



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 5450.12  
NOO  
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CNIC INSTRUCTION 5450.12

From: Commander, Navy Installations Command

Subj: MISSION, FUNCTIONS AND TASKS OF SINGAPORE AREA  
COORDINATOR

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) OPNAVINST F3300.53C  
(f) CNICINST 3000.1  
(g) OPNAVINST 5420.112  
(h) CNICINST 1770.1  
(i) CNICINST 1770.2  
(j) SECNAV M-5210.1 of November 2007

1. Purpose. To publish the mission, functions and tasks (MF&Ts) of Singapore Area Coordinator (SAC) established by reference (a).

2. Authorities.

a. Commander, Navy Installations Command (CNIC) delegates to SAC the authority to organize, man, train, maintain, and equip assigned Navy base operating support functions and infrastructure within the SAC Area of Responsibility (AOR).

b. In accordance with reference (b), SAC has the responsibility to oversee and coordinate matters of wide-ranging service interest throughout their assigned geographic region. CNRH 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.

3. Mission. Within SAC, 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.

4. Status and Command Relationships

a. Navy Region SAC is an Echelon 3 shore activity in an active, fully operational status.

b. In accordance with references (c) and (d), Commander, U.S. Seventh Fleet (C7F) will be the reporting senior for SAC.

(1) SAC will report under the administrative control (ADCON) to CNIC to accomplish the mission outlined in paragraph 3 above. 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 C7F and CNIC for all Navy installations.

(2) Reference (e) 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. C7F will execute tactical control of shore anti-terrorism requirements within their area of responsibility through SAC.

c. Echelon levels above and below SAC are as follows:

<u>Echelon</u>	<u>Command</u>
1	Chief of Naval Operations (CNO)
2	Commander, Navy Installations Command
3	Singapore Area Coordinator
4	Commanding Officers of Navy Installations

d. Command relationships are described below.

(1) Area Coordinator: Commander, U.S. Pacific Fleet

(2) Regional Coordinator: Singapore Area Coordinator

(3) SAC is a shore activity in an active status under: a Commander; a triple-hat Flag billet serving as SAC; Logistics Group, Western Pacific; and Task Force Seven Three.

(4) Other relationships: In accordance with reference (a),

(a) Naval Facilities Engineering Command (NAVFAC) Far East serves additional duty (ADDU) to SAC as the region engineer.

(b) The Commanding Officer, NAVSUP Fleet Logistics Center Yokosuka, serves ADDU to SAC as the region supply officer.

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

5. Overseas Diplomacy. SAC serves as an effective instrument of U.S. foreign policy by initiating and continuing action programs, 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 Singapore AOR.

b. Serve as Region Coordinator for all shore activities and Navy personnel in the Singapore AOR 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.

(4) Coordinate participation in negotiations and joint efforts with other U.S. military services, host Nation, and federal government agencies.

c. Coordinate all operational matters including port 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 SAC.

(2) Maintain and operate a Regional Operations Center on a 24-hour basis when appropriate for operational situations.

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

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

(5) Exercise cognizance and region coordination of command relationships, civil defense, inter-service support agreements, and waterfront services in Singapore.

(6) 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.

(7) Through Navy Family Accountability and Assessment System (NFAAS), 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. Serve as point of contact to and coordinate arrangements for visits by members of the U.S. Congress and their staffs to any naval commands and activities within the region of coordination; monitor visits of other distinguished persons to any naval command or activity in the region; and coordinate protocol when deemed appropriate.

e. Manage public affairs policy, programs and goals; provide media liaison and information; and establish strategic communication goals and provide services to support these goals.

f. Promulgate and control U.S. Navy Uniform Regulations policy within assigned geographical region.

g. 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.

h. Serve as officer exercising general court martial jurisdiction and manage military justice matters, including pretrial investigations and confinement for Navy personnel in Singapore as necessary.

(1) Maintain close liaison with Singapore law enforcement and judicial officials.

(2) Coordinate all matters involving civilian criminal jurisdiction over Navy personnel in Singapore.

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

i. Administer all matters pertaining to the development of military personnel in coordination within Singapore.

(1) Provide military liaison and oversight of morale, welfare, health, and other quality of life issues for Navy commands in Singapore.

(2) Provide career counseling services for military personnel at Navy commands in Singapore.

(3) 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 SAC.

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 in Singapore, 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 for the region; 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.

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

p. Develop the shore total workforce within SAC.

(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 SAC 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 (f), 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 (g), coordinates with COMNAVRESFOR for reserve manpower and funding resources; and executes policy and procedures with respect to Navy Reserve programs, to subordinate activities and the headquarters staff in the management of their Navy Reserve end strength/personnel.

t. In accordance with references (h) and (i), 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.

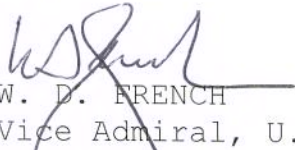
v. Provide operational Human Resources program services to Navy, Marine Corps, DoD and Joint commands/activities. Services include interpretation and application of law, rule, regulation, instruction, and collective bargaining agreements governing federal employees assigned to the customers. Management 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.

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



8. Action. SAC 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

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