Canc: April 2025

CNICNOTE 11001
N4
15 April 2024

CNIC NOTICE 11001

From: Commander, Navy Installations Command

Subj: PUBLIC WORKS DEPARTMENT EXECUTION PRIORITIES

Ref: (a) CNO ltr 5400 Ser N00 of 22 May 23

Encl: (1) PWD Execution Priorities

1. Purpose. To issue policy and guidance for prioritization of execution by Public Works Departments (PWDs) at Navy Installations. Per reference (a), Commander, Navy Installations Command (CNIC) is the Shore Type Commander (TYCOM) responsible for manning, training, equipping and maintaining U.S. Navy shore installation platforms. This policy will ensure that the Installation Commanding Officer (ICO) has clear guidance regarding work that must be performed and areas where risk may be taken to meet the local Fleet mission.

2. Scope and Applicability. This directive is applicable to CNIC, Navy Regions, Navy Installations, Joint Bases where the Navy is lead service, Naval Facilities Engineering Systems Command (NAVFAC), and all supported Commands.

3. Background. There is often competing guidance and directives from various levels within the Navy and Department of Defense that direct work to be performed at Navy Installations. The level-of-effort funding model employed by OPNAV for many of the programs executed by the PWD at the Installation does not provide funding for specific tasks or specific capacity. Therefore, further guidance is necessary to ensure the highest priority tasks are accomplished while allowing flexibility for the commander in the field to exercise best judgment to meet the Fleet mission. This directive is program specific, but it is intended to provide a means of identifying relatively similar levels of risk between programs to inform ICO risk decisions.

4. Action. ICOs will adhere to direction provided in enclosure (1) and will remain responsible for risk decisions for the performance of work by PWDs at their installations. Additional guidance, circumstances where risk decision authority must be elevated, and definitions are provided below:

   a. Must Perform. Program elements in this section shall be performed at each Navy Installation/Joint Base where the Navy is the lead service. If an ICO lacks resources or is constrained by other mission requirements and therefore does not intend to perform a task in this section identified in enclosure (1), the ICO must notify the Region Commander (REGCOM).

The REGCOM may approve deviation from this guidance, provide additional resources, or direct risk be taken elsewhere.

    b. Risk Decision Space. Program elements in this section are considered part of the funded baseline by CNIC. However, an ICO may take risk in these program elements in order to meet mission. Effort should be taken to secure additional resources prior to taking risk in these elements.

    c. Unfunded Baseline. Program elements in this section are considered validated program requirements, but not part of the baseline funding provided. CNIC is taking risk in these tasks, however an ICO may perform these requirements at risk to other programs if the ICO deems it a mission requirement. Effort should be taken to secure additional resources prior to taking risk in another program.

    d. Do Not Perform. Program elements in this section are not CNIC requirements and should not be performed with CNIC funding. Some of these elements may have been previously performed, especially in the case of reimbursable customer work and overhead taken on by CNIC. An ICO may make exceptions when a CNIC funding precedent has been set for recurring or planned work but will ensure tenants plan to fund the whole of their requirement including full overhead beginning in fiscal year 2025.

5. Records Management

    a. Records created as a result of this instruction, regardless of format or media, must be maintained 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, contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Cancellation Contingency. This notice is in effect for one year or until it is superseded by another notice, whichever comes first.

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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

Installation Development Plans (IDPs)

- No map products will be created as part of the IDP that do not conform to Navy Data Model (NDM) requirements.

Asset Evaluations (AEs) & Basic Facility Requirements (BFRs)

- No AEs or BFRs for closed or caretaker status facilities.
- Reimbursable customers must fund their own AEs and BFRs.

Do Not Fund

- Installation Climate Resiliency Plans (ICRPs) are funded separate from the Region or Installation FP funds, and should not be funded locally. Further guidance on ICRPs will be provided at a later date along with funding.
- Comprehensive Regional Land Use Planning

Unfunded Baseline

- BFRs for new missions should be funded by the resource sponsor for the mission. ICOs may approve using CNIC resources to develop the BFR to ensure Fleet mission requirements.

