



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 5450.4  
N00  
22 Feb 2012

CNIC INSTRUCTION 5450.4

From: Commander, Navy Installations Command

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

Ref: (a) OPNAVINST 5450.339  
(b) CNIC WASHINGTON DC 282111Z Sep 06  
(c) U. S. Navy Regulations / ALNAV 074/11  
(d) CNO WASHINGTON DC 261445Z Sep 03  
(e) OPNAVNOTE 5400 Ser DNS-33/10U107437 of 15 March 2010  
(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) COMNAVREGNWINST 3120.1A  
(n) SECNAV M-5210.1 of November 2007

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

2. Authorities.

a. Commander, Navy Installations Command (CNIC) delegates to CNRNW authority to organize, man, train, maintain, and equip assigned Navy base operating support functions and infrastructure within the CNRNW Area of Responsibility (AOR). Per reference (b), CNRNW AOR encompasses Alaska, Idaho, Montana, Oregon, Washington, and Wyoming.

b. In accordance with reference (c), CNRNW has the responsibility to oversee and coordinate matters of wide-ranging service interest throughout their assigned geographic region. CNRNW 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 Northwest Region, 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 Northwest is an Echelon 3 shore activity in an active, fully operational status.

b. In accordance with references (d) and (e), close coordination will be required between United States Fleet Forces Command (USFLTFORCCOM) and CNIC for all Navy installations.

(1) CNRNW 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.

(2) 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. COMUSFLTFORCOM will execute tactical control of shore anti-terrorism requirements through CNRNW.

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

<u>Echelon</u>	<u>Command</u>
1	Chief of Naval Operations
2	Commander, Navy Installations Command
3	Commander, U.S. Navy Region Northwest
4	Commanding Officers of Navy Installations

d. Command relationships are described below.

(1) CNRNW is the immediate superior in command and assigned administrative command of the following Echelon 4 activities:

- (a) Naval Air Station (NAS), Whidbey Island, WA;
- (b) Naval Station (NS), Everett, WA; and
- (c) Naval Base (NB), Kitsap, WA
- (d) Naval Magazine Indian Island

(2) Other relationships

(a) In accordance with reference (a), Naval Facilities Engineering Command (NAVFAC) Northwest serves additional duty (ADDU) to CNRNW as the region engineer.

(b) In accordance with reference (a), the Commanding Officer, NAVSUP Fleet Logistics Center Puget Sound, serves ADDU to CNRNW as the region supply officer.

## 5. Functions and Tasks

a. Perform military command of assigned shore activities and maintain shore infrastructure to sustain maritime operations of Navy forces within the Northwest AOR.

b. Serve as Region Coordinator for all shore activities and Navy personnel in the Northwest AOR as assigned in references (a) and (b).

(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 and federal government agencies.

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

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

(2) Maintain and operate a Regional Operations Center (ROC) 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 hurricanes and other 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.

(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/activities within the region of coordination; monitor visits of other distinguished persons to any naval command/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.

i. Administer all matters pertaining to the development of military personnel within NRNW.

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

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

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. Oversee acquisition, consolidation, regionalization, and

disposition of U.S. facilities and areas and environmental planning and guidance.

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

l. Manage shore-based Navy command and control systems, 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/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 CNRNW.

(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 CNRNW 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 (g), 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), 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 (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 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), 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).

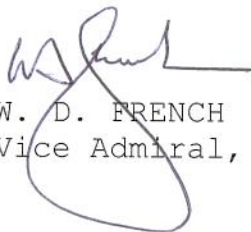
y. Detailed Functions and Tasks unique to CNRNW are outlined in reference (m).

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

7. Action. CNRNW 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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