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## POM15 Guidance & Business Rules

### 1) GENERAL POM GUIDANCE:

- a) CNIC participates in the PPBE process through the collection of BOS requirements from the Installations and Regions, development of the Enterprise Validated Requirement, and delivery of Program Capability Plans to OPNAV Resource Sponsors. CNIC uses the POM Programming Requirements Evaluation Process (PREP) Tool and robust Analytical Reporting capabilities to collect, analyze, revise, and submit accurate, detailed BOS requirements to OPNAV and DOD. For POM 15, we will begin with the bottom-up build completed for FY15 in POM 14, and include significant changes or issues that are anticipated for FY15-FY19. We are orienting to the CNO's tenets of "Warfighting First", "Operate Forward", and "Be Ready". We collect our BOS requirements in the POM not only to give a true picture of what it takes to provide the support and services required but also to give leadership an understanding of the support and services we will not be able to provide if not funded to our requirement levels. For these reasons also, it is necessary that our requirements be directly tied to guidance that specifically requires us to provide support and services at certain levels.
- b) Guidance for POM 15 will be delivered in three parts; the overall guidance that will affect all Programs, an explanation of and directions for the PREP Tool, and Program-specific guidance which will be submitted by the individual Program Directors and loaded onto the POM15 G2 site.

### 2) POM15 SPECIFIC BUSINESS RULES AND POLICY:

- a) Initiative/Vignette: POM15 will require a collaborative process between CNIC HQ, Installations, and Regions. POM15 will be an "Initiatives Only Collection" effort, using the bottom-up build prepared in POM14 FY15 EVR as the baseline. In the PREP Tool, HQ Program Directors, in coordination with Region Program Directors, will create the Initiatives which will then be available for data entry by Installation or Region representatives. Initiatives include any significant changes, increases or decreases, to requirements previously entered during the POM14 cycle. Initiatives will also include those new requirements that have not been included in previous POM cycles. Vignettes are Initiatives that cross several Programs. Consequently, the PREP Tool has been updated to include enhancements that allow for a smooth Initiatives Collection process. Each initiative will require entry at the appropriate COL bands affected with PESTOF detail for FY15 and FY16. FY17-FY19 will be auto-populated and inflated based on the

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user entries made for FY16. There is no inflation provided by the PREP Tool for the Equipment pillar.

- i) Example 1: BUMED as a Vignette. This is an issue that will be a new Requirement for several Regions. The issue will cross several Programs and certainly will affect several Regions/Installations. Therefore, HQ N55 will create the Vignette and identify which Programs at which Installations should input data.
  - ii) Example 2: A Fact of Life (FOL) type increase in Requirement such as a rate increase for labor/contract or utilities.
  - iii) Example 3: Closing of an activity (perhaps a Galley) on an Installation. While this Galley was included in the baseline for POM 14, in our purposes the closing will be considered a change in Requirement.
  - iv) Example 4: Homeport transfer of unit or units between Installations/Regions will be included as a Vignette because there will be multiple Programs and Installations affected.
- b) Personnel data will be collected along with all initiatives, as necessary. CNIC N1 and N5 will consolidate efforts to collect total force – Military Personnel (MILPERS), Civilian Personnel (CIVPERS), and Contractor - data to provide the Navy with the true total cost of Base Operations Support. It is important that Region N5 and N1 staffs collaborate to ensure manpower requirements are captured accurately and with sufficient detail. Initiatives collected during POM15 will include both CIVPERS and MILPERS data. Further guidance regarding collection of personnel and MPN/RPN billet data will be provided by HQ N1.
- c) Program-Specific Guidance for each Special Interest Code (SIC) will be provided by the HPDs and will be available in the PREP Tool by selecting Resources at the top of any page and then clicking on the POM Guidance link. You will be redirected to the G2 site where the most current version of the guidance document will be posted in the Documents section.
- 3) Known Initiatives/Vignettes: CNIC HQ N5 will create the Initiative/Vignette for several activities that are known and will cross several Programs. Where possible, HQ N5 will also publish an initial estimate of requirements for these activities.
- a) BUMED Phase III – CNIC HQ N5 will create this Vignette for use by Regions and Installations. Also, because this is an ongoing event which crosses several Programs, N5 will develop an initial estimate of requirements associated with this Program.
  - b) Navy Safe Harbor – CNIC HQ N9 will coordinate the activities involved in this Program.

