

# CNFJ Region SEABEE Employment Plan Team Charter

Ref: (a) Commander, U. S. Naval Forces, Japan email of 13 NOV 01 (NOTAL)  
(b) Regional Facility Management System (RFMS) Overview of 16 Nov 01

1. **INTRODUCTION:** Commander, U. S. Naval Forces, Japan (CNFJ) directed a major strategic initiative to regionalize all public works functions using the RFMS concept by reference (a). Reference (b) describes the RFMS concept. One important component of public works mission capability is CINCPACFLT SEABEE shore billets. The CNFJ Regional Engineer and CNFJ Region Public Works Officers are responsible to effectively engage SEABEE shore billets to maximize mission accomplishment, reduce cost of operations, and professionally develop assigned personnel. THIRD Naval Construction Brigade assigns deployable CINCPACFLT units of the Naval Construction Force to bases and locations within the CNFJ Region, based on a range of operational and training needs. These deployable units execute training projects that augment base public works capability.

2. **PURPOSE:** The purpose of this team effort is to develop the CNFJ Region "SEABEE Employment Plan." The Plan will include:

a. Comprehensive strategy to maximize the effectiveness of all assigned SEABEE shore billets to perform the CNFJ Region facility management mission.

b. Procedures to effectively identify and support project work for deployed SEABEE units.

3. **MEMBERSHIP:**

Leader: LCDR William M. Sheedy, PWO Atsugi

Members: CECS N. F. Almira, Atsugi PW Team  
LT Don George, Sasebo PW Team  
BUCS Douglas Thurlow, Yokosuka PW Team  
Mr. Randy Torigoe, Planning Business Line  
CEC Dennis Curtis, Misawa PW Team (ad hoc)  
LT Edward Murray, Okinawa PW Team (ad hoc)  
Diego Garcia PW Team Representative (ad hoc)  
THIRD Naval Construction Brigade Representative (ad hoc)  
CNFJ Region Manpower Representative (ad hoc)

4. **OBJECTIVES:**

a. Understand all current related source data and information for each CNFJ Region base, including:

Base Mission
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Base SEABEE Shore Billet Allowances (BA, NMP)
Shore SEABEE Billet Assignments by Function and Location within Base Organization
Metrics Used to Judge Return on SEABEE billet Investment
SEABEE Billet Collateral Duty Assignments
Proposed NCF Projects
NCF Support Issues/Challenges

b. Develop a comprehensive SEABEE Employment Plan, addressing how SEABEE shore billets would be optimally distributed and employed across the CNFJ Region.

- (1) What functions should be performed by SEABEE shore billets
- (2) Where should the billets be distributed across the CNFJ Region
- (3) How are SEABEE billets integrated into RFMS and Base organizations.

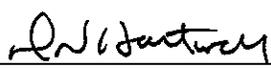
c. Design an effective Regional Engineer staff interface with THIRD Naval Construction Brigade to encourage support and maximum deployment of NCF units to the CNFJ Region.

5. **ASSUMPTIONS:** Assume the billet study is a “zero sum” analysis from the CNFJ Region perspective, with no growth or reduction in the number of allocated billets. Assume the Regional Commander will request to CINCPACFLT Manpower Officer (CPF N1) that SEABEE shore billets be “redeployed” within the CNFJ Region, based on his approval of the analysis of this study.

6. **CONSIDERATIONS:** This effort could result in recommendations to dramatically change how SEABEE shore billets are distributed and employed in the CNFJ Region. Share proposed recommendations in draft with all stakeholders as part of the review and approval process.

7. **DELIVERABLES:**

- a. Report of all source data, shown in paragraph 4.a. above, by 30 MAR 02.
- b. Presentation to the RFMS Steering Team describing the SEABEE Employment Plan, as shown in paragraph 4.b. above, by 15 APR 02.
- c. Executive level briefing to CNFJ Regional Advisory Board by 30 APR 02.
- d. Draft input for the Engineering BL section of the RFMS Operations Manual by 31 MAY 02.

  
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 D. N. HARTWELL  
 CAPT, USN  
 Deputy Commander and Chief of Staff  
 U.S. Naval Forces, Japan

Date: 3/14/02