



THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

August 27, 2015

MEMORANDUM FOR ASSISTANT SECRETARY OF THE NAVY (MANPOWER
AND RESERVE AFFAIRS)

SUBJECT: Improve Community Management for the Department of the Navy
Workforce

We owe it to our workforce to create an environment that continually seeks to develop and improve their talents and ensure their skills are effectively aligned to current and future work demands. Every civilian employee and military member must be part of an effective community management program.

Currently across the Department of the Navy (DON), community management for the military and civilian workforce is occurring, but is not consistent. We must improve this process to ensure the talent of our workforce is fully realized and we put their ingenuity to work solving our most demanding challenges.

Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) shall issue policies to ensure all DON military and civilian personnel are included in actively managed communities. ASN (M&RA) will also clearly articulate the authority of community leaders to enable them to effectively manage their functional community, while supporting organizational leaders.

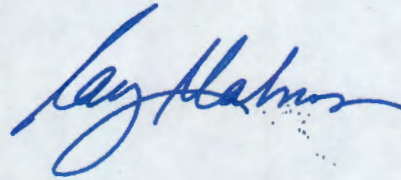
To improve the professional development of the DON workforce, ASN (M&RA) shall ensure:

- Community leaders work with Commanders at multiple levels to meet mission needs.
- Community leaders create an effective community that includes ensuring the requirements for the skills of the community are defined and recruitment and development are driven by the requirements.
- Community leaders create professional development opportunities to expand the skillsets and experience of the community.
- Community leaders participate in the identification of qualification standards for their community and ensure these standards influence workforce performance plans and training requirements.

SUBJECT: Improve Community Management for the Department of the Navy (DON)
Workforce

- Data analytics are widely used to assess the effectiveness of community management across the DON.

ASN (M&RA) shall review and submit a consolidated plan of actions and milestones to the Under Secretary of the Navy within 60 days and implementation will begin immediately after approval.



cc:

USN
ASNs
DUSNs
JAG
NAVIG
DNS
AUDGEN
NCIS
DMCS
DON/AA
DONCIO
DON SAPRO
OIG
OLA
CNR
OSBP
CHINFO