



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
716 SICARD STREET, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 1412.1
N7
6 May 2013

CNIC INSTRUCTION 1412.1

From: Commander, Navy Installations Command

Subj: QUALIFICATION FOR COMMAND ASHORE-INSTALLATIONS

Ref: (a) MILPERSMAN 1301-233
(b) OPNAVINST 1412.14

Encl: (1) Command Ashore-Installation Qualification Flow Chart
(2) Command Ashore-Installation Shore Installation Management (SIM) Qualification Record
(3) Sample Nominating Letter
(4) Sample Command Board Recommendation

1. Purpose. To issue requirements, procedures, and administrative supporting documents (enclosures (1) through (4)) for officers qualifying for command of Navy installations (e.g., Commander (CDR) Command, Major Command Ashore).

2. Background

a. The Shore Installation Management (SIM) Specialty Career Path (SCP) provides the Navy with a cadre of warfare qualified officers who are uniquely skilled in providing the experience and expertise in shore installation management disciplines critical to sustaining the Fleet, enabling the Fighter, and supporting the Family.

b. Command of a Navy installation is an extraordinarily challenging assignment requiring each Commanding Officer to apply their professional skills in operations, business expertise, and resource management in a large and complex enterprise.

c. Achieving the designation "Qualified Command Ashore-Installation" signifies that the SIM SCP Officer has completed a rigorous qualification process, demonstrating professional competence in core SIM knowledge areas.

d. While most of the processes delineated within this instruction apply to SIM SCP Officers, those officers assigned to command Navy installations who have successfully completed the command qualification process of their parent Unrestricted Line (URL) community are highly encouraged to independently develop their professional knowledge of the unique SIM environment using enclosure (2).

3. Policy

a. The process by which an officer is qualified to command an installation is illustrated in enclosure (1).

b. Officers already selected for installation command prior to the issuance of this instruction are not governed by these new selection requirements.

c. The principal purpose of this instruction is to specify command qualification requirements for SIM SCP officers in order to be screened for Command Ashore of a Navy installation.

d. Officers screened by their parent URL community for Command do not require rescreening for Command Ashore as governed by this instruction.

e. Exceptions/waivers to any requirement for qualifying for Command Ashore-Installation, as illustrated in enclosure (2), shall be approved by Commander, Navy Installations Command (CNIC) via Navy Personnel Command (NAVPERSCOM) (PERS-4), and must be at the request of the individual officer. Sufficient justification for the exception/waiver must be clearly articulated.

4. Responsibilities. In accordance with reference (a), CNIC is assigned SIM SCP Enterprise Lead Agent (ELA), and is responsible for the overall command qualification process and training requirements for SCP SIM Officers. In support of ELA responsibilities:

a. CNIC Flag Staff (N00) is responsible for:

(1) Sponsoring annually, or as required, administrative SCP SIM Command Screening Board.

(2) Coordinating with SIM Flag Officer (SIMFO) and NAVPERSCOM any board scheduling and support requirements.

b. The SIMFO is a CNIC-designated Region Commander (REGCOM) and is responsible for:

(1) Representing CNIC as the SIM SCP ELA.

(2) Coordinating with NAVPERSCOM (PERS-4) on all matters related to policies and procedures for overall management of the SIM community to include: management of SIM community/officer placement, mentoring, training requirements, career path, and matters relating to SCP selection boards.

(3) Providing guidance, on behalf of CNIC, to REGCOMs regarding oral qualification boards.

c. CNIC Director, Total Force Manpower (N1) is responsible for:

(1) Developing and maintaining a formal list of SIM SCP command billets for which officers shall be screened and forward (as directed) to NAVPERSCOM (PERS-4) for approval, consolidation and publication.

(2) Providing a means of SIM SCP training record oversight.

d. CNIC Director, Training and Readiness (N7) is responsible for:

(1) Developing, promulgating, and managing the SIM command qualification process.

(2) Developing, administering and managing a shore installation examination to SIM SCP Officers pursuing qualification as Command Ashore-Installation.

(3) Supporting SIMFO and CNIC (N1) in assessing, identifying, and recommending appropriate SIM SCP training solutions, as required.

e. Commanding Officers (COs) of Navy installations shall utilize this instruction to mentor and prepare current and prospective SIM SCP Officers for ultimate nomination and selection for Command Ashore-Installation. Installation COs are responsible for:

(1) Being proactive, together with SIM subject matter experts, in training and evaluating those officers progressing

through the Command Ashore-Installation Qualification Record. Closely monitoring satisfactory completion of each practical area by certifying sufficient attainment/demonstration of knowledge levels.

(2) Keeping the appropriate REGCOM apprised of potential issues preventing an officer from successfully meeting all prerequisites for "Qualification for Command Ashore-Installation."

(3) Nominating officers for oral Command Ashore-Installation Qualification Boards.

(4) Coordinating with the appropriate detailer, in rare instances where an officer is unable to complete any command of shore installation qualification requirement(s), to ensure the officer is afforded the opportunity to complete qualification requirements.

5. Action. The following requirements shall be met prior to assuming Command Ashore of a Navy installation within the CNIC/Region command structure.

a. With the exception of officers who have already completed the command qualification process of their parent URL community, officers screening for Command Ashore of a Navy installation shall meet the following pre-requisites:

(1) Selected for SIM SCP.

(2) Complete the Command Ashore-Installation Qualification Record (enclosure (2)).

(3) Complete a minimum 18-month tour assigned to the CNIC headquarters staff or CNIC region/installation staff, either at the department head or executive officer level.

(4) Pass a Shore Installation Management (SIM) examination, administered by CNIC (N7).

(5) Complete a Command Ashore-Installation Qualification Board.

(a) The qualification board may only be requested following the completion of requirements specified in paragraphs 5a(1) through 5a(4).

(b) The candidate must be nominated by a current or former installation CO. The nomination shall be made in writing to the respective REGCOM (sample provided in enclosure (3)).

(c) The board chairperson will submit a written nomination letter (sample provided in enclosure (4)) to CNIC recommending candidate be designated "Qualified Command Ashore-Installation."

(6) Be selected for Command Ashore-Installation by an administrative SIM SCP Command Screening Board.

b. Prior to assuming installation Command, all officers, regardless of parent URL command qualification processes, shall complete the following:

(1) Navy Command Leadership School.

