty: 9033Q  
Designator: 1300  
Rank: CDR  
Activity: COMNAVAIRPAC  
Phone: AV 951-6250  
Senior: Force Personnel Officer  
Location: San Diego

Description: Incumbent is required to be well-versed in all aspects of manpower management. Responsible for overall planning of all aviation manpower aspects of the Pacific fleet carriers, air wings and squadrons.

Requirements Determination

Billet Title: Hd, Analysis Branch  
Subspecialty: 0033P  
Designator: 2000  
Rank: CDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1113  
Senior: Director of Manpower  
Location: Washington

Description: Incumbent analyzes manpower aspects of all proposed Navy and Marine Corps health services plans through knowledge of basic management principles, fundamentals and functions of management, a broad general knowledge of application of managerial theories and principles in manpower, financial, personnel, and training fields. Knowledge and familiarization with computer based management information systems and with Navy personnel management systems is essential. Thorough understanding and application of systems analysis, decision model making, development of work measurement techniques, billet validation and defense resource allocation methodology is required.

Management Information Systems, Requirements Determination

Billet Title: Manpower Analyst/Shorstamps  
Subspecialty: 0033P  
Designator: 2000  
Rank: LCDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1223  
Senior: Hd, Analysis Branch  
Location: Washington

Description: Incumbent analyzes manpower aspects of all proposed Navy and Marine Corps health services plans through knowledge of basic management principles, fundamentals and functions of management, a broad general knowledge of application of managerial theories and principles in manpower, financial, personnel, and training fields. Thorough knowledge of work measurement principles, cost/benefit analysis, and production accounting is required. Knowledge of and familiarization with computer based management information systems and with Navy personnel management systems is essential. Thorough understanding and application of systems analysis, decision model making, and defense resource allocation methodology is required.

Management Information Systems, Requirements Determination

Billet Title: Hd, Controls Branch  
Subspecialty: 0033P  
Designator: 2000  
Rank: LCDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1223  
Senior: Director of Manpower  
Location: Washington

Description: Incumbent performs major claimant Total Force Manpower management functions. Is involved in manpower aspects of POM program development, translates POM requirements to specific billet quality, analyzes activity and claimant manpower resources to determine effective and efficient utilization of manpower resources. Requires knowledge of and familiarization with management information systems, Navy manpower and personnel management systems, work measurement techniques, cost/benefit analysis, and production accounting principles. Thorough knowledge of systems analysis, design and utilization of planning and staffing models is required. Routinely interacts with and provides guidance to manpower management staffs of subordinate activities.

Financial Analysis, Management Information Systems

Billet Title: Procurement Programs Analyst  
Subspecialty: 0033P  
Designator: 2000  
Rank: LCDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1365  
Senior: Hd. Procurement Branch  
Location: Washington

Description: Reviews and evaluates applications for appointment and recommends selection for Medical Department officer programs. Administers Medical Department accessions programs. Provides guidance and assistance to the Navy Recruiting Command and individual recruiters in matters pertaining to Medical Department recruiting. Provides analytic support to community managers for all Medical Department staff corps.

Recruitment

Billet Title: Hd, Personnel Plans and Analysis Branch  
Subspecialty: 0033P  
Designator: 2000  
Rank: CDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1223  
Senior: Director of Military Personnel  
Location: Washington

Description: Reviews, monitors and analyzes data relating to Hospital Corps and Dental Technician manning, utilization, retention, and procurement. Updates Medical Department personnel information system data base to support personnel planning and analysis requirements. Formulates the annual 5-year promotion plan. Maintains historical, present, and projected statistics on manning and distribution. Prepares officer strength plans and monitors execution to ensure compliance with OPNAV planning constraints.

Requirements Determination

Billet Title: Personnel Manning Analyst  
Subspecialty: 0033P  
Designator: 2000  
Rank: LCDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1223  
Senior: Hd, Personnel Plans and Analysis  
Location: Washington

Description: Formulates strategies necessary to achieve personnel strength plan objectives and monitors to ensure attainment of community goals. Conducts analysis of Medical Department force structure by subspecialty/NEC, grade/rate, career status, and length of service. Assists Enlisted Community Manager in development of strength and promotion plans for HM's and DT's.

Requirements Determination

Billet Title: Hd, Special Pay Programs Branch  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1365  
Senior: Director of Military Personnel  
Location: Washington

Description: Prepares program and budget estimates, special budget exhibits, and justification to support incentive pay programs for Medical Department personnel. Develops and implements administrative procedures for the execution of special pay provisions within the compensation programs. Maintains statistical data for incentive pay programs and monitors the impact of special pay programs on the Medical Department force structure.

#### Financial Analysis

Billet Title: Hd, Enlisted Education and Training  
Subspecialty: 0033P  
Designator: 2000  
Rank: CDR  
Activity: COMNAVMEDCOM  
Phone: AV 294-1262  
Senior: Director of Education and Training  
Location: Washington

Description: Analyzes and formulates alternative recommendations on all Medical Department enlisted personnel education and training programs to insure optimum resource allocation and utilization. Incumbent routinely interacts with officials of civilian and government higher education and technical training programs. In the exercise of these headquarters functions, the incumbent formulates Navy and Marine Corps wide Medical Department education and training budget, POM and FYDP for Navy enlisted Hospital Corpsmen and Dental Technician rates.

Financial Analysis, Training

Billet Title: NMPC-440E Asst For Subspecialty (\*\*)  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 224-3322  
Senior: NMPC-440/NMPC-4  
Location: Washington

Description: Reviews subspecialty assignment procedures of officer distribution divisions to ensure optimal utilization of assets and to ensure the consistent application of established policies; establishes subspecialty assignment procedures which enhance the professional development of the various officer communities, provides subspecialty career info for use by commanders, personnel managers, executives, and individual officers; monitors the assignment of all subspecialists; sponsors all subspecialty selection boards.

#### Assignment

Billet Title: NMPC-440E1 Subspecialty Management  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 224-3322  
Senior: NMPC-440/NMPC-4  
Location: Washington

Description: Reviews subspecialty assignment procedures of officer distribution divisions to ensure optimal utilization of assets and to ensure the consistent application of established policies; establishes subspecialty assignment procedures which enhance the professional development of the various officer communities; acts as the primary POC with NMPC-4 for functional interaction with OP-01 for subspecialty matters; provides subspecialty career info for use by commanders, personnel managers, executives, and individual officers; on "by exception" basis, manages assignment of all proven subspecialist and officers with graduate education applicable to Navy needs; monitors the assignment of all subspecialists; sponsors all subspecialty selection boards.

#### Assignment

Billet Title: Asst For NC  
Subspecialty: 0033P  
Designator: 2900  
Rank: LCDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 225-5836  
Senior: Medical Branch Head (NMPC)  
Location: Washington

Description: Incumbent assigns officers in the Healing Arts community, places officers in activities under control of BUMED and for healing arts billets in other activities.

Assignment

Billet Title: NMPC-470C Info Sys Project Mgr  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 224-2703  
Senior: NMPC-470/NMPC-4  
Location: Washington

Description: Provides automatic data processing (ADP) support for officer and enlisted order-writing, and automated management information to the officer and enlisted distribution divisions.

Management Information Systems

Billet Title: NMPC-54 OIC NODAC  
Subspecialty: 0033P  
Designator: 1000  
Rank: CDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 288-4620  
Senior:  
Location: Washington

Description: The incumbent must be knowledgeable in the manpower, personnel and training areas to liaison with other Naval officers/civilians in the OP-01, NMPC and CNET organizations. The OIC must also have a knowledge of such areas as manpower and personnel management policy, processes, economics, requirements determination, policy analysis, costing and of management information systems. OIC oversees special studies and research efforts, both at NODAC and through contracts with other organizations such as NPRDC. As Executive Agent for Joint Task Analysis Support, the OIC must liaison with city, state and federal governmental agencies, universities, and commercial organizations, primarily concerning a computer system for occupational analysis.

