



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 5450.10
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CNIC INSTRUCTION 5450.10

From: Commander, Navy Installations Command

Subj: MISSION, FUNCTIONS AND TASKS OF COMMANDER, NAVY REGION
JAPAN

Ref: (a) OPNAVINST 5450.339
(b) U.S. Navy Regulations / ALNAV 074/11
(c) CNO WASHINGTON DC 261445Z Sep 03
(d) OPNAVNOTE 5400 Ser DNS-33/10U107437 of 15 March 2010
(e) COMPACFLT OPORD 201
(f) OPNAVINST F3300.53C
(g) CNICINST 3000.1
(h) OPNAVINST 5420.112
(i) CNICINST 1770.1
(j) CNICINST 1770.2
(k) COMPACFLT 5090 Ser N01CE/744 of 3 May 2004
(l) OPNAVINST 5090.1B
(m) SECNAV M-5210.1 of November 2007

1. Purpose. To publish the mission, functions and tasks (MF&Ts) of Commander, Navy Region Japan (CNRJ) established by reference (a).

2. Authorities. Commander, Navy Installations Command (CNIC) delegates to CNRJ the authority to organize, man, train, maintain, and equip assigned navy base operating support functions and infrastructure within the CNRJ area of responsibility (AOR).

3. Mission.

a. Within CNRJ, to serve as the single responsible office, advocate, and point of contact for Navy installations; to provide consistent, effective, and efficient shore installation services and support to sustain and improve current and future

fleet readiness and mission execution; to provide unified and consistent practices and procedures, standards of service, and funding to manage and oversee shore installation support to the fleet; to execute delivery of installation services through navy facilities and installations; and to coordinate policy, planning, budgeting, execution, and reporting for all shore installations.

b. In accordance with reference (b), CNRJ has the responsibility to oversee and coordinate matters of wide-ranging service interest throughout their assigned geographic region. CNRJ may direct the actions of all tenant and visiting commands, including those commands not otherwise aligned to an installation, on matters concerning the safeguarding or preservation of Navy owned or controlled property and the security, safety and welfare of all individuals and families onboard Navy owned or controlled property. This authority includes, but is not limited to, all matters related to force protection and emergency management.

4. Status and Command Relationships

a. Navy Region Japan (CNRJ) is an Echelon 3 shore activity in an active, fully operational status.

b. CNRJ will report under the operational control (OPCON) to Commander, U.S. Pacific Fleet (COMPACFLT) and administrative control (ADCON) to CNIC to accomplish the mission outlined in paragraph 3. Additionally, ADCON includes the authority over subordinate shore installations with respect to administration and support, including control of resources and equipment, personnel management, unit logistics, training, and discipline. Close coordination will be required between COMPACFLT and CNIC for all navy installations.

c. Operational control (OPCON) relationship is accordance with references (c) through (e):

<u>ECHELON</u>	<u>Command</u>
1	Chief of Naval Operations
2	Commander, U.S. Pacific Fleet
3	Commander, Navy Region Japan
4	Fleet Activities Yokosuka
4	Fleet Activities Okinawa
4	Fleet Activities Sasebo

4 Naval Air Facility Atsugi
4 Naval Air Facility Misawa
4 Naval Support Facility Diego Garcia
4 Navy Joint service Activity Tokyo

d. Administrative control (ADCON) relationship is accordance with references (c) through (e):

<u>ECHELON</u>	<u>Command</u>
1	Chief of Naval Operations
2	Commander, Navy Installation Command
3	Commander, Navy Region Japan
4	Fleet Activities Yokosuka
4	Fleet Activities Okinawa
4	Fleet Activities Sasebo
4	Naval Air Facility Atsugi
4	Naval Air Facility Misawa
4	Naval Support Facility Diego Garcia
4	Navy Joint service Activity Tokyo

e. In accordance with references (c) and (d), Commander, U.S. Pacific Fleet (COMPACFLT) will be the reporting senior for CNRJ.

