

(b) (6) CIV NDW NSAW, N3

From: (b) (6) CTR NDW PAXR, N3AT
Sent: Friday, October 07, 2011 9:22 AM
To: (b) (6) NDW WNYD, N3 OPERATIONS
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

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,
(b) (6)

(b) (6)
SR. ANALYST, NATIONAL TECH ASSOCIATES (NTA)
NAVAL DISTRICT WASHINGTON (NDW)
N3 OPERATIONS-REGIONAL SUPPORT GROUP (RSG)
47253 WHALEN ROAD
NAS PATUXENT RIVER-BLDG 588, RM 209
PATUXENT RIVER, MARYLAND 20670
OFFICE: (b) (6)
BUS. CELL: (b) (6)
FAX: (b) (6)

PRIVACY ACT NOTICE: This email may contain Privacy Act Information. Any review, use, distribution, or disclosure is strictly prohibited. If you are not the intended recipient (or authorized to receive information of this nature), please contact the sender listed above and delete all copies of this email. This email may contain information covered under the Privacy Act, 5 U.S.C 552(a), Health Insurance Portability and Accountability Act, Public Law 104-191, and DoD Directive 6025.18. It must be protected in accordance with those provisions.

FOR OFFICIAL USE ONLY

#	RESIGNED TO	UC OF POSITION	SG	OC	AM	JAN ON	DATE SUBMITTED BY	NEW OR EXISTING POS	DATE LAST FILLED	POSITION TITLE	PAY	PMB RESULTS	R11 ACTION/NOTES	NOTES
0174	9/12/2011	47608	N04C	CA	CA		(b) (6)	existing	May 28 2011	Public Liaison Specialist	GS 0301 11 3524895	(b) (6)	Approved	
0175	9/16/2011	61151	N7	CX	CX			existing	July 30 2011	Readiness & Requirements Analyst	GS 0301 12 3662096	(b) (6)	Approved	Billet is Events Coordinator
0176	9/12/2011	00171	N11	MS	CI			existing	Apr-09	Management and Program Analyst	GS 343 12 3256117	(b) (6)	Approved - Needs to talk to (b) (6) to verify workload	This is the installation N7
0177	9/16/2011	68510	N13	MS	CJ			existing	Oct-11	HR Specialist (LER)	GS 201 12 1298331	(b) (6)	Approved	
0178	9/16/2011	61142	N30	FI	FI			existing	Jan-10	Fire Protection Inspector	GS 0081 8 1091270	(b) (6)	Approved	
0179	9/16/2011	61142	N30	FI	FI			existing	Sep 24 2011	Fire Protection Inspector	GS 0081 8 3232434	(b) (6)	Denied	
0180	9/16/2011	61142	N30	FI	FI			existing	Jan 14 2011	Fire Protection Inspector	GS 0081 8 3232433	(b) (6)	Denied	
0181	9/16/2011	61142	N30	FI	FI			existing	Mar 26 2011	Supervisor Firefighter	GS 0081 10 1091268	(b) (6)	Denied - Training	
0182	9/16/2011	61142	N30	FI	FI			existing	Feb 26 2011	Firefighter	GS 0081 5/7 3232422	(b) (6)	Approved	
0183	9/16/2011	61142	N30	FI	FI			existing	Jan 29 2010	Firefighter	GS 0081 5/7 1091293	(b) (6)	Approved	
0184	9/16/2011	61142	N30	FI	FI			existing	Feb 20 2010	Firefighter	GS 0081 5/7 1091294	(b) (6)	Approved	
0185	9/16/2011	61141	N30	FI	FI			existing	Sep 18 2009	Fire protection Inspector	GS 0081 8 3691257	(b) (6)	Approved	
0186	9/16/2011	61141	N30	FI	FI			existing	Dec 31 2010	Firefighter	GS 0081 5/7 No Bin		Approved - Existing position	NO BIN FOR THIS POSITION - Should not be approved.
0187	9/16/2011	61141	N30	FI	FI			existing	Jan 20 2010	Fire Protection Inspector	GS 0081 8 1091275	(b) (6)	Denied	
0188	9/16/2011	61141	N30	FI	FI			existing	Oct 31 2009	Lead Firefighter	GS 0081 8 3691259	(b) (6)	Approved	
0189	9/16/2011	61141	N30	FI	FI			existing	Sep 17 2010	Firefighter	GS 0081 5/7 3691258	(b) (6)	Approved	
0190	9/16/2011	61141	N30	FI	FI			existing	Nov 14 2009	Firefighter	GS 0081 5/7 1091302	(b) (6)	Approved	
0191	9/16/2011	61109	N30	FI	FI			existing	Oct 31 2009	Fire Protection Inspector	GS 0081 8 3691248	(b) (6)	Approved	BIN IS ENCUMBERED BY (b) (6) Should not be approved
0192	9/16/2011	61109	N30	FI	FI			existing	Nov 27 2010	Firefighter	GS 0081 5/7 3691256	(b) (6)	Approved	
0193	9/16/2011	61037	N30	FI	FI			existing	Jan 29 2011	Lead Firefighter	GS 0081 8 3394803	(b) (6)	Approved	
0194	7/1/2011	0428A	N30	FI	FI			Existing	Jun-11	SUPV Fire Protection Spec	GS 0081 12 3394449	(b) (6)	Approved	
0195	9/12/2011	00171	N37	EM	EM			NEW	N/A	Regional Dispatch Center Trainer	GS 2151 9 new new		Denied until to be Organization and Classification	
0196	9/12/2011	00171	N37	EM	EM			NEW	N/A	Supervisor Regional Dispatch Center	GS 2151 11 new new		Denied	
0197	9/12/2011	01171	N3A	CT	CT			NEW	N/A	EM RDC CCTV/Sensor Monitor	GS 0083 7 NEW NEW		Denied	
0198	9/12/2011	00171	N3AT					NEW	N/A	Kennel Master	GS ? 12/13 NEW NEW		Denied	