(2) Senior Shore Leader Course (S-540-1014). The following requirements will also be met upon completion of this course:

(a) Explosive Safety and Environmental Risk Management Ammo-33 (A-4E-3002);

(b) Basic Environmental Law (A-4A-0058);

(c) Installation Commanding Officer Antiterrorism (COAT) Course (A-1B-0500);

(d) National Environmental Policy Act (NEPA) Executive Overview (A-4A-0076); and

(e) Emergency Management Senior Shore Leader Course (S-540-1013).

6. Command Ashore-Installation Qualification Board. No member of the board shall be from the candidate's command.

a. All board member(s) will be senior in rank to the candidate, and at a minimum the board will consist of:

(1) Region Commander (Chairperson);

(2) Current Installation CO; and

(3) Former Installation CO, or CNIC staff/Region Chief of Staff.

b. Subject areas for the interview are at the discretion of the qualification board, with guidance provided by SIMFO as required. The following general qualification board guidelines are provided:

(1) Upon receipt of a nomination letter, the qualification board will convene at a time and place mutually convenient for the board members and candidate.

(2) Shall be approximately one hour in duration.

(3) Should not dwell on technical aspects which have been covered by the candidate's previous qualifications and training. Rather, the interview should be oriented to evaluate the candidate's knowledge and understanding of the unique command perspectives needed to succeed within a shore installation environment.

(4) Upon completion of its deliberations, the board shall report its proceedings as follows:

(a) Submit in writing to CNIC a recommendation for "Qualified Command Ashore-Installation" (sample provided in enclosure (4)) for candidates found to have satisfactory demonstrated the requisite knowledge and qualification attributes.

(b) For candidates found not to possess satisfactory knowledge or qualification attributes, a report setting forth findings, reasons therefore, recommendations for remediation and, if appropriate, a recommended date for re-boarding will be forwarded to the nominating command, with copies to the candidate and SIMFO.

(5) To formally recognize the significant personal and professional achievement in earning the designation "Qualified Command Ashore-Installation" the following administrative actions shall be taken:


(a) A letter designating the qualification for "Command Ashore-Installation" will be issued by CNIC to the officer, via the officer's parent command, with copy to NAVPERSCOM (PERS-4).

(b) Upon receipt of CNIC's qualification designation letter, NAVPERSCOM (PERS-4) will ensure the appropriate entry is

made in the candidate's official record for consideration during the annual CO SIM SCP Screening Board.

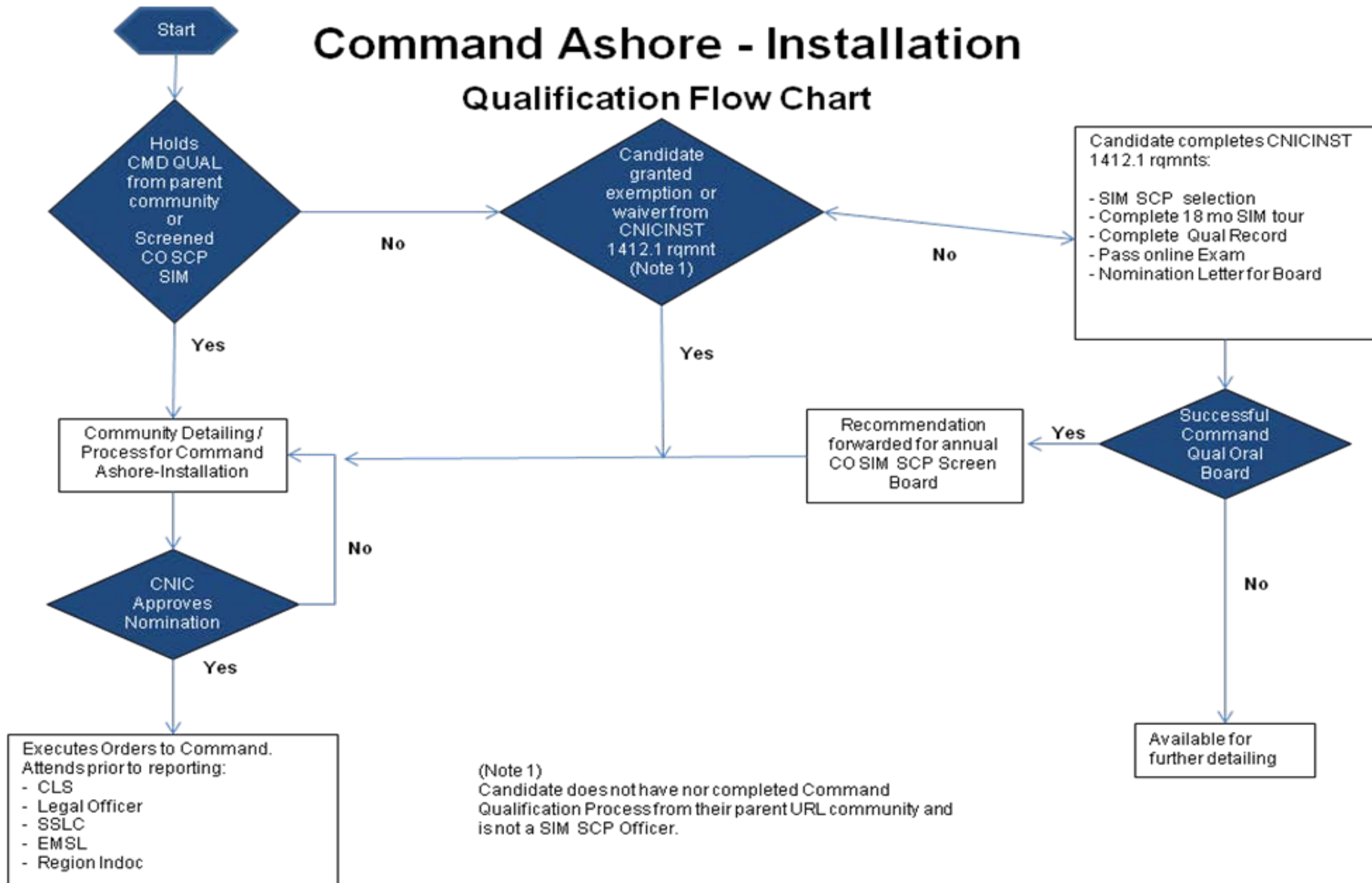
(c) Relevant comments concerning the qualification should be made in the officer's next regular Fitness Report.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1.