Management Information Systems, Task Analysis

Billet Title: NMPC-54A Dir Officer Task Analysis Div  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 288-4633  
Senior: NMPC-54  
Location: Washington

Description: Supervises the development, administration, compilation, analysis and reporting of occupational information pertaining to Navy officer billets. Needs an understanding of data processing systems, computer programming techniques and capabilities, management information systems, and procedures for modifying existing programs for solving complex statistical problems. Uses statistical methods in facilitating or improving the quality of occupational analysis, including the ability to analyze accuracy and usefulness of current data, recommending changes in the data collection process, and development or modification of systems and procedures for obtaining and analyzing quantitative occupational data.

Management Information Systems, Task Analysis

Billet Title: NMPC-54C Sr Military Analyst  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 288-4576  
Senior: NMPC-54  
Location: Washington

Description: Analyzes occupational information pertaining to Navy enlisted ratings. Uses data processing systems, needs an understanding of computer programming techniques and capabilities, management information systems, and procedures for modifying existing programs in solving complex statistical problems. Must be familiar with the latest innovations and concepts of occupational analysis and must have the ability to determine the applicability of statistical methods in facilitating or improving the quality of occupational analysis. Evaluates complex technical reports, checking for statistical validity and for soundness of data presented to support recommended changes in training, personnel utilization or classification systems.

Management Information Systems, Task Analysis

Billet Title: NMPC-1642 Project Officer, Prog Sys  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 224-5586  
Senior: NMPC-164  
Location: Washington

Description: Directly responsible for the development of automated information systems in the functional component: Programming (Authorizations Determination) which relate to the Personnel Programming automated information system. These systems aid in establishing authorized levels of manpower in support of authorized force levels and tasking. The functions are closely associated with the programming phase of the PPBS process and involve application of constraints (dollar and personnel) to manpower requirements.

Management Information Systems

Billet Title: NMPC-1643 Hd, Execution Systems Branch (\*\*)  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 224-5648  
Senior: NMPC-164  
Location: Washington

Description: NMPC-1643 is directly responsible for the development of Automated Information Systems in the functional component; Execution Systems (Personnel Inventory Management). The AIS's associated with this functional component aid in establishing, maintaining, and managing the inventory of military personnel equal to authorized levels, forecasting retention and losses, determining accession requirement, controlling advancement and promotions, establishing bonus payment plans, and collecting, maintaining and disseminating information necessary to manage individual military members.

Management Information Systems

Billet Title: NMPC-1643 Project Officer For Off Sys  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: COMNAVMILPERSCOM  
Phone: AV 224-5648  
Senior: NMPC-164  
Location: Washington

Description: Directly responsible for the development of automated information systems in the functional component: Personnel Inventory Management which relates to the Officer Loss Projections, Officer Operating Plans, and Officer Inventory Goals automated information systems. These systems aid in maintaining an inventory of military personnel equal to authorized manpower levels. These functions support execution of the PPBS process by developing and evaluating plans and policies for accessing, promoting, and retaining personnel in the officer force.

Management Information Systems

Billet Title: East Region/Boards  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: COMNAVRESFOR  
Phone:  
Senior:  
Location: New Orleans

Description: Working directly for the Selected Reserve Personnel Head, administers the selected reserve personnel section in all areas of administration, including distribution of selected reserve personnel to meet mobilization requirements. Develops policies to maximize personnel/unit readiness while adhering to pre-determined end strength. Billet requires a general knowledge of Management Information Systems and is directly supported by on-site terminals of the Reserve Training Support System (RTSS). The incumbent provides input to the prevailing Reserve Personnel Management curriculum and presents executive level orientation of the subject to senior management/leadership personnel.

#### Requirements Determination

Billet Title: Milmpr Req Ctl/Facplng & Prog/Force Mpw  
Subspecialty: 9033Q  
Designator: 1110  
Rank: CDR  
Activity: COMNAVSURFLANT  
Phone: AV 564-5208  
Senior:  
Location: Norfolk

Description: Responsible for the overall management, identification of resources, and originating of requirements to higher authority for the Force Military/Civilian Manpower Programs, COMNAVSURFLANT Facilities Management Program and the Force Recreational Services Program. Ensures the effective management, utilization and identification of total force manpower resources and requirements. Ensures the equitable allocation of force civilian personnel ceilings. Ensures the proper administration, management and effectiveness of all aspects of the NAVSURFLANT SMD, CA and SHMD Programs. Supervises the formulation of policy and the initiation of guidelines/directives related to the Force Manpower Facilities Requirements Programs. Administers URL OMP.

Requirements Determination

Billet Title: Pers P&P Dir/Staff Personnel COS  
Subspecialty: 9033Q  
Designator: 1120  
Rank: CAPT  
Activity: COMSUBLANT  
Phone:  
Senior:  
Location: Norfolk

Description: Coordinate, review and upgrade Force Personnel Readiness. Maintain statistics on force personnel and identification of degrading trends which may adversely impact force manning readiness. Formulate force personnel policy recommendations to maximize manning and distribution of personnel assets within the Submarine Force. Manage the FMRP to include (1) maximum effective utilization of current authorizations, (2) develop future manpower requirements, (3) review and apply validated manpower requirements, and (4) identify and review mobilization requirements. Coordinate with other staff codes in all matters affecting the manning and training of personnel to meet special requirements in Submarine Intermediate Maintenance Activities (IMA's).

Requirements Determination

Billet Title: Pers P&P Dir/Staff Personnel COS  
Subspecialty: 9033Q  
Designator: 1120  
Rank: CAPT  
Activity: COMSUBPAC  
Phone: Comm (808) 471-9031  
Senior: Chief of Staff  
Location: Hawaii

Description: Coordinates, reviews and upgrades Force Personnel Readiness. Maintains statistics on force personnel, identification of degrading trends which may adversely impact force manning readiness and initiation of appropriate corrective measures. Formulates force personnel policy recommendations to maximize manning and distribution of personnel asset within the Submarine Force. Manages Force Manpower Requirements Program to (1) maximize effective utilization of current authorizations, (2) develop future manpower requirements, (3) review and apply validated manpower requirements, and (4) identify and review mobilization requirements. Coordinate with other staff codes in all matters affecting the manning and training of personnel for IMA.

Requirements Determination

Billet Title: Shorstamps Manpower  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: DEFSYSMGMTCOL  
Phone: OPASST 354-0110  
Senior:  
Location: Washington

Description: Not available

Requirements Determination

Billet Title: Personnel/Manpower Management  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP Camp Lejeune  
Phone:  
Senior: Director of Administration  
Location: Camp Lejeune, NC

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is necessary. A basic understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods, and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Admin Medical Services/Med Mob Plans  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP Millington  
Phone:  
Senior: Director of Administration  
Location: Millington, TN

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is necessary. A basic understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods, and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Admin/Manpower Management  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP Newport  
Phone:  
Senior: Director of Administration  
Location: Newport, RI

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems, and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is necessary. Basic understanding of systems analysis and decision making model fabrication, thorough understanding of work measurement techniques, manpower survey methods, and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Admin Medical Services/Med Mob Plans  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP Oakland  
Phone:  
Senior: Executive Officer  
Location: Oakland, CA

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is necessary. A basic understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods, and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Admin Medical Services/Med Mob Plans  
Subspecialty: 0033P  
Designator: 2300  
Rank: LT  
Activity: NAVHOSP Orlando  
Phone:  
Senior: Director of Administration  
Location: Orlando, FL

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is a necessity. A basic understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Manpower Management  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP Pensacola  
Phone:  
Senior: Director of Administration  
Location: Pensacola, FL

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems, and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is necessary. Basic understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Admin Medical Services/Med Mob Plans  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP Philadelphia  
Phone:  
Senior: Director of Administration  
Location: Philadelphia, PA

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is a necessity. A basic understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Admin Med Services/Manpower Management  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP Portsmouth  
Phone:  
Senior: Director of Administration  
Location: Portsmouth, VA

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is necessary. A basis understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Admin Medical Services/Med Mob Plans  
Subspecialty: 0033P  
Designator: 2300  
Rank: LCDR  
Activity: NAVHOSP San Diego  
Phone:  
Senior: Director of Administration  
Location: San Diego, CA

Description: Formulates mission/workcenter productivity indices and develops optimal internal staffing plans for medical, dental, and nursing care operations. Incumbent must possess a thorough knowledge of basic management functional applications of manpower and personnel principles, management reporting and control systems and a familiarity with computer programming techniques. A thorough understanding of social sciences as these apply to Navy organizations and individual behavior is necessary. A basic understanding of systems analysis and decision making model fabrication and a thorough understanding of work measurement techniques, manpower survey methods, and basic industrial engineering approaches is essential.

