



## CHAPTER 9 GLOSSARY AND ABBREVIATIONS

### a. TERMS AND DEFINITIONS

**Authority** is a delegated “power” to locally operate as an agent of a higher organizational component using a prescribed system of operational rules.

**Additional Duty (ADDU).** An officer has an ADDU relationship with a reporting senior officer that signs the officer’s “additional duty” fitness report. An officer is typically ADDU to the reporting senior with ADCON oversight.

**Administrative Control (ADCON).** The Commander with ADCON directs how work is accomplished. This includes developing a concept of operations, staffing the execution model, training the people, managing the “community,” providing the right tools, using the best business processes, etc.

**Business Line Manager** is the senior manager of the business line responsible and accountable for executing the business line mission.

**Center of Technical Expertise** is a DoD organization external to the CNFJ Region that provides products, services, and/or technical assistance to the RFMS.

**Client** is the person, group, or organization that requires and receives RFMS support.

**CNFJ Regional Management Team** is the senior leadership and staff of the CNFJ Region, including the Commander, Deputy Commander/Chief of Staff, Regional Business Manager, Regional Comptroller, Regional Manpower Officer.

**Community Management** is the system of support that ensures all personnel within a particular functional community have the skills, tools, mentoring, and leadership to grow and develop to their highest professional capability.

**Concept of Operations** is the overarching structure that enables service delivery, including organizational components, roles and responsibilities, macro business processes, and macro resource distribution.

**Contract Warrant** is specific delegated authority to obligate the U.S. Government by procurement actions.

**Deputy Regional Engineer** is the second senior CEC Officer on the CNFJ staff who advised and assists the Regional Engineer in the execution of all responsibilities for the shore based facilities and administration of real estate matters. Deputy Regional Engineer also provides direct oversight and supervision for each of the six RFMS Business Lines.

**Effectiveness** is the measure of success, in terms of quality of service, in meeting mission requirements.

**Efficiency** is the measure of success, in terms of lowest cost and best return on investment, in meeting mission requirements.

**Forward Deployed Naval Force** is all Navy and Marine Corps units, both operational and supporting commands, that base beyond (forward of) the continental United States.

**Knowledge Management** is the system and tools associated with maintaining, storing, and retrieving complete and accurate information about a particular functional area.



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**Matrix Organization** provides two perspectives that work together for collective success. Typically there is an operational perspective focused on mission effectiveness and business process perspective focused on cost efficiency.

**Maximo** is a commercially produced software that provides information management and work control capability for all required users, including managers, work producers, and clients.

**Metric** is a management tool to measure process performance relative to an established performance goal.

**Mission** defines the reason an organization exists and the desired end result.

**Navy Public Works Center, Japan** is NWCF organization, and is part of the Naval Facilities Engineering Command PWC corporation. PWC Japan reports directly to CNFJ, and is headquartered at Fleet Activities, Yokosuka, Japan. PWC Japan provides mostly in-house facility management support for U.S. Navy bases in Japan.

**Officer in Charge of Construction, Far East** is a detachment of Pacific Division, Naval Facilities Engineering Command that performs facility contracting support for U.S. Navy and U.S. Marine Corps bases in Japan. OICC FE is headquartered at Fleet Activities, Yokosuka, Japan.

**Operational Control (OPCON).** The Commander with OPCON directs what needs to be done and when it needs to be done. Determines areas of special emphasis and sets priorities.

**Position Management** is the process that defines a staffing requirement for an organizational mission, including position type, position description, position classification, and position supervision.

**Primary Duty (PRIDU).** An officer has a PRIDU relationship with the reporting senior officer that signs the officer's "primary duty" fitness report. An officer is typically PRIDU to the reporting senior with OPCON oversight.

**Process** is the set of rules and activities that transform capability into an end result or product.

**Program** is the management of a group of requirements and available resources to accomplish a function.

**Public Works Officer** is the "forward deployed" direct representative of the Regional Engineer, responsible and accountable for all facility management issues and services at his/her assigned base or area of responsibility.

**Public Works Team** is composed of all in-house PW capabilities "forward deployed" at the base, including components of all six business lines, support functions and all system enablers.

**Regional Business Line** is a broad, but related, category of facility management products and services.

**Regional Commander** is the Immediate Superior in the Chain of Command for six U.S. Navy facilities located in Japan and the British Indian Ocean Territory. The Regional Commander is responsible for the effective management of the Shore Installation Management mission across the Region area of responsibility.

**Regional Commodity Manager (RCM)** is the PWC Japan manager that oversees and controls a grouping of NWCF commodities purchased by clients across the Region. Typically, RCMs are double-hatted as Regional Business Line Managers, which have the different role to manage the CNFJ Region program (requirements and resources) responsibilities.

**Regional Engineer** is the senior Navy Civil Engineer Corps (CEC) officer on CNFJ Region staff who has overall responsibility and accountability for executing the entire RFMS mission. The Regional Engineer is also the



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Commanding Officer of U.S. Navy Public Works Center (PWC), Japan and the Officer in Charge of Construction (OICC) Far East Detachment.

**Regional Engineer Component** is comprised of the RE, Deputy RE, and Regional Program Action Officer. The RE component leads, integrates, and coordinates RFMS component efforts, resources, and capabilities.