W. D. FRENCH
Vice Admiral, U.S. Navy

Distribution:
Electronic only, via CNIC Gateway 2.0
<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

Command Ashore - Installation Qualification Flow Chart



**COMMAND ASHORE – INSTALLATION
SHORE INSTALLATION MANAGEMENT (SIM) QUALIFICATION
RECORD**

Name :

Rank:

Command:

1. Enablers

A. Command & Staff

	Signature (HPD, RPD, IPD)	Date
1. Explain the Commanding Officer's responsibilities as outlined in OPNAVINST 5726.8		
2. Explain the following as related to base chapel services:		
a. Use and Auditing of the Religious Offering Fund (ROF)		
b. Authorized Usage of the Installation Chapel		
c. Common Religious Programs offered		
d. Common community relationships		
3. Explain Schedule OGC Commanders Business Ethics Training to include the following:		
a. Contractors/Contracting		
b. Conflicts of Interest		
c. Fiscal Law Restriction		
4. Explain the Manager's Internal Control Program (MIC) to include the following:		
a. MW		
b. RC		
5. Explain the Casualty Assistance Calls Officer (CACO) program		
6. Explain the Funeral Honors program		

8. Explain each of the following program duties:

- a. Equal Opportunity Advisor (EOA)
- b. Command Managed Equal Opportunity (CMEO)
- c. Equal Employment Opportunity (EEO)
- d. Voting Assistance Officer
- e. Victim/Witness Assistance Program (VWAP)

- 9. Explain the requirements for inspections of installation Transient Personnel Unit (TPU) by BUPERS (PERS-OO1D)
- 10. Explain the purpose of Navy Mobilization Processing Sites (NMPS)
- 11. Explain Official Representation Funds (ORF)
- 12. Explain the requirements and relationship of the Command Ombudsman Program
- 13. Discuss PAO relationships and sources available as they relate to an overall communications strategy

CERTIFICATION SIGNATURE:

I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Command & Staff.

Commanding Officer's
Signature:

	Date:
--	-------

B. Information Technology Services

Signature
(HPD, RPD, IPD)

Date

1. Explain the services provided under Base Communications.

--	--	--

2. Discuss general uses and limitations regarding the following:

- a. PS NET
- b. Cable TV services and which areas are not covered
- c. Pierside/Airfield services to include wireless
- d. Cell phones
- e. Other related services

3. Discuss responsibilities regarding Information Assurance

4. Discuss IT Support/Management provided within CNIC

5. Discuss functionality and demonstrate ability to use common features of CNIC Intranet (G2)

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Information Technology Services.

Commanding Officer's
Signature:

	Date:
--	-------

C. Resource Management

**Signature
(HPD, RPD, IPD)**

Date

1. Discuss the Installation Management Accounting Project (IMAP)

--	--

2. Describe the coordination and management responsibilities between the Commanding Officer, Region Program Director, and Installation Program Director

--	--

3. Discuss the roles, responsibility and accountability of the Commanding Officer as the pertain to resource-based audits

--	--

4. Describe each of the following and who is responsible:

a. Annual Operation Plan

--	--

b. Common Output Levels

--	--

c. Controls

--	--

5. Describe the POM process using the PREP Tool, specifically addressing:

a. Process by which a commanding officer provides input

--	--

b. EVR / RVR

--	--

6. Describe the requirements and conduct of “Contract Court,” to include applicable lessons learned.

--	--

7. Discuss the tenets of “Audit Readiness,” to include audit conduct, requirements, controls, and applicable lessons learned.

--	--

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Resource Management.

Commanding Officer’s
Signature:

--

Date:

--

D. Total Force Management

Signature
(HPD, RPD, IPD) **Date**

1. Discuss functionality and demonstrate ability to use common features of Total Workforce Management Services (TWMS)		
---	--	--

2. Explain each of the following as they relate to workforce management:

- a. IPMS
- b. IPD
- c. SF182
- d. SLDCADA
- e. Military and Civilian Classifications
- f. SF52

3. Explain the purpose and demonstrate the ability to use the Activity Manpower Document (AMD)

4. Discuss regulations and policies regarding working with and supervising government civilian personnel

5. Discuss regulations and policies regarding working with and supervising contractor civilians

6. Discuss hiring actions as they pertain to Human Resource

7. Discuss a Position Description (PD)

8. Discuss counseling and disciplinary processes as they apply to military, government civilians and contract civilians

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Total Force Management.

Commanding Officer's
Signature:

	Date:
--	-------

II. FACILITIES MANAGEMENT

A. Facilities Support

	Signature (HPD, RPD, IPD)	Date
1. Discuss the Facility Sustainment, Restoration, and Moderation (FSRM) Program, explaining the difference between the three components		
2. Explain the difference between MILCON Collateral equipment and Non-MILCON Collateral equipment		
3. Explain the Facility Services Program to include the degree of service provided at funding levels corresponding to Common Output Levels 1-4		
4. Explain the following as they relate to Facility Planning:		
a. Base Facility Requirement (BFR)		
b. Document 1391		
c. Integrated Priority List (IPL)		
5. State the dollar thresholds available to complete the following facility projects:		
a. Special Projects		
b. MILCON		
c. Unspecified Minor Construction		
d. Congressional Adds		
6. Discuss the Enhanced Use Lease (EUL) program		
7. Explain the purpose of the following:		
a. Property Record Card		
b. InFADs		
c. IFOM		
d. Project Data Sheets		

8. Explain the purpose of the Regional Space Allocation Council

--	--

9. Explain each of the following facility planning documents:

- a. Regional Shore Infrastructure Plan (RSIP)
- b. Global Shore Infrastructure Plan (GSIP)
- c. Installation/Base Master Plan
- d. Regional Mission Integration Guide (RMIG)

10. Discuss regulations associated with New Footprint

11. Explain the difference between class “B” and “C” vehicles

12. Discuss the importance of Building Energy Monitors (BEMs) with regards to your energy program.

13. Discuss the importance of routine Zone inspections, what constitutes a Zone inspection, frequency, who conducts, tenant participation.

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge in the area of Facility Support.

Commanding Officer's
Signature:

	Date:
--	-------

III. OPERATIONS

A. Port Operations

	Signature (HPD, RPD, IPD)	Date
1. Discuss all hotel services associated with berthing a vessel at a Navy pier		
2. Explain the commanding officer's responsibilities regarding Oil Spill Response		
3. Define the elements of a berth day and a ship move		
4. Observe a pier inspection		
5. Discuss regulations associated with the use of overtime to berth vessels		
6. Discuss safety requirements associated with pier lay down areas		
7. Discuss pier safety requirements regarding the following evolutions:		
a. Inport Flight Operations		
b. Weapons Handling		
c. Inport Refueling (Internally and Externally)		
d. Diving Operations		
e. Maintenance Availabilities		
f. Removing trash and food product from vessels returning from deployment		
8. Discuss emergency communications available to communicate with vessels at an installation		
9. Explain pier security requirements as they relate to different classes of vessels		
10. Discuss regulations regarding foreign ship visitation to U.S. Navy ports		

11. Discuss reporting requirements when a magnetic silencing station is not operational

--	--

12. Discuss the following unique berthing requirements:

a. Dredging

b. Power (450V vs. 4160V)

13. Discuss who are mission funded and reimbursable to use port operations

14. Explain the functions of the Port Operations Center

15. Discuss the Port Operation Center's responsibilities during emergency sortie

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Port Operations.

