COMNAVRESFOR INSTRUCTION 5320.2B

From: Commander, Navy Reserve Force

Subj: RESOURCES MANAGEMENT BOARD

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

Encl: (1) Resource Management Board Process Map
(2) Resource Management Board Proposal Template
(3) Classification Questionnaire for New or Modified Civilian Positions

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 5320.2A

3. **Collective Bargaining Agreements.** Provisions of an existing collective bargaining agreements (CBA), memorandum of understanding (MOU), and/or memorandum of agreement (MOA) applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rule, or regulation.

4. **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.

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

6. **Board Composition.** The COMNAVRESFOR Executive Director (ED) serves as RMB Chairman.
   
   a. Voting members:
(1) COMNAVRESFOR ED

(2) Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Chief of Staff (COS)

(3) Commander, Naval Air Force Reserve (COMNAVAIRFORRES) COS

(4) Deputy Commander, Navy Information Force Reserve (COMNAVIFORRES)

b. Permanent advisors:

(1) Force Comptroller (N8)

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

(3) Director, Civilian Human Resources (N00CP)

(4) Command Deputy Equal Employment Opportunity Officer (N00EEO)

(5) Special Assistant for Contracting (N00CT)

(6) Force Operations Officer (N31)

c. N00CP Classification and Recruitment Program Manager will serve as the RMB Administrator.

7. Responsibilities

a. RMB Chairman:

(1) Provide oversight

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

(3) Provide recommendations to N00.

b. COMNAVRESFORCOM COS, COMNAVAIRFORRES COS, COMNAVIFORRES Deputy, DCOS/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). Enclosure (3) will also be completed for new and revised civilian positions requiring RMB approval.
(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, payment of permanent change of station costs, recommendations to set new-hire salaries above the minimum rate of the assigned grade range under superior qualifications or special needs appointments, supervisory differentials, and payment of student loans.

(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 board member to serve as RMB Chairman.

d. The RMB Administrator will:

(1) Coordinate proposals with requestors to ensure required documentation is submitted.

(2) With the exception of positions covered by the Defense Civilian Intelligence Personnel System (DCIPS), requests involving new or modified civilian positions, coordinate with N00CP to conduct a preliminary review of the proposed position description (PD) and classification questionnaire prior to submitting the request for RMB review. Positions covered by DCIPS will be routed through the Department of Navy Civilian Intelligence Personnel Office for classification of a proposed PD prior to submitting to the RMB Administrator.

(3) Schedule meetings and ensure all members are notified so they may participate in person or electronically via e-mail.
(4) 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.

(5) Maintain meeting minutes and official records for historical reference.

8. Business Rules

   a. The RMB reviews all requests for new or modified Federal civilian, contractor, Active Duty for Special Work (ADSW) and discretionary Reserve Personnel, Navy (RPN) funding for Active Duty for Training (ADT), Inactive Duty Training-Travel (IDTT), and Additional Training Periods (ATPs - also known as "additional drills") requirements submitted by COMNAVRESFOR commanders, commanding officers, or DCOS/SAs.

   b. RMB approval is required for modification of existing civilian authorizations resulting in changes in position grade, occupational series, and/or organizational location. RMB approval for changes in occupational series for existing positions is required to ensure proper resource and functional community alignment. With the exception of positions covered by DCIPS, requests for new or modified civilian positions must also include enclosure (3) and a proposed position description. RMB approval is required prior to recruiting on a permanent basis to fill obligated positions for which the former incumbents have return rights based on military duty or accepting an overseas assignment, and is also required prior to recruiting to fill a vacant overhire position.

   c. Civilian overhire positions:

      (1) Definition. Overhire positions are those filled against billets which are not covered by an existing manning authorization (i.e., activity manning document). They may be encumbered by an employee on a temporary, term, or permanent appointment, but authorization to continue the position could end at any time. The filling of any overhire position, regardless of appointment type, requires RMB approval.