Management Information Systems, Requirements Determination

Billet Title: Com/CO Shore Activity/ADDU to 19600 C  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: NAVMACLANT  
Phone: AV 564-3623  
Senior: NA  
Location: Norfolk

Description: Commanding Officer of a selected major shore command operating as an echelon 3 field activity. Applies work study and management engineering techniques throughout the Naval Establishment (less Marine Corps) in order to document and recommend by means of on-site surveys, special studies and evaluation of material maintenance support, the optimum use of manpower and material resources in carrying out assigned missions. Operates the Naval School of Work Study, and performs such other manpower or material analyses and workstudy functions as may be directed by CNO.

Task Analysis . Requirements Determination

**Billet Title:** Mgt Anal Ctl/Hd Management Engineering  
**Subspecialty:** 9033P  
**Designator:** 1000  
**Rank:** LCDR  
**Activity:** NAVMACLANT  
**Phone:** AV 564-3623  
**Senior:** OIC  
**Location:** Norfolk

**Description:** In addition to those general duties prescribed for a Department Head, the Head of the Management Engineering Department is responsible under the Commanding Officer for the Management Engineering efforts assigned to or generated by the NAVMACLANT.

**Requirements Determination, Task Analysis**

Billet Title: Manpower Plans/Hd Planning Division  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: NAVMACLANT  
Phone: AV 564-3623  
Senior: OIC  
Location: Norfolk

Description: Provides the long-range planning for the Navy Total Force Manpower Requirements System (NTFMRS) Department.

Requirements Determination, Task Analysis

Billet Title: Hd, Shorstamps Dept/Manpower Req Determ  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: NAVMMACPAC  
Phone: AV 958-5373  
Senior: OIC  
Location: San Diego

Description: Plans, directs and coordinates the development of staffing standards/manpower requirements for shore activities. Responsible for manpower management policy and SHMD program management of personnel, budget and planning for manpower requirements, on-site work measurement, standards validation efforts, computer statistical analysis of data collected and day to day management of manpower determinations data bases for shore activities.

Requirements Determination, Task Analysis

Billet Title: Director, Compensation  
Subspecialty: 9033Q  
Designator: 1050  
Rank: CAPT  
Activity: OFF SECRETARY OF DEFENSE  
Phone: AV 225-3176  
Senior: DASD Manpower Installations/Logistics  
Location: Washington

Description: Responsible for DOD military personnel policies in matters concerning per diem, travel and transportation allowances, movement of household goods, overseas housing and cost of living allowances, travel of dependents, dislocation allowances, shipment of privately owned vehicles, transportation of mobile homes, taxation and related areas. Responds to GAO reports, and Presidential and Congressional inquiries in areas of responsibilities. Initiates and coordinates the development of legislative proposals, military personnel policies and procedures.

Compensation, Financial Analysis

Billet Title: Executive Assistant/Naval Aide  
Subspecialty: 9033Q  
Designator: 1050  
Rank: CAPT  
Activity: OFFICE OF ASN MRA  
Phone: AV 225-4537  
Senior: DASN via EA  
Location: Washington

Description: Principal assistant to SECNAV for manpower. Assists SECNAV in discharging his responsibilities assigned or delegated in accordance with existing statutes and directives, including (1) programs characterized by their complexity, scope and national significance, e.g., total manpower resource management (active military, reserve and civilian) including requirements determination, programming and budgeting, (2) military and civilian personnel management including procurement, education and training, and assignment, (3) military and civilian career development, (4) health care delivery, (5) equal opportunity, (6) welfare and morale and (7) compensation and benefits.

Assignment, Compensation, Financial Analysis, Requirements Determination, Training

**Billet Title:** Special Assistant for Naval Personnel  
**Subspecialty:** 9033P  
**Designator:** 1000  
**Rank:** CDR  
**Activity:** OFFICE OF ASN MRA  
**Phone:** AV 227-0891  
**Senior:** DASN via EA  
**Location:** Washington

**Description:** Responsible to the ASN as the principal assistant in the discharge of the ASN's statutory responsibilities with respect to naval personnel matters including retirements, resignation and discharges. Acts as cognizant office for White House and Congressional correspondence on Navy personnel matters. Provides necessary interaction with the Navy, OSD and the Congress to ensure timely action and efficient flow of information between these organizations and the ASN.

#### **Assignment**

Billet Title: Executive Assistant  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: OFFICE OF ASN MRA .  
Phone: AV 225-2634  
Senior: DASN via EA  
Location: Washington

Description: Assists the ASN in discharging assigned or delegated responsibilities in accordance with existing statutes and directives, including (1) programs characterized by their complexity, scope and national significance, e.g., total manpower resource management (active military, reserve and civilian), including requirements determination, programming and budgeting, (2) military and civilian personnel management, including procurement, education and training, allocation and assignment, (3) military and civilian professional career development and executive management, (4) health care delivery, (5) civil rights and equal opportunity, (6) welfare and morale, and (7) compensation.

Compensation, Financial Analysis, Recruitment, Requirements Determination, Training

Billet Title: Special Asst for POM/Budget (\*\*)  
Subspecialty: 6033P  
Designator: 1000  
Rank: CDR  
Activity: OFFICE OF ASN MRA  
Phone: AV 227-2427  
Senior: DASN via EA  
Location: Washington

Description: Monitor PPBS process to ensure timely and appropriate addressal of MPT issues during the development of the Navy and Marine Corps POM. Monitor MPT programs contained in the DON budget during the budget review approval cycle within NAVCOMPT, OSD, and the Congress. Apprise the ASN of developments as they occur that impact ASN areas of responsibility. Maintain liaison with OPNAV/CMC MPT, POM development budget review and congressional liaison staff, serves as staff POC for all MPT PPBS related activities.

#### Financial Analysis

Billet Title: Special Asst for Recruiting (\*\*)  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: OFFICE OF ASN MRA  
Phone: AV 227-2427  
Senior: DASN via EA  
Location: Washington

Description: Advise the ASN in the areas of total manpower resource management, including (1) requirements determination, programming and budgeting, (2) military personnel management, including procurement, training and education, and assignment, (3) career development, (4) equal opportunity, (5) welfare and morale, (6) compensation and benefits. Conducts studies, investigations and analyses of these programs within DON to determine whether policy objectives are appropriate and being met, methods are effective, and that organizational structure facilitates program progress. Develop solutions to problems isolated through such evaluative studies.

Assignment, Compensation, Recruitment, Requirements  
Determination, Training

Billet Title: Special Asst for Special Projects  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OFFICE OF ASN MRA  
Phone: AV 225-5304  
Senior: DASN via EA  
Location: Washington

Description: Advise the ASN in the areas of total manpower resource management, including (1) requirements determination, programming and budgeting, (2) military personnel management, including procurement, training and education, and assignment, (3) career development, (4) equal opportunity, (5) welfare and morale, (6) compensation and benefits. Conduct studies, investigations and analyses of these programs within DON to determine whether policy objectives are appropriate and being met, methods are effective, and that organizational structure facilitates program progress. Develop solutions to problems isolated through such evaluative studies.