Commanding Officer's
Signature:

	Date:
--	-------

B. Air Operations

**Signature
HPD, RPD, IPD)**

Date

1. Discuss the functions of the Air Operations Center

2. Discuss aircraft rescue and firefighting (ARFF) capability to meet NAVAIR response requirements for various Navy Airfield Categories

3. Explain the Bird/Animal Aircraft Strike Hazard (BASH) program

4. Explain an Airfield Inspection Report and discuss requirements associated with the results

5. Discuss the primary Air Traffic Control systems used during operations in and around an airfield

6. Discuss Navy Air Terminal operations to include the following:

a. Loading/unloading of airlift aircraft (military and commercial)

b. In transit processing/manifesting for passengers and cargo

7. Discuss responsibilities for maintaining runway and taxiway operations

8. Discuss the Air Installation Compatible Use Zone (AICUZ) program

9. Discuss Air Traffic Controller (ATC) training requirements, to include:

a. FAA/NATOPS/PQS/Local Airfield Qualifications

b. Medical Classification

- 10. Discuss FAA, NAVAIR, and all other authorities regarding operations, waivers and associated policies
- 11. Discuss the purpose of and circumstances as to when Notices to Airmen (NOTAMS) are filed
- 12. Discuss civilian air transport support
- 13. Discuss noise abatement

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Air Operations.

Commanding Officer's
Signature:

Date:

C. Public Safety: Emergency Management

**Signature
(HPD, RPD, IPD) Date**

1. Discuss the operational chain of command from a CONUS installation to USNORTHCOM
2. Explain the relationships between the Regional Operations Center (ROC) and the installation Emergency Operation Center (EOC)
3. Explain the responsibilities of the Regional Dispatch Center
4. Discuss the components of an Installation Emergency Management Plan
5. Complete online FEMA ICS 100/200/700/800 courses of instruction

6. Discuss the following systems as they relate to mass emergency notification:

- a. ADHOC (to include reverse 911 and CDNS)
- b. Giant Voice
- c. WAAN

7. Discuss the following systems in support of first responders :

- a. C4I Suite
- b. Emergency Land Mobile Radio System (ELMRS)
- c. Web EOC

8. Discuss the functions and specific duties performed by the Incident Management Teams (IMT)

9. Discuss the functions and specific duties performed by the Crisis Action Team (CAT)

10. Explain Defense Support of Civil Authorities (DSCA) and

D. Public Safety: Fire & Emergency Services

**Signature
(HPD, RPD, IPD) Date**

1. Discuss requirements aircraft rescue and firefighting available during flight operations		
2. Discuss the components of an installation fire prevention program		
3. Explain the responsibilities of the Fire Chief as Incident Commander		
4. Discuss requirements for a Fire Team to conduct offensive procedures and what options are available until offensive manpower requirements are achieved		

5. Discuss the following Fire & Emergency programs:

- a. Fire Suppression
- b. HazMat
- c. Tech Rescue Operations

6. Discuss Memorandum of Agreement/Understanding (MOA/MOU) in regard to mutual civic and community fire and emergency support services

7. Discuss the importance of a Fire Warden program and how that integrates into the installation Zone inspection program

8. Discuss shore/afloat F&ES integration/coordination

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Fire & Emergency Services.

Commanding Officer's
Signature:

	Date:
--	-------

E. Public Safety: Force Protection

**Signature
(HPD, RPD, IPD)**

Date

1. Discuss each Required Operational Capability (ROC) level in determining resource levels

--	--

2. Discuss the following elements of an Installation AT/FP Plan as regarding risk management:

a. Threat and Vulnerability Assessment

--	--

b. Mission Essential Vulnerable Area (MEVA) and Critical Infrastructure Protection (CIP)

--	--

c. Base enclaves and barrier requirements

--	--

d. Force Protection Conditions (FPCONs)

--	--

e. Random Antiterrorism Measures (RAMs)

--	--

f. Pre-Planned Responses(PPRs) and Standard Operating Procedures (SOPs)

--	--

3. Discuss the following:

a. MPV-P

--	--

b. Core Vulnerability Assessment Management Program (CVAMP)

--	--

4. Discuss regulations, requirements and procedures when granting access to an installation

--	--

5. Discuss non-guard services (NGS), especially regarding an installation's ability to conduct AT/FP operations

--	--

6. Discuss the following external organizations, specifically in regard AT/FP support:

a. Naval Criminal Investigative Service (NCIS)

--	--

b. Criminal Investigation Department (CID)

c. Staff Judge Advocates (SJA)

d. Local Law Enforcement Agencies

e. Federal Bureau of Investigation (FBI)

7. Explain the differences between the following legal jurisdictions:

a. Concurrent

b. Proprietary

c. Exclusive Federal

d. Other “unique” jurisdictions which exist between Federal, State, Local

8. Discuss the following various technology insertion programs:

a. Automated Vehicle Gate (AVG)

b. Water Security Barriers

9. Discuss Command and Control within an installation regarding incidents, to include communication with all afloat and ashore tenants

10. Discuss the roles and responsibilities of the Auxiliary Response Force (ASF)

11. Discuss the commanding officer’s responsibilities and

authorities when executing AT/FP and EM plans

12. Demonstrate knowledge of the Navy Physical Access Control System(NPACS)

13. Describe N3AT BOS services as they pertain to ECPs, patrols and physical security checks of CNIC occupied or tenant occupied facilities.

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Force Protection.

Commanding Officer's
Signature:

	Date:
--	-------

F. Public Safety: Safety

**Signature
(HPD, RPD, IPD)**

Date

1. Discuss the Navy Occupational Safety & Health (NAVOSH) program

--	--

2. Discuss Installation Safety responsibilities, specifically regarding Recreational and Off-Duty incidents and mishaps

--	--

3. Discuss the following as each relates to Motorcycle Safety:

a. MSRC

--	--

b. BRC

--	--

c. ERC

--	--

4. Demonstrate knowledge of the requirements for a Safety Council Meeting

--	--

5. Explain the commanding officer's responsibilities and duties as they pertain to Explosive Safety program

--	--

6. Discuss the following:

a. Traffic Safety Survey

--	--

b. Radiation Survey

--	--

c. NAVOSH Survey

--	--

d. Fire Safety Survey

--	--

7. Discuss Process Improvement Plans (PIP)

--	--

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Safety.

