



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 11010.7A
Ser N9/25U775
20 Nov 25

CNIC INSTRUCTION 11010.7A

From: Commander, Navy Installations Command

Subj: NAVY MORALE WELFARE AND RECREATION NONAPPROPRIATED FUND FACILITY PROJECTS

Ref: (a) DoD Instruction 1015.15
(b) DoD Instruction 1015.10
(c) DoD Instruction 7700.18
(d) SECNAV Instruction 1700.12B
(e) OPNAV Instruction 11010.20J
(f) OPNAV Instruction 1700.13C

Encl: (1) Morale, Welfare, and Recreation Facility Projects Submission, Evaluation, and Approval Procedures
(2) Morale, Welfare, and Recreation Capital Investment Boards Bylaws and Procedures
(3) Commander, Navy Installations Command Centrally Managed NAF Capital Investment Timelines

1. **Purpose.** To establish and implement policy, assign responsibilities, provide guidance on procedures for identifying, developing, validating, prioritizing, designing, and funding Nonappropriated Fund (NAF) facility projects. To establish and define the Morale, Welfare, and Recreation (MWR) NAF Centrally Managed Program (CMP) Capital Investment and the membership of the NAF Capital Investment Boards (CIBs).

2. **Scope and Applicability.** This instruction applies to all Commander, Navy Installations Command (CNIC) headquarters and regions.

3. **Background.** Quality of Life operations and services contribute to military readiness and are essential to the effectiveness of Fleet Readiness. The MWR Capital Investment Program evaluates the potential use of self-generated NAF to repair, renovate, upgrade, construct, and replace MWR facilities.

4. **Policy**

a. The Region NAF CIB evaluates, endorses, and recommends the priority of installations facility projects included on the region NAF Integrated Priority List (IPL), for submission to the CNIC CMP.

b. The CNIC NAF CIB evaluates, prioritizes, and approves projects submitted by the Region NAF CIB IPL for centrally managed NAF Investment Requirements Plan (NIRP) prioritization.

c. Project submission and procedures are outlined in enclosure (1). Duties, responsibilities, and membership of the Region NAF CIB and CNIC NAF CIB are provided in enclosure (2). NAF capital improvement reporting requirements will follow guidance per references (a) through (f).

d. Category A program requirements are resourced with appropriations, thereby are requirements of the Shore Cross Functional Team - Infrastructure Investment Plan (SCFT- IIP) program for Military Construction (MILCON) and Facility Sustainment, Restoration and Modernization (FSRM) Operations and Maintenance, Navy (O&M, N).

e. Standardized templates and forms will be issued for requirements governed by this program.

5. Responsibilities

a. CNIC Director, Fleet and Family Readiness (N9) is responsible for:

(1) Establishing and maintaining a Centrally Managed Program long-range ten-year capital investment strategy.

(2) Establishing a CNIC CIB to consolidate and prioritize the Region's IPL and approve an MWR enterprise ten-year NIRP for Category B and C programs for all projects when the proposed project cost is greater than \$1,000,000.

(3) Establishing a centrally managed investment fund to sustain capital investments and contingency funds.

(4) Designating project execution agents for all centrally managed projects.

(5) Issuing standard templates and forms, requiring specific processes, and procedures.

(6) Implementing enterprise program direction and applying the execution authority necessary for successful administration of the capital investment program.

(7) Coordinating with the Fleet Commanders, other Department of the Navy (DON), Department of Defense (DoD), and non-Department of Defense entities on matters associated with the Capital Investment Program.

(8) Ensuring that all NAF recapitalization projects are in compliance and reported per references (a) through (f).

(9) Approval of projects in compliance with reference (c) and the objectives of the investment strategy for inclusion in the annual Commissary Surcharge, NAF, and Privately Financed Construction Report via the MWR/Navy Exchange (NEX) Board of Directors.

(10) Disapproval of projects that are non-compliant with established policy, timeline, or financially unviable to the overall MWR fund.

(11) Funding emergent requirements greater than \$1,000,000.

b. The Region N9 is responsible for:

(1) Establishing a Region CIB and or a Region CIB Working Group to create, prioritize, endorse, and develop a holistic Region Integrated Priority 1-N (sequential order) List IPL aligned to the capital investment strategy.

(2) Establishing, maintaining, and submitting a ten-year IPL 1-N List for major construction and repair projects for each identified category B and C programs when the proposed project cost is greater than \$1,000,000 for submission to the CNIC CIB no later than 30 April. Each program year will identify Category B and C projects.