      (2) If authorization to continue an encumbered overhire position ends, action must be initiated to vacate the position. Specific action taken to vacate the position depends on how it is filled. Temporary appointments may be terminated at any time. Incumbents of positions filled on a term or permanent basis are subject to reduction in force (RIF) action. Such positions must be placed on the annual Department of Navy RIF data call before RIF can be initiated. Action must also be initiated to attempt to vacate the position through voluntary means to eliminate or minimize the need for RIF, such as offering Voluntary Separation Incentive Pay, Voluntary Early Retirement Authority, and early Priority Placement Program registration.

      (3) Use of civilian overhire positions can be an effective strategy to increase the hiring rate to offset under-execution of civilian labor resources, which may be associated with attrition rates and the length of the recruitment process. As such, each fiscal year the RMB chairman will
establish a COMNAVRESFOR-wide civilian overhire authorization ceiling based on these factors. The ceiling will apply to all overhire positions filled on a permanent or term basis. Once this ceiling is reached, no new overhire positions may be filled for the remainder of the fiscal year.

(4) As long as the civilian overhire ceiling is not exceeded, organizations may request to fill overhire positions through the RMB process without the need for a civilian offset position. Organizations are encouraged to fill overhire positions through the use of temporary or term appointments wherever practicable. However, approval may be requested to fill the position on a permanent basis when deemed necessary due to likelihood of recruitment success.

(5) N00CP will notify all individuals selected for overhire positions of their status as an incumbent of an overhire position.

d. COMNAVRESFOR commanders, commanding officers, or DCOS/SA submitting requests for military requirements shall submit to the Force Operations Officer (N31), acting as the liaison to the RMB, enclosure (2) as a summary of the request and the appropriate scoring spreadsheet (ADSW or ADT). The Force Operations Officer (N31) will provide requestors with the appropriate ADSW or ADT scoring spreadsheet.

c. Requestors will obtain appropriate input from the DCOS for Manpower and Personnel (N1) and Force Comptroller (N8) and forward finalized proposals to the RMB Administrator for RMB coordination.

(1) DCOS/SAs will submit proposals via the RMB Administrator for RMB consideration and decision.

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

f. A minimum of three RMB voting members must be available before a decision is considered final.

g. The RMB will approve, disapprove or place the HC requirements request on hold.

(1) If the request is approved, the presenter is notified by the RMB Administrator once the RMB designates the new or modified requirement as civilian, military, or contractor. Approved requests requiring classification action will be referred to N00CP for official classification.

(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 the RMB Administrator for further RMB consideration and decision.
(3) If the proposal is disapproved, the presenter is notified by the RMB Administrator.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

R. B. JOHNSON
By direction

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://www.public.navy.mil/nrh/Pages/instructions.aspx
DEPT Code/RCC Proposal
Submitted by: DCOS/SA name

BLUF: Requires input.

PURPOSE: Requires input.

N1 REVIEW: (If required, provide name)

N8 REVIEW: (If required, provide name)

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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Classification Process Questionnaire for New and Revised Civilian Positions

To assist us in the classification process, please provide the differences between the current position description (PD) and the proposed PD by answering the questions below. The following questions must be addressed to explain the events that caused the position to be re-described and recommended for classification. Detailed explanations are required please.

Old PD#: __________ Title/PP-Ser-Gd: ______

1. What were the primary duties of the old position? (Please list in bullet form.)
   a. __________________________________

2. What new duties were added to the old position? (Please list in bullet form.)
   a. __________________________________

3. From where did the new duties come and when were they assigned? (Identify any Navy or other directive requiring new functions to be performed, if applicable.)
   a. __________________________________

4. What were the reasons for assignment of the new duties to this specific position, i.e., vacant or encumbered position/billet, civilian/military? Please describe in detail.
   a. __________________________________

5. Are other employees occupying the same position, civilian and/or military? If so, why was this position assigned the duties?
   a. __________________________________

6. Were the additional duties and responsibilities taken from one or more other position descriptions? If so, from which one(s) civilian or military?
   a. __________________________________

7. Who is performing now the responsibilities taken from old position descriptions?
   a. __________________________________

8. How do the proposed changes cause the new position to differ significantly and materially from the current position?
   a. __________________________________

9. Did the position remain in the same organization and retain the same supervisor? If not, why not?
   a. __________________________________

10. Has this position been previously submitted for higher graded classification and when? If so, please provide additional information on outcome.
    a. __________________________________

Please let me know if you have any questions.