



DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGIONAL MAINTENANCE CENTER
9170 SECOND STREET, SUITE 245
NORFOLK, VA 23511-2325

CNRMCIINST 1306.1
Code 1100
12 Feb 13

CNRMCI INSTRUCTION 1306.1

From: Commander, Navy Regional Maintenance Center

Subj: DISTRIBUTION OF REGIONAL MAINTENANCE CENTER ENLISTED
PERSONNEL

Ref: (a) Command Activity Manpower Document
(b) Command Enlisted Distribution Verification Report
(c) NAVPERS 15560D, Naval Military Personnel Manual, 1306
Enlisted Assignment and Distribution
(d) BUPERSINST 1080.53, Enlisted Distribution and
Verification Report Users' Manual (EDVRMAN)
(e) NAVPERS 18068F, Vol. II, Navy Enlisted Classification
Codes (NEC)
(f) OPNAVINST 3120.32D, U. S. Navy SORM

1. Purpose. To ensure that all Sailors assigned to Regional Maintenance Centers are distributed to Departments, Divisions, Branches and Shops to best utilize their knowledge, skills and abilities. Commander, Navy Regional Maintenance Center will review manpower and manning throughout the RMCs and assist in identifying potential inefficiencies in manpower and manning utilization.

2. Responsibility. It is the responsibility of all RMC leaders to review and understand reference (a) and (b) for their command and to ensure the most effective utilization of their enlisted personnel. References (c) through (e) are the governing instructions on how to read, update and maintain references (a) and (b) to ensure the most up-to-date information is correct for all assigned billets.

3. Action. All RMCs will:

a. AMD Review. Ensure monthly review of reference (a) to ensure billets requirements reflect current and future needs of the activity in support of ship maintenance and command support.

b. EDVR Review. Ensure that a complete and comprehensive monthly review of enlisted NECs is conducted. Those Sailors with specific maintenance NECs will be assigned to the most appropriate Departments, Divisions, Branches and Codes to best utilize their skills and experience in support of ship maintenance. The intent is that all Sailors with maintenance Ratings will be assigned direct labor work. No ACC 100 Sailors with a tailored rating shall be assigned to non-maintenance Departments unless specifically requested and approved by CNRMC.

c. Monthly Priority Fill Submission. Each RMC will ensure that a monthly Priority Fill Submission is completed and forward to US Fleet Forces or US Pacific Fleet once a shortage has been identified. The RMCs will include CNRMC on any communications to higher authority on requests for manning or manpower changes.

d. Command Collateral Duties Listing. Generate a Command Collateral Duties list using reference (f) as a baseline. No RMC is authorized to established separate Divisions for the sole purpose of executing a collateral duty.

e. Organizational Structure. The approved RMC organizational structure will be followed and implemented to ensure the correct assignment of personnel throughout the RMC.

f. Limited Duty/Pregnant/Post-Pregnant. Proper care and utilization of these Sailors is paramount to their future productivity and development in the Navy. When possible, this group of Sailors will be assigned direct labor work. However, based on limitations it is understood that some Sailors will always be assigned in-direct labor work due to individual circumstances. All Post-Pregnant Sailors will be assigned to the most appropriate Department, Division, Branch and Code to best utilize their skills and experience in support of ship maintenance.

4. Point of Contact. All questions, suggestions and requests should be directed to the CNRMC Manpower and Manning Division Head. All official requests shall be submitted via letter to ensure traceability and transparency.

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5. Cancellation. This instruction will remain in effect until superseded by a new revision of the same subject.


DAVID J. GALE

Distribution:

SERMC

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