(3) Establishing, funding, and submitting the ten-year IPL 1 – N list for minor construction and repair projects for each identified category B and C programs when the proposed project cost is \$1,000,000 or less no later than 30 April. Repair projects \$1,000,000 or less are managed by the Region. Minor construction projects between \$200,000 and \$1,000,000 require CNIC N9 approval before execution. The region ten-year IPL priority 1 – N list is maintained for tracking and reporting the overall capital investment program.

(4) Submitting all major NAF Construction (NAFCON) in excess of \$1,000,000 no later than 30 April of the program year. Projects not fully developed will be returned without action.

(5) Submitting proposed new footprint construction NAFCON greater than \$1,000,000 to proceed to Project Validation Assessment (PVA) for consideration within the Region ten-year IPL.

(6) Briefing the Region Category B, C and NAFCON program year priorities to the CNIC CIB on an annual basis.

(7) Ensuring that all NAF recapitalization projects comply and are reported per references (a) through (f).

(8) Prioritizing projects that have immediate impact on fleet readiness, retention, recruitment or to mitigate reputational risk.

(9) Prioritizing facility repair projects in failing or poor condition.

(10) Planning and programming of high impact revenue generating projects.

(11) Ensuring installations maintain accurate facility condition metrics e.g., Condition Rating (CI), Facility Condition Index (FCI), etc. Proactive coordination with the installation Real Property Accountability Officer (RPAO) and the Facility Management Specialist (FMS) is critical in the success of the Capital Investment Strategy.

(12) Funding emergent requirements \$1,000,000 or less and NAF expenditures.

(13) Submitting waiver request to use NAF, in lieu of APF, approved by Assistant Secretary of the Navy (Energy, Installations and Environment) ASN (EI&E) or DON headquarters designee in accordance with Reference (e), appendix B, figure B-2, note 9.

(14) Rightsizing assets, repurposing excess capacity, or closing operations in excess of the requirements or when cost prohibited to repair or manage operations.

6. Records Management

- a. Records created as a result of this instruction, regardless of media or format, must be managed and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
- b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N9) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if still required, unless it meets one of the exceptions in OPNAVINST 5215.7A, paragraph 9. Otherwise, if the instruction is no longer required it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms Management Control. Project nomination forms and documents below can be found on the CNIC Gateway 2.0 <https://g2.cnic.navy.mil/tscnichq/N9/N94/N944/default.aspx> or MWR website https://www.navymwr.org/resources/Facilities/project_nomination_forms.

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By direction

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.

Morale, Welfare, and Recreation Facility Projects Submission, Evaluation, and Approval
Procedures

1. Authority. The use of NAF to support capital facility requirements are identified in references (a) through (f).

2. Key Definitions

a. Construction. Includes erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, or replacement of an existing facility; the relocation of facilities and equipment; the adjustment of interior arrangements or other physical characteristics of a facility; the installation of utilities and equipment made a part of a facility, and related site preparation, excavation, filling and landscaping or other improvements. It includes pouring, dredging, excavating, and painting. It does not include installation of carpet, wall covering, or draperies.

b. Repair. A repair project is defined as:

(1) To restore a real property facility, system, or component to such a condition that it may effectively be used for its designated functional purpose.

(2) To convert a real property facility system or component to a new functional purpose without increasing its external dimensions.

c. Major Construction. A construction project with a construction component cost that exceeds \$1,000,000.

d. Minor Construction. A construction project with a construction component costs between \$200,000 and \$1,000,000.

e. Modernization. Alterations of a facility solely to implement new or higher standards (including regulatory changes), to accommodate new functions, or to replace building components that typically last more than 50 years (foundations, structural members).

f. Restoration. Repair of a facility damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other cause.

g. Sustainment. The maintenance and repair activities are necessary to keep the facility in good working order. It includes regularly scheduled maintenance, cyclical repairs, or replacement of components over the expected service life of facilities (e.g., roof, or HVAC replacement).

h. Program/Development Year. The year of project development of prioritized projects ensures the project is executable upon approval. The period includes CIB prioritization, scope and cost development, Project Site Assessment (PSA), Design Charrettes, Project Validation Assessment (PVA), APF companion requirements, installation PWD Work Induction Board

for Site Approval, National Environmental Policy Act (NEPA) documents, COR services and design reviews.

