



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

CNICINST 12510.9B  
N1  
26 Sep 2017

CNIC INSTRUCTION 12510.9B

From: Commander, Navy Installations Command

Subj: POSITION MANAGEMENT BOARD

Ref: (a) SECNAVINST 12511.1  
(b) OPNAVINST 1000.16L  
(c) OPNAVINST 3120.32D  
(d) CNIC (N9) memo of 25 Mar 16

Encl: (1) Sample Executive Summary  
(2) Sample Organization Chart

1. Purpose. To establish policy and guidance for Commander, Navy Installations Command (CNIC) Headquarters (HQ) Position Management Board (PMB) per references (a) through (c).
2. Cancellation. CNICINST 12510.9A.
3. Scope and Applicability. This instruction applies to CNIC Headquarters.
4. Background. The PMB will provide the Commander a broad-based staff analysis of issues that affect the entire headquarters workforce. The PMB will review the headquarters organization including military, civilian (appropriated funding sourced) and contractor positions to ensure that organizational management actions serve the mission, are effective and efficient, and are consistent with the approved headquarters organizational structure and billet authority. The PMB will review and approve changes to the organizational structure to ensure all staffing changes are consistent with and aligned to the command's resources and mission priorities. CNIC HQ Nonappropriated Fund (NAF) positions are managed by the CNIC HQ NAF PMB per reference (d).
5. Policy
  - a. The PMB will meet with sufficient frequency to review and discuss strategies related to manpower, manning and personnel programs. Topics may include but are not limited to: organizational structure; military and civilian position distribution within the organization; hiring

restrictions; labor and end strength budgets and execution; major headquarters activity (MHA) management.

b. This guidance applies to all CNIC HQ staffing changes, including the organization structure and composition for each N-Code/Special Assistant (SA). N-Codes/SAs have the responsibility to ensure all personnel actions promote efficiency and effectiveness of the program.

c. Each CNIC HQ N-Code/SA will have a PMB-approved organization chart on file with the Total Force Manpower Division (N11). All charts should be submitted at least annually upon publication of the current Operations Plan or as required by this instruction. Approved charts will be dated/signed by N11 and the N-code/SA and posted on the CNIC G2 PMB site at: <https://g2.cnic.navy.mil/tscnichq/n1/pmb/default.aspx>. The approved organization chart will correspond with the Activity Manpower Document (AMD) from Total Force Manpower Management System (TFMMS), Defense Civilian Personnel Data System (DCPDS) Position Organization Address (formerly Table 30) and Total Workforce Management Services (TWMS) position alignment, which is based on the most current version of the billet standardization list (BSL) coding structure. Organization charts will reflect all military, civilian and contractor positions, including positions funded with NAF.

d. A PMB-approved organization chart is the only source document that validates a funded position as authorized to be filled. Each CNIC HQ N-Code/SA is required to obtain PMB approval prior to taking any action to initiate a personnel action that would change their organization. This includes creating a new position; changing the geographic location of a position; converting a temporary position to a permanent position; converting a position to/from contractor to/from civilian; and changing an unfunded position to a funded position.

(1) The following actions are considered realignments internal to an N-Code/SA and therefore do not need PMB approval: grade and occupational series changes (provided they have been properly classified and the program has the available funds); and realignments within the same Special Interest Code/Budget Execution Activity. Although these changes do not require PMB approval in advance of a personnel action, an updated organization chart must be signed/submitted by the N-Code/SA to N11 for upload to the PMB site.

(2) Actions to fill vacant funded positions identified on the approved organization chart, as documented on the AMD do not require PMB review or re-approval. N-Codes/SAs will ensure requested recruit action(s) are consistent with the approved organization chart. Any actions that would deviate from the approved organization chart must be briefed and approved by the PMB in advance.

(3) When changing an unfunded position to a funded position, N-codes/SAs will identify the funding source. When the resource sponsor has not programmed sufficient funds to fund additional positions, N-Codes/SAs will identify a funded position to de-fund or recommend an alternative resourcing strategy.

(4) If hiring restrictions are imposed (e.g. Presidential, DON, or other higher headquarters directed actions), the PMB Chairperson may extend the PMB's oversight authority to include review of requests to fill any vacant position on the approved organization chart. In this situation, N-Codes/SAs may not fill any vacant positions without PMB approval.

e. The PMB will meet at the call of the Chairperson as required, but not less than quarterly. The Chairperson may convene the PMB as required to meet emergent requirements. When deemed appropriate, the Chairperson may convene the PMB "virtually" via e-mail or telephone.

(1) Permanent voting members of the PMB will be the:

(a) Chairperson, Deputy Commander. In his/her absence, CNIC Director, Strategy & Future Shore Integrated Requirements (N5) will be designated as acting chairperson.

(b) Chief of Staff.

(c) Director or Deputies for Total Force Manpower (N1), N5, and Financial Management (N8).

(2) Advisory/Non-voting members:

(a) Command Deputy Equal Employment Opportunity Officer.

(b) Director, Civilian Human Resources.

(c) Civilian Personnel Law Counsel.

(d) CNIC Inspector General.

(e) CNIC HQ's Manpower Analyst (N11) as the Recorder.

(3) Procedures. N-Codes/SAs will initiate requests to the PMB Chairperson, via the Department of Navy (DON) Tracker system to N11, to update positions that differ from the approved organization chart. The requesting organization will submit a justification using enclosures (1) and (2) to the PMB including an as-is and to-be proposed organizational structure.

6. Responsibilities. The PMB is responsible for reviewing all proposed organizational structure actions for compliance with the Command's mission and workforce skill requirements and adherence to current end strength allocations, inclusive of military, civilian appropriated, NAF and contractor positions. The PMB may recommend alternative staffing methods such as realignment of other positions and/or the use of contract support.

7. Actions

a. The PMB Chairperson will:

(1) Convene the PMB no less than once a quarter or on an ad-hoc basis when required to meet emergent needs.

(2) Establish the internal procedures of the Board.

(3) Determine what issues will be submitted to the Commander for decision.

b. N-Codes/Special Assistants will:

(1) Submit all organizational structure change requests, using the format provided as enclosures (1) and (2) via the DON Tracker System addressed to N11 at least 10 business days before the PMB is scheduled to convene.

(2) Brief proposed re-organization to the PMB.

(3) Initiate all classification/recruitment actions after the PMB approves an organization change.

(4) Document related personnel actions in TWMS.

(5) Submit organization charts for PMB annually and/or as required by this instruction.

c. N1 will:

(1) Collect and review submission packages, consolidate position and organizational structure change requests for presentation to the PMB.

(2) Provide all required organizational structure change and position requests, supporting documentation, and applicable end strength and Billets Authorized (BA) information for PMB access at least seven business days before the PMB convenes.

(3) Update manpower databases as required after PMB approval, ensuring the AMD is current and position organization addresses are complete.

(4) Record PMB minutes and maintain copies for historical purposes, maintaining minutes on the PMB G2 site.

d. N5 Director and N8 Comptroller will advise on programming and budget impacts of proposed requests. N8 will advise on funding information regarding position change requests if applicable.

e. Director, Fleet and Family Readiness (N9) will provide to N11, N9 organization charts including all NAF billets as approved by the NAF PMB within 10 working days of approval.

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC N1 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.

  
C. S. GRAY  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Gateway 2.0 website, <https://g2.cnlic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

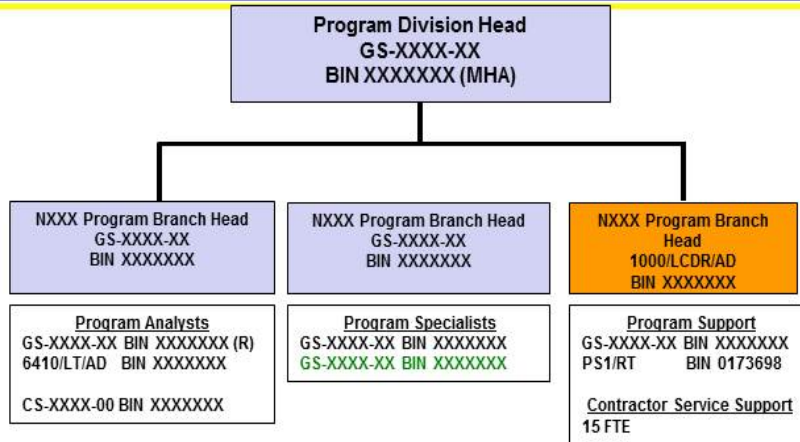
**SAMPLE EXECUTIVE SUMMARY**

1. N-Code: List submitting N-Code and/or branch/division/sub-organization requesting the action.
2. Type of Change(s): (i.e. new requirement, realignment, revision, etc.). BIN(s) information to be included if applicable.
3. Certification: This is to certify that all changes are within existing funding and end strength limits.
4. Justification: Provide narrative justification for requested request.

**SAMPLE ORGANIZATION CHART**



**NXX PROGRAM TITLE**



Funded ■ Based on authorized End Strength allocation

Unfunded ■ Requirement Only

**EXAMPLE**

CIV: 6  
CNTR: 1  
MIL: 3

Instructions. Provide specific position data as follows:

1. Civilian Positions. Payplan, occupational series, grade, and BIN
  - Example: GS-0343-12 BIN 1234567
2. Officer Positions: Designator, Rank, Manpower Resource Code (MRC), and BIN
  - Example: 1050/LT/AD BIN 1234567
3. Enlisted Positions: Rate, Manpower Resource Code (MRC), and BIN
  - Example: YN2/RT BIN 1234567
4. Contractor Positions. Payplan, equivalent occupational series, grade and BIN
  - Example: CS-0343-00 BIN 1234567.

- Note: All contractor payplans and grades will be CS-00, respectively.

5. Other notation

a. Contractor positions to be captured on the organization chart include those that are to be filled by full-time individuals in which items such as a CAC card, desk, and/or NMCI email account are issued. Full-time is defined as 2,088 paid hours per fiscal year. These positions will be assigned a unique Billet Identification Number (BIN) and are considered to be enduring. Non-enduring contractor support shall be captured by listing the FTE equivalent on the organization chart.

b. Major Headquarters Activity (MHA) billets (applies to HQ UIC 00052 only) will be identified on the organization chart by inserting (MHA) following the BIN.

c. Reimbursable billets will be identified on the organization chart by inserting (R) following the BIN.

d. Funded/filled billets shall be identified using black font on the organization chart. Unfunded requirements shall be identified using green font.