



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 5420.21
SPAWAR 08-1
11 Dec 1990

SPAWAR INSTRUCTION 5420.21

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR HEADQUARTERS MANPOWER RESOURCES BOARD

Encl: (1) SPAWAR Headquarters Manpower Resources Board Membership

1. Purpose. To establish the Space and Naval Warfare Systems Command (SPAWAR) Headquarters Manpower Resources Board (MRB).
2. Cancellation. SPAWAR Instruction 5420.20 of 5 April 1990 is cancelled. SPAWAR Notice 5010 of 5 September 1990 is cancelled.
3. Scope. The policy and procedures outlined apply to all organizational components of SPAWAR headquarters except SPAWAR 00J and SPAWAR 004 which are exempted because of the sensitivity of their functional management responsibilities.
4. Background. SPAWAR is faced with a decreasing manpower baseline from FY-91 through FY-97. Accordingly, it is appropriate to establish a resource for broad-based advice to the Commander (SPAWAR 00) regarding all matters concerning the allocation and justification of SPAWAR headquarters manpower resources. Both the short-term and long-term perspective of balancing manpower requirements with manpower availability must be considered. There is also a need to provide line management an ownership role in headquarters manpower management.
5. Policy. The MRB is assigned advisory and policy-making responsibility for all management issues relating to the allocation and justification of all SPAWAR headquarters manpower resources. The MRB will recommend headquarters manpower resources allocations to COMSPAWAR based on recommended corporate program priorities with associated manpower baselines. The MRB will institutionalize and oversee a process covering the acceptance of work, organizational design, and total force manpower resources management, to include military, civilian, and contractor support.
6. Responsibilities
 - a. Commander (SPAWAR 00) is the chartering authority for the MRB and will take final action on recommendations forwarded by the board.

b. Vice Commander (SPAWAR 09) is designated as the chairman of the MRB and will determine the board's operating procedures, agenda and meeting schedule.

c. The SPAWAR Headquarters MRB is responsible for:

(1) Reviewing and advising SPAWAR 00 on all matters involving the allocation and justification of SPAWAR headquarters manpower resources.

(2) Providing guidance to headquarters components on manpower resources issues.

(3) Establishing an initial manpower baseline and recommending allocations to SPAWAR 00.

(4) Determining the manpower review process and establishing an ongoing board review schedule.

(5) Conducting scheduled manpower reviews and ad hoc reviews, as required.

d. Deputy Program Executive Officer (PEO-SCS-A) is a member of the MRB for program and matrix support coordination purposes only. Program Executive Office, Space, Communications and Sensors (PEO-SCS) controls its own manpower resources and is therefore not subject to the reviews or recommendations of the SPAWAR MRB.

e. Management and Manpower Division Director (SPAWAR 08-1) is an ex-officio member of the MRB responsible to the chairman for staffing of civilian manpower issues, for providing recommendation to the MRB regarding the allocation of headquarters civilian manpower resources, and for staff and administrative support to the board.

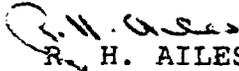
f. Military Resources Management Division Director (SPAWAR 08-2) is an ex-officio member of the MRB responsible to the chairman for staffing of military manpower issues and for providing recommendations to the MRB regarding the current allocation of headquarters military manpower.

g. Headquarters Component Managers will provide presentations on their respective organizations and assigned resources when required by the MRB chairman.

7. MRB Membership. The membership of the SPAWAR headquarters MRB is identified in enclosure (1). Only the principal members will attend MRB meetings. There will be no substitutes. The chairman may request attendance of other representatives of the command as deemed necessary.

SPAWARINST 5420.21
11 December 1990

8. Action. The SPAWAR Headquarters Manpower Resources Board is hereby established. All applicable headquarters personnel shall implement the provisions of this instruction.


R. H. AILES
Rear Admiral, U.S. Navy

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SPAWAR HEADQUARTERS MANPOWER RESOURCES BOARD

Chairman: Vice Commander (SPAWAR 09)

Members: Assistant Commander, Acquisition and Logistics Policy (SPAWAR 003)

Director, Research & Development Center and Field Activity Management Division, (SPAWAR 005-1)

Deputy Comptroller (SPAWAR 01A)

Executive Director, Contracts Directorate (SPAWAR 02A)

Director, Management and Operations Directorate (SPAWAR 08)

Technical Director, Warfare Architecture and Engineering Directorate (SPAWAR 30T)

Assistant Director, Engineering and Integration Logistics, Space and Sensors Systems Directorate, (PD 40T)

Technical Director, Information Transfer Systems Directorate (PD 50T)

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Technical Director, ASW Programs Directorate (PD 80T)

Deputy Program Executive Officer, Program Executive Office - Space, Communications and Sensors (PEO-SCS-A)

Non-Voting: Director, Management and Manpower Division (SPAWAR 08-1)

Director, Military Resources Management Division (SPAWAR 08-2)