- i. Approval Year (AY). The year of approvals of fully developed and executable projects. Year one of the ten-year IPL towards execution. The period includes package development, submission, and brief to the MWR/NEX BOD - Facility Committee. When applicable, MWR-NEX BOD, OPNAV, Assistant Secretary of Defense (ASD) with congressional notification.
- j. Figure of Merit. A figure of merit (FOM) is a quantity used to characterize the performance of a device, system, or method, relative to its alternatives. The FOM is used as a Decision lens to score facility projects.

3. Appropriated Funding Support

- a. Appropriated Funding Support (APFs) must fund all facility construction related to the establishment, activation, realignment or expansion of a military installation by 25 percent in authorized and assigned personnel within a two-year time span; or relocation of facilities for the convenience of the Government; replacement of facilities denied by country-to-country agreements; restoration of facilities and improvements destroyed by acts of God, fire or terrorism; fire protection measures required under UFC 4-010-01; and to correct life safety and Americans with Disabilities Act (per Chapter 1, part 36 of title 28, Code of Federal Regulations) and fire protection deficiencies.
- b. APFs must fund site development costs, archeological and ammunition clearances, environmental assessments and remediation, water purification, demolition, and road services. APFs must fund infrastructure support connection from the main source to within ten feet of the building, excessive utility connections, exterior communication telephone and internet connections. Site Approval (SA) and any DD Form 1391 development or assistance required must be funded with APFs.
- c. Compliance with NEPA and other environmental compliance and clean-up requirements, laws, and regulations must be locally funded by APF.
- d. NAF projects requiring APF companion projects must obtain funding approval. Without approval for APF companion projects, NAF projects will not be forwarded to the MWR/NEX BOD for approval.
- e. MWR facilities that should normally be funded from APF for repairs to structural, mechanical, electrical, plumbing, building envelope, etc. or solely to correct accessibility, life safety, or health deficiencies must have documented non-availability of APF, as well as ASN (EI&E) waiver approval, to use NAF in lieu of APF, prior to commitment of NAF.
- f. Shore Cross Functional Team - Infrastructure Investment Plan (SCFT- IIP) priority developed military construction project data DD Form 1391s recorded in Programming Administration Execution System (PAX) are required for inclusion in the SCFT IIP at the Installation, Region, and HQ level.

g. APF is not authorized for sustainment and restoration of golf courses or golf course structures other than golf club houses inside the United States and except those designated by the Secretary of Defense as remote and isolated. APF is not authorized for cart storage, maintenance sheds, and pro shops inside the United States even if part of the golf club house per reference (a).

h. Revenue generating programs at designated remote and isolated locations may receive the same type or level of APF support as Category B programs.

4. Project Approval Authority

a. The Assistant Secretary of Defense for Manpower and Reserve Affairs ASD (M&RA) is the approval authority for NAF funded construction projects endorsed by the CNIC CIB greater than \$1,000,000. Projects will be forwarded to the MWR/NEX BOD, OPNAV (N46I), ASN EI&E for endorsement and inclusion in the annual NAF Construction Report to ASD (M&RA) for approval and Congressional notification.

b. The CNIC CIB and the MWR/NEX BOD are the approving authorities for all MWR NAF repair projects greater than \$1,000,000.

c. The CNIC CIB is the approving authority for minor construction projects greater than \$200,000 up to \$1,000,000.

d. The Region CIB is the approving authority for all Region funded MWR category B or C NAF repair projects with a proposed project cost of \$1,000,000 or less; minor construction projects up to \$200,000; furnishings, fixtures, and equipment (FF&E); and emergent requirements \$1,000,000 or less.

e. Projects not approved or funded in a program year by the CNIC CIB are reprioritized in the Region's ten-year IPL for future consideration.

f. All project approvals and the Authority to Award (ATA) expire two years from the date of the approval. Projects not awarded within the two years must be processed for delayed award or cancelled. Cancelled projects must be resubmitted in its entirety for future consideration.

g. Increase in project costs due to unforeseen requirements or customer changes will be funded from the original fund source with notification to CNIC CIB. The actual project work classification, funds source, and threshold determines the project final approval authority.

