COMNAVRESFOR INSTRUCTION 5320.2A

From:  Commander, Navy Reserve Force

Subj:  RESOURCES MANAGEMENT BOARD

Ref:  (a) COMNAVRESFORINST 7100.5
   (b) Navy Operational Support Center Training (TRA-30) Staffing Standard
   (c) SECNAVINST 5000.30D

Encl:  (1) Resource Management Board Process Map/Dictionary
       (2) Resource Management Board Proposal Template

1. Purpose. To establish Commander, Navy Reserve Force (COMNAVRESFOR) policy and guidance on the Resources Management Board (RMB) roles and responsibilities and decision forum for the management of Human Capital (HC) resources; military, federal civilian, and contractor. Furthermore, this instruction incorporates reference (a) to align the command’s financial resource requirements decision process with management of HC resources to meet mission requirements in a cost efficient manner. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 5320.2

3. Background. The RMB was established to manage and determine allocation of HC resources to meet new or revised mission requirements. Additionally, the RMB addresses issues regarding pay administration for civilian employees.

4. Scope. The RMB renders decisions Force-wide for HC resources at command, regional, and field levels to ensure proper resourcing and Fleet alignment.

5. Board Composition. The Executive Director (ED) serves as Chairman.

   a. Voting members:

      (1) COMNAVRESFOR ED.
(2) Chief of Staff (COS) for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM).

(3) COS for Commander, Naval Air Force Reserve (COMNAVAIRFORCES).

b. Permanent Advisors:

(1) Comptroller (N8).

(2) Deputy Chief of Staff (DCOS) for Manpower and Personnel (N1).

(3) Director of Civilian Personnel (N00CP) programs.

(4) DCOS for Aviation Readiness (N43).

c. N00CP will serve as the RMB Administrator.

6. Responsibilities

a. RMB Chairman:

(1) Provide oversight.

(2) Develop a periodic schedule plan to include routine review of the status of civilian personnel positions and contract services.

(3) Provide recommendations to N00.

b. COMNAVRESFORCOM and COMNAVAIRFORCES COS, Special Assistants (SA), and Field Commanding Officers (COS) will:

(1) Ensure all proposed HC requirements are evaluated and reviewed per enclosure (1), and finalized for RMB consideration using enclosure (2).

(2) Ensure HC requirements requiring the utilization of unfunded financial resources are vetted and approved per reference (a) prior to RMB consideration.

(3) Be prepared to present or defend the proposed issues electronically via e-mail or during scheduled meetings.
c. The RMB members will:

(1) Review proposals for additional HC resources or modifications to existing resources.

(2) Address issues regarding compensation administration for civilian employees to ensure sound fiscal considerations, which consider force-wide budgetary limitations. Decisions rendered include the utilization of recruitment, retention and relocation incentives, and recommendations to set new-hire salaries above the minimum rate of the assigned grade range.

(3) Consider the Unfunded Priority List (UPL) and the Authorized Unfunded List (AUL) management, per reference (a), when approving unfunded new or modified HC requirements.

(4) Apply total workforce management concepts considering activity manning document guidelines and billeting restrictions imposed by references (b) and (c).

(5) In the event of absence, identify an alternate for chairman approval.

d. The RMB Administrator will:

(1) Ensure all members are promptly informed of scheduled meetings or available to render decisions electronically via e-mail.

(2) Prioritize finalized proposals for RMB consideration and ensure RMB members are provided a recent UPL and/or AUL when considering unfunded new or modified HC requirements.

(3) Maintain meeting minutes for historical reference.

7. Business Rules

a. The RMB reviews federal civilian, contractor, and military (active duty for special work and mobilization) requests submitted by Echelon III, IV, or V Commanding Officers or staff DCOS/SAs, for additional manning or modifications to existing authorizations.

b. Finalized proposals must be forwarded to N00CP for RMB coordination.
(1) DCOS/SAs will submit proposals via N00CP for RMB consideration and decision.

(2) Field COs will forward proposals to N00CP via chain of command for RMB consideration and decision.

c. A minimum of two RMB voting members must be available before a decision is considered final. In absence of the Chairman, the COMNAVRESFORCOM COS will serve as alternate.

d. The RMB approves, disapproves or places the HC requirements request on hold.

(1) If the request is approved, the presenter is notified once the RMB designates the new or modified requirement as civilian, military, or contractor.

(2) If the requirement is held pending more research, the request is returned to the presenter for action as directed by the RMB. Once action is complete, the presenter is required to coordinate with N00CP for further RMB consideration and decision.

(3) If the proposal is disapproved, the presenter is notified by N00CP.

B. P. CUTCHEN
Deputy

Distribution:
Electronic copy via COMNAVRESFOR Web site
https://www.navyreserve.navy.mil
process Owner; NOOCP

Start

Prepare proposed requirement review packet

Request

Contractor or Military (Active Duty for Touring [ADT] or Active Duty for Special Work [ADSW] requirements?  

No (Civilian only)

Yes

New position?  

Yes

No

Salary request to NA for review

Review requirement

Valid?

Yes

No

Determine fund availability

Funds available?