Assignment, Compensation, Financial Analysis, Recruitment, Requirements Determination, Training

Billet Title: OP-901D Asst for Manpower and Training  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 227-9796  
Senior: OP-901/OP-90  
Location: Washington

Description: Develops and coordinates all manpower, training and personnel inputs to the annual Navy Program Objectives Memorandum (POM). Analyzes changes to manpower program to assess the impact on Navy objectives. Ensures allocation of resources supports SECNAV and CNO guidance. Performs and evaluates analysis of fiscal and other data displayed in Navy FYDP, POM and the budget in support of expressed CNO and SECNAV guidance. Incumbent must be familiar with manpower resource allocation displays, force planning methods and fiscal data display.

Financial Analysis, Training

Billet Title: OP-11B Deputy Director Total Force Plans  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-5218  
Senior: OP-11  
Location: Washington

Description: Supervises the division's 6 branch heads, special assistants and administrative staff who have the following functions: (1) long range and strategic manpower, personnel, and training plans for the Navy, (2) documenting requirements for all Navy manpower, (3) produce and approve all Navy training and manpower plans for new system acquisitions, (4) produce requirements for and assignment plans for use of Naval Reserve forces to augment active forces in time of mobilization, (5) coordinates the NROTC, Naval War College, Naval Academy, Naval Postgraduate School, off-duty and Navy graduate education and scholarship programs, and (6) manages the Navy MPT research and development program (except 6.1 and 6.2 R&D).

Mobilization, Requirements Determination, Training

Billet Title: OP-01B6C1 Trends Analyst [OP-110C1] (\*\*)  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5588  
Senior: OP-01B/OP-11  
Location: Washington

Description: Conducts statistical analyses of labor market data, determines sources of data and inferences of its analysis. Examples are manpower required, authorized billets/positions, personnel inventory, retention rates, and labor market attributes. Determines technological, educational and sociological trends in the labor market and assesses their impact on Navy force structure alternatives. Evaluates changing labor market skills and identifies their impacts on Navy manpower plans. Develops long range MPT strategies and identifies needed policy changes.

Market Analysis, Requirements Determination, Task Analysis

Billet Title: OP-01B21 MPT Analyst [OP-110C21] (\*\*)  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-6556  
Senior: OP-01B2/OP-01B  
Location: Washington

Description: Aids and assists the Assistant for MPT Assessment Support in the fulfillment of responsibilities to monitor the effectiveness of MPT programs and policies throughout the Navy in support of OP-01 responsibilities to the CNO for appraising Total Force Manpower, Personnel and Training, with particular emphasis on Manpower and Training.

Requirements Determination

Billet Title: OP-01B6D Hd, Long Range Policy Analysis  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5582  
Senior: OP-01B6/OP-01B  
Location: Washington

Description: Analyzes quantitative and qualitative MPT requirements through the Extended Planning Annex (EPA) years. Identifies and tracks proposed and actual mid and long range changes to MPT policy which may influence total force MPT plans. Evaluates and recommends improved training methods and techniques to optimize Navy training. Recommends actions required to adjust career and fleet training programs to meet strategic directives and objectives. Forecasts changes and trends that will effect skill requirements and occupational categories for the Navy work force. Coordinates section efforts with OP-01B6C to ensure the support of common objectives. Supervises the efforts of section personnel to ensure proper quality of effort and timeliness.

Requirements Determination, Training

Billet Title: OP-01B6E MANTRAPERS Program Manager  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5589  
Senior: OP-01B  
Location: Washington

Description: Provides detailed daily management of the OP-01 MANTRAPERS (Manpower, Training and Personnel) Plan, including issuance of annual formal changes and quarterly interim changes. Monitors utilization of MANTRAPERS Plan to monitor integrity of the plan. Monitors all continuing and developing objectives, reports progress toward attainment of objectives and coordinates inputs for formal quarterly status reports. Evaluates integration of efforts across divisional lines, identifies duplication of effort and highlights significant omissions.

MPT

Billet Title: OP-01B6D1 Policy Analyst  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5581  
Senior: OP-01B6/OP-01B  
Location: Washington

Description: Identifies the impacts of trends external to Navy upon Navy policies. Conducts detailed assessments of existing Navy policies and relates findings to their impact on future readiness. Analyzes future Navy personnel requirements to ensure strategic MPT objectives are met. Conceives and develops innovative, cost effective methods of improving Navy readiness by exploiting opportunities available.

Market Analysis

Billet Title: OP-111 Hd, Requirements Determination (\*\*)  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-5360  
Senior: OP-11  
Location: Washington

Description: Acts as the head of the Requirements Determination division. Divisions under the head deal with the manpower requirements determination for the Ship Manning Document (SMD), Shore Manning Document (SHMD) and the Squadron Manning Document (SQMD). Responsible for the scheduling, completion and review of survey results from the two NAVMMAC's under his guidance.

Requirements Determination, Task Analysis

Billet Title: OP-111C1 Hd. Standards Development & Imp \*\*  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-4952  
Senior: OP-111/OP-11  
Location: Washington

Description: OPNAV program coordinator for the development, production and promulgation of the shore manning document (SHMD). Provides liaison within OPNAV and NAVMAT for determination and acquisition of requirements for manpower. Coordinates review procedures for SHMD's by the Navy Manpower and Material Analysis Centers, Atlantic and Pacific (NAVMMAC).

Requirements Determination, Task Analysis

Billet Title: OP-111C12 Asst for Staffing Standards  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5014  
Senior: OP-111/OP-11  
Location: Washington

Description: Manpower analyst for overall requirements determination in three mission areas-Communication (COM), Environmental Support (ENV), and Inter/Intra Command Support (ICS) of the SHMD. Directs personnel assigned to these three areas in the NAVMMACs. These personnel are responsible for determining Navy's qualitative and quantitative manpower requirements utilizing various analytical skills such as manpower survey and work measurement techniques. Utilizes the Navy Manpower Requirement System (NMRS) in determining manpower requirements.

Requirements Determination, Task Analysis

Billet Title: OP-111C21 Analyst (\*\*)  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-4894  
Senior: OP-111/OP-11  
Location: Washington

Description: Assists in providing technical guidance to the NAVMAC's personnel in standards development for the following mission areas; Inter/Intra Command Support (ICS), Research Development, Security, In-service Engineering/Logistics Support, and Personnel Support. Evaluates and monitors the conduct of staffing standards development, application, maintenance or updating efforts accomplished at the NAVMMAC's. Exercises responsibility for the complete processing of standards measurement plans and staffing standards reports developed by the NAVMMACS's. Determines the validity of manpower requirements in relation to quantity and quality necessary for work performed. Evaluates adequacy of standards and workload statistics.

Requirements Determination, Task Analysis

Billet Title: OP-111C22 Analyst (\*\*)  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5217  
Senior: OP-111/OP-11  
Location: Washington

Description: Assists in providing technical guidance to the NAVMAC personnel in stds development for recruiting, shore facilities acquisition, shore facilities planning, ship repair, supply, port service operations, training and weapons. Evaluates and monitors the conduct of staffing standards development, application, maintenance accomplished at the NAVMACS. Processes reports developed by the NAVMACS. Determines the validity of manpower requirements in relation to quantity and quality necessary for work performed. Evaluates adequacy of standards and workload statistics. Participates in on site manpower surveys, when required, to monitor usage of procedure and techniques; field tests new procedures, and provides technical assistance as required.