- IDP: New for Non-Major Installations every 10 years; Annual updates; Area Development Plans (ADP) for Special areas and applicable portions of the main Installation; Annual IDP maintenance
- Managing tenant command requests that require update to the IDP / ADP.
- Update and modernize all IDP and ADP planning maps / schematics to published NDM standards
- Integration with other Installation plans

Risk Decision Space

- All AEs and BFRs remain current (no greater than 5 years old).
- BFRs for new CNIC requirements.

- IDP: New for Major Installations every 10 years in accordance with 10 USC 2864; 5 year updates for all Installations in accordance with DoDI 4165.70.
- Installation Departments support to contracted IDPs and ADPs funded by CNIC (e.g. Port Ops, Air Ops, etc. fully supportive of PWD contracted IDP effort).

Must Perform Fully Funded

- Basic Facility Requirements: 80% meet 5-year currency requirement; 100% current for tenants assigned over 100ksf, 100% current for tenants with administrative space over 50 ksf
- Asset Evaluations: Updates to AEs after tenant change of occupancy or renovation to account for new assignments and floor plans; No AEs older than 10 years

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Project Planning		**Real Property Officer/Accountability Officer (RPO/RPAO)**
• Project planning products and services will be limited to the Requirements Data Sheet and no work will be inducted, including DD1391 preparation, in accordance with CNICNOTE 11000.	**Do Not Fund**	• Reimbursable customers must fund RPO/RPAO effort in support of Asset Evaluation and Basic Facilities Requirements (BFR) updates.
• Planning products and services related to non-sustainment work must be funded by the customer requesting the work or through centrally managed funding. • Space allocation/feasibility studies to accommodate supported Commander growth.	**Unfunded Baseline**	• CNIC is not funded to meet all expected timelines for Real Property Management, i.e. with limited staff, all tasks are funded to be completed, but during high volume periods, some tasks may be performed off schedule (this does not apply to annual inventory or audit requirements)
• Requirements Data Sheet preparation for programming decisions • Space allocation/feasibility studies to support unprogrammed CNIC mission impacts • Proactive space management and consolidation project development • Space Allocation Board when required at the Installation or Region	**Risk Decision Space**	• Inventory and audit readiness for land and lesser interests. • Real Property subject matter expertise support
• Pre-design planning products and services to support requirements development for projects locally programmed on the Installation Maintenance Execution Plan, Maintenance Action Plan or Long Range Maintenance Plan • Utility Studies required to assess impacts to future base loading, system degradation, privatization, or life safety. • Space allocation studies to support consolidation.	**Must Perform Fully Funded**	• On-time, accurate Audit Response • Real Property Inventory Data Maintenance • Support for transfer and acceptance of real property (DD 1354 records and support) • On-time, accurate Annual Real Property Inventory

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Site Approvals and Permits

Do Not Fund

- Non-CNIC MUIC holders must provide funding to support CNIC oversight of their planned work including site approvals

Unfunded Baseline

- Fully electronic, integrated site approval system

Risk Decision Space

- Safety site approvals are required. Risk may be taken with throughput volume that may impact project execution, but operational impacts to the Fleet should not be tolerated.
- Non-safety site approvals are also subject to throughput risk and may impact execution of work.
- ICOs may also take risk in the breadth of the non-safety site approval process
- Non-Utility outage coordination, (road closure, building access, etc.) is funded as staffing allows.

Must Perform Fully Funded

- Safety Site Approvals for CNIC funded work and facilities are fully funded with coordination among departments at the Installation, Region and other appropriate reviewers/approvers including but not limited to NOSSA, NAVAIR, NAVSEA.
- Non-Safety Site Approvals for high priority work is funded; impacts are expected to lower priority work as described above.
- Utility outage coordination is fully funded.

Asbestos Surveys

Do Not Fund

- Asbestos surveys for Family Housing, Working Capital Fund, or other non-CNIC FSRM Sustainment Org will not be funded with FP or ST and must use funds corresponding to the Sustainment Org

Unfunded Baseline

- Do not perform asbestos surveys unless they are directly related to planned, emergency or urgent work, or performed as part of the annually directed plan.

Risk Decision Space

- Annual directed asbestos surveys to ensure asbestos data completeness; $500k per Region per FY and notification to occupants.
- Asbestos Program Manager at PWD and Asbestos Program Coordinator at NAVFAC Facility Engineering Command.