Yes

No

Notify Requestor position is valid and funded and to prepare packet for Resource Management Board (RMB)

Notify Requestor position cannot be funded

End

Notify Requestor position is valid and funded and to prepare packet for RMB

11

End

15

Review requirement presentations

16

Approve, disapprove, or hold?

Approved

Disapproved

End

End

17

Provide new information and/or revise position request as directed

18

Civilian, military, or contract?

Approved Civilian Requirement

Approved Military Requirement

End

End

20

Prepare draft statement of work (SOW)

23

Enter new position or modification in Total Force Management System (TFMMS)  

26

Make position series determination and enter into TFMMS

27

Issue appropriate funding document

24

Prepare draft statement of work (SOW)

25

Coordinate SOW for approval

21

Classify new position

No

Yes

New position?

End

Notify Requestor, CNRF Int, and CNRF NH12 of approval

Approval notification

19

Send military Limited Duty or ADSW requirement information to Bureau of Naval Personnel (SUPERS)

12

Notify Requestor position is valid and funded and to prepare packet for RMB

9

Determine fund availability

3

New position?

Yes

No

Notify position classification advisory

4

Positions classification advisory

8

Notify Requestor requirement is not valid

7

Valid?

Yes

No

Requester

Start

Process: Commander, Navy Reserve Force (CNRF) Resource Management Board (RMB) - 02/06/13