Commanding Officer's
Signature:

	Date:
--	-------

G. Training and Readiness

**Signature
(HPD, RPD, IPD)**

Date

1. Discuss workforce training requirements

2. Discuss team training requirements

3. Discuss the following as they relate to workforce training requirements:

- a. Personnel Qualification Standards (PQS)
- b. Job Qualification Requirements (JQR)
- c. Certification and Continuing Certification Requirements (CCR) programs
- d. Indoctrination, positional, annual training requirements
- e. GMT
- f. CNO High Interest Item Training

4. Discuss the role of the Installation Training Officer (ITO)

5. Discuss the commanding officer's responsibilities regarding total workforce training

6. Discuss the following:

- a. RTT/ITT
- b. NTTMS
- c. CeTARS
- d. MITR/MRTR
- e. SF182
- f. Navy Knowledge on Line (NKO)

7. Discuss training record documentation

8. Discuss Civilian Personnel Occupation Standards (CPOS)

9. Discuss regulations and policies regarding on and off base education programs

10. Discuss relationship between the Installation Training Officer and other training personnel in Fire, Police, Port Operations, Air Operations etc.

11. Discuss exercise programs related to installations and regions as well as participation requirements

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Training and Readiness.

Commanding Officer's
Signature:

Date:

A. Child & Youth Programs

Signature
(HPD, RPD, IPD) **Date**

1. Discuss Child Development Center (CDC) operations, to include regulations governing:

- a. Age and number of children
- b. Hours of Operation
- c. Fee Determination
- d. Inspections

2. Discuss Child Development Home (CDH) operations, to include regulations governing :

- a. Age and number of children
- b. Hours of Operation
- c. Fees Determination
- d. Inspections

3. Discuss School Age Care programs

4. Discuss Youth Center operations and services

5. Discuss Partnership in Education programs

6. Discuss the roles and responsibilities of the School Liaison Officer

7. Discuss accreditation requirements CDH and CDC programs must maintain

8. Discuss CDC, CDH and SAC staff qualifications and background check requirements.

--	--

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Child & Youth Programs.

Commanding Officer's
Signature:

	Date:
--	-------

B. Family Housing

**Signature
(HPD, RPD, IPD) Date**

1. Discuss Public Private Ventures (PPV), specifically roles, responsibilities, and authorities between the PPV and commanding officer

2. Discuss restrictions and screening requirements for residents of PPV

3. Discuss the following Family Housing programs:

a. HEAT

b. RECP

4. Discuss PPV Housing “Waterfall” and eligibility

5. Discuss issues and challenges when PPV is located within an installation enclave

6. Define and discuss the three types of FO/GO Quarters

7. Discuss housing regulations and policies regarding family pets

8. Discuss the Fisher House program

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Family Housing.

Commanding Officer’s
Signature:

	Date:
--	-------

C. Unaccompanied Housing

**Signature
(HPD, RPD, IPD) Date**

1. Discuss Geographical Bachelor (GOB) regulations and policies
2. Discuss commanding officer authorities regarding space allocation for GOB in barracks (i.e. maximum percentage and approving authority for higher percentage and maximum limit)
3. Discuss the Homeport Ashore program
4. Discuss the following as each pertains to Unaccompanied Bachelor Housing (BH):

- a. Permanent Party BH
- b. PPV BH initiatives
- c. Operations, regulations and policies

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Unaccompanied Housing.

Commanding Officer's
Signature:

	Date:
--	-------

D. Fleet & Family Support

Signature
(HPD, RPD, IPD) Date

1. Discuss the Sexual Assault Prevention and Response (SAPR) program

--	--

2. Explain the following roles and responsibilities as they relate to the SAPR program

- a. Sexual Assault Response Coordinators (SARC)
- b. SAPR Victim Advocates (VAs)

3. Discuss the following Fleet and Family Support Center (FFSC) services :

- a. Career Support Retention
- b. Domestic Violence/ Incident Intervention
- c. New Parent Support
- d. Exceptional Family Member (EFM)
- e. Relocation Assistance
- f. Life Skills Education

4. Discuss the following programs:

- a. Safe Harbor
- b. Transition Goals, Plans, Succeed (GPS)
- c. Family Advocacy
- d. Command Financial Specialist
- e. Deployment Readiness

5. Discuss the following FFSC counseling services as well as limitations regarding each :

- a. Short-term clinical counseling for individuals, groups, and families
- b. Crisis intervention and/or response to disasters and other catastrophes. Relationship to NFAAS.

- c. Group counseling and/or educational groups
- d. Referral to other military and community resources

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within the area of Fleet & Family Support.

Commanding Officer's
Signature:

	Date:
--	-------

E. Galley Services

**Signature
(HPD, RPD, IPD)**

Date

1. Discuss the Ration-in-Kind (RIK) program		
2. Discuss inspection requirements regarding galley operations		
3. Discuss regulations associated with civilians using galleys		
4. Related food services and capacity		

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within Galley Services.

Commanding Officer's
Signature:

--

Date:

--

F. Lodging

**Signature
(HPD, RPD, IPD)**

Date

1. Discuss the following programs, to include funding and accreditation process:

- a. Contract Berthing
- b. Leased Quarters
- c. PCS Lodging
- d. Visiting Quarters
- e. Navy Gateway Inns and Suites (NGIS)
- f. Public Private Venture (PPV)
- g. Navy Getaways / Trailer Parks

2. Discuss funding and accreditation processes for all types of housing

--	--

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of practical knowledge within in the area of Lodging.

Commanding Officer's
Signature:

Date:

G. Morale, Welfare & Recreation

**Signature
(HPD, RPD, IPD)**

Date

1. Discuss the following MWR activities and operations:

- a. Category A (discuss types of operations)
- b. Category B (discuss types of operations)
- c. Category C (discuss types of operations)

2. Discuss the MWR Red Flag program and applicability within each MWR Category

--	--

3. Explain the conditions required for a program to be placed into the Red Flag program

--	--

CERTIFICATION SIGNATURE: I certify that _____ has demonstrated sufficient level of requisite knowledge within in the area of Morale, Welfare & Recreation.