Must Perform Fully Funded

- Asbestos surveys related to planned Facility Sustainment, Restoration, and Modernization (FSRM) projects and service calls.
- Until a survey confirms the presence or absence of asbestos or asbestos containing material (ACM), notification to occupants is required to communicate the potential presence of asbestos or ACM due to the assumption that the building contains asbestos.

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Installation Geospatial Information & Services (IGI&S)		Community Planning and Encroachment
• Data collection, products, solutions that are collected and created via enterprise initiatives • Data collection or storage outside of the authoritative Navy Data Model (NDM) • CNIC funding should not be used to cover shortfalls in other programs.	**Do Not Fund**	• Engagements that do not further encroachment management or compatibility goals and objectives or that do not align with the ICO's Strategic Engagement Plan.
• IGI&S data collection, products, and solutions for non-CNIC mission support • Work below the funding threshold in a given execution year.	**Unfunded Baseline**	• Installations are funded for no more than a single Community Planning and Liaison Officer (CPLO). • Projects beyond the capacity of the CPLO or encroachment funding that require planning support are not funded as part of the baseline.
• IGI&S data, products, services, solutions for unprogrammed projects directed by ICO or REGCOM • If additional funding becomes available in the year of execution, highest priority executable projects should be funded.	**Risk Decision Space**	• Installations in close proximity must coordinate CPLO roles and responsibilities and may consider sharing a single CPLO. At smaller installations the CPLO may take on other duties, but CPLO must be primary • At Installations outside the United States, the encroachment program takes a wide variety of forms; ICOs at these Installations should establish the right mix of personnel to meet this mission • Updated Air Installation Compatibility Use Zone (AICUZ) / Range AICUZ / Noise Studies and Encroachment Management Plans.
• Installations are funded for one IGI&S Analyst • Collection, maintenance, and sustainment of GIS data assets Common Installation Picture (CIP) in authoritative NDM in accordance with the Navy IGI&S Data Collection Guidance (DCG) and defined quality control standards. • NDM and GeoReadiness Explorer (GRX) content publishing • IGI&S stakeholders data QA/QC prior to NDM integration • Publication of Installation Base Index Map (Quarterly) • Publication of Installation Utilities Map (by commodity) (Quarterly) • Real Property Inventory Mapbooks (Annually/As-Required) • NDM Data Health Metrics Reporting Dashboard (Quarterly) • GRX Training	**Must Perform Fully Funded**	• Installations are funded for one CPLO. • The CPLO is the ICO's primary link to community planning outside the Installation and staffing of this position will be prioritized at all CONUS, CNRH, and CJRM Installations • The CPLO works closely with the Public Affairs Officer and Installation Integrator to develop the ICO's strategic communication plan.

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Work Execution (Service Calls)		Facility Services (FX)
• No service calls will be performed on closed or caretaker facilities without express approval of ICO, and only then for safety or to maintain good order and discipline (secure windows, graffiti, etc).	**Do Not Fund**	• Base cleanup events should not incur additional labor costs (i.e. no overtime)
• Routine: Sustainment funding is not sufficient to perform all routine service calls.	**Unfunded Baseline**	• Following major storms or similar events, funds should be requested from Region for excessive debris removal that cannot be covered in base line funding. Region will consolidate requests and work funding with CNIC HQ. • Custodial: Additional prestige service up to 20% of total square footage requires REGCOM approval.
• PMs: 100% on-time across the Installation • Urgent: 100% on-time • Routine Service Calls: Each Installation shall establish a budget for routine service calls response in their Maintenance Execution Plan. • PWO will review critical facilities with the ICO and determine if the PM frequency should be increased for HVAC systems that are showing signs of degradation.	**Risk Decision Space**	• Grounds: Debris removal for minor storms based upon historical levels; Running trails and other quality of service clean up; Materials to support base cleanup events; Annual leaf removal. • Custodial: Additional cleaning/sanitation of areas on a no-recurring basis based upon need and annual budget(s). • Solid Waste: Recycling services provided above service level standards • Pavement Clearance: Non mission areas.
• Preventative Maintenance: 100% on-time for utilities, back-up generators, defense critical infrastructure, LOE 1-3 facilities, housing, force protection facilities, and fire protection. • Emergency Service Calls: 100% within specified standard response criteria. • Urgent Service Calls: 80% within specified standard response criteria. • Routine Service Calls: 100% required for all RAC 1 or 2 safety discrepancies that can be resolved under service call. 100% required for Unaccompanied Housing and Child Development Centers for Quality of Service concerns.	**Must Perform Fully Funded**	• Grounds: Standard service levels for all CNIC funded installation grounds. Operational areas, Bird Aircraft Strike Hazard mitigation; ATFP areas; explosive safety; utility right of ways. Prestige service level at 5% of improved grounds. • Custodial: standard service level for all CNIC funded spaces; Prestige service level in areas designated by Instruction; Specialized criteria (e.g. medical) required by instruction • Solid Waste: Recurring Trash and Recycling dumpster pick-ups; Self-funding or profitable Qualified Recycling Program • Pest Control: Standard level of service. • Pavement Clearance: Primary and mission critical roads to remove debris, ice, snow sustaining safe road/airfields and parking areas.

