All,
Please see the attached results from the PMB. If you have questions, please let me know. As with all hiring actions, please make sure you have your funding in line before you bring the person on board. As of today, I do not know if they will have an October PMB as we are under the CRA so I'm not sure if they will be having another board until we are out of the CRA. I will try to keep everyone informed as I'm made aware.

Thanks,

[Redacted]

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From: [Redacted]
Sent: Friday, October 21, 2011 9:22 AM
To: [Redacted]
Cc: NDW N3 OPS RSG; NDW N3 OPS RPDS; NDW N3 OPS ASG; NDW N3 OPS N3IS; NDW N3 OPS IPD
Subject: PMB September Results dated 10-05-2011
Attachments: PMB_Exception_Log RESULTS 10052011.xlsx

Importance: High
Follow Up Flag: Follow up
Flag Status: Flagged

[Redacted]

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NDW INSTRUCTION 12510.1

From: Commandant, Naval District Washington

Subj: POSITION MANAGEMENT BOARD

Ref: (a) DoD Directive 1400.25 of December 1996
    (b) OPNAVINST 1000.16J
    (c) CNICINST 12510.9
    (d) NDWINST 12500.2

Encl: (1) Position Management Board Review Request
      (2) Checklist for Position Management Board Actions
      (3) PMB Package Process Flow Chart

1. Purpose. To establish policy, responsibilities and procedures for administration of a Position Management Board (PMB) per references (a) through (c) for Naval District Washington (NDW) and associated installations. This instruction establishes a Position Management Board process responsible for ensuring the effective strategic human capital planning of NDWs total workforce.

2. Cancellation. NDWINST 5310.3E

3. Policy. The PMB supports the most effective use of NDW's total workforce. The PMB will review and approve changes to the organizational structure/billets and ensure that all changes are mission essential and in alignment with NDW priorities.

4. Scope. This instruction applies to all direct, appropriated fund civilian positions, and to military positions within NDW.

5. Discussion.

a. The PMB will review and approve proposed position and organizational changes to ensure optimum balance among economy, efficiency, skills utilization, recruitment and retention of personnel, employee motivation and development, and effective use of work processes, equipment and techniques.
b. Position management creates efficient distribution of resources by identifying, eliminating, and preventing unnecessary organizational fragmentation, excessive layering, excessive use of deputy/assistant positions, unnecessary grade accretion, and inappropriate span of control.

6. Authority and Responsibility.

   a. Position Management Board (PMB). The NDW Executive Director (ED) is designated as the PMB chairperson. The N1 (Director, Total Force Manpower) is designated as the alternate chairperson in the event the ED is not available. The other PMB voting members shall consist of the region Chief of Staff as well as region program managers for Total Force Manpower (N1) and Financial Management (N8). The PMB will:

   (1) Ensure that resources are used efficiently to aid in identifying, eliminating, and preventing unnecessary organizational fragmentation while maintaining optimum balance, retention and motivation of competent personnel.

   (2) Avoid modification of positions or billets that will unnecessarily increase payroll costs and/or increase the relative proportion of managerial and supervisory ratios to subordinate personnel assigned.

   (3) Eliminate positions and/or billets upon vacancy if the duties can be redistributed, eliminated, or reduced in cost without materially impacting essential mission functions.

   (4) Ensure position duties and responsibilities are clearly delineated and do not conflict with or duplicate duties and responsibilities of other positions and/or billets.

   (5) Prevent and/or eliminate: unnecessary fragmentation of functions, excessive reliance upon billets created for deputies and assistants, grade accretion, and continued use of outdated work methods.

   (6) Meet monthly at the request of the chairperson.
b. Commanding Officers, Program Directors, Deputy Directors, Division Heads, Special Assistants, and Supervisors will:

(1) Develop and maintain sound position management principles that optimize economy, productivity, and organizational effectiveness.

(2) Ensure that subordinate managers, supervisors and staff specialists are aware of and carry out assigned responsibilities for effective position management.

(3) Submit requests for all position/billet modifications and organizational realignments to the PMB for review and approval per this instruction and NDWINST 12500.2 Accretion of Duties Promotions, reference (d) if applicable.

(4) Conduct an annual internal review of each authorized position/billet and determine whether duties and/or responsibilities may be reassigned without materially impacting the mission.

(5) Maintain a current Staffing Plan per the relevant approved organization chart.

(6) Ensure that use of temporary appointments is predicated on unexpected work requirements, authorized absence of permanent personnel for short durations and/or new mission requirements which cannot be accomplished by current personnel assets. Temporary appointments for duties determined to be regular or recurring will not be approved.

c. Financial Management/Comptroller Budget Office (N81) will review PMB requests for funding availability.

d. Human Resources Office (N13) will:

(1) Provide civilian personnel management, staffing, and recruitment advisory services to Commanding Officers, Program Directors, managers and supervisors.