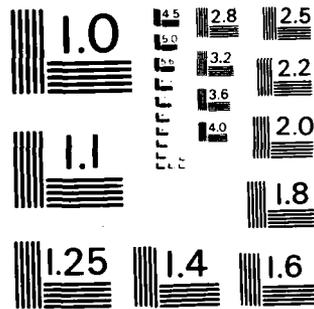
Requirements Determination, Task Analysis

Billet Title: OP-111D Hd, Ship Requirements Section (\*\*)  
Subspecialty: 9033Q  
Designator: 1110  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-4961  
Senior: OP-111/OP-11  
Location: Washington

Description: OPNAV program coordinator for the development, production and promulgation of ship manpower documents (SMD). Provides liaison within OPNAV and NAVMAT for determination and acquisition of requirements for manpower; including required operational capabilities (ROC) and projected operational environment (POE) statements and 3M inputs. Responsible for (1) fleet review procedures for SMD's including liaison with FLTCINC and force commander staffs, (2) coordination of all elements of the SMD program with the Navy manpower and material analysis centers, Atlantic and Pacific, including long-range planning, (3) liaison with all activities for determination of ship manpower requirements impact on fleet readiness.

Requirements Determination, Task Analysis





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Billet Title: OP-111E Hd, Aviation Squad Manpower Req(\*\*)  
Subspecialty: 0033P  
Designator: 1300  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-4895  
Senior: OP-111/OP-11  
Location: Washington

Description: Serves as the head of aviation squadron manpower requirements section. Uses fleet aviation experience and SQMD methodology for the development of aviation squadron manpower requirements. Monitors SQMD production and implementation schedules for active duty and reserve squadrons. Provides guidance to the NAVMAC SQMD program coordinators. Monitors SQMD standards development, implementation, and validation. Is the POC for SQMD and manpower authorization (MPA-1000/2) document interface. Interfaces with ship and shore manpower determination programs on common areas of interest. Interacts with OP-112, NAVAIR, and Naval Aviation Logistics Center (NALC) regarding manpower impacts of new system acquisitions.

Requirements Determination, Task Analysis

Billet Title: OP-112 Hd, Manpower and Training Plans  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-4975  
Senior: OP-11  
Location: Washington

Description: Exercises management control over the manpower training requirements assessment and HARDMAN development programs. Establishes mid and long range program objectives and provides coordination and guidance during program development. Provides central responsibility at OPNAV level for coordination of new manpower training requirements and Navy training plan management and control policy. Manages acquisition and expenditure of resources required by subordinate programs. Serves as principal OP-11 manpower representative to the training and education advisory committee (TEAC) and the training and education requirements panel (TRP).

Training

Billet Title: OP-112C Hd. HARDMAN Project Development(\*\*)  
Subspecialty: 9033Q  
Designator: 1110  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-4976  
Senior: OP-112/OP-11  
Location: Washington

Description: Responsible for overall coordination of HARDMAN development and supervision of personnel assigned to the development office. Coordinates and monitors contractor efforts in developing or adapting the various decision support requirements, methodologies and procedures. Prepares periodic budget estimates and progress reports for submission to higher authority. Maintains necessary liaison with OPNAV sponsors, CNM program managers, and with the research and development community to enhance project development. Maintains necessary liaison with other staff offices of DCNO (MPT) to ensure that HARDMAN initiatives are compatible with, and supportive of their functional areas.

Training

Billet Title: OP-112D Hd, Mpw Pers and Training Assess  
Subspecialty: 9033P  
Designator: 1050  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-4971  
Senior: OP-112/OP-12  
Location: Washington

Description: Responsible for assuring that military and civilian MPT requirements associated with the acquisition of new surface ships, aircraft and subsystems, subsurface programs and C3/ASW programs are assessed at each stage of the development process. Directs the liaison efforts of the four sub-section heads with OPNAV sponsors and coordinators, principal developing agencies and program managers to monitor and assess the adequacy of their MPT requirements development procedures. Reviews MENS, ORs, DCP/NDCP, DP and PM to assure that MPT implications are fully addressed and to ensure that sub-sections are conducting MPT analysis efforts to apprise 112D NTPC representatives of viable alternatives which may be addressed.

Requirements Determination

Billet Title: OP-113 Hd, TF Mob Manpower Plans  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-5582  
Senior: OP-11  
Location: Washington

Description: Exercises policy direction and control over plans governing Navy mobilization of civilian and military requirements. Coordinates joint policy matters affecting mobilization manpower. Specifies, plans, and controls Navy mobilization manpower management. Recommends policy and prepares planning and policy directives pertaining to non material aspects of Navy manpower mobilization. Prepares mobilization manpower requirements data for the Navy POM, JSOP, and other Navy, joint and OSD plans/analyses. Assigned as Chairman, Navy Manpower Mobilization System (NAMMOS) Working Group. Assigned as member, Navy Mobilization Steering Committee Working Group.

Mobilization

Billet Title: OP-114D1 Subspecialty Rqmts Coordinator  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-4932  
Senior: OP-114/OP-11  
Location: Washington

Description: Develop, promulgate and monitor Navy subspecialty management policies and procedures. Assess Navy's present and projected operational, technical and managerial subspecialty manpower requirements and generate plans and programs to meet these needs. Approve subspecialty specific criteria statements and ensure the established criteria are used in validating subspecialty requirements. Submit appropriate entries for the Master Officer Billet File data base to reflect changes in subspecialty codes resulting from approved requests or Subspecialty Requirements Board action. Monitor subspecialty codes in the data base to ensure validated requirements are accurately reflected. Develop and maintain the directives necessary for subspecialty mgt.

Requirements Determination. Training

Billet Title: OP-114D2 Graduate Education Coordinator(\*\*)  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-4932  
Senior: OP-114/OP-11  
Location: Washington

Description: Develops and coordinates Navy graduate education policies. Maintains statistical techniques and procedures for the graduate education quota model. Acts as OP-11 point of contact for annual budget submission regarding graduate education. Develops annual graduate quota plan based on congressional guidance. OPNAV action officer for all graduate education programs (including service colleges). Maintains liaison and coordinates with OSD, other services, government agencies, civilian activities, and foreign representatives of military organizations in matters concerning graduate education. Participates in the annual graduate education selection board and acts as the technical representative.

Requirements Determination, Training

Billet Title: OP-120 Dir Prog Dev and Coord Branch  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-5147  
Senior: OP-12  
Location: Washington

Description: Formulates the Navy MPT Sponsor Program. This includes assessment of the total Navy program in relation to balance and executability. Other duties include: MPT execution functions, MPN development, the coordination of POM issues papers, reclaims to POM, budget and apportionment decisions and manpower programming. Incumbent should have a thorough understanding of PPBS and be oriented in the Financial Management and Programming disciplines.

Financial Analysis

Billet Title: OP-120A POM Ops Manager  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5148  
Senior: OP-120/OP-12  
Location: Washington

Description: Coordinates the development, submission and defense of the annual POM Resource Sponsor Program for the OP-01 Resource Line. Requires a working understanding of PPBS procedures in the federal government, with an emphasis on the program development phase of the FYDP. During development of the POM, the incumbent coordinates inputs from OP-01 divisions and claimants on proposed program initiatives and requirements, evaluates for accuracy/priority, and develops a proposed program to meet CNO fiscal and manpower controls. Coordinates defense of the program during the programming phase and similarly, during the DRB summer review of Service POMs and the NAVCOMP and OSD/OMB budget reviews. Assists OP-120 in daily administrative matters.

#### Financial Analysis

Billet Title: OP-120C6 Hd. Claimant Resource Coord  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5362  
Senior: OP-120/OP-12  
Location: Washington

Description: Head manpower analyst responsible for legislative liaison coordination. Monitors Congressional hearings and actions affecting Navy manpower, personnel and training requirements contained in the President's budget submissions. Maintains liaison with the OP-01 Special Assistant for Legislative Coordination (OP-01X). Prepares responses to Congressional inquiries and requests for information relating to manpower and personnel issues. Prepares reclaims and appeals to proposed Congressional adjustments to the President's budget submissions. Assists in the coordination of the Program Budget Decision (PBD) review process and the preparation of all manpower reclaims. Attends budget reviews. Performs special analyses and studies as directed.

