



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
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PENSACOLA FLORIDA 32508-5220

Canc: Aug 03

COMNAVREGGULFCOASTNOTE 5400

21 JUL 2002

COMNAVREGGULFCOAST NOTICE 5400

From: Commander, Navy Region Gulf Coast

Subj: COMMANDER, NAVY REGION GULF COAST (COMNAVREGGULFCOAST)
LETTER OF INTENT AND GUIDANCE

Ref: (a) Vice CNET ltr of 5 Feb 02
(b) CNETINST 5400.2C

Encl: (1) Navy Region Gulf Coast (NRGC) Organizational Chart

1. Purpose. To announce the establishment of NRGC and provide guidance for the development of the regional structure.

2. Mission

a. Per the intent stated in reference (a), effective 1 August 2002 the Vice Chief of Naval Education and Training (Vice CNET) assumed the role and title as COMNAVREGGULFCOAST. Installations included in the NRGC geographic area are Naval Air Station (NAS), Pensacola; NAS Whiting Field; Navy Supply Corps School, Athens; NAS Meridian; and Public Works Center, Pensacola. The primary objective of regionalization is to increase resource efficiency and reduce the cost of operating Navy shore establishments so those savings can be used to enhance quality of life, readiness, and modernization. The goal of NRGC will be to optimize the use of available resources to accomplish this objective. COMNAVREGGULFCOAST is also responsible for regional area coordination duties as set forth in reference (b).

b. The mission of COMNAVREGGULFCOAST is to provide the highest quality of service in the most efficient and effective manner possible using existing manpower and funding resources.

3. Guidance

a. NRGC commanding officers have been briefed on the NRGC structure and are in the process of assigning Assistant Chiefs of Staff (ACOS) and Program Managers (PM) to manage the programs and functions delineated in the Navy's Installation Management

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Accounting Project (IMAP) 2003. Commanding officers are directed to complete this process of ACOS/PM assignment for review by the Regional Commander by 22 August 2002. Ultimately, a realignment of personnel and resources by program will be required; however, this will be achieved as circumstances and conditions warrant. The goal will be to have the necessary personnel and resource realignment effective 1 October 2002. The intent is to effect the transition to NRGCC with forethought and a minimum of disruption to the commands and the customers they service. This notice constitutes the formal delegation of responsibility and authority by the Commander to subordinates on the regional staff in their functional areas of responsibility.

b. Regional Staff. For the immediate future, regional staff functions will be performed by CNET staff and/or personnel from local area commands on an additional duty basis until such time as the manning and skill requirements for the regional staff become stable. The CNET Chief of Staff (COS) will perform the duties of Regional COS and act as the deputy for all regional issues. In the absence of the Regional Commander, the Regional COS will function as the Regional Commander.

c. Regional Business Office (RBO). CNET (N4) will function during this interim transition stage as the Regional Business Manager (RBM). The primary function of the RBO will be to assist and coordinate in the establishment and proper operation of the NRGCC. The RBM will report to the Regional COS. The role of the RBO will evolve as additional roles and responsibilities become known.

d. It is anticipated that NRGCC will be functionally and programmatically operational within 6 months of this date. By 1 January 2003, a review of the regional structure and operations will be conducted. Further revisions and guidance will be issued at that time.

4. Objectives

a. To study and assess the COMNAVREGGULFCOAST interim organizational structure with the goal of creating the most effective and efficient organizational structure to carry out the mission. As accomplishment of this ultimate goal will be a long, deliberative process, all personnel must be flexible and cooperative to ensure mission accomplishment is not compromised during this time period.

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b. To provide by means of organizational charts and eventual functional guides, a comprehensive and clearly defined presentation of COMNAVREGGULFCOAST organizational structure, functional areas (as established using the Core Business Model), clear lines of authority, duties and responsibilities, and organizational relationships.

5. Regional Structures

a. Executive Steering Board (ESB). The ESB is the decision-making body for the region and will set policy as required. The ESB will be chaired by the Regional Commander, and membership will consist of the Regional COS, Regional Commanding Officers/ACOS, RBO, and the Regional Comptroller.

b. Regional Advisory Board (RAB). The RAB will be the primary advisory group to the ESB on all issues concerning regional policy and guidance. This board will provide a forum to major tenants/customers to air views and forward recommendations to the ESB for consideration. The RAB will be chaired by the Regional COS, with membership to include, but not be limited to, ACOS/PM representatives, RBM, major tenants, and others as required.

c. Regional Business Council (RBC). The RBC will function as the primary advisor to the Regional Commander and Regional COS on all business management issues. The RBC is responsible for strategic planning, creation of the regional business plan, strategic sourcing initiatives, and assisting and guiding ACOS/PM with their functional area business planning. The RBC will serve as the regional touch point for business processes within installation and program management. The RBC is responsible for regionalization implementation planning and is the corporate repository for regional matters. The RBC will be composed of the Regional Comptroller, RBM, Total Force Management PM, and others as assigned. The RBC reports to the Regional COS.

6. Administrative Chain of Command

a. There will be no transfer of billets to the region during this interim period. The focus will be on analyzing and studying the proposed organizational structure. Each military member's and civilian employee's administrative chain of command shall remain with the UIC and command into which he/she was ordered or hired.

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7. Regional Commander Meeting

a. The Commander expects to be involved with regional matters involving major decisions, policy and morale, liaison with other commands and with appropriate local and federal government officials. The Regional COS is responsible for all other decisions and for action required to carry out the many functions of command.

b. Recognizing the importance of the regionalization process and involvement of leadership, there will be a weekly region meeting with the Commander. The RBM will prepare the agenda and direct the meeting. All agenda items will be submitted to the RBM for approval.

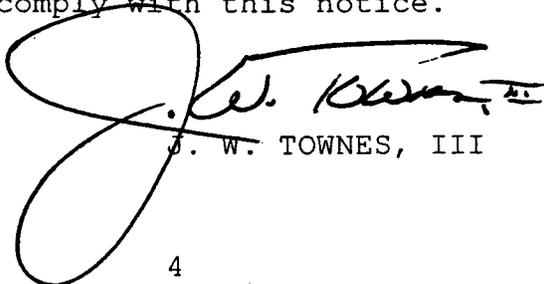
c. All ACOS, Regional Special Assistants (RSA), along with the RBC and Regional Senior Enlisted Advisor, will attend the meeting. Other regional staff may be invited by their cognizant ACOS/PM/RSA, and tenant command representatives may be invited as necessary.

8. Action

a. The Regional COS, ACOS/PM, and RSA will study and evaluate their roles and responsibilities, and their relationships with other positions within the interim regional structure. All staff members are available for collaboration, regardless of assignment, and mutual assistance, cooperation, and exchange of information within the staff is imperative for success. Each of the above positions is responsible for drafting a recommendation regarding the appropriate duties, responsibilities, authority, and organizational relationships for their functional area of responsibility to be briefed at a subsequent Regional Commander's meeting. The RBM will establish the briefing schedule.

b. Each ACOS/PM will work with the RBC in drafting the framework for a business plan for their functional area. All ACOS plans of action and milestones will be prepared to brief their area of concern to the ESB for review and final approval.

c. All COMNAVREGGULFCOAST personnel and tenant commands are required to review and comply with this notice.


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NAVY REGION GULF COAST ORGANIZATIONAL CHART

