



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

February 13, 2017

MEMORANDUM FOR THE RECORD

Subj: NAVY CIVILIAN ADVISORY BOARD CHARTER

Ref: (a) SECNAVINST 5420.194  
(b) SECNAVINST 5420.60J

1. A Navy Civilian Advisory Board, comprised of Department of the Navy employees, is being established to elevate the focus of civilian workforce leadership to a more centralized, senior level, while assisting and advising the Chief of Naval Operations (CNO) in shaping the workforce to enhance Navy effectiveness. The Navy Civilian Advisory Board will ensure the successful execution of the Navy Civilian Workforce Framework aligned with the Navy mission. The Navy Civilian Advisory Board will foster executive leadership and commitment to ensure Navy civilians are professionally valued, enabled, and supported.

2. Responsibilities

- a. Report to CNO and Vice Chief of Naval Operations on the health of the Navy civilian workforce.
- b. Strengthen the role of Navy leaders in leading civilian professionals as key contributors to the mission.
- c. Work closely with Navy commanders to ensure they have actionable Civilian Workforce strategies that are aligned to the Navy Civilian Workforce Framework.
- d. Understand and provide recommendations to address common issues across the commands.
- e. Share best practices and lessons learned, including benchmarks from other government agencies and industry, and determine potential for Navy-wide expansion.
- f. Assess the effectiveness of the Navy Civilian Workforce Framework, and provide any recommendations for change to Deputy Chief of Naval of Operations (Manpower, Personnel, Training and Education) (OPNAV N1).

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**g. Assist commanders to be successful in leading and developing their Navy civilian workforce, and provide lessons learned and advice to support opportunities for improvement.**

**h. Promote collaboration and transparency across the Navy.**

**i. Act as an advocate to the CNO for the Navy civilian workforce.**

**3. Civilian Advisory Board**

**a. In order to execute responsibilities assigned in this charter, Chief of Naval Personnel (CNP) shall sponsor and chair the Navy-Civilian Advisory Board as a continuing, intra-Navy committee within the OPNAV staff, per reference (a). As an “intra-Navy” body, the Navy-Civilian Advisory Board does not constitute a Federal advisory committee within the meaning of reference (b).**

**b. Unless the chair (CNP) otherwise directs, board members shall consist of a small group of CNO-selected civilian and military leaders representing the diverse backgrounds of the civilian workforce. These areas include: industrial, human resources, science and technology, program management, shore/infrastructure and fleet.**

**(1) Chair: CNP**

**(2) Industrial: Ms. Sharon Smoot**

**(3) Human resources: Ms. Paige Hinkle-Bowles**

**(4) Science and technology: Mr. Bruce Danly**

**(5) Acquisitions: Ms. Allison Stiller**

**(6) Program management: Mr. Garry Newton**

**(7) Shore/infrastructure: Mr. Joe Ludovici**

**(8) Fleet: Mr. Mark Honecker**

**(9) Executive Secretariat: Ms. Anne Davis**

**(10) Member at large: Ms. Carrie Meza**

**(11) Member at large: RADM DeWolfe Miller III**

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c. The Civilian Advisory Board will coordinate with and receive information from other organizations as the chair deems appropriate. The board shall meet at least quarterly and at such other times as the chair designates.

d. There are no costs associated with the establishment and sustainment of the Civilian Advisory Board.

4. Operating Principles

a. Navy civilians are integral to the Navy team and we must ensure they are properly valued, empowered, and recognized for contribution to the mission.

b. Leadership and professional growth, development, mentoring, and learning opportunities must be encouraged throughout the workforce.

c. Effective career development requires senior Navy leadership commitment and involvement in every career field/community.

d. Analytics and tools should support workforce demand forecasting, workforce lifecycle management, and leadership decision-making.

5. Tenure. This is a standing board with no membership time limit.

6. Attendance. Attendance by 50 percent of the Navy Civilian Advisory Board members will constitute a quorum. Principals only may attend as members, although guests will be invited on an ad hoc basis.

7. Meetings. Meetings will be held at least quarterly and may occur more often as workload dictates.

8. Subcommittees. The board may establish subcommittees, task groups or working groups when necessary. Such subcommittees will not work independently of the Board and will report all their recommendations and advice to the board.

9. Staff Support. OPNAV N1 will serve as the executive secretariat and provide primary staff support to the Navy Civilian Advisory Board.



J. M. RICHARDSON