Financial Analysis, MPT

Billet Title: OP-120E Hd, Trng Prog Development Sect (\*\*)  
Subspecialty: 9033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5587  
Senior: OP-120/OP-12  
Location: Washington

Description: Has primary responsibility for the formulation of the Navy Education and Training Mission Sponsor's program of about \$1.9 billion annually which supports over 100,000 military and 12,000 civilian personnel. To successfully carry out this responsibility, the incumbent must be oriented to the financial management discipline. An intimate knowledge of PPBS is a necessity. More specific duties of the OP-120E billet deal with the execution of training functions, financial status of education and training programs, and the preparation of reclaims to POM, Budget, and apportionment decisions.

Financial Analysis, Training

Billet Title: OP-120E2 Asst Trng Program Coordinator  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5586  
Senior: OP-120/OP-12  
Location: Washington

Description: Maintains necessary liaison with OPNAV sponsors and CNET in order to consolidate and coordinate information to higher authority including OSD and the Congress on past, current and future Navy Military Manpower Training Requirements. Coordinates action by OPNAV sponsors and CNET in apportioning manpower resources to support a balanced training program. Coordinates the preparation of manpower implications to training decisions made during the POM process. Coordinates and participates in actions to identify and resolve problems and deficiencies in other education and training programs. Participates in reprogramming actions as necessary to adjust education and training resources to current requirements. Prepares reclaims during reviews.

Financial Analysis. Training

Billet Title: OP-120E5 Program Analyst MCON  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5586  
Senior: OP-120/OP-12  
Location: Washington

Description: Tasked with the identification of resources related to OP-01 interest MILCON. During the PPBS process: PLANNING-receives inputs from all major claimants on priorities for programming of Personnel Support MILCON (chapels, MWR facilities, UPHs and some training facilities), PROGRAMMING-Analyzes Program Managers' requests for construction based on validity of project, claimant priority and executability. Programs personnel support MILCON and interfaces with other resource sponsors to insure proper consideration is given to CNET priorities. BUDGETING-Serves as OP-01 POC during the review process. Coordinates reclamation to reduction with claimants/program managers and develops initial strawman to meet budgets assigned against MILCON resources.

#### Financial Analysis

Billet Title: OP-130 Officer Plans and Community Mgt  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-5574  
Senior: OP-13  
Location: Washington

Description: Advises Director Military Policy Division (OP-13) on all matters related to Reserve and Active officer strength plans, accessions and promotions. Provides overall officer strength planning figures for MPN budgeting. Develops detailed active duty personnel implementation plans for each officer designator on a month by month projection of promotions, losses by cause, gains by source, intra Navy transfers, etc., in each officer grade and designator. Prepares implementation plans in support of approved programs to control early active accession; develops annual augmentation plans to control the strength and composition of the Navy and monitors the effectiveness of these plans. Provides info on which to base major personnel strength policies.

Recruitment, Requirements Determination

Billet Title: OP-130C Hd, Officer Strength Plans Sect  
Subspecialty: 9033Q  
Designator: 1C00  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5382  
Senior: OP-130/OP-13  
Location: Washington

Description: Prepares plans for each year of the FYDP/POM for Navy officers and naval officer candidates consistent with legislative and budgetary constraints. Monitors and evaluates the current Navy officer personnel situation, formulates officer strength planning alternatives. Supervises the maintenance, updating and programming of the computer systems and programs used in strength planning and projecting (NOPPS, STRAP-O). Monitors/measures distributable strength against BA and requirements. Identifies specific problem areas in the aggregate, sea/shore and rating specific.

Management Information Systems, Requirements Determination

Billet Title: OP-130D Hd. Officer Procurement Plans (\*\*)  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5391  
Senior: OP-130/OP-13  
Location: Washington

Description: Responsible for the overall coordination, development, production and maintenance of officer accession and procurement plans based on the Navy Officer Strength Plan. Develops recruiting quotas for Navy Recruiting Command. Produces the annual Officer Accession Plan for regular, active duty reserve, women and minorities. Monitors attainment and execution of the accession plan. Maintains appropriate methodology for the distribution of regular officer accessions to the warfare specialties. Serves as a primary OPNAV POC for the development and updating of articles and instructions regarding officer accessions. Participates and assists in the development of unrestricted line, restricted line and staff corps community studies. Uses STRAP-O.

Management Information Systems, Recruitment

Billet Title: OP-135C52 Asst Strength Plans for TAR  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5406  
Senior: OP-135/OP-13  
Location: Washington

Description: Prepares enlisted distributable TAR strength plans for current, budget, and FYDP years. Develops goals for distributable manning levels by composite for CNMP. Provides rating specific composite level information to ECMS measured against BA and requirements. Provides feedback to training, strength, bonus planners, and distribution officers in order to effect appropriate policy changes and improve fleet manning. Executes the approved total force military personnel programs under the purview of the DCNO (MPT). Functions as the primary liaison conduit for military personnel matters between DCNO (MPT)/ CNP and COMNAVMILPERSCOM.

Requirements Determination

Billet Title: OP-134 Hd. Military Compensation Policy  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-6861  
Senior: OP-13  
Location: Washington

Description: Serves as the primary advisor to CNO on the adequacy of military compensation, including pay, travel and benefit entitlements and policy matters. Develops Navy policy on military compensation, pay entitlements and travel reimbursement matters. Responsible for matters involving changes to the military compensation system, including the initiation of new pay entitlements, benefits and travel reimbursements. Provides policy guidance on compensation issues to subordinate commands such as NAFC, NAVSUP, NMPC and major field activities.

Compensation

Billet Title: OP-134D Hd. Pay and Allowances Section (\*\*)  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5633  
Senior: OP-134/OP-13  
Location: Washington

Description: Develops Navy policy on military compensation related to pay, allowances, leave and liberty. Analyzes proposed changes to military pay and allowances and recommends acceptance or disapproval of related proposals. Administers leave and liberty policy of the Navy. Responds to congressional inquiries and letters to SECNAV/CNO in behalf of or by individuals concerning pay and allowances or leave entitlements. Has cognizance of basic pay, basic allowance for quarters and all special pays (excluding AOC and VHA).

Compensation

Billet Title: OP-134E Assistant for Compensation/Plans \*\*  
Subspecialty: 0033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5633  
Senior: OP-134/OP-13  
Location: Washington

Description: Reviews changes in compensation policies and programs recommended by external Navy sources such as GAO, OMB, SECDEF, the other services or specially appointed task groups or commissions. Develops new or revised compensation programs and follows them through the legislative process. Determines requirements for information concerning compensation system proposals. Initiates compensation studies and literature searches. Analyzes compensation trends and influences thereon. Effects liaison and coordination efforts with leadership within the offices of CNO, SECNAV, SECDEF, Congress, OMB, and with Navy/DOD contracted effort by CNA, IDA, RAND, SRI, GRC, NPRDC, etc.

Compensation

Billet Title: OP-134F Asst for Compensation Plans  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5633  
Senior: OP-134/OP-13  
Location: Washington

Description: Reviews changes in compensation policies and programs recommended by external Navy sources such as GAO, OMB, SECDEF, other services or specially appointed task groups or commissions. Develops new or revised compensation programs and follows them through the legislative process. Determines requirements for information concerning compensation system proposals. Initiates compensation studies and literature searches. Analyzes compensation trends and influences thereon. Effects liaison and coordination efforts with leadership within the offices of CNO, SECNAV, SECDEF, Congress, OMB, and with Navy/DOD contracted effort by CNA, IDA, RAND, SRI, GRC, NPRDC, etc.

Compensation

Billet Title: OP-134G Asst Retired/Reserve Policy (\*\*)  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5635  
Senior: OP-135/OP-13  
Location: Washington

Description: Coordination, analysis and formulation of Navy Reserve compensation plans, programs and policies. Evaluation of written research, study and analysis products of others on retired and reserve compensation policies using statistical and operational analysis techniques. Conducts interdisciplinary, quantitative problem solving utilizing behavioral and management science, economic analysis and financial management techniques into the retention of active duty and reserve members. Determines informational requirements concerning reserve compensation system proposals including costs, performance factors, related time phasing and utilization with the Naval establishment. Conducts research, coordination and screening of reserve compensation plans.

