



DEPARTMENT OF THE NAVY

CHIEF OF CIVIL ENGINEERS
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

CHCIVENG POLICY MEMO 2003-01

03 MAR 2003

CHCIVENG POLICY MEMO 2003-01

From: Chief of Civil Engineers

Subj: SEABEE AND CIVIL ENGINEER CORPS (CEC) MANPOWER WORKING GROUP (MWG)

1. Purpose. To establish the Seabee and Civil Engineer Corps Manpower Working Group.

2. Background. The MWG is required to provide a forum to support the Chief of Civil Engineers in promoting continuous improvement in active and reserve Seabee (Occupational Field 13) and CEC Officer manpower related processes. The MWG will apprise key personnel of current manpower issues, promote innovation and problem solving, and ensure appropriate and timely actions are taken to ensure the future success of the Seabees and the Civil Engineer Corps.

3. Guiding Principles. To achieve its mission, the MWG will align its efforts to ensure future success by focusing on the following areas:

a. Accessions - Develop and maintain programs, mechanisms, and funding to attract the best and brightest personnel.

b. Retention - Improve retention of quality personnel to achieve and sustain a competency-based workforce.

c. Professional Development - Enhance leadership and career development opportunities and increase qualifications across all rates and grades. Coordinate and assist the Center for Seabees and Facilities Engineering.

d. Workforce Shaping - Maximize advancement opportunities while achieving a properly sized and shaped workforce.

e. Asset Management - Ensure proper billet structures and funding are achieved and managed based on requirements.

4. Approach

a. The MWG will meet a minimum of three times per year, likely in February, May, and November.

b. The MWG will utilize a "Balanced Scorecard" approach defining 3-year stretch "measures of success" and "strategic action items." Each meeting will include specific updates/briefs in the various focus areas. Other subjects of importance to the MWG will be briefed as directed by the Chairman. Members of the MWG may request to brief the MWG, to include updates on specifically chartered subgroups.

c. The MWG is designed to be an advisory (non-voting) forum focused on understanding current manpower issues, goals, and objectives of the Seabees and the CEC and building consensus among key leaders on how to best steer the enlisted and officer communities. Frank and open discussions will be welcomed and encouraged. Effective and timely follow-up action will be expected of the MWG leadership team.

5. Responsibilities and Authorities

a. Chairman - The Deputy Assistant Chief of Civil Engineers (Reserve Community) shall serve as the Chairman of the MWG and select a Vice Chairman to serve on the MWG. The Chairman, or Vice Chairman, shall call all meetings of the MWG, conduct each meeting, and approve the establishment, continuation, or termination of subgroups necessary to achieve the MWG's mission.

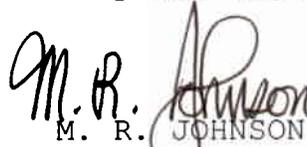
b. Members - MWG membership will be determined by position as indicated below. Participation by alternates due to unavailability of the incumbent shall be at the discretion of the Chairman or Vice Chairman. Other participants shall be allowed dependent upon meeting location and subject matter.

Members

- Deputy Assistant Chief of Civil Engineers (Active Community)
- NAVFAC Claimancy Manpower Officer
- OPNAV N446/N446B
- Chief of Civil Engineers Reserve Liaison Officer
- NAVFAC Reserve Programs Manager
- CEC Officer Community Manager (Active)
- CEC Officer Community Manager (Reserve)

- Assistant CEC Officer Community Manager (Active)
- Seabee Enlisted Community Manager (Reserve)
- Seabee Enlisted Community Manager (Active)
- Seabee Enlisted Detailer (Active)
- EPMAC Placement Coordinator
- Master Chief of the Seabees
- NAVFAC MCPO Reserve Affairs
- 1NCD Command Master Chief
- 1NCD MCPO Reserve Affairs
- CNRFC Seabee Personnel Enlisted

6. Action. All members of the MWG shall familiarize themselves with this policy memorandum and carry out the mission of the MWG.



M. R. JOHNSON

Rear Admiral, CEC, U. S. Navy

Distribution:
CNO (N446, N132D)
COMNAVFACENGCOM (SR)
COMNAVPERSCOM (4413, 401)
COMNAVCONFORCOM
CO EPMAC