



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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1700  
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21 Jan 2012

From: Director, Fleet and Family Readiness

Subj: FAMILY READINESS MANAGEMENT ASSIST TEAM (MAT) POLICY

Ref: (a) CNICINST 5300.2  
(b) MWRDIVINST 4651.1J

Encl: (1) Management Assist Team (MAT) Program Guidance  
(2) Management Assist Team (MAT) Request

1. Commander, Navy Installations Command (CNIC) has established the Family Readiness Management Assist Team (MAT) to assist regions and installations by providing a pool of employees to temporarily fill vacant billets and to perform other critical assignments needed to support mission readiness.

2. MAT members are Non-Appropriated Fund (NAF) employees and may be regular full-time, part-time, or flexible employees of CNIC (N91). Reference (a) outlines human resources policies and procedures for NAF employees. MAT members may be temporarily assigned to CONUS or OCONUS locations across the enterprise and are subject to travel guidelines as outlined in reference (b).

3. Enclosures (1) and (2) establish the policies, procedures, and requirements for the MAT including processes for regions and installations to request support.

4. The CNIC point of contact is Ms. Rikki Leigh at 910-874-6699, DSN 882, or Rikki.Leigh@navy.mil.

*S. W. Carey*  
S. W. CAREY  
Acting

Distribution:

Region/Installation Fleet and Family Readiness Directors  
Region/Installation MWR Managers  
Region/Installation Fleet and Family Support Managers  
Region/Installation Child and Youth Program Managers

COMMANDER NAVY INSTALLATIONS COMMAND

**FAMILY READINESS MANAGEMENT ASSIST TEAM  
PROGRAM GUIDANCE**

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**FAMILY READINESS (FR) MANAGEMENT ASSIST TEAM (MAT):** CNIC (N911) will maintain a pool of employees who possess the aptitude and skills required for the MAT and will coordinate assignments to best fit the scope of the region/installation need. Key team competencies include, but are not limited to program administration, management, leadership, training, and direct care across Family Support (FS) and Child and Youth Programs (CYP).

The MAT is comprised of regular full-time, part-time or flexible employees of CNIC (N91). MAT member primary responsibilities are to assist regions by temporarily filling critical vacant billets or by performing other temporary assignments (e.g., training and curriculum support, leadership, and management assistance) within FR programs on an interim as needed basis. MAT members are not authorized to work beyond 40 hours per week. Local supervisors shall refer to CNICINST 5300.2 for guidance managing FLSA Exempt and non-exempt staff. Flexible employees will not receive benefits (e.g., overtime or holiday pay, accrue annual or sick leave).

**MAT REQUEST PROCEDURES**

**CNIC (N911) will:**

- Provide oversight and management of the MAT.
- Review region/installation requests for MAT support for approval and authorization.
- Determine availability of appropriately skilled MAT member; coordinate assignment, and provide travel orders and travel arrangements in accordance with MWRINST 4651. 1J.
- Maintain accurate record of all related information between the region/installation and CNIC concerning the funding arrangement for the assignment.
- Ensure reported hours of work time as indicated on the region/installation approved time sheet is properly entered into the payroll system.
- Supervise and evaluate MAT member performance and require region/installation feedback regarding MAT member performance during assignment.
- Compute and settle MAT member travel claims.
- Provide region/installation an invoice for labor (standard billable rate \$42.75 per hour with FICA), and travel and per diem in accordance with the MWRDIVINST 4651.1J. and the JTR upon completion of the assignment.
- Transfer funds from the appropriate NAF company code and cost center to offset costs.

**Region/Installation will:**

- Identify need and available funding to support a MAT assignment.
- Request support through the appropriate chain-of-command by submitting a MAT Request (enclosure (2)) via email to the to the CNIC (N911) point of contact indicating the position to be temporarily filled and assistance needed, the schedule to be worked, and any special requirements or considerations.
- Assign a local supervisor by name that will approve the schedule and time sheet each Pay period. Any overtime or compensatory time will be handled as required by CNICINST 5300.2 and FLSA.

**MAT TEAM MEMBER ASSIGNMENT**

**CNIC (N911) will:**

- Identify appropriate staff for the assignment and confirm availability.
- Notify region of staff availability and finalize assignment start and end dates.
- Verify appropriate training is complete prior to assignment start date.
- Work cooperatively with region/installation to initiate personnel requests and processes for applicable theatre and country clearance for OCONUS assignments.
- Authorize MAT member to initiate travel.