(2) Review proposed accretion of duties promotion actions for position management implications.
(3) Review and maintain documentation in support of Recruitment Incentives, Superior Qualifications/Special Needs Pay Setting, and Relocation Incentives.

e. Manpower Office (N11) will:

(1) Maintain Staffing Plans and Activity Manpower Documents (AMDs).

(2) Validate Full Time Equivalent (FTE) availability and PMB approval for position/billet changes to Staffing Plans. Requests for Personnel Action (RPA) will be returned to originator if discrepancies exist.

(3) Monitor and review RPAs to ensure consistency with regional policy/PMB decisions, Staffing Plans, Most Efficient Organization (MEO), position structure/grade levels, and financial coding.

(4) Coordinate and submit AMD changes.

(5) Maintain records of PMB decisions.

7. Actions Requiring PMB Review and Approval.

a. Increase/decrease to military end strength or changes to grades of positions.

b. Changes to approved staffing plans, MEOs, authorized FTEs, Fiscal Year (FY) funding controls, and any personnel action that results in an expenditure of funds beyond those authorized for the program/functional area in a given FY. This includes all RPAs to fill new vacancies, proposed new positions, proposed upgrades such as "accretion of duties" promotion actions or downgrades, changes in duties and responsibilities which may cause a change in classification or grade of an established position, as determined by the Human Resources Director (HRD) and/or Deputy HRD.

c. "Billet change requests" and civilian substitution (CIVSUB) of military billets.
d. Request for reorganization, restructuring, downsizing, Voluntary Separation Incentive Pay (VSIP) or Voluntary Early Retirement Authority (VERA).

e. Changes to employee work schedule from full-time to part-time or part-time to full-time.

8. Actions not normally requiring PMB review and approval. Requirements for PMB review and approval of actions listed below is at the sole discretion of the PMB chairperson for the following:

a. Recruitment for authorized and funded positions as documented in the Staffing Plan and approved organizational charts. (This option would principally be exercised during periods of tight labor budgets).

b. Details, reassignments, voluntary/involuntary changes to lower grade and career ladder promotion actions into existing funded positions. All changes to lower grade must be discussed with HRO prior to execution.

c. Temporary promotions/details/reassignments for less than 120 days to an existing funded position.

d. Actions taken to implement a local decision or a legal settlement agreement, or resulting from a mediation or a third party decision.

e. Realignment of military personnel.

9. PMB Review Criteria. Requests will be reviewed against the following criteria:

a. Whether the position has been validated by a Commercial Activities (CA) study, Shore Manpower Requirements Determination or other Management Advisory Study.

b. Availability of military end-strength, civilian FTE and/or funding.

c. Whether the position/billet is critical in performing mission-related functions.
d. Adherence to organizational alignment including regional classification consistency, span of control, etc., as reflected in PMB approved organizational charts.

e. Alignment with Department of Navy, CNIC, and program total force strategies.

10. PMB Submission Procedures.

a. Enclosure 1 must be completed and submitted electronically via email to the Manpower Office (N11). Enclosure 2 will be used to assemble the package. All actions involving accretion of duties must include enclosures (1) and (2) per reference (d) with PMB request. Workload data, cost analysis data, attrition trends, vacancy history, proposed organizational charts or other information may be provided as an attachment to the request.

b. Electronic Routing. Appropriately endorsed and completed package will be posted on the CNIC Gateway 2.0 (G2) by N11 for technical review and PMB approval per enclosure 3.

11. Forms and Reports. When an instruction requires a report or the use a form, the report symbol, form number and title of report or form shall be identified in the last paragraph. The last paragraph of the package shall also state where the forms may be obtained and how information should be submitted.

12. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1

Executive Director

Distribution:
Electronic only, via CNIC Gateway 2.0 Directives
https://g2.cnic.navy.mil/CNRNDW
Program: Date of Request: Requestor/Phone#: 

POSITION MANAGEMENT BOARD REVIEW REQUEST (PART I)

PMB Control #: □ CIV □ MIL

Approved/Disapproved (Date):

BILLET/POSITION INFORMATION (PART II)

Billet Rate or Rank/Position Title, Pay Plan, Series, Grade:

PD Number: UIC: Org Code:

Duty Location: Billet Identification No. (BIN): SIC:

Funded? □ Yes □ No

□ Permanent □ Temporary (NTE Date): □ Term (NTE Date):

□ Full-Time □ Part-Time □ Seasonal □ Intermittent

□ Utilize Existing Labor Funding □ Requires Additional Labor Funding Regional FRM Approved Y / N

Over hire: Y / N (check as applicable) □ Funded in FY □ Fully Execute Auth FTEs □ Other (explain below) (is position encumbered?)

ACTION REQUESTED (PART III)

□ Establish a new billet/position/over hire (describe):

□ Change/realign a billet/position, (describe):

□ Reorganization/Restructuring (includes requests for VSIP and/or VERA authority) (describe):

□ Other: Change pay grade, Accretion of duties, etc. (describe):

Enclosure (1)