



DEPARTMENT OF THE NAVY
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CNIC INSTRUCTION 5420.1A

From: Commander, Navy Installations Command

Subj: GUIDANCE FOR COMMANDER, NAVY INSTALLATIONS COMMAND
WARFARE ENTERPRISE FLAG OFFICERS AND ACTION OFFICERS

Ref: (a) CNIC GENADMIN 211825Z Sep 2009, WARFARE ENTERPRISE
FLAG OFFICER REPRESENTATIVES FOR SHORE

1. Purpose. To delineate the responsibilities for Warfare Enterprise Flag Officers (WEFO) and Warfare Enterprise Action Officers (WEAO) as announced in reference (a).
2. Cancellation. CNICINST 5420.1 is hereby superseded.
3. Background. As the Navy's shore integrator, Commander, Navy Installations Command (CNIC) has responsibilities to consolidate, prioritize, and program shore base operating support and installation management (BOS and IM) requirements. Optimizing the delivery of shore services to the Warfare Enterprises and Providers (WE/Ps) requires continual communication and collaboration to better develop an understanding of shore capacity, capability, and cost.
4. Policy
 - a. The WEFO is CNIC's flag level representative, who will serve as the primary point of contact (POC) for coordinating flag-level issues for the assigned warfare enterprise. Each WEFO will be supported by a CNIC headquarters (HQ) WEAO representative who will serve as the primary POC, coordinating issues across CNIC N-Codes, Special Assistants (SAs), programs, and product lines for a specific WEFO and warfare enterprise.
 - b. The WEFO and WEAO shall serve to bridge the gap of understanding and communication between CNIC and the warfare enterprise by collaborating through teamwork with their enterprise counterparts.

5. Responsibilities

a. CNIC Flag Staff (N00) is responsible for ensuring WEFOs are appropriately designated and assigned to a specified warfare enterprise.

b. CNIC Strategy and Future Requirements (N5) is responsible for ensuring WEAO personnel are appropriately designated and assigned in support of WEFOs.

c. CNIC HQ N-Code/SA directorates are responsible for executing the specified tasks identified in section 6 of this instruction.

d. WEFOs are responsible for

(1) Enhancing CNIC's supporting relationship with the warfare enterprise, which requires the WEFO to maintain a broad knowledge base of any CNIC equities with respect to the assigned warfare enterprise and act as that enterprise's senior liaison and subject matter expert (SME) within CNIC.

(2) Increasing the understanding and transparency between CNIC and the enterprises.

(3) Providing the warfare enterprise with a variety of shore products that support its operations and facilities.

(4) Improving CNIC's ability to inform warfare enterprise decision makers and provide CNIC-related information for that enterprise on the current version of the CNIC enterprise information management System.

e. WEAOs are responsible for:

(1) Facilitating the flow of enterprise-specific information across the N-Codes/SAs and providing the WEFO a support link to, and within, CNIC HQ.

(2) Communicating issues and coordinating with the N-Code/SA SMEs who are responsible for overseeing program or product line discussions.

(3) Ensuring timely visibility by providing an ongoing and updated summary of relevant issues to their assigned WEFO.

(4) Aggregating information into a single location for a holistic enterprise view and assisting WEFOs by coordinating across N-Codes/SAs.

(5) Acquiring a broad knowledge base and therefore being able to work in concert with the warfare enterprise and any CNIC N-Code/SA.

(6) Coordinating with enterprise designated points of contact.

(7) Coordinating with N-Code/SA and program and product line SMEs to maintain awareness of program and product decisions within established area of responsibility.

6. Action

a. WEFOs shall:

(1) Serve as primary POC for an assigned warfare enterprise at the flag level.

(2) Attend, to the maximum extent practicable, enterprise Board of Director and/or Executive Committee meetings.

(3) Identify and bring enterprise issues to CNIC HQ for resolution.

(4) Provide CNIC with a schedule of significant enterprise engagements and a summary of engagement results via existing "CNIC weekly" updates.

(5) Stay current on enterprise strategic initiatives and issues.

(6) Identify opportunities to CNIC that can improve efficiencies and relationships between CNIC and the enterprise.

(7) Provide transparency to the enterprise on CNIC decision making.

b. WEAOs shall:

(1) Serve as primary POC for assigned WEFO at the CNIC HQ action officer level.

(2) Furnish support to the WEFOs in their role as the primary CNIC representative for flag-level forums and issues.

(3) Ensure the WEFO is aware of pertinent high-level enterprise and CNIC forums and their outputs.

(4) Inform CNIC HQ staff of concerns and issues at the enterprise level. Provide the WEFO with updated summaries of pertinent issues being tracked.

(5) Coordinate and sustain relationships with enterprise designated POCs and SMEs.

(6) Become familiar with schedules and outputs from significant events and meetings that impact the enterprise.

(7) Identify opportunities and participate in efforts to institutionalize efficient and effective processes that improve the relationship between CNIC, the warfare enterprise, and the Fleet Integration Executive Panel, including leading efforts to develop overarching support agreements with other providers and key customers to drive standardization.

(8) Support current communication networks by facilitating incoming inquiries from the enterprise on current and future requirement demands.

(9) Participate in development of concepts and processes to ensure all requirements submitted to CNIC are captured, made visible, and processed via the CNIC Enterprise Information Management System.

(10) Provide transparency, via the latest version of the CNIC Enterprise Information Management System, to regions/N-Codes/SAs of enterprise-specific information, such as updates on platform design or laydown decisions.

(11) Identify gaps and support development and implementation of standardized processes and products to fill voids allowing CNIC SMEs to perform more effectively across CNIC N-Codes/SAs, and senior leadership.

(12) In conjunction with stakeholders, coordinate inputs and clarification to CNIC guidance for the region on the strategic laydown for respective warfare enterprise platforms that should be used as the basis for the Program Objective Memorandum build.

c. CNIC HQ N-Codes/SAs and program and product line SMEs shall give full support to the program by supporting WEFO and WEAO requests for information, coordination, or program-specific support.


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