Zone Inspections		Environmental
• Do not expend travel funding to perform zone inspections for Navy Commands that occupy space on other DoD or Federal property. ICOs may perform these at no cost. For example, a Navy facility on an Army base should only be included if it can be inspected at no travel cost.	**Do Not Fund**	• CNIC funding should not be used to cover shortfalls in support of reimbursable work for other Maintenance Unit Identification Code holders, Budget Submitting Offices, or support to Base Realignment and Closure programs
• ICOs shall not expend travel funds to conduct on-site zone inspections of unoccupied special areas (e.g. range target sites), however appropriate effort should be taken through supported Commanders or virtual means to ensure continued requirement and condition.	**Unfunded Baseline**	• Work below the funding threshold but validated within Environmental Program Requirements Web (EPRweb) by CNIC/OPNAV N4I in a given execution year
• Zone Inspection results consolidated and assessed for trends and presented to IMIG • When impractical for ICO to inspect 100% of facilities annually due to size of Installation or remote special areas, other Installation leaders may support in accordance with Instruction.	**Risk Decision Space**	• Environmental requirements and emergent that arise during the year of execution should be assessed for relative priority against annual execution plan and TYCOM/mission impacts. • If additional funding becomes available in the year of execution, highest priority validated executable projects should be funded. This should include potential "buying ahead" for next fiscal year requirements.
• Zone Inspection program as directed by CNICINST 11000.3A • In coordination with zone inspection scheduled for supported Commands, PWD will provide list of outstanding service calls, projects (programmed and unprogrammed), and latest condition assessment.	**Must Perform Fully Funded**	• ICOs and PWDs must plan, generate, prioritize and execute validated environmental projects based on Environmental Readiness Levels (ERLs) 4 down through 1 as defined in OPNAV M 5090.1 • Focus should be on Environmental Readiness Level (ERL) 4 and ERL 3 projects since they are legal and policy requirements.

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Energy and Utility Innovation		Seasonal Shifts
• Energy projects are selected for programming outside the SMIG or Shore CFT, and DD1391s shall not be prepared until programmed. Additionally, DD1391s will only be performed for programmed energy projects when size and work classification require a DD1391 per OPNAVINST 11010.20J.	**Do Not Fund**	• Not Applicable
• Resiliency efforts that are not part of a 3rd party financed project or energy related enhanced use lease should be developed under facility investment programs outside of the energy program.	**Unfunded Baseline**	• Not Applicable
• Installations shall develop coordinated plans that maximize the use of energy program resources to include third-party financing, utilities privatization, Energy Resilience Conservation Investment Program (ERCIP), Inter-Governmental Support Agreement (IGSA), and enhanced use leasing with in kind consideration (IKC). • Minimal planning effort to develop energy project requirements may be prepared once the project is approved through the energy project selection process	**Risk Decision Space**	• Operating HVAC equipment in mild weather represents an avoidable waste of energy; ICOs through the PWO should continuously monitor outdoor temperature conditions and forecasts to approve/disapprove decisions regarding operation of HVAC equipment • ICOs shall set standards of operation to guide decision making for when to make seasonal shifts • ICOs shall have the authority to approve deviation from planned HVAC operations to address operational or quality of service issues
• Active management of energy program to ensure Installation meets energy efficiency standards and reductions outlined in Executive Orders. • Installations will develop integrated, prioritized load shed, restoration, and generator refueling plans • Installation PWDs will support efforts to privatize utility systems where operationally feasible. • Submit all Installation energy program requirements (to include IMIG and RMIG approved energy projects/EPSP) to CNIC through annual IEPS submission due NLT 30 September.	**Must Perform Fully Funded**	• Shifts between warm and cold weather seasons present risks to HVAC system performance and critical equipment. • During seasonal shifts, PWD personnel work across installations to stand up or down HVAC capability. • REGCOMs shall establish facility type dependent HVAC temperature set points for energy conservation (delegable to ICOs). • Freeze prevention measures must be taken in colder climates to prevent burst pipes and resulting damage.