*Numbering is not sequential, use as a reference point

Enclosure (1)
<table>
<thead>
<tr>
<th>Step</th>
<th>Activity Decision</th>
<th>Performer/Stakeholder</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prepare proposed requirement review packet</td>
<td>Requestor</td>
<td>The Requestor prepares and submits a packet for the establishment of a new or revised position. The review packet contains a PowerPoint presentation or briefing that explains why the requirement is necessary, identifies the duration of the position, presents cost implications (reduction or increase), explains potential benefits to the organization, and shows that the position is within workstations (NMCI) limits.</td>
<td>The Requestor is the Requesting or Directing Office/Organization. Requests from field organizations must include approvals from the local comptrollers.</td>
</tr>
<tr>
<td>2</td>
<td>Contractor or Military (Active Duty for Training (ADT) or Active Duty for Special Work (ADSW)) requirements?</td>
<td>Commander, Navy Reserve Force (CNRF) N80CP</td>
<td>CNRF N80CP determines whether the requirement is a contractor requirement or military (ADT or ADSW) requirement. If the request is for a contractor requirement or military (ADT or ADSW) requirement, the request is returned to the Requestor, and the Requestor finalizes the review packet for presentation to the Resource Management Board (RMB). If the requested requirement is for a government civilian requirement, CNRF N80CP reviews the request to determine whether it is for a new civilian requirement.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>New position?</td>
<td>CNRF N80CP</td>
<td>CNRF N80CP determines whether the request is for a new civilian position. If it is for a new civilian position, CNRF N80CP performs the classification advisory and makes a preliminary grade determination. If the request is not a new civilian position, CNRF N80CP submits the request to CNRF N1 for requirements validation.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Perform classification advisory</td>
<td>CNRF N80CP</td>
<td>CNRF N80CP performs classification advisory and makes a preliminary grade determination.</td>
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</tr>
<tr>
<td>5</td>
<td>Submit request to N1 for review</td>
<td>CNRF N80CP</td>
<td>CNRF N80CP submits the request to CNRF N1 for requirements validation.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Review requirement</td>
<td>Commander, Navy Reserve Force (CNRF) N812 Headquarters (HQ)</td>
<td>CNRF N1 validates the function and comments on the preliminary grade determination. If the requirement is valid, CNRF N1 sends the packet to CNRF N812 for fund availability determination. If the request is not valid, CNRF N1 returns the review packet to CNRF N80CP who notifies the Requestor that the requirement is not valid.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Validate?</td>
<td>CNRF N812</td>
<td>If the request is not valid, CNRF N812 notifies the Requestor of the reason why the requirement is not valid.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Notify Requestor requirement is not valid</td>
<td>CNRF N80CP</td>
<td>If the request is not valid, CNRF N80CP returns the review packet to the Requestor and notifies them that the requirement is not valid.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Determine fund availability</td>
<td>Commander, Navy Reserve Force (CNRF) N812 Headquarters (HQ)</td>
<td>CNRF N812 determines if sufficient labor dollars are available to support the requested requirement.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Funds available?</td>
<td>CNRF N812</td>
<td>CNRF N812 determines whether labor dollars are available to support the requested requirement. If labor dollars are available to support the requested position, CNRF N812 notifies CNRF N80CP who notifies the Requestor and instructs them to finalize the review packet for the RMB. If no labor dollars are available or if the amount available is not sufficient to support the requirement, the requirement description is returned to CNRF N80CP, and CNRF N80CP notifies the Requestor that the position cannot be funded.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Notify Requestor position cannot be funded</td>
<td>CNRF N80CP</td>
<td>CNRF N80CP notifies the Requestor by e-mail that the position cannot be funded.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Notify Requestor position is valid and funded and to prepare packet for Resource Management Board (RMB)</td>
<td>CNRF N80CP</td>
<td>CNRF N80CP notifies the Requestor that the position is valid and funded and to prepare packet for the RMB.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Finalize review packet</td>
<td>Requestor</td>
<td>The Requestor finalizes the review packet. The review packet contains a PowerPoint presentation or briefing that includes comments and approvals from CNRF N1 and CNRF N812, explains why the requirement is necessary, identifies the duration of the position, presents cost implications (reduction or increase), explains potential benefits to the organization, and shows that the position falls within workstations (NMCI) limits.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Review and submit finalized position review packet to RMB</td>
<td>CNRF N80CP</td>
<td>CNRF N80CP reviews the packet to ensure all information is accurate and clear, and then organizes the packets into an agenda for the RMB meeting.</td>
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<tr>
<td>15</td>
<td>Review requirement presentations</td>
<td>Resource Management Board (RMB)</td>
<td>The Requestors present their proposals to the board giving their reasons why the request is needed. The board reviews the requirement presentations and decides whether to approve, disapprove, or hold each request. The board also prioritizes the requirements. If the requirement is disapproved, the Requestor is informed, and the process ends. If the position is approved, the RMB designates the approved position as civilian, military, or contractor. If the requirement is held for additional information or revision, the packet is returned to the Requestor for information or revision as directed by the board.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Approve, disapprove, or hold?</td>
<td>RMB</td>
<td>The RMB decides whether to approve, disapprove, or place the requirement request on hold. If the requirement is approved, RMB designates the requirement as a civilian, military, or contractor position. If the requirement is placed on hold, the packet is returned to the Requestor for additional information or revision as directed by the board. If the position is disapproved, the Requestor is notified, and the process ends.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Provide new information and/or revise position request as directed</td>
<td>Requestor</td>
<td>The Requestor provides new information and/or revises the requirement request, as directed by the RMB, and returns the request.</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Activity/Decision</td>
<td>Performer/Stakeholder</td>
<td>Description</td>
<td>Comments</td>
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<tr>
<td>18</td>
<td>Civilian, military, or contractor?</td>
<td>RMO</td>
<td>RMO verifies that the approved requirement is for a civilian, military, or contractor. If the new requirement is designated as military (Limited Duty or ADSW), CNRF N1 sends the requirement information to BUPERS. If the approved requirement is designated as a permanent civilian requirement, CNRF N00CP determines whether it is a new or revised requirement. If it is designated for a contractor, the Requestor is directed to prepare a draft Statement of Work (SOW).</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Send military (Limited Duty or ADSW) requirement information to Bureau of Naval Personnel (BUPERS)</td>
<td>CNRF N1</td>
<td>CNRF N1 sends the military (Limited Duty or ADSW) to BUPERS.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>New position?</td>
<td>CNRF N00CP</td>
<td>CNRF N00CP determines if the position is a new or revised position. If the position is new or requires revisions (added additional duties or responsibilities to a position description), CNRF N00CP classifies the position according to the U.S. Office of Personnel Management (OPM) classification standards. If the position is not new, CNRF N00CP notifies the requestor and CNRF N812 of the position approval.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Classify new position</td>
<td>CNRF N00CP</td>
<td>If the position is newly established or requires revision, CNRF N00CP classifies the position according to OPM classification standards.</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Notify Requestor, CNRF N1 and CNRF N812 of approval</td>
<td>CNRF N00CP</td>
<td>CNRF N00CP notifies the Requestor and CNRF N812 of the approval and notifies CNRF N1 to update the Total Force Manpower Management System (TFMMS).</td>
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</tr>
<tr>
<td>23</td>
<td>Enter new position or modification in Total Force Manpower Management System (TFMMS)</td>
<td>CNRF N1</td>
<td>CNRF N1 enters the new or revised civilian position into TFMMS.</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Prepare draft statement of work (SOW)</td>
<td>Requestor</td>
<td>If the approved position is designated for a contractor, the Requestor prepares a SOW.</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Coordinate SOW for approval</td>
<td>Commander, Navy Reserve Force (CNRF) N43 Basic Contract Administration</td>
<td>CNRF N43 coordinates the SOW with the Requestor and outside sources, if necessary, for approval from the Contracting Office.</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Make position series determination and enter into TFMMS</td>
<td>CNRF N1</td>
<td>CNRF N1 works with N43 to determine the position series (based on the SOW) and enters it into TFMMS.</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Issue appropriate funding document</td>
<td>CNRF N812</td>
<td>CNRF N812 issues a funding document to the Contracting Office. The funding documents could be a Military Interdepartmental Procurement Request (MIPR) or 2276 Request for Contractual Procurement.</td>
<td></td>
</tr>
</tbody>
</table>
BLUF: Requires input.

PURPOSE: Requires input.

N1/N8 APPROVAL: Requires input.

ASSOCIATED COST: Requires input (savings or reduction).

MODIFIED OR NEW REQUIREMENT: Requires input.

DURATION: Long Term or Short Term requirement.

NMCI SEAT AVAILABILITY: Yes/No

COMMENTS: Optional.

NOTE: PROPOSALS MUST BE LIMITED TO ONE SLIDE.

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