



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

CNICINST 1301.1
N00
18 Jun 2018

CNIC INSTRUCTION 1301.1

From: Commander, Navy Installations Command

Subj: COLLATERAL DUTIES AND ASSIGNMENTS TO BOARDS AND COMMITTEES

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32D

1. Purpose. To assign collateral duties, recurring boards and committee assignments per references (a) and (b).
2. Policy. The personnel assigned to collateral duties, recurring boards and committees can be found at <https://g2.cnlic.navy.mil/tscnichq/Lists/CollateralDutiesList/AllItems.aspx>. Personnel designated in these billets are considered designated in writing and except in specific cases, per reference (a), individual letters of designation will not be promulgated.
3. Scope and Applicability. This instruction applies to all Commander, Navy Installations Command Headquarters personnel.
4. Responsibilities
 - a. Personnel are responsible for familiarizing themselves with the responsibilities of their assigned duties as set forth in references (a) and (b) and all relevant directives.
 - b. All personnel assigned to collateral duties, recurring boards and committees will attend any required meetings relevant to their assigned duties. Changes or assignments will be coordinated through the Flag Secretary and approved by the Force Master Chief and Chief of Staff.
5. Records Management
 - a. Records created as a result of this instruction [notice, change transmittal], regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

18 Jun 2018

b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N00) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



S. D. BARNETT
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2

<https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>