5. Project Nomination Requirements

a. Centrally funded repair projects in excess of \$1,000,000, and construction projects in excess of \$200,000, will be presented to the CNIC CIB. Region funded projects below these thresholds are approved at the Region level.

b. To be considered CNIC CIB eligible, all nominations must be signed by the designated authority and include the following:

- (1) Project Quad Chart.
- (2) Supplemental narrative, analysis or slides that reflect the scope of the project.
- (3) Nomination Form.
- (4) Slides must include a minimum of three photos (one photo of the building/asset exterior and two or more photos of the identified area(s) of repair).
- (5) Project cost estimate completed within 12 months of the program year. Independent Government Estimate (IGE) fully developed, or DD Form 1391. Design/Bid/Build requires 35 percent Architecture and Engineering (A&E) design.
- (6) Site Approval and NEPA documentation will be due no later than 1 January of the year prior to the proposed approval year.
- (7) Non-Availability of APF form, signed by the CO, Region Engineer, and Region Comptroller, as applicable.
- (8) Approved waiver request to use NAF in lieu of APF, approved by ASN (EI&E) or DON headquarters designee, as applicable.
- (9) Project Validation Assessment (PVA) as applicable, completed within 24 months of project submission for projects with a construction component greater than \$1,000,000.

6. Boards. The CNIC CIB and Region CIB will meet annually to prioritize and approve the program year's requirements. The Chair may convene the board at any other time at his or her discretion.

- a. The Region CIB will:
 - (1) Convene no later than April of current fiscal (Program year) to review and prioritize NAF capitalization requirements to create the ten-year IPL 1-N. The use of the CNIC CIB Figures of Merit (FOM) scorecard elements as a reference is encouraged in the region prioritization of projects. The Region CIB establishes prioritization metrics.
 - (2) Forward to CNIC CIB the annual ten-year NAF IPL 1-N list for major construction and repair projects greater than \$1,000,000 for category B and C programs no later than 30 April.
 - (3) Complete and submit nomination documents.
 - (4) Evaluate current strategy and make recommendations to the CNIC CIB to inform future years programming.
 - (5) Forward to CNIC CIB the annual ten-year IPL 1 – N list for minor construction

and repair projects below \$1,000,000 for category B and C programs funded and managed by the Region CIB no later than 30 April for tracking and reporting the overall capital investment program.

b. The CNIC CIB will:

- (1) Convene in June of the program year to review and prioritize the centrally managed program/NIRP utilizing a Figures of Merit (FOM) scorecard.
- (2) Fund project scope development and cost.
- (3) Endorse repair and minor construction projects within the CIB authority for the review and approval of the Facility Committee.
- (4) Endorse projects for inclusion in the annual NAF Construction Report to ASD (M&RA).
- (5) Evaluate current strategy and recommendations of the Region CIB to inform future years programming.

c. Central funded major construction projects (construction cost over \$1,000,000) will be submitted for inclusion in the annual NAF construction report to ASD (MR&A) with Congressional notification. All Repair and minor construction projects over \$1,000,000 must be submitted to the MWR/NEX BOD for approval prior to execution. Region CIB funded and approved projects up to \$1,000,000, may proceed towards execution. Minor construction projects between \$200,000 and \$1,000,000 require CNIC N9 approval before execution.

7. Timelines – Program year (PY)

- a. January – CNIC N944 distribute the Region Asset Inventory by Region, program submission templates and forms.
- b. February/March – Region CIB Chair directs the coordination and management of all facility asset updates (e.g., Property Record Card, facility condition metrics, category code, deficiencies, and RPA name or description). Complete Region Category B and C IPL and all actions no later than 30 March.
- c. February/March – N944 Capital Requirements Coordinator (CRC) supports Region CIB, installation MWR database inquiries from iNFADS, FRES or MAXIMO as required.
- d. February/April – CNIC N944 manages the FY NAF Construction Report and CNIC N9 lead proponent MILCON and O&M, N FSRM priorities for SCFT IIP POM cycle. Complete all actions no later than 30 April.
- e. April – Region CIB Chair convenes to prioritize NAF projects for the program year plus the next nine years. Program year plus nine yields the ten-year IPL 1-N list for

category B and C programs. Submit the ten-year IPLs to CNIC CIB no later than 30 April.

f. May – CNIC CRC consolidates Region (IPLs) to create the annual program year (YR1) and years two - ten CMP/ NIRP.

g. June – Regions brief the program year centrally managed program/NIRP to the CNIC CIB. CNIC CIB convenes to review and approve the program year (YR 1) NIRP. The final ten-year NIRP is returned for execution.