f. Reference (f) assigns Commander, United States Fleet Forces Command (COMUSFLTFORCOM) as the executive agent for Navy anti-terrorism and force protection (ATFP) and will establish and implement ATFP standards and policies for navy units. COMPACFLT will execute tactical control of shore anti-terrorism requirements within their area of responsibility through CNRJ. IAW USPACOMINST S3120.2L, Commander, U.S. Forces Japan (USFJ) shall exercise tactical control (TACON) for Force Protection of all USPACOM installations, activities and forces located with in the USFJ area of operations.

g. Other relationships

(1) In accordance with reference (a), Naval Facilities Engineering Command (NAVFAC) Far East serves additional duty (ADDU) to CNRJ as the region engineer.

(2) In accordance with reference (a), U.S. Regional Center, Singapore, is a special area that is supported with resources directly by both CNIC and CNRJ.

5. Overseas Diplomacy. CNRJ serves as an effective instrument of U.S. foreign policy by initiating and continuing action, which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and the United States while overseas.

6. Functions and Tasks

a. Perform military command of assigned shore activities and maintain shore infrastructure to sustain maritime operations and navy forces within the assigned area.

b. Serve all shore activities and navy personnel as assigned in reference (a).

(1) Represent and act on behalf of the Secretary of the Navy, the Chief of Naval Operations, and Commander, Navy Installations Command on such matters as may be assigned.

(2) Develop directives to reflect coordination plans for the region assigned, including, as required, assignments of responsibility to shore activities based on the technical and professional capability and mission of such shore activities.

(3) Direct the efforts of U.S. Navy shore activities to ensure coordinated region support and services to navy operating forces, shore activities, and assigned personnel.

c. Coordinate all base-related operational matters including port and air operations, current and future operations, force protection, safety and occupational health, fire and emergency services, and emergency management.

(1) Develop plans to ensure the accomplishment of missions assigned to CNRJ.

(2) Provide overall disaster preparedness planning and response supervision of U.S. Navy activities within the assigned region of coordination during typhoons, tsunamis, and other emergency situations.

(3) Exercise region oversight for anti-terrorism preparedness and response.

(4) Exercise cognizance and region coordination of command relationships, civil defense, inter-service support agreements, and waterfront services for assigned echelon 4 activities.

(5) Provide overall chemical, biological, radiological and nuclear defense (CBRN-D) planning guidance for U.S. Navy activities within the assigned region of coordination with plans to carry out assigned missions in a contaminated environment included.

(6) Standardize a method for the Navy to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a widespread catastrophic event.

d. Provide services and support to execute Commander, U.S. Naval Forces Japan public affairs policy, programs and strategic communication goals.

e. Provide religious program management and oversight and coordinate the provision of professional support to chaplains, Religious Program Specialists, Religious Lay Leaders, and civilians who comprise the Religious Ministry Team.

f. Serve as officer exercising general court martial jurisdiction and manage military justice matters, including pretrial investigations and confinement for navy personnel in assigned CNRJ AOR as necessary.

(1) Maintain close liaison with USFJ and Japan and British law enforcement and judicial officials.

(2) Coordinate all matters involving civilian criminal jurisdiction over navy personnel in assigned AOR.

(3) Act as liaison for U.S. Navy interests before local offices, national offices and judicial forums in the assigned AOR.

g. Administer all matters pertaining to the development of Total Force Management in coordination with USFJ and other regions as assigned.

h. Coordinate U.S. and host nation civilian personnel programs related to employment, training, wages and classification, labor relations, and employee services for all serviced commands under the cognizance of CNRJ.

j. Oversee all matters of Facility Sustainment, Restoration and Modernization; Investment and Military Construction; Environmental; Real Estate; Facility Planning; Utilities; Base Support Vehicles and Equipment; and Facility Services issues.

(1) Oversee acquisition, consolidation, regionalization, and disposition of U.S. facilities and areas and environmental planning and guidance.