Commanding Officer's
Signature:

	Date:
--	-------

PRACTICAL KNOWLEDGE REFERENCES AND STUDY AIDS

Practical Knowledge – Command & Staff Enablers

<p>Business Line: Command Product Line: Public Affairs REFS: Joint Publication 3-61</p> <ul style="list-style-type: none"> • SECNAVINST 5720.44B • SECNAVINST 5720.47B • OPNAVINST 5726.8 <p>Business Line: Command Product Line: Religious Programs REFS:</p> <ul style="list-style-type: none"> • SECNAVINST 1730.7D • OPNAVINST 1730.1D • SECNAVINST 1730.8B • SECNAVINST 1730.9 • SECNAVINST 1730.10 • SECNAVINST 7010.6A <p>Business Line: Command Product Line: Office of General Counsel REFS:</p> <ul style="list-style-type: none"> • SECNAVINST 5430.25E 	<p>Business Line: Command Product Line: Inspector General REFS:</p> <ul style="list-style-type: none"> • CNICINST 5430.1 <p>Business Line: Command Product Line: Casualty Assistance/Honor Guard REFS:</p> <ul style="list-style-type: none"> • OPNAVINST 1770.1 <p>N1 Man Power and Personnel REFS:</p> <ul style="list-style-type: none"> • OPNAVINST 1000.6 • OPNAVINST 5400.44 • MILPERMAN 1306 -100 • RESFORINST 1001.5F • CNICINST 5230.1A • OPNAVINST 12430 • CHRM 792.3 • OPNAVINST 5354.1F • BUPERSINST 1306.77B • OPNAVINST 3060.7C • Navy Mobilization Guide
---	--

Practical Knowledge – Morale, Welfare & Recreation Enablers

<p>Business Line: Morale, Welfare and Recreation Product Line: CAT A, B, and C Activities REF:</p> <ul style="list-style-type: none"> • CNICINST 1710.2 	<p>Business Line: Morale, Welfare and Recreation Product Line: Navy Getaways REFS:</p> <ul style="list-style-type: none"> • DODI 1015.12 • DODI 1015.11 • DODI 1015.15
---	--

Practical Knowledge – Environmental Enablers

<p>Business Line: Conservation (CN) Product Line: Natural Resources REFS:</p> <ul style="list-style-type: none">• Navy’s Sikes Act• Endangered Species Act; Migratory Bird Treaty Act• Bald and Golden Eagle Protection Act• Marine Mammal Protection Act• Various Executive Orders• OPNAVINST 5090.1C <p>Business Line: Cultural (CR) Product Line: Cultural Resources REFS:</p> <ul style="list-style-type: none">• Archaeological Resources Protection Act; Native American Graves Protection and Repatriation Act• National Historic Preservation Act• EO 13007 Indian Sacred Sites• EO 13006 Locating Federal Facilities on Historic Properties in our Nation’s Central Cities• EO 13327 Federal Real Property Asset Management• EO 13287, Preserve America• OPNAVINST 5090.1C <p>Business Line: Compliance (EC) Product Line: Air REFS:</p> <ul style="list-style-type: none">• Clean Air Act• Emergency Planning and Community Right to Know Act• The Energy Policy Act• Executive Orders• OPNAVINST 5090.1C <p>Product Line: Pollution Prevention REFS:</p> <ul style="list-style-type: none">• Pollution Prevention Act; Resource Conservation and Recovery Act• Executive Order 13514• ISO 14001:2004• OPNAVINST 5090.1C	<p>Product Line: Environmental Management REFS:</p> <ul style="list-style-type: none">• Federal, State, Tribal and local Environmental laws, regulations and Executive Orders and applicable international requirements (i.e., Final Governing Standards (FGS), Overseas Environmental Baseline Guidance Document (OEBGS))• OPNAVINST 5090.1C• International Organization for Standardization Environmental Management Specifications (ISO 14001/2004) <p>Product Line: Drinking Water REFS:</p> <ul style="list-style-type: none">• Safe Drinking Water Act• OPNAVINST 5090.1C <p>Product Line: Environmental Planning REFS:</p> <ul style="list-style-type: none">• National Environmental Policy Act• Executive Order 12114 Environmental Effects Abroad of Major Federal Actions• DOD Directive 6050.7 on Environmental Effects Abroad of Major Department of Defense Actions• OPNAVINST 5090.1C <p>Product Line: Tanks and Spills REFS:</p> <ul style="list-style-type: none">• Clean Water Act; Oil Pollution Act• Resource Conservation and Recovery Act• Emergency Planning and Community Right-to-Know Act• OPNAVINST 5090.1C <p>Product Line: Waste, Toxics, and Ordnance REFS:</p> <ul style="list-style-type: none">• Resource Conservation and Recovery Act (RCRA)• Hazardous Materials Transportation Act (HMTA)• Toxic Substances Control Act (TSCA)• Federal Facilities Compliance Act (FFCA)• OPNAVINST 5090.1C <p>Product Line: Wastewater and Storm Water REFS:</p> <ul style="list-style-type: none">• Clean Water Act Coastal Zone Management Act• Marine Protection, Research and Sanctuaries Act (Ocean Dumping Act)• Rivers and Harbors Act; Safe Drinking Water Act• Federal Facilities Compliance Act• OPNAVINST 5090.1C
---	---