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## 4) Models and Model data:

- a) In POM 14, data from several Component Models was used to develop the submission to the Resource Sponsor. For those modeled programs that did not input RVR information, the EVR data has been collected from the Capability Plans and reloaded into the PREP Tool. This data has been loaded into the POM 14 FY14 EVR and pushed down to the Installation level via an algorithm based on percentage breakout of FY11 Certified Obs. This data can also be accessed by running reports in Analytics.
- b) In POM 15, data from Models may be used to determine detail for an Initiative however, the only inputs into PREP Tool will be done via the Initiatives and Vignette screens.

## 5) COL Entries: The Resource Sponsor has indicated a desire to see data entry at all four COLs, thus precluding the necessity of identifying a “target” COL. Until a different method of identifying output levels is decided upon, we will collect the data at four levels. For Joint Regions/Installations your output is at a single level so, similar to previous POM cycles, the data will be entered in the PREP Tool at the COL 2 location.

## 6) POM15 TIMELINE:

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|--|------------------|
| a) Initiatives Capture/Update:             | 07 May – 15 June |
| b) Initiatives Validation:                 | 18 June – 29 Jun |
| c) Murder Boards/CNIC Leadership approval: | 09 Jul-20 Jul    |
| d) Development of deliverables for OPNAV:  | 23July-31 Aug    |

## 7) POM15 DATA COLLECTION PROCESS:

- a) PHASE 1:
  - i) The first phase of the POM15 process will be Initiatives Collection. First, a CNIC Installation, Region, or Headquarters Representative will identify an initiative for a specific program and installations. Installation and Region users must work with their HPDs to create new Initiatives in the PREP tool. Only CNIC HQ N55 Representatives and HPDs have authority to create Initiatives. Installation and Region users will not have access to create Initiatives in the PREP tool directly.
  - ii) When an HPD or N55 Rep creates an initiative, it is assigned by Installation and Program. For ease of use, the PREP tool interface allows the user to select multiple Installations and multiple Programs, as necessary. Any initiative that crosses over multiple programs is defined as a Vignette, and will need to be identified as such using one of the dropdown menus.

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- iii) Following initiative creation by the HPD, anyone given the Installation User Role in the affected Region and Program will have access to provide the granular-level detail for the initiative. The following fields are required:
    - (a) Title (Same title given to issues to be grouped as an initiative)
    - (b) Kind (Indicate Initiative or Vignette)
    - (c) Serial ID (EX: OKI-GL-15 = Installation-Program-POMYear)
    - (d) Relationship (if any) to issue from previous POM cycle
    - (e) Description of the initiative
    - (f) Guiding Document (this can be plain language name of the document or link to a document stored on G2)
  - iv) Initiatives cost data can be edited up until the tool closes or the data is locked. Initiative attributes will also remain editable but Installations and SICs cannot be removed from the Initiative criteria if cost data has been entered.
- b) PHASE 2:
- i) The second phase of POM15 is Region Stacker Creation. Once all initiatives have been collected, Region and Installation users will be provided access to new PREP screens for prioritizing baseline and initiatives across the COL bands for each program. The Region Stacker concept derived from Program stackers developed at the HPD level and is a method of organizing activities and initiatives at respective locations.
  - ii) **Additional guidance and step-by-step instructions will be published closer to the launching of the stacker module in the PREP Tool.**
- 8) TOTAL FORCE: To be provided by N1.
- 9) ADDITIONAL GUIDANCE:
- a) All instructions, guidance, and information relating to POM15 can be found on the CNIC G2 POM15 website at the following link:  
<https://g2.cnic.navy.mil/solutions/POM/POM15/default.aspx>
  - b) This site hosts POM15 working documents as well as a POM15 discussion board. Please use the Discussion Board for all questions concerning POM15 so that other POM POCs can benefit from the information. Additionally, specific Business Rules for using the POM G2 websites can be found at the link provided above.
- 10) PREP Tool:
- a) Region N5s with Region Admin rights will assign user access to the PREP Tool through an automated process. The Region Admin point of contacts for each Region will receive an email when a user in their Region requests access. The Region Admin will then be able to review the requested account and modify or authorize access as appropriate.