0199	9/16/2011	61109	N3AT	CT	CT			existing	Jan 28 2011	Police Officer (Trainer)	GS 0083 7 3696885	Alpha-K	Approved	There is a E7(MAC) (b) (6) OUTSIDE MPVP
0200	9/16/2011	61139	N3AT	CT	CT			existing	Jun 4 2011	Supervisor Police Officer	GS 0083 8 3262091	(b) (6)	Table MPVP analysis	
0201	9/16/2011	61139	N3AT	CT	CT			existing	Oct 16 2010	Physical Security Specialist	GS 0080 7/11 3721091		Approved - Reestablished BIN	
0202	9/16/2011	61141	N3AT	CT	CT			existing	N/A	Police Officer (Instructor)	GS 0083 7 2882591	(b) (6)	Table consolidation/Reorg (b) (6) says hold	CURRENTLY ENCUMBERED BY (b) (6) Should not be approved.
0203	9/16/2011	61141	N3AT	CT	CT			existing	N/A	Physical Security Specialist	GS 0080 7/11 3394563		Approved	
0204	9/16/2011	61141	N3AT	CT	CT			existing	Jul 21 2011	Physical Security Specialist	GS 0080 7/11 3672396		Approved	
0205	9/16/2011	61142	N3AT	CT	CT			existing	Aug 9 2011	Police Officer	GS 0083 5/6 3066199	(b) (6)	Approved	
0206	9/16/2011	61442	N3AT	CT	CT			existing	May-11	Police Officer	GS 0083 5/6 3721220	(b) (6)	Approved	
0207	9/16/2011	61142	N3AT	CT	CT			NEW	Aug-11	Police Officer/Investigator	GS 0083 8 NEW	(b) (6)	Approved	
0208	9/16/2011	0428A	N3AT	CT	CT			existing	Aug-09	Physical Security Specialist	GS 0080 7/9/11 3394519	(b) (6)	Denied	Bin is currently encumbered by (b) (6) should not be approved by the board as there is someone in this position.
0209	9/16/2011	61109	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3696669	N/A	Implement Rapid GATE	
0210	9/16/2011	61109	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3696668	N/A	Implement Rapid GATE	
0225	9/17/2011	61109	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3394993	N/A	Implement Rapid GATE	
0211	9/16/2011	61141	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 2882585	N/A	Implement Rapid GATE	
0212	9/16/2011	61141	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3721240	N/A	Implement Rapid GATE	
0213	9/16/2011	61141	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 2721239	N/A	Implement Rapid GATE	
0214	9/16/2011	61139	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3706341	(b) (6)	Implement Rapid GATE	Billet is already encumbered by (b) (6) should not be approved by the board due to the fact it is encumbered.
0215	9/16/2011	61139	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3706340	N/A	Implement Rapid GATE	
0216	9/16/2011	61139	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3706359	N/A	Implement Rapid GATE	
0217	9/16/2011	61037	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3706346	N/A	Implement Rapid GATE	
0218	9/16/2011	61037	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3706348	N/A	Implement Rapid GATE	
0219	9/16/2011	61037	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3706347	N/A	Implement Rapid GATE	
0220	9/16/2011	61140	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3754588	N/A	Implement Rapid GATE	
0221	9/16/2011	61140	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3754587	N/A	Implement Rapid GATE	
0222	9/16/2011	61140	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3754589	N/A	Implement Rapid GATE	
0223	9/16/2011	0428A	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3691938	N/A	Implement Rapid GATE	
0224	9/16/2011	0428A	N3AT	CT	CT			existing	N/A	Police Officer Vehicle Inspector	GS 0083 5 3691937	N/A	Implement Rapid GATE	

FOR OFFICIAL USE ONLY



DEPARTMENT OF THE NAVY
NAVAL DISTRICT WASHINGTON
1343 DAHLGREN AVE, SE
WASHINGTON NAVY YARD DC 20374-51761

NDWINST 12510.1
N1
APR 25 2011

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/billetts 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.

NDWINST 12510.1
APR 25 2011

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.

NDWINST 12510.1
APR 25 2011

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.

NDWINST 12510.1
APR 25 2011

(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.

NDWINST 12510.1
APR 25 2011

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.

NDWINST 12510.1
APR 25 2011

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

(b) (6)



Executive Director

Distribution :
Electronic only, via CNIC Gateway 2.0 Directives
<https://g2.cnic.navy.mil/CNRNDW>

APR 25 2011

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)