



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 5216.1C  
N00C  
5 Jul 2012

CNIC INSTRUCTION 5216.1C

From: Commander, Navy Installations Command

Subj: CNIC HQWEB TASKERS MANAGEMENT SYSTEM

1. Purpose. To provide guidance regarding Commander, Navy Installations Command (CNIC) HQWEB Taskers Management System (Taskers). Taskers is the official action item management system for the CNIC enterprise.

2. Cancellation. CNICINST 5216.1B dated 6 May 2010.

3. Policy. This instruction applies to all CNIC Headquarters (HQ), Regions, and Installations.

4. Responsibilities

a. CNIC HQ Chief of Staff (COS) is responsible for overall oversight of the Taskers program within the CNIC enterprise.

b. CNIC HQ Flag Secretary is responsible for maintaining and enforcing the CNIC internal and external correspondence processes, executed via Taskers.

c. CNIC HQ Command and Staff (N00C) is responsible for overseeing Taskers as the Taskers Coordinator and administering the CNIC HQ Taskers system.

5. Action

a. CNIC HQ N00C shall:

(1) Provide technical and administrative support to CNIC HQ, Regions, and Installations.

(2) Serve as liaison with the Office of the Chief of Naval Operations (OPNAV) HQWEB staff, CNIC HQ staff, and CNIC Regional Command Administrators for Taskers.

(3) Maintain the CNIC Taskers group structure. Accumulate structure change requests from Regions and HQ N-Codes/Special Assistants (SAs); obtain approval from the CNIC HQ Flag Secretary for changes to the group structure; and request and track the fulfillment of requested changes by OPNAV.

(4) Provide initial and periodic training for CNIC HQ N-Codes/SAs.

(5) Assist with Taskers account administration and configuration for all CNIC HQ employees.

(6) Provide training and train-the-trainer support for region and installation end users.

(7) Coordinate recommendations regarding changes to CNIC Taskers Business rules from Region and HQ N-Codes/SAs. Publish and communicate changes on G2 and other appropriate channels.

b. CNIC HQ N-Codes/SAs and Region Commanders (REGCOMs) shall:

(1) Appoint end users to be assigned Taskers accounts.

(2) Ensure all personnel using Taskers are trained on Taskers features.

(3) Adhere to the CNIC HQ Web Taskers Business Rules. The Taskers Business Rules are posted on the Gateway 2.0 (G2) Taskers teamsite at:  
<https://g2.cnic.navy.mil/TSCNICHQ/N00/Taskers/default.aspx>.

(4) Utilize the standard CNIC HQ Front Office Templates located on the G2 HQ teamsite at:  
<https://g2.cnic.navy.mil/tscnichq/FTP/FOT/Forms/AllItems.aspx>.

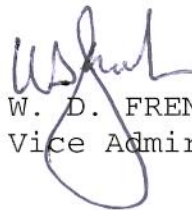
c. CNIC REGCOMs shall:

(1) Use the Taskers system to respond to CNIC HQ taskings and to initiate correspondence and/or action items to CNIC HQ.

(2) Designate a Regional Administrator to oversee the management and usage of the Taskers system. The Region Administrator may coordinate with the HQ Taskers Coordinator for the management and training of end users.

(3) Conduct all training for region and installation designated end users.

(4) Develop and maintain a region-specific plan or methodology for using Taskers. The scope of this effort is determined by the region front office and may include region N-Code/SA and/or installation participation. The plan may include region-specific business rules, a process for checking users into Taskers, and a process for adding individuals to Taskers Assignment Groups as required.



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<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>