



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 1701.1
N9
29 Aug 2018

CNIC INSTRUCTION 1701.1

From: Commander, Navy Installations Command

Subj: FAMILY FRAMEWORK GOVERNANCE BOARD CHARTER

Ref: (a) Navy Family Framework (Version 1.0) of Nov 17

1. Purpose. Commander, Navy Installations Command (CNIC) serves as the central advocate for Navy families and is charged with supporting the overall health of Navy families, understanding their common challenges, collecting and sharing best practices and providing a means for Navy families to provide input on Navy-wide initiatives. The Family Framework Governance Board (FFGB) will be the organizational venue for achieving these objectives.

2. Scope and Applicability

a. The Chief of Naval Operations (CNO) provided reference (a) to prioritize and synchronize efforts to strengthen Navy families in support of a ready and resilient force. Five goals were identified to that end – improve Navy family support programs, better connect and inform our Navy families, improve Navy spouse training and expand our education network, increase meaningful command leader engagement with Navy spouses and families, and reinforce Navy families' connection to the Navy and to the Navy core values of honor, courage and commitment.

b. The Framework specifically directs that local commanders shall have the flexibility to determine their own strategies. CNIC will enable the success of the Family Framework by annually assessing the performance of our programs that support Navy families and by ensuring collective and individual efforts are informed by the successes and challenges of individual units throughout the Fleet. Therefore, the FFGB is established to gather stakeholders and experts on a periodic basis to ensure CNIC works in concert with the key enablers of ready and resilient Navy families to achieve the goals of the Family Framework.

3. Responsibilities. The FFGB will:

a. Provide an organizational structure, venue and timetable for information sharing among stakeholders on how best to build resilience among Navy families.

b. Advise the CNO on policy matters related to the accomplishment of the goals set forth in reference (a) and inform Fleet Commanders of opportunities to enhance family readiness.

c. Seek efficiencies in delivery of family services so that redundancies in services provided across the stakeholder organizations may be translated into more effective goal accomplishment.

d. At the opening session, a review of stakeholder responsibilities and this charter, intended to ensure stakeholder efforts are not duplicated and responsibilities for future sessions are clarified.

e. Develop, implement and monitor metrics that assess performance of programs according to established standards and effectiveness of programs in accomplishing the goals of reference (a).

4. Membership. At a minimum, the FFGB will incorporate input from the following stakeholder organizations. Principal member organizations are requested to provide flag officer or SES level representatives at all FFGB meetings (excluding MCPON and Ombudsmen-at-Large). Adjunct members will provide subject matter expertise to the FFGB and associated working groups as applicable:

a. Principal Members. Principal members provide guidance, critical input, subject matter expertise, oversight, and resources toward the implementation and delivery of quality of life programs and services and shall include the following:

(1) Commander, Navy Installations Command (Chairperson).

(2) Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO N1).

(3) Bureau of Medicine and Surgery (BUMED).

(4) Chief of Chaplains (CHC, OPNAV N097).

(5) Master Chief Petty Officer of the Navy (MCPON).

(6) CNIC, Fleet and Family Readiness Program Director (N9).

(7) Ombudsmen-at-Large (OAL).

b. Adjunct Members. Adjunct Membership shall be open to any stakeholder who can enhance readiness for Sailors and families. A request to become a stakeholder participant in the Navy Family Framework governance structure is subject to approval by the Principal Members.

(1) CNIC Headquarters Staff (including, but not limited to: FORCM, N91, N92, N93, N94, PAO, Force Chaplain, FJA, OGC).

(2) Navy Personnel Command.

(3) Chief of Naval Reserve (N095).

(4) OPNAV N17.

(5) OPNAV N46.

(6) Naval Leadership and Ethics Center (incl. command leadership and spouse course coordinators).

(7) Other Principal Member organization subject matter experts.

c. Information Providers. Non-federal entities with a stated mission to support Navy families also have value to add to the efforts of the FFGB. Examples include but shall not be limited to, Naval Services FamilyLine, Navy-Marine Corps Relief Society and United Services Organization such organizations shall be provided opportunities to give input and receive feedback from the FFGB.

d. FFGB Chairperson. The FFGB Chairperson may add or change adjunct members, or invite one or more individuals to attend specific meetings for the purpose of providing relevant information or expertise to assist in FFGB deliberations.

e. Sub-Working Groups. As directed by the FFGB chair and/or ESG, sub-working groups will be established temporarily or permanently to facilitate and address specific issues or capabilities. Childcare, OCONUS dependent support, quality of life program investment, etc. are examples of focus groups which may be established. FFGB sub-working groups must be comprised of selected representatives or subject matter experts from principal and adjunct member organizations.

5. Roles

a. FFGB Chairperson

(1) Call and chair quarterly FFGB meetings.

(2) Review issues, problems and equities presented during FFGB meetings to provide direction, guidance and recommend specific actions to be accomplished.

(3) Seek consensus from FFGB members on guidance or recommended actions and provide appropriate direction.

(4) Present and represent positions of the FFGB to CNO and others as needed.

(5) Review and approve FFGB meeting minutes.

b. FFGB Stakeholder Organizations (Primary and Adjunct Members)

(1) Primary members are requested to attend all FFGB meetings, designating an appropriate Flag Officer or SES representative as necessary. All attending stakeholders must represent their organization's position on issues and guidance under consideration and represent the decisions of the FFGB to their organization.

(2) Identify agenda items to the ESG for review and vetting.

(3) Implement the guidance and execute tasks as agreed to by the FFGB.

(4) Ensure support for sub-working groups established by the ESG.

(5) Review FFGB meeting minutes.

c. Sub-working Groups

(1) Research, analyze, coordinate, and adjudicate recommendations for the issues within the sub-working groups' tasked area of responsibility.

(2) Brief the FFGB, via the ESG and key stakeholder organizations on sub-working group recommendations.

6. Administration. CNIC Headquarters will host FFGB meetings and establish videoconferences for organizations who need to participate from locations other than the Washington Navy Yard. These meetings will be held as needed, but no less than quarterly. Annual reports of progress in meeting reference (a) objectives to the Chief of Naval Operations (CNO) shall be delivered to CNO no later than 30 November, beginning in 2018.

7. Records Management.

a. Records created as a result of this instruction [notice, change transmittal], regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx> . For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N9) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy

and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, 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.



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