**Regional Facility Management System (RFMS)** is the integration of all available facility management capabilities with the CNFJ Region into one seamless service delivery system.

**Regional Hub** is a centrally located execution platform that contains Region-wide execution capability from each of the six Business Lines and four Support Lines. The Deputy RE coordinates hub operations.

**Regional Program Action Officer** performs day-to-day coordination and accounts for all RFMS resources of the CNFJ Region Facility Management Program across all six RFMS business lines. The RPAO works directly for the Deputy RE.

**Reimbursable Client** provides funding for a specific service directly to the service provider.

**Resource** is a tangible commodity of value that “fuels” RFMS operations process.

**RFMS Management Team** is comprised of the Regional Engineer, Deputy Regional Engineer, Regional Program Action Officer, the Regional Business line Managers (BLMs), and the Base Public Works Officers (PWOs). This RFMS Management Team collectively operates within a matrix organizational relationship.

**RFMS Steering Team** provides strategic guidance for RFMS operations. The Steering Team includes the Regional Engineer, Deputy Regional Engineer, PWC Executive Officer, PWC Business Manager, and Deputy OICC.

**Service Delivery Platform** is the entity that produces actual products and services and delivers them to RFMS clients.

**Strategic Planning** is an ongoing process of understanding the dynamic nature of our client’s requirements and ensuring our delivery system is always prepared to effectively and efficiently accomplish the mission of today, tomorrow, and the future.

**Sub-Program** is a more narrowly defined, more closely related, set of products and service resourced through a program. RFMS has six sub-programs that directly relate to our six business lines.

**Support Function Manager** manages on of the four RFMS support functions, ensuring all support requirements are identified and addressed through the most effective and efficient means possible.

**System Enabler** is an established resource or authority that “empowers” RFMS to operate effectively and perform its important base support mission.

**System Support Function** provides a critical set of shared internal support services to all components of the RFMS. It is grouped on four categories: Resource Management, Information Technology Management, Systems Support Management, and Contract Support.

**Unfunded Requirement** is a known, validated requirement that currently has no resources allocated to address the need (deferred pending availability of resources).

**Vision** is what we, as a person, team, or organization, strive towards. It is our strategic target. The vision of RFMS is to *Deliver World-class Facility Management Support to Our Forward Deployed Naval Forces.*



**b. RFMS ABBREVIATIONS AND FULL TERMS:**

ADDU	Additional Duty
BLM	Business Line Manager
BOS	Base Operating Support
C7F	Commander, U.S. Seventh Fleet
CESE	Civil Engineer Support Equipment
CFA	Commander Fleet Activities
COMPACFLT	Commander, U.S. Pacific Fleet
CNFJ	Commander, U.S. Naval Forces Japan
COA	Course of Action
CO	Commanding Officer
CONOPS	Concepts of Operations
CPF	Commander, U.S. Pacific Fleet
CPV	Current Replacement Value
CTE	Center of Technical Expertise
DoD	Department of Defense
DRE	Deputy Regional Engineer
EC	Environmental Compliance
EFD	Engineering Field Division
EKM	Enterprise Knowledge Management
EMS	Environmental Management System
EQA	Environmental Quality Assurance
FM	Facility Management
GOJ	Government of Japan
GSA	General Services Administration
HNS	Host Nation Support
HRO	Human Resources Office
IPL	Integrated Priority List
IPT	Integrated Project Team
IRRS	Installation Readiness Reporting System
IS	Information System
JED	Japan Engineering District (U. S. Army Corps of Engineers)
JEGS	Japan Environmental Governing Standards
MEO	Most Efficient Organization
MF	Mission Funded
MLC	Master Labor Contract
MRP	Maintenance Real Property



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NAF	Naval Air Facility / Non-Appropriated Fund
NAVFAC	Naval Facilities Engineering Command
NCC	Naval Crane Center
NCF	Naval Construction Force
NFESC	Naval Facilities Engineering Service Center
NSF	Navy Support Facility
NWCF	Navy Capital Working Fund
OB	Other Base Operating Support
OICC	Officer in Charge of Construction
OMN	Operation and Maintenance Navy
PACDIV	Pacific Division, Naval Facility Engineering Command
PM	Property Maintenance
POM	Program Objective Memorandum
PPBS	Planning, Programming, Budgeting System
PRIDU	Primary Duty
PRV	Plant Replacement Value
PWC	Public Works Center
PWO	Public Works Officer
PWT	Public Works Team
QM	Quarters Maintenance
RBM	Regional Business Manager
RBMO	Regional Business Management Office
RCM	Regional Commodity Manager
RE	Regional Engineer
RFMS	Regional Facility Maintenance System
RMS	Resources Management System
ROI	Return on Investment
ROICC	Resident Officer in Charge of Construction
RPAO	Regional Program Action Officer
RPM	Real Property Maintenance
SFM	Support Function Manager
SII	Special Interest Item
SMRD	Shore Manpower Requirements Determination
SRM	Sustainment, Restoration, Modernization
USCS	US Civil Service
USFJ	U.S. Forces Japan
XO	Executive Officer