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Staffing

- PWDs are not funded by CNIC to perform planning and facilities management for reimbursable customers

- Reimbursable customers must convey execution plans to the PWD with enough lead time to ensure the PWD has available resources, including staffing
- Reimbursable customers must also share the cost of providing management and oversight of their work and property on an installation

Unfunded Baseline

- Labor lapse within a program (either FSRM or BOS) may be used to mitigate impacts of vacancies through contracted effort
- Labor lapse from lower priority vacancies may be directed to other programs to align with ICO priorities

Risk Decision Space

- On-Board Labor for CNIC products and services must be fully funded to avoid anti-deficiency act violations.
- Navy operated utility production facilities are the highest labor staffing priority.
- Each Installation will establish priorities for in-house labor as well as long-term workforce shaping plans to ensure the Installation adapts as priorities change.
- Each Installation will identify and prioritize hiring actions for in-house positions as critical when the loss of that position will eliminate a required Installation capability, or significant vacancies reduce capacity below acceptable levels (e.g. high voltage electricians).

Must Perform Fully Funded

Condition Assessments

- No Inspections will be performed on closed or caretaker facilities or abandoned utility systems

- Inspection for Non-CNIC Sustainment Organization (ST Org) Facilities will be funded by the ST Org Code holder

- Infrastructure Condition Assessment Program (ICAP): ICOs may take risk in ICAP outside of those inspections specifically listed in the Must Perform Fully Funded section, however 100% ICAP completion remains a key component of accurate condition reporting.

- Specialized Inspections in accordance with OPNAVINST 11230.2C will be supported at the Installation
- ICAP: 100% Dynamic Equipment performed with PMs; Non-Dynamic Equipment within Targeted Facility Investment (TFI)-75% every 5 years; outside the TFI-75% every 10 years; UH Facilities 100% every 5 years
- Utility ICAP: 100% funded

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## Operations Updates		## Key Engagements and Meetings

Operations Updates		Key Engagements and Meetings
• Operational updates shall not interfere with the safe operation of the Installation mission	**Do Not Fund**	• None
• Advanced analytics are currently unfunded	**Unfunded Baseline**	• None
• PWO updates to the ICO should occur weekly and include windshield tours of the Installation and/or site visits • ICOs are encouraged to meet regularly on a less frequent basis with the Region N4 to ensure Installation priorities and required support are clear to the Region and FEC, as well as coordination for PWD oversight	**Risk Decision Space**	• Reporting of facility condition and planned work should be restricted to standardized template reports. PWD staff can support more detailed analysis and reporting for supported commands as resources are available. • Community Planning Boards and similar external PWD level engagement is encouraged in support of the CPLO • Additional topics for the Installation or Region Mission Integration Group (IMIG/RMIG) beyond the minimum core topics in the Instruction.
• PWOs will meet regularly with the ICO and provide updates on the following, at a minimum: planned outages, ongoing emergency facility repairs, fire protection system outages and impairments, road closures, high risk work performed by in-house or contractor personnel, critical vacancies, and PWD operations impacting other missions.	**Must Perform Fully Funded**	• PWOs shall meet regularly with major supported commanders to review facility condition and foster open communication regarding outstanding requirements, upcoming mission changes, and facility condition • Perform staffing and consolidation of agenda items for recurring IMIG and RMIG meetings iaw CNIC policy. • Coordinate Department heads and Tenant Commands representation at IMIG and RMIG, to include process training, agenda item preparation, and providing minutes. • Support facilities and environmental briefing information support to Installation leadership for engagement with key Navy and community leaders.

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