



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 12910.1C

OP-14

18 September 1987

SECNAV INSTRUCTION 12910.1C

From: Secretary of the Navy

Subj: MOBILIZATION PREPAREDNESS PLANNING FOR THE DEPARTMENT OF THE NAVY U. S. CITIZEN CIVILIAN WORK FORCE (R)

Ref: (a) DOD Instruction 1400.32 of 15 Jan 87 (NOTAL)
(b) DOD Directive 1400.31 of 9 Sep 86 (NOTAL)
(c) SECNAV Instruction 3062.1B of 8 Aug 86 (NOTAL)

1. Purpose. To implement Department of Defense (DOD) policies and procedures for mobilization planning, emergency preparedness, and management functions of the Department of the Navy (DON) civilian work force, as contained in references (a) and (b), and to assign responsibility within DON. (R)

2. Cancellation. SECNAV Instruction 12910.1B.

3. Policy. DON policy is to maintain civilian work force mobilization planning and management programs in coordination with other Federal agencies.

4. Responsibilities

a. General. Officials designated as responsible for civilian work force mobilization planning and management will ensure adequate civilian work force support of the mobilization force structure as prescribed in this directive. (R)

b. Specific.

(1) The Assistant Secretary of the Navy (Manpower and Reserve Affairs) will:

(a) Exercise overall direction in the planning, coordination, management and execution of measures to ensure the rapid and effective mobilization of the DON civilian work force.

(b) Exercise overall direction in the planning, coordination, management and execution of the DON emergency-essential civilian employees overseas program. (R)

(c) Delegate authorities to make emergency-indefinite appointments of civilian personnel in a national emergency to directors of operating Civilian Personnel Offices. (R)

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(d) In cooperation with the Assistant Secretary of Defense (Reserve Affairs), ensure that DON civilian employees who are Ready Reservist or military retirees are screened annually to identify those occupying key DON civilian positions and are not included in military mobilization recall plans. (R)

(e) In concert with the Assistant Secretary of the Navy (Financial Management), develop budget estimates and legislative requirements to fund the DON civilian work force upon mobilization.

(f) In concert with the General Counsel of the Navy, develop plans and procedures and draft standby emergency legislation required for the DON civilian work force mobilization. (R)

(2) Chief of Naval Operations. Within the framework of subparagraph 4b(1), the Chief of Naval Operations (CNO) will conduct the planning and management of the DON civilian mobilization except for the work force under operational and administrative control of the Marine Corps, Assistant for Administration and Chief of Naval Research. In carrying out these responsibilities, the CNO will:

(a) Develop and maintain appropriate emergency plans, procedures, standby emergency implementation documents and organizational and staffing arrangements required to mobilize and manage the civilian work force to meet essential needs during mobilization.

(b) Maintain cognizance of civilian work force mobilization requirements, identify shortfalls and program remedial actions.

(c) Establish work force priorities to meet the most urgent requirements during a mobilization.

(d) Ensure that where two or more installations share a common recruiting area, a representative from each installation participates in premobilization coordination and planning activities and the postmobilization activities of the local recruiting area staffing committee. (R)

(e) In accordance with reference (c), establish and maintain a DON manpower mobilization planning information system compatible with the Wartime Manpower Planning System (WARMAPS) to be used to identify and evaluate civilian work force requirements to support the mobilization workload. (R)

(f) Establish reutilization policies and procedures to ensure members of the DON civilian work force who are evacuated from overseas during mobilization are both afforded opportunities and encouraged to accept assignments at installations (R)

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where their skills and experience can best assist in the mobilization process.

(g) Ensure mobilization planners, manpower planners, and civilian personnel managers work together in the planning process for mobilization of the civilian work force. (R)

(h) Ensure participation of DON installations in periodic exercises to test civilian mobilization planning and preparedness.

(3) Commandant of the Marine Corps. Exercise overall direction of actions in the planning and management of the civilian mobilization work force for the Marine Corps as delineated in paragraph 4b(2) (a) through (h).

(4) Assistant for Administration/Under Secretary of the Navy. Exercise overall direction of actions for the DON Secretariat Staff Offices and Field Activities as delineated in paragraph 4b(2) (a) through (h).

(5) Chief of Naval Research. Exercise overall direction of actions in the planning and management of the civilian mobilization work force for Navy laboratories and research activities as delineated in paragraph 4b(2) (a) through (h). (R)

5. Action

a. The Assistant for Administration, Chief of Naval Operations, Commandant of the Marine Corps, and Chief of Naval Research will issue instructions implementing the policies stated in this instruction. (R)

b. Commanding officers and activity heads will ensure that personnel management is included as an integral part of mobilization and emergency planning, and will designate a member of the Civilian Personnel Office staff to be responsible for coordinating and acting upon matters that fall within the purview of civilian personnel mobilization. (R)



H. Lawrence Garrett, III
Under Secretary of the Navy

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