(2) Facilitate component of host nation support to include Host Nation Funded Construction and Logistics Cost Sharing Facility Sustainment program.

k. Conduct strategic and business planning; joint & future basing coordination; Base Operating Support (BOS) programming (Program Objective Memorandum and Program Review (POM and PR)); process improvement; shore integration support; readiness reporting; and performance management, analysis and reporting.

l. Manage shore-based navy command and control systems for echelon 4 activities, including systems architecture, design and maintenance; develop IT requirements and long-range planning for regional initiatives; provide liaison for externally-provided voice and data communication services; provide Chief Information Officer and Information Assurance oversight and guidance; manage internal and base-to-base communications.

m. Monitor program execution plan. Provide oversight on assigned BOS program execution and monitor actual program execution against the budgeted program execution plan.

n. Provide and coordinate oversight, audit and advisory functions to navy appropriated and non-appropriated funds programs, Managers' Internal Control Program, and other applicable command programs.

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o. Provide combined bachelor housing and Navy Gateway Inns and Suites services, support and training, fleet and family support, family housing, child and youth programs and Morale, Welfare and Recreation services.

p. Develop the shore total workforce within CNRJ.

(1) Serve as the manning control authority for assigned military personnel (active and reserve); civilians; and contractors. Foster the development of unique skills, competencies, and experiences necessary to support CNRJ shore capabilities. Execute manpower, personnel, and individual training and education policies, requirements, processes, programs, and alignments affecting active, reserve, and civilian personnel in support of assigned shore support responsibilities.

(2) Support COMUSFLTFORCOM, the Navy global force manager, in the execution of Navy global sourcing solutions responding to combatant commander requests for general-purpose forces, ad hoc forces, and individual augmentees tasked via CNIC.

q. Provide general legal support, management advice, representation in legal proceedings, and preventative legal work to ensure the Region mission is executed in compliance with legal and regulatory requirements, focusing on civilian personnel and labor law; fiscal law; environmental and real estate law; acquisition and contract law; non-appropriated fund (NAF) law (especially that relating to housing, NAF contracts, and MWR); security and installation law; ethics; Privacy Act and Freedom of Information Act law; and litigation in those areas.

r. In accordance with reference (h), implement the Shore Response Training Plan and ensure proper management and oversight of the Training and Education Program for all assigned personnel.

s. In accordance with reference (h), coordinate with COMNAVRESFOR for reserve manpower and funding resources and execute policy and procedures with respect to Navy Reserve programs to subordinate activities and the headquarters staff in the management of CNRJ Navy Reserve end strength/personnel.

t. In accordance with references (i) and (j), Provide effective and efficient management of the Commander, Navy Installations Command (CNIC) Casualty Assistance Call Officer and Funeral Honor Support Programs.

u. Deliver Pay, Personnel and Passenger Transportation Services for active duty, reserve, and civilian personnel; and provide Identification Card Administration Services for active duty, reserve, retired, civilian, contractors and dependent personnel.

v. Provide transient personnel the most expeditious and professional transition possible for future excellence in the Navy and civilian society.

w. Provide operational Human Resources program services to Navy, Marine Corps, DoD and Joint commands/activities. Services include interpretation and application of law, rule, regulation, instruction, and collective bargaining agreements governing federal employees and Master Labor Contract employees assigned to the customers. Management advisory services and operational support include the following functional areas: EEO, classification and compensation, Employee and Labor Relations, Employee Services, Employee Development and Training, FECA, and Strategic Human Capital management and planning in a Total Force construct.

x. As designated in reference (k), for CNRJ and Diego Garcia, serve as the Regional Environmental Coordinator and Navy Shoreside On-Scene Coordinators to coordinate environmental matters and responses to oil and hazardous substance (OHS) spills in accordance with reference (l).

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (m).

8. Action. CNRJ will:

- a. Execute the assigned MF&Ts as outlined in this directive.
- b. Recommend changes and revisions to this directive when required.



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

Distribution:

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