



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 12000.1A
N1
15 January 2013

CNIC INSTRUCTION 12000.1A

From: Commander, Navy Installations Command

Subj: HIRING GUIDANCE FOR POSITIONS INCLUDED IN COMPETITIVE SOURCING (A-76) ACTIONS

Ref: (a) OMB Circular (A-76)
(b) DoD Instruction of 26 Sept 2006

Encl: (1) CNIC A-76 EMPLOYEE NOTIFICATION LETTER

1. Purpose. To publish guidance on hiring for positions included in competitive sourcing (A-76) actions. In order to mitigate adverse effects on both employees and the organizations in transition as part of references (a) and (b), it is necessary to limit organizational and position management changes associated with the scope of the competitions.

2. Cancellation. CNICINST 12000.1 dated 14 Nov 2007.

3. Policy. This guidance applies to all CNIC civilian personnel actions for positions announced to Congress for competition, and will remain in effect from the public announcement of the competition until competition performance decision.

4. Action

a. Region N-codes/Special Assistants will:

(1) Identify positions included in the scope of competition with the Resource Indicator code of "U" in the Total Force Manpower Management System (TFMMS) upon public announcement of the competition.

(2) Limit organizational and position management changes to include reassignments, removing positions from the scope of the competition, changes to position title, series, or pay grade at all activities included in the scope of competition.


(3) Staff proposed changes to positions under competition through the appropriate regional chain of command to the Headquarters Total Force Manpower Director (code N1).

(4) Consider the use of "term," "temporary," or contractor employees before filling by permanent appointment any position included in the scope of competition.

(5) Include this statement: "The position being filled is currently under Office of Management and Budget Circular A-76 review in the Request for Personnel Action and job announcement for any position included in the scope of the competition."

(6) Provide the new hire filling a position included in the scope of the competition with the A-76 employee notification letter (Enclosure (1)).

b. Regional Manpower personnel will verify and report any changes to coded billets under an A-76 for tracking and inventory purposes to CNIC, Competitive Sourcing Program Office (N15).


W. D. FRENCH
Vice Admiral, U.S. Navy

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CNIC A-76 EMPLOYEE NOTIFICATION LETTER

From:

To:

Subj: EMPLOYEE NOTIFICATION OF OMB CIRCULAR A-76 COMPETITION

Ref: (a) OMB Circular A-76 (Revised 29 May 2003)

1. This letter is to advise you that you are directly affected as a result of a competition that will be conducted on [INSERT NAME OF FUNCTION] function. A competition will be conducted to determine if it is more cost effective for the Navy to continue to perform the function or to convert it to contract. The function is being considered as part of a Navy-wide review of commercial activities being undertaken per direction of Office and Management and Budget Circular A-76, Performance of Commercial Activities (Reference (a)). The competition will take between 12 to 18 months before a decision is achieved.

2. The Circular requires periodic review of each commercial activity to determine if continued performance by Government personnel is economical. Both the Government and contract cost figures used in the competition are based on the same scope of work and the same performance standard to assure a fair comparison and continued high level of performance. If the costs of contracting are lower than the costs of continued Government performance, the function is converted to contract.

3. Teams will be formed to coordinate the competition. A Performance Work Statement (PWS) Team will develop the PWS, outlining the work results required. From the PWS, the Agency's Tender or bid and most efficient organization (MEO) for the performance of the functions will be determined. A MEO Team will develop the MEO and compute the costs of the MEO to estimate the costs of continued performance by Government personnel. To comply with firewall restrictions and to avoid any appearance of conflict of interest, members of the PWS Team will not be members of the MEO Team. Your input on the preparation of the PWS and MEO will be solicited, consistent with firewall restrictions.

4. In an effort to minimize the personnel impacts that may occur as a result of performance decision implementation, every effort will be made to assist the affected employees in obtaining Federal or other employment. Affected employees will

be eligible for placement under the Department of Defense Priority Placement Program.

5. In addition, in the event of a decision to convert to contract, the contract will include a provision, consistent with Government post-employment conflict of interest standards, which will give qualified affected employees their right of first refusal for contractor employment openings.

6. To keep you informed throughout the competition a Communications Plan has been written to ensure continual communication up and down the chain-of-command; a Town Hall meeting is being planned and will occur in the near future; and you will be provided monthly updates via your chain-of-command. You will also be provided addresses and access to CNIC and Navy websites to research the Competitive Sourcing process, status competition timelines and progress, and to participate in question and answer reviews.

[Signature block]