



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 12510.9A  
N1  
26 August 2014

CNIC INSTRUCTION 12510.9A

From: Commander, Naval Installations Command

Subj: POSITION MANAGEMENT BOARD

Ref: (a) DON CHRM Subchapter 511

Encl: (1) Change Justification Request  
(2) Organization Change Request

1. Purpose. To establish policy and guidance for Commander, Navy Installations Command (CNIC) Headquarters (HQ) Position Management Board (PMB) per reference (a).

2. Cancellation. CNICINST 12510.9 dated 28 June 2007.

3. Background. The PMB will provide the CNIC Commander a broad-based staff analysis of issues that affect the entire workforce. The PMB will review the organization including military, U. S. Civil Service (USCS) and civilian-equivalent contractor positions to ensure that organizational management actions serve the mission, are effective and efficient, and consistent with the organizational structure and billet authority provided by CNIC Total Force Manpower (N1). The PMB will review and approve changes to the organizational structure and ensure that all staffing changes are consistent and within the resource constraints and mission priorities of the Commander.

4. Policy

a. The PMB is an advisory board that will meet with sufficient frequency to review and discuss strategies related to manpower, manning and personnel programs. Topics will include but are not limited to: organizational structure; military and civilian manning distribution within the organization; hiring restrictions; labor and full time equivalent (FTE) budgets and execution. The chairperson will strive to reach consensus on recommended strategy and policy changes and to ensure that

recommendations support the Commander's intent and are consistent with policies set forth by Department of Navy (DON). If consensus cannot be reached, the chairperson will provide the recommended course of action, with dissenting comments, to the Commander for approval or direction.

b. This guidance applies to all CNIC HQ staffing changes, including the organization structure and composition for each N-Code/Special Assistant (SA). This does not apply to internal movement within an N-code/SA that does not affect Pay Plan, Occupational series and Pay Grades.

c. Each CNIC HQ N-Code/SA will have a PMB-approved organization chart on file with the Total Force Manpower Division (N11). Charts are on the CNIC G2 PMB site at: <https://g2.cnic.navy.mil/tscnichq/n1/pmb/default.aspx?pageview=shared>. The approved organization chart will correspond with the Activity Manpower Document (AMD), Defense Civilian Personnel Data System DCPDS Position Organization Address (formerly Table 30) and Total Workforce Management Services TWMS staffing alignment (which is based on the latest version of the billet standardization (BSL) coding structure)). N-Codes/SAs have the responsibility to ensure all personnel actions promote efficiency and effectiveness of the program. Additionally, each HQ N-Code/SA will maintain a current and accurate organization structure as approved by the PMB.

d. Actions that require and do not require PMB approval:

(1) To fill a position that differs from the approved organization chart, as documented on the AMD on file, the N-Code/SA will submit a Change Request (enclosure (1)) to the PMB. The N-Code initiating the change request will brief the proposal to the PMB which will approve or disapprove the request.

(2) Actions to fill vacant funded positions identified on the approved organization chart, as documented on the AMD will not require PMB review prior to proceeding with the recommended action. The approved organization chart will be the source document that validates the vacant funded position as authorized to be filled. N-code Directors will ensure requested recruit action(s) meet the current organization chart. Any deviation from the current organization chart must be approved by the PMB.

(3) If hiring restrictions are imposed by CNIC, the PMB Chairperson may extend the PMB's oversight authority to include review of requests to fill any vacant position that is included on the approved organization chart, as documented on the AMD. In this situation, N-Codes/SAs may not fill any vacant positions without PMB approval.

e. The PMB shall meet at the call of the Chairperson as required, but not less than once a quarter. To meet emergent needs the Chairperson can call the PMB together outside scheduled meetings. At the meeting, the PMB will review and discuss request(s), as necessary. If circumstances occur where an N-code or board member believes an emergent need exists to convene the board, the Executive Director (ED), Chief of Staff (COS) or N1 can call to convene a board. A quorum of six voting members is required to convene a recognized PMB.

(1) Permanent voting members of the PMB will be the:

(a) Chairperson, Deputy Director Plans and Programs (D2P2). (In his/her absence, the COS will be designated as acting chairperson.)

(b) COS.

(c) N-Codes/SAs or Deputy.

(2) Advisory/Non-voting members:

(a) Director, Civilian Personnel Programs (DCPP)

(b) Comptroller. (When not participating as one of the five N-Codes)

(c) Command Deputy Equal Employment Opportunity Officer. (If CDEEO is not available, DCPP can double for EEO)

(d) Civilian Personnel Law Counsel.

(e) N11 CNIC HQ's Manpower Analyst (Recorder)

(3) Procedures: N-Codes/SAs shall initiate requests, via an email to N11, to fill positions that differ from the approved organization chart, as documented on the AMD on file. The requesting organization shall submit a justification, using

enclosures (1 and 2) to the PMB including an as-is and to-be proposed organizational structure.

5. Responsibilities. The PMB is responsible for reviewing all proposed organizational structure actions for compliance with the Command's mission and workforce skill requirements; this is inclusive of military, civilian appropriated funded, and contractor billets. The PMB may recommend alternative staffing methods such as realignment of military billets or the use of contract support.

6. Actions

a. The PMB Chairperson shall:

(1) Convene the PMB no less than once a quarter or on an ad-hoc basis when required to meet emergent needs.

(2) Determine the internal procedures of the Board; whether decisions are made by vote, by consensus, or unilaterally.

(3) Appoint advisory members.

e. N-Codes/Special Assistants shall:

(1) Submit all organizational structure change requests, including supporting documentation (i.e. Position Description, list of primary duties, labor funding status) using the format provided as enclosure (2) via email to N11 at least ten business days before the PMB is scheduled to convene.

(2) Brief proposed re-organization to the PMB.

(3) Initiate all classification/recruitment actions once the PMB approves an organization change.

(4) Update TWMS staffing plans.

f. N1 shall:

(1) Collect and review submission packages, consolidate position and organizational structure change requests for presentation to the PMB.

(2) Provide all organizational structure change and position requests, including supporting documentation, for PMB access at least seven business days before the PMB convenes.

(3) Update manpower databases after PMB approval as required by ensuring the AMD is current, and Position Organization Address is completed.

(4) Record minutes and maintain copies for historical purposes.

g. Comptroller will advise on current funding as needed.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1.



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

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**CHANGE JUSTIFICATION REQUEST**

<u>Personnel Action:</u>	
<u>Check each box that applies:</u>	
Recruit new positions ( )	Alternative Staffing Methods ( )
Change Organization Structure ( )	Fill Vacancies ( )
Requesting Code:	Date:
Approved Organization Chart ( )	Justification of Request ( )
Organizational Change Request ( )	
Military/Civilian Program Manager	
Date:	
a. BSC/BIN No. _____:	
b. Is position within authorized ceiling constrains ( )	
c. Is position new, established or a revised PD ( )	
d. Discussion:	
Recommendation:	( ) Approved
	( ) Disapproved
Signature	
Financial Manager	
a. Funds are available to support position ( )	
Comments:	
Recommendation:	( ) Approve
	( ) Disapprove
Signature	