Compensation, Financial Analysis

Billet Title: OP-135 Hd. Enlisted Pgms Impl Branch  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-5392  
Senior: OP-13  
Location: Washington

Description: Supervises the activities of assigned divisions which include all programs pertaining to the enlisted force. These programs encompass recruitment, training, advancement, distribution and end strength for both active and reserve enlisted personnel. Maintains strength planning models to forecast potential problem areas and institutes changes to alleviate these weaknesses.

Requirements Determination, Financial Analysis, Training

Billet Title: OP-135C Hd, Enlisted Strength Planner  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5446  
Senior: OP-135/OP-13  
Location: Washington

Description: Duties include: Preparation of enlisted strength plans for current, budget, and the FYDP years; development of accession plans for COMNAVCRUITCOM; development and execution of advancement plans; development of distributable strength plans for current, budget and FYDP years; execution and monitoring of enlisted MPN budget. (The enlisted strength plan is the primary tool with which personnel managers control the enlisted active duty inventory. The plan provides for the procurement, advancement, and release of personnel in such a way as to ensure that sufficient numbers of personnel by grade are available to man Navy activities while remaining within the budgetary constraints).

Recruitment, Requirements Determination

Billet Title: OP-135C5 Asst for TAR Plans  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5406  
Senior: OP-135/OP-13  
Location: Washington

Description: Formulates detailed enlisted TAR active duty strength and advancement plans for current, budget and FYDP for purposes of determining RPN costs. Develops enlisted TAR accession plans for COMNAVCRUITCOM execution. Monitors and analyzes TAR enlisted RPN budget execution, enlisted recruiting performance, and enlisted TAR advancement plans toward attainment of authorized TAR end strength. Prepares SECNAV, CNO and OP-01 testimonies in support of RPN appropriations before Congress. Maintains liaison with OSD staff on matters affecting enlisted active duty strength, petty officer authorization, and advancement programs.

Financial Analysis, Requirements Determination

Billet Title: OP-135E Hd, Training Section  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV  
Phone: AV 224-5422  
Senior: OP-135/OP-13  
Location: Washington

Description: Responsible for the implementation, coordination, and execution monitoring of the annual Class "A" and NEC-producing "C" school student input plans. Coordinates and develops enlisted recruiting policies (e.g., prior service, direct procurement enlistment program and classification within PRIDE system). Develops and promulgates enlisted accession requirements and monitors the enlisted training pipeline. Develops and maintains decision model which integrates three MPT force planning models into FYDP school plans.

Management Information Systems, Recruitment, Training

Billet Title: OP-136C Hd, Enlisted Bonus Programs  
Subspecialty: 9033P  
Designator: 1050  
Rank: CDR  
Activity: OPNAV  
Phone: AV 224-5512  
Senior: OP-136/OP-13  
Location: Washington

Description: Develop funding requirements for the FYDP for SRB, Enlistment Bonus, regular reenlistment bonus, and Propay. Develop specific programming for same programs in Navy's POM, ensuring that the bonus plans are consistent with the overall objectives and specific programming for enlisted strength, etc. in the POM. Establish specific award levels by rating and NEC in the SRB and other programs for execution in current budget year. Monitor expenditures in all bonus programs, modifying each bonus program being executed to ensure appropriated funds are not exceeded. Keep management, including OP-01, informed of the status. Maintains all relevant bonus program directives.

Compensation, Financial Analysis

Billet Title: OP-161 Hd, Info Systems Plans and Policy  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CAPT  
Activity: OPNAV  
Phone: AV 224-3468  
Senior: OP-16  
Location: Washington

Description: Principal advisor to Director, Total Force Info Systems Management Division on the development of a long range strategy to acquire and allocate resources to satisfy functional managers data resource and info support requirements. Consolidates info support requirements with MPT functional managers and integrates those requirements with MPT Info System (MAPTIS). Reviews and validates Strategic Support Plans, Information Support Plans and Technical Support Plans as to their congruity with the MAPTIS Strategic Plan. Integrates MAPTIS Program Automated Information Systems (AIS) and Data Resource Management (DRM) systems requirements into the planning, programming and budgeting system (PPBS).

Management Information Systems

Billet Title: OP-393 Hd. Mnpwr Surf Requirements Branch  
Subspecialty: 9033Q  
Designator: 1110  
Rank: CDR  
Activity: OPNAV  
Phone: AV 225-2309  
Senior: OP-39  
Location: Washington

Description: Acts for DCNO (Surface Warfare) as Manpower Sponsor for all billets under his cognizance and as technical advisor for surface warfare billets in the Navy. Develops/formulates manpower requirements for surface forces in coordination with DCNO (MP&T), coordinates all surface force billet actions including programming/reprogramming within DCNO (Surface Warfare) Sponsorship. Serves as primary surface warfare representative to all relevant study groups, conferences, committees, etc., pertaining to manpower. Incumbent reviews SMDs for manpower implications, reviews/initiates Manpower Authorization (MPA) change requests, coordinates SHMD inputs for OP-03 resources and develops all POM manpower actions for OP-03.

Requirements Determination

Billet Title: OP-597C Hd. Aviation MPW Plans and Pgms  
Subspecialty: 9033Q  
Designator: 1300  
Rank: CDR  
Activity: OPNAV  
Phone: AV 227-8483  
Senior: OP-597/OP-59  
Location: Washington

Description: Primary DCNO (Air Warfare) action officer for aviation manpower matters relating to PPBS. Develops information and data required in formulation of the aviation manpower requirements plan of the annual POM submission; develops and provides backup documents as required. Reviews billet allocation and coordinates updatings of aviation elements of the Manpower Allocation and Requirements Plan (MARF). Establishes and reviews allowances for individual aviation units in conjunction with OP-111E. Develops crew ratio portion of aircraft program factors tables in cooperation with OP-51C. Prepares policy directives relating to fleet aviation manpower programs/planning matters as directed.

Requirements Determination

Billet Title: OP-113D Hd, Manpower Mob Prog Sect  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAV/RPN  
Phone: AV 224-4581  
Senior: OP-113/OP-11  
Location: Washington

Description: Develops and implements methods and procedures to ensure accuracy of mobilization requirements for both active and planned Naval activities. Reviews various OPLANS to ensure accurate provisions are maintained for manpower. Coordinates input on Total Forces mobilization training requirements. Establishes procedures for Mobilization Individuals accounting. Analyzes and presents Reserve manpower issues in the PPBS cycle from CPAMs, JCS issues, and POM. Assigned as Navy Action Officer for the OSD Wartime Manpower Programs System (WARMAPS).

Financial Analysis, Training

Billet Title: OP-113E Hd, Reserve Personnel Mobil Sec  
Subspecialty: 0033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAV/RPN  
Phone: AV 224-5015  
Senior: OP-113/OP-11  
Location: Washington

Description: Provides primary interface with Reserve and Active manpower systems. Prepares POM submissions for Ready Reserve and retired personnel. Develops procedures for processing personnel to active duty in the event of mobilization. Promulgates guidance on mobilization procedures. Assigned as Reserve Program Technical Manager for Reserve program including coordination of PERSMOBTEAMS. Coordinates personnel contingency planning and execution. Prepares Navy position papers on draft registration and interfaces with other agencies (Selected Service, MEPS...)

Financial Analysis, Mobilization

Billet Title: OP-130R Hd, Reserve Officer Plans Sect  
Subspecialty: 0033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAV/RPN  
Phone: AV 224-5357  
Senior: OP-130/OP-13  
Location: Washington

Description: Prepares plans for accession, promotions and continuation of TAR officers. Develops detailed 11XX and 13XX TAR officer strength plans by grade consisting of such elements as month-by-month projections of promotions, losses by cause, gains by source, etc. Acts as sponsor and recorder for TAR officer continuation and accession boards, inactive flag officer continuation boards, and reserve force squadron aviation command screening boards. Serves on boards effecting Naval Reserve policy and mobilization. Formulates TAR officer policy alternatives and provides information on which to base major personnel policy decisions. Formulates plans for inactive Reserve promotion and continuation plans. Monitors all direct appointment programs (NR).