h. June – N944 assigns Project Manager for the proposed priorities to support project development, site visits, scope, cost estimates, PSAs, AE Design Charrettes, and PVAs as required.

i. June – Installation MWR Director coordinates with the Facility Management Specialist (FMS) the official Service Request in MAXIMO for Site Approval, Project Review Boards/NEPA documentation for proposed priorities. Maintain the service request/e-projects number for tracking through timely completion.

j. June – Installation coordination with local PWD to ensure the proposed program year NAF projects are included in the Work Induction Board in support of project development, design reviews, COR services and to ensure the project is executable in the approval year. Identify APF companion scope, requirements, and the appropriations for funding.

k. July – CY 1/March CY 2 – Installation MWR and N944 Project Manager Manages to completion accurate project development, scope, cost, Site Approval, NEPA documentation, PVAs, PSAs, Charrettes, and document approval signatures. Inform Region CIB of project development delays.

8. Timelines – Approval Year (AY) (Year 1 of the ten-year IPL/NRIP)

a. July/August – CNIC CRC develops reporting requirements for approval of the Facility Committee, MWR NEX BOD, and ASD (M&RA).

b. November – Facility Committee Brief. Review and endorse the approval year requirements.

c. January – CNIC N944 brief the approval year to the MWR NEX BOD for review and approval of all repair projects; minor construction projects less than \$1,000,000 for execution. Endorse all major construction projects greater than \$1,000,000.

d. February – All repair projects (unlimited cost) and minor construction projects less than \$1,000,000 may proceed towards execution upon BOD approval.

e. February – CRC/CNIC N9 lead proponent stakeholder initial coordination of SCFT IIP POM cycle, RMIG working group for MWR Category A, UH, Galley, CYP, and FFSC linked IPL program MILCON and O&M, N FSRM requirements.

f. March – CNIC CRC prepares the approval year annual fiscal year Commissary Surcharge, Nonappropriated Fund, and Privately Financed Construction Program NAF Report package for ASD review and approval by CNIC N00 and OPNAV N4I.

g. April – CNIC CRC submits the Annual NAF Report to OPNAV N4I via CNIC N00 no later than 15 April via tasker.

h. May – OPNAV N4I submits the Annual NAF Report to ASD (M&RA) no later than 15 May. The report consolidates Navy MWR and NEXCOM annual requirements.

i. May – CRC/CNIC N9 lead proponent stakeholder coordination of SCFT IIP POM cycle final IPL for MWR Category A, UH, Galley, CYP, and FFSC linked IPL program MILCON and O&M, N FSRM requirements.

j. June – CNIC N944 briefs the annual NAF report to ASD (M&RA).

k. August/September – ASD final coordination of the annual NAF report within OSD and all services.

l. October/December – ASD review, approval with Congressional notification.

9. Acronyms

ASD – Assistant Secretary of Defense

ASN – Assistant Secretary of the Navy

ATA – Authority to Award

AY – Approval Year. Period of project approvals

BOD – Board of Directors

CIB – Capital Investment Board

CMP – Centrally Managed Program

CRC – Capital Requirements Coordinator

CY – Current Year

CYP – Child & Youth Programs, CNIC N96

DY – Development Year. Period of project prioritization and development

EI&E – Energy Installations and Environment

EPG – Electronic Project Generator

FMS – Facility Management Specialist

FOM – Figure of Merit

FRES – Facility Readiness Evaluation System

FSRM – Facility Sustainment, Restoration and Modernization

FFSC – Fleet & Family Service Center, CNIC N91

Galley – Ashore Galleys, CNIC N925

HASC – House Armed Services Committee

ICP – Infrastructure Capability Plan

IIP – Infrastructure Investment Plan

INFADS – Internet Facility Asset Data Store

IPL – Integrated Priority List
M&RA – Manpower and Reserve Affairs
MWR – Morale, Welfare and Recreation
NAF – Non-Appropriated Fund
NAFI – Non-Appropriated Fund Instrumentality
NEPA – National Environmental Policy Act
NEX – Navy Exchange Services Command (NEXCOM)
NIRP – NAF Investment Requirements Plan
PAX – Programming Administration Execution System
PM – Project Manager, CNIC N944
POM – Program Objective Memorandum
PVA – Project Validation Assessment
RPAO – Real Property Accountability Officer
SASC – Senate Armed Services Committee
SAP – System Applications & Products
SCFT IIP – Shore Cross Functional Team - Infrastructure Investment Plan (SCFT- IIP)
UH – Unaccompanied Housing, CNIC N93
1-N – 1 to many - (sequential numerical order)