**Region/Installation will:**

- Reserve lodging at on installation Navy Gateway Inn Suites (NGIS) or Navy Inns on behalf of the MAT member for the assignment duration, and provide MAT with location and contact information, lodging dates, total cost, and confirmation number.
- Provide appropriate work space, tools (computer, phone), system access, and IT and/or technical support.
- Finalize funding agreements with CNIC (N911).
- Provide performance review feedback and work closely with CNIC (N911) to address any performance related issues that may arise.

**MAT Member will:**

- Request Travel Order Numbers from the N91 NAF Travel Coordinator, coordinate travel and logistics via the approved travel service, coordinate lodging with the local Region/installation via the approved on-installation facilities, and initiate travel orders with CNIC (N911).
- Temporarily reside at on-installation facilities (e.g., Navy Gateway Inns and Suites, Navy Lodge) as a first option. Off installation temporary accommodations may be utilized as a last resort and are subject to government rates at [www.defensetravel.dod.mil/perdiem/perdiemrates.html](http://www.defensetravel.dod.mil/perdiem/perdiemrates.html)

- ❑ Work no more than 40 hours in a work week not to exceed 80 hours in a pay period. Record hours worked on the appropriate time sheet, obtain local POC or designated supervisor authorized signature, and submit timesheet(s) by due date according to the NAF Pay Schedule.
- ❑ Claim any additional costs or expenses for allowed consumables and requests for mileage reimbursement on form SF 1164. Mileage is reimbursable at the standard per diem rate for any mileage outside the commutable area of 50 miles.
- ❑ Work cooperatively with region/installation to fulfill interim duties and provide appropriate support equivalent to the position assignment.
- ❑ Have an opportunity, where feasible, to return home at pre-determined points during extended temporary duty assignments. Initial travel at assignment onset and completion are covered expenses in consignment with orders. For assignments 60-days or greater in duration a return trip home is negotiable.

## FAMILY READINESS MANAGEMENT ASSIST TEAM REQUEST FORM

Family Readiness (FR) programs needing interim management assistance may request support from the Commander Navy Installations Command (CNIC) FR Management Assist Team (MAT) for interim support with training and curriculum, leadership, direct care and management assistance. Funding required to support the MAT assignment includes a standard billable rate of \$42.75 per hour, which includes FICA benefits, plus local per diem, travel, and lodging costs. CNIC (N911) will make every effort to appropriate match MAT members with the requested assignment for the time frame requested. Please submit the information below electronically to the CNIC point of contact: Rikki Leigh, Career Development Manager at [rikki.leigh@navy.mil](mailto:rikki.leigh@navy.mil).

INSTALLATION OR COMMAND	POINT OF CONTACT	
	NAME:	
	PHONE:	
	ADDRESS:	
	CITY, ST, ZIP:	
	EMAIL:	

REGION	POINT OF CONTACT	
	NAME:	
	PHONE:	
	ADDRESS:	
	CITY, ST, ZIP:	
	EMAIL:	

MANAGEMENT ASSISTANCE REQUIRED		ESTIMATED ASSIGNMENT DURATION		
Child and Youth Program	Fleet and Family Support	Estimated Assignment Duration	Start Date	End Date
<input type="checkbox"/> Installation Director <input type="checkbox"/> CDC Director <input type="checkbox"/> CDH Director <input type="checkbox"/> SAC Director <input type="checkbox"/> Youth Director <input type="checkbox"/> Training & Curriculum Specialist	<input type="checkbox"/> Clinical Counselor <input type="checkbox"/> FFSC Director	<input type="checkbox"/> 1-29 Days <input type="checkbox"/> 30-Days <input type="checkbox"/> 60-Days <input type="checkbox"/> 90-DAYS		
Special skills required:				
Description of assistance needed:				

INSTALLATION SIGNATURE	DATE	REGION SIGNATURE	DATE
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Do not write below this line (Internal Use Only)

Date Received:	Funding Finalized:	MAT Assigned	Date Processed:
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*Note: This form was converted to a PDF Form on 5/28/13.*

**Encl (2)**