Recruitment, Mobilization

Billet Title: OP-112C1 MPW Requirements Analysis Coord  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAVSUPPACT  
Phone: AV 224-4976  
Senior: OP-112/OP-11  
Location: Washington

Description: Directs the development, or adaptation of analytical methodologies associated with the introduction of new equipment, weapons systems and other developments during the systems acquisition and fleet modernization processes with emphasis on those techniques, methodologies, algorithms or models which address manpower and training requirements determination, analysis and review, in addition to their life cycle costs. Directs and coordinates the practical application of candidate techniques and methodologies to specific hardware systems at various stages in the WSAP with the dual purpose of providing a test bed for the analytical tool and to review the MPT ramifications of the hardware in depth.

Requirements Determination

Billet Title: OP-130E40B Promotion Performance Analyst  
Subspecialty: 0033P  
Designator: 1110  
Rank: LCDR  
Activity: OPNAVSUPPACT  
Phone: AV 224-5602  
Senior: OP-130/OP-13  
Location: Washington

Description: Monitors and evaluates the Officer Fitness Reporting System. Conducts analyses of performance and promotion trends for evaluation of quality distribution, grade creep analysis, and evaluation and dissemination of promotion statistics. Provides analysis of selection board results, and general computer and analytical support as directed. Maintains URL career guidebook. Assists in the development and monitoring of officer career policy and programs. Performs analysis in support of officer community planning including accession, continuation, and planned growth.

MPT, Recruitment

Billet Title: OP-135C1 Asst for Active Plans  
Subspecialty: 0033P  
Designator: 1000  
Rank: LT  
Activity: OPNAVSUPPACT  
Phone: AV 224-5406  
Senior: OP-135/OP-13  
Location: Washington

Description: Prepares enlisted strength plans for current, budget and FYDP years. Develops accession plans for COMNAVCRUITCOM. Executes and monitors enlisted MPN budget. Assesses maximum achievable enlisted end strength and plans petty officer inventories for the execution and FYDP years. Prepares minority accession plans, the formulation of Navy's recruiting policy and specifies the number and monthly phasing of all enlisted advancements.

Financial Analysis, Recruitment

Billet Title: OP-135C4 Asst for Distributable Plans  
Subspecialty: 9033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAVSUPPACT  
Phone: AV 224-5646  
Senior: OP-135/OP-13  
Location: Washington

Description: Prepares Enlisted distributable strength plans for the current, budget, and FYDP years. Develops goals for distributable manning levels by composite for COMNAVMILPERSCOM. Monitors distributable manning plan execution. Provides rating specific composite level information to ECMS measured against BA and requirements. Provides feedback to training, strength, bonus planners, and distribution officers in order to effect appropriate policy changes and improve fleet manning. Monitors/measures distributable strength against BA and requirements, to identify specific problem areas in the aggregate, sea/shore and rating specific.

#### Assignment

Billet Title: OP-162C Asst for MPT Reasearch  
Subspecialty: 0033P  
Designator: 1000  
Rank: CDR  
Activity: OPNAVSUPPACT  
Phone: AV 224-1838  
Senior: OP-162/OP-16B  
Location: Washington

Description: Serves as the principal advisor for, and as the central point of contact within OP-01 on all matters associated with (1) the analysis of economic phenomena and data pertaining to the supply of military and civilian personnel, (2) the Navy bonus program yields, (3) military compensation policy impact, (4) military, civilian, and reserve manpower costs, (5) labor market and economic forecasts, (6) officer and enlisted force analysis, (7) contract research efforts in support of MPT programs and (8) to provide advice and assistance in the development of cost and/or benefit analyses required for ADP resource management decisions pertaining to the development of MPT automated information systems.

Compensation, Market Analysis

Billet Title: OP-162D Asst for Manpower Cost  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAVSUPPACT  
Phone: AV 224-4822  
Senior: OP-16B  
Location: Washington

Description: Serves as POC for OSD, OMB, and HASC concerning empirical evidence defending Navy programs. Develops short and long run manpower forecasts. Develops economic models and quantitative techniques to test the impact of various compensation and benefit packages. Provides advice and assistance in the development of cost/benefit analyses for proposed ADP systems. Performs analyses of alternative compensation and benefits systems in support of Navy and DOD related proposals. Develops, monitors, and provides technical guidance for the use of Navy manpower models and approve any contracts for the development of such models. Performs independent research and study on various manpower and compensation issues.

Compensation, Market Analysis

Billet Title: OP-167C Data Assessment  
Subspecialty: 0033P  
Designator: 1000  
Rank: LCDR  
Activity: OPNAVSUPPACT  
Phone: AV 224-4107  
Senior: OP-16B  
Location: Washington

Description: Responds to user-defined data programs/requirements by analyzing the origin, flow, structure, and use of MPT data. Evaluates data quality to certify that it is accurate, relevant, timely, understandable and reliable. Assists cognizant MPT functional managers to define policies and procedures that improve data quality. Assesses the impact of changes to MPT data elements, groups or values on the integrity and usage of the corporate data base. Reviews requests for the establishment of new data elements. Formulates and implements the Data Quality Improvement Project. Manages military personnel data elements under the DOD Data Registration and Standardization Program for which the Navy is the Assigned Responsible Agent (ARA).

MPT

Billet Title: Manager, Civilian University Program  
Subspecialty: 0033P  
Designator: 1000  
Rank: CDR  
Activity: PG SCH PROFESSIONAL  
Phone: AV 878-2319  
Senior: Superintendent NPS  
Location: Monterey

Description: Manages Navy graduate education at civilian institutions including establishing liaison with universities, monitoring academic progress in relation to Navy needs, examining the location of study with a view toward possible economies, and monitoring officer student progress. The incumbent must interface with civilian university officials on academic matters most of whom have doctoral level education.

Training

Billet Title: Program Manager Education Counseling  
Subspecialty: 9033Q  
Designator: 1000  
Rank: CDR  
Activity: PG SCH PROFESSIONAL  
Phone: AV 878-2984  
Senior: Director of Continuing Education  
Location: Monterey

Description: Functions as an assistant to the Executive Director Continuing Education. Incumbent has the responsibility to plan, conduct and administer educational counseling programs, to execute the educational policies of the Superintendent. Incumbent is required to interface daily with faculty possessing a doctoral degree, and with NMPC, on educational matters and procedures.

#### Training

Billet Title: Instructor, MPTA  
Subspecialty: 9033Q  
Designator: 1000  
Rank: LCDR  
Activity: PG SCH PROFESSIONAL  
Phone: AV 878-2536  
Senior: Curricular Officer MPTA  
Location: Monterey

Description: The incumbent must be skilled and knowledgeable concerning all aspects of the manpower personnel training analysis process, including but not limited to, manpower economics, personnel processes, requirements determination and training systems management in the Navy. The Administrative Sciences curriculum in which the incumbent teaches, involves all aspects of manpower management.

#### Training

### LIST OF REFERENCES

1. Naval Personnel Manual 15839E, Subject: Manual of Navy Officer Manpower and Personnel Classifications, v.1,  
27 October 1980
2. Department of Defense Instruction 1322.10, Subject: Policies on Graduate Education for Military Officers.  
30 July 1974
3. Bureau of Naval Personnel 15994H, Subject: Biennial Officer Billet Summary (Junior Officer Edition).  
31 December 1983
4. Bureau of Naval Personnel 15993G, Subject: Biennial Officer Billet Summary (Senior Officer Edition).  
31 December 1983
5. Naval Personnel 15839E, Subject: Manual of Officer Manpower and Personnel Classifications, v.1,  
27 October 1980

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