Morale, Welfare and Recreation
Nonappropriated Capital Investments Boards and Bylaws and Procedures

1. Creation and Organization

- a. The standing committee of the MWR Capital Investment Program is the Capital Investment Board (CIB).
- b. The CNIC CIB and Region CIB may determine rules and procedures consistent with these bylaws or other directions from the CNIC CIB.
- c. Meetings of the CNIC CIB or Region CIB may be called in the direction of the respective Chairperson. Meetings of the Region CIB will be scheduled prior to the CNIC CIB. The Region CIB may forward matters for consideration to the CNIC CIB to assist in the management of the NAF Capital Investment program.
- d. The quorum required to conduct MWR NAF Capital Investment program and Region CIB business is four members. At the direction of the Chairperson, any designated ex-officio non-voting member may be asked to participate in a designated event or meeting and to do so in a voting capacity. However, this individual may not vote unless designated as an alternate by the Chairperson.
- e. The designation of an alternate member is satisfied by email correspondence.
- f. A quorum may be in person or virtual. Action taken by the quorum will be considered the decision of the CNIC CIB or Region CIB. Voting may occur by ballot, voice, email, or written correspondence.
- g. The CNIC CIB or Region CIB may act within its authority without a meeting; provided the matter requiring action is outlined in writing and all members are afforded the opportunity to vote.

2. Responsibilities

- a. The Region CIB evaluates, approves, and recommends priority ranking of the Region ten-year IPL capital investment requirements to the CNIC CIB.
- b. Region CIB will review long range plans of the MWR NAF capital investment program and may make recommendations on capitalization or revenue matters and referred to the CNIC CIB.
- c. Region CIB defines, and champions appropriated funds, support for authorized requirements, consistent with established policies.

d. Region CIB integrates and reviews capitalization requirements to prioritize NAF projects, forwarding nominations to the CNIC CIB for review with recommendations for approval. All construction reporting requirements must be submitted for approval per the provisions of references (a) through (e).

3. CNIC Capital Investment Board CIB

a. Voting members of the CNIC CIB:

- (1) CNIC N9 (Chairperson)
- (2) CNIC Chief of Staff
- (3) CNIC N9B
- (4) CNIC Force Master Chief
- (5) CNIC N92
- (6) CNIC N94

b. Ex-officio non-voting members are:

- (1) CNIC N944
- (2) CNIC N948
- (3) CNIC N944 Capital Requirements Coordinator

c. Alternate Panel Members. CNIC CIB members may designate a temporary alternate to act and vote on his or her behalf. However, delegated membership will be at a senior level to ensure proper oversight and awareness of subject matter.

d. The CNIC CIB will meet at least annually. To meet emergent needs, the CNIC CIB may also meet in the direction of the Chairperson.

e. In lieu of additional meetings, the Chairperson may elect to poll the voting members in any convenient manner to achieve resolution on matters that require expeditious handling.

4. CNIC CIB Proceedings.

a. In the absence of the Chairperson, CNIC N9B, or other senior CIB members as designated by Chairperson, will assume the Chair for the designated event.

b. Only designated CIB members or a designated alternate may vote.

5. Region Capital Investment Board

- a. At meetings of the Region CIB, a majority is required to constitute a quorum for the transaction of business. When a quorum is present, action taken by the majority will be considered the decision of the Region CIB. The Region CIB composition is standardized across all regions to create stakeholders' engagement at every echelon level.
- b. Voting Region CIB members and representatives:
 - (1) Region N9, Chairperson
 - (2) Region Command Master Chief
 - (3) Region N92,
 - (4) Region Engineer/Deputy Engineer
 - (5) Region N94
 - (6) Fleet Representative. Recommend FLTCM/FORCM or equivalent
- c. Ex-officio non-voting members are Region N948 Financial Manager.
- d. Alternate Region CIB Members. A Region CIB member may designate an alternate to act and vote on his or her behalf. Delegated membership will be at a senior level to ensure proper oversight and awareness of subject matter.
- e. In the case of a voting tie, Region N9 will cast the deciding vote.

Commander, Navy Installations Command Centrally Managed NAF Capital Investment Timelines

