DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO
NAVSEAINST 5200.11A
OPR 905/132
Ser 00/817
17 Dec 1986

NAVSEA INSTRUCTION 5200.11A

From: Commander, Naval Sea Systems Command

Subj: **COMNAVSEA DECISION PROCESS**

Encl: (1) COMNAVSEA Decision Paper Format

1. Purpose. To formalize the COMNAVSEA Decision Process.

2. Cancellation. NAVSEAINST 5200.11 of 30 August 82.

3. Discussion

a. The complexity and volume of work associated with NAVSEA's responsibility to acquire, maintain and modernize the 600 ship Navy results in heavy demands on COMNAVSEA's time. It is essential, therefore, that he has an efficient process which gives him pertinent data on issues deemed to be significant enough to be raised to him for decision. In turn, effective decision execution is enhanced if appropriate NAVSEA personnel have knowledge and understanding of the decision. Thus, an effective decision