Practical Knowledge – Port Operations Enablers

<p>Business Line: Port Operations Product Line: Berthing and Hotel Services REFS</p> <ul style="list-style-type: none">• NAVSO P-1000 NAVCOMPT MANUAL• OPNAVINST 3040.5 D NUCLEAR RESPONSES• USCG COLREGS• US NAVY REGULATIONS• VARIOUS NSTM'S <p>Product Line: Port Logistics REFS</p> <ul style="list-style-type: none">• NAVSO P-1000 NAVCOMPT MANUAL• USCG COLREGS <p>Product Line: Port Operations Center REFS</p> <ul style="list-style-type: none">• NAVCOMPT MANUAL• NAVSO P-1000• OPNAVINST 4780.6E• US Navy Regulations CH 8 (0802) <p>Product Line: Support Craft Ships Moves/ Support Craft Berth Days REFS</p> <ul style="list-style-type: none">• NAVSO P-1000• NAVCOMPT MANUAL• OPNAVINST 3040.5D• NUCLEAR RESPONSE• USCG COLREGS, VARIOUS NSTM'S• OPNAVINST 4780.6E• US Navy Regulations CH 8 (0802)	<p>Product Line: Magnetic Silencing Facilities: REFS</p> <ul style="list-style-type: none">• NAVSO P-1000 NAVCOMPT MANUAL• OPNAVINST 8050.2G• NAVSEA REQUIREMENTS LTRS SSIC 9475• OPNAVINST C8950.2 - Magnetic Silencing• NAVSEA S9086-QN-STM-010 - NSTM Chapter 475 (Magnetic Silencing)• NAVSEA S9475-AC-PRO-010 - Degaussing Forms, Records and Reporting Procedures• NAVSEA S5475-AL-PRO-010 - Principles and Procedures for Magnetic Treatment of Ships <p>Product Line: Spill Response REFS</p> <ul style="list-style-type: none">• NAVSO P-1000 NAVCOMPT MANUAL• USCG COLREGS• OPNAV 4780.6E• Navy-Wide Model Facility Response Plan Outline• OPA 90• OPNAVINST 5100.19 series• Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat• OPNAVINST 5100.23 series• Program Manual Ashore S0300-A6-MAN-060• U.S. Navy Ship Salvage Manual, Vol. 6 (Oil Spill Response)• OPNAVINST 5090 series• Environmental and Natural Resources Program Manual• Regional Oil Spill Contingency Plan (Regional Response Plan)• Facility Response Plan (FRP) <p>Product Line: Harbor Security Boat Maintenance REFS</p> <ul style="list-style-type: none">• NAVSO P-1000 NAVCOMPT MANUAL• USCG COLREGS• OPNAV 4780.6E• CNIC INST 5530.5 (HPU OP)• CNIC ICBM
---	---

Practical Knowledge – Air Operations Enablers

<p>Business Line: Fire & Emergency Services (F&ES) Product Line: Aircraft Rescue & Firefighting (ARFF) REFS:</p> <ul style="list-style-type: none">• DoDI 6055.06• OPNAVINST 11320.23F• NAVAIR 00-80R-14 <p>Business Line: Air Operations Product Line: ADMIN & Station Aircraft Operations REFS:</p> <ul style="list-style-type: none">• OPNAVINST 3710.7T• OPNAVINST 3750.6R• CNICINST 3700• CNIC CNAF SAR MOA dtd 07 JAN 2011 <p>Business Line: Air Operations Product Line: Airfield Facilities REFS:</p> <ul style="list-style-type: none">• CNICNOTICE 3700• CNICINST 3000.X (Draft)• NAVFAC P- 80.3• NAVAIR 51-50 AAA-2• NAVAIR 51-5-31• UFC 3-260-01• FAA circulars	<p>Business Line: Air Operations Product Line: Auxiliary Airfield Support REFS:</p> <ul style="list-style-type: none">• OPNAVINST 3710.7T• NAVAIR 00-80T-114 <p>Business Line: Airfield Operations Product Line: Ground Electronics REFS:</p> <ul style="list-style-type: none">• OPNAVINST 3721.5K, NAALS instruction• NAVSEAINST 4790.8C, 3M Manual• NAVAIR 80T-114, ATC NATOPS• FAA O 6000.6B, Interagency Ground Inspection guidance• CNO N785 LTR, Operational Availability of NAALS equipment• Shore ATC Systems Maintenance Policy <p>Business Line: Air Operations Product Line: Passenger Terminal & Cargo Handling REFS:</p> <ul style="list-style-type: none">• OPNAVINST 4660.3A• CNIC/Air Mobility Command (AMC) MOA JAN 2010• AMCI 24-101 VOL 4-23
---	---

Practical Knowledge - Emergency Management Enablers

<p>Business Line: Emergency Management Product Line: Dispatch REFS:</p> <ul style="list-style-type: none">• DoD 6055.05• SECNAV 3400• OPNAV 3440.15A• OPNAV 3440.17• CNIC 3440.17 <p>Business Line: Emergency Management Product Line: EOD Support REFS:</p> <ul style="list-style-type: none">• OPNAVINST 3440.17• CNICINST 3440.17 <p>Business Line: Emergency Management Product Line: Operations (C3) REFS:</p> <ul style="list-style-type: none">• NRF• SECNAV 3400.4• CJCS 6212.01• DoDI 2000.18• DoD Handbook 2000.12-H• OPNAV 3440.16C• OPNAV 3440.17• OPNAV 3300.53A• OPNAVINST 3440.15A• OPNAV 5530.14D• NTP 3-11.23• CNICINST 3440.17	<p>Business Line: Emergency Management Product Line: EM Program Management & Planning EM Program Management & Planning REFS:</p> <ul style="list-style-type: none">• National Response Framework• HSPD 5 and 8• DOD 6055.17• DODI 2000.18• DOD Handbook 2000.12-H• SECNAV 3400.4• OPNAV 3440.17• OPNAVINST 3440.15A• OPNAV 3440.16C• OPNAV 3300.53A• OPNAV 5530.14D• CNICINST 3440.17• Shore Training Team Handbook, 1 December 2010
---	--

Practical Knowledge – Fire & Emergency Services Enablers

<p>REFS:</p> <ul style="list-style-type: none">• DoDI 6055.06• OPNAVINST 11320.23F	<ul style="list-style-type: none">• OPNAVINST 11320.27• OPNAVINST 113209.23F
--	---

Practical Knowledge – Force Protection Enablers

<p>Business Line: Force Protection Product Line: Harbor Security REFS:</p> <ul style="list-style-type: none"> • NMAC ltr 1221, Ser 10/141, 18 Jul11 • CNICINST 5530.14 <p>Business Line: CT – Force Protection Product Line: Non-Guard Services/ Protection Management and Planning REFS:</p> <ul style="list-style-type: none"> • CNICINST 5530.14 <p>Business Line: Force Protection Product Line: Protection Operations REFS:</p> <ul style="list-style-type: none"> • FIPS 201/HSPD-12 & 24, DTM 09-012 (CONUS Only) • OPNAVINST 5530.14E and MOA w/ DMDC • CNICINST 5530.14 • NAVREGION AT OPOrDs <p>Business Line: Training & Readiness Product Line: Training & Education REFS:</p> <ul style="list-style-type: none"> • OPNAVINST 5450.339, Mission, Functions, and Tasks of Commander, Navy Installations Command • CNICINST 3000.1(Series), Shore Response Training Plan 	<ul style="list-style-type: none"> • CNIC Notice 3502 Commander, Navy Installations Command Training and Education Program • CNICINST 3500 Commander, Navy Installations Command Training and Education Program (Draft) <p>Business Line: Training & Readiness Product Line: Exercises REFS:</p> <ul style="list-style-type: none"> • CNICINST 3000.10, Shore Response Plan (SRP) • CNICINST 3000.1, Shore Response Training Plan (SRTP) <p>Business Line: Training & Readiness Product Line: Training Solutions and Delivery REFS:</p> <ul style="list-style-type: none"> • CNICINST 3000.10, Shore Response Plan (SRP) • CNICINST 3000.1, Shore Response Training Plan (SRTP) • Shore Training Team Handbook, 1 December 2010 <p>Business Line: Training and Readiness Product Line: Small Arms Training Centers (SATCs) REFS:</p> <ul style="list-style-type: none"> • OPNAVINST 1500.75B - POLICY AND PROCEDURES FOR CONDUCTING HIGH-RISK TRAINING • OPNAVINST 3591.1F • CNICINST 3550.1
---	---

Practical Knowledge – Fleet & Family Support Enablers

<p>Leveraging Sexual Assault Response Coordinators (SARC) Division: Fleet & Family Support Services REFS:</p> <ul style="list-style-type: none"> • OPNAV 1752.1B, 29 Dec 06 • SAPR Commanders Toolkit 	
--	--

Practical Knowledge – Lodging Enablers

<p>Business Line: Lodging Product Line: Lodging REFS:</p> <ul style="list-style-type: none"> • DODI 1015.12 • DODI 1015.1 • DODI 1015.15 	
--	--

Practical Knowledge – Unaccompanied Housing Enablers

<p>Business Line: Housing (QO) Product Line: Unaccompanied Housing REFS:</p> <ul style="list-style-type: none"> • Title 37 USC 403 • DoD 4165.63M • JFTR, Chapter 10, part D • CNICINST 5009.5 	
---	--

Practical Knowledge – Family Housing Enablers

<p>Business Line: Unaccompanied Housing Product Line: Procurement of Unaccompanied Housing Furnishings REFS:</p> <ul style="list-style-type: none"> • NAVAUDSVC N2009-0001 • CNICINST 11103.6A <p>Product Line: Housing REFS:</p> <ul style="list-style-type: none"> • DNS letter, dtd 24 March 2011 • ASN(EI&E) memo, dtd 11 Aug 2011 • DoD Housing Manual (4165.63M), dtd 28 Oct 2010CNICINST 11103.3A • Desk Guide, Management of General and Flag Officer Quarters 	<p>Business Line: Fisher House (FH) Product Line: Lodging REFS:</p> <ul style="list-style-type: none"> • SECNAVINST 7010.B • DODI 1015.12 Lodging Program Resource Management, 30 Oct 96 • DODI 1015.11 Lodging Resource Policy, 6, Oct 06 • DODI 1015.15, Establishment, Management and Control of NAF Instrumentalities and Financial Management of Supporting Resources, 31 Oct 07
--	--

Practical Knowledge – Child & Youth Enablers

<p>Business: Navy Child and Youth Programs/SI-CD Product Line(s): Child Development Centers (CDC); Child Development Homes (CDH); School-Age Care (SAC); Youth Programs (including School Liaison Officers) REFS:</p> <ul style="list-style-type: none"> • 10 U.S.C. §1791 - §1800 • DoDINST 6060.2 	<ul style="list-style-type: none"> • DoDINST 6060.3 • DoDINST 6060.4 • OPNAVINST 1700.9E
--	---

Practical Knowledge – Morale, Welfare & Recreation Enablers

<p>Business Line: Morale, Welfare and Recreation Product Line: CAT A, B, and C Activities REF:</p> <ul style="list-style-type: none"> • CNICINST 1710.2 	<p>Business Line: Morale, Welfare and Recreation Product Line: Navy Getaways REFS:</p> <ul style="list-style-type: none"> • DODI 1015.12 • DODI 1015.11 • DODI 1015.15
---	--

Practical Knowledge – Safety Enablers

<p>Business Line: Inspections and Training Product Line: Safety Program REFS</p> <ul style="list-style-type: none">• OPNAVINST 5100.23 (series)• OPNAVINST 5100.25 (series)	<ul style="list-style-type: none">• OPNAVINST 5100.12 (series)• CNICINST 5100.3
---	--

SAMPLE NOMINATING LETTER

[Letterhead]

1412
Ser
DD Mmm YYYY

From: [Nominating Official] (e.g. Commanding Officer, Naval Base San Diego)

To: [Region Commander] (e.g. Commander, Navy Region Southwest)

Subj: NOMINATION FOR COMMAND ASHORE OF NAVY INSTALLATION
QUALIFICATION BOARD IN THE CASE OF [RANK FIRST NAME MI LAST
NAME, USN]

Ref: (a) CNICINST 1412.1

Encl: (1) Command Ashore Installation Qualification Record

1. Under the provisions of reference (a), I hereby nominate and request convening of a Command Ashore Installation Qualification Board in the case of [nominee's name].

2. I certify that [nominee's name] meets all eligibility and prerequisite requirements per reference (a) as recorded in enclosure (1).

3. [Additional comments if desired]

4. Please contact [nominee's name] at [email] or [phone] to coordinate the scheduling of the qualification board.

/s/
[Nominating Official]

Copy to:
[Nominee]
[SIMFO]
[CNIC N1]

SAMPLE COMMAND BOARD RECOMMENDATION

[Letterhead]

1412
Ser
DD Mmm YYYY

From: [Board Chairperson] (e.g. Commander, Navy Region Southwest)
To: Commander, Navy Installations Command

Subj: COMMAND ASHORE INSTALLATION QUALIFICATION BOARD
RECOMMENDATION IN THE CASE OF [RANK FIRST NAME MI LAST NAME,
USN]

Ref: (a) CNICINST 1412.1

Encl: (1) [Nomination ltr] (e.g. NAVSTA San Diego CA ltr 1412 Ser 00/001 of 17 Apr 2013)

1. Under the provisions of reference (a), I chaired a Command Ashore Installation Qualification Board on DD Month YYYY to determine the fitness for command ashore of a Navy installation in the case of [nominee's name].
2. Per reference (a), Board membership was comprised of: myself, [list names and positions of other members].
3. Having met the qualification requirements per reference (a) and sufficiently demonstrating the requisite knowledge by means of an oral qualification board, the board members and I recommend [nominee's name] be designated as "**Qualified Command Ashore – Installation.**"
4. [Additional comments if desired.]

/s/
[Board Chairperson]

Copy to:
[Nominee]
[Nominee's Parent Command]
[Nominating Command]
[Board Members]
[SIMFO]
[COMNAVPERSCOM (PERS-4)]
[CNIC N1]
[Warfare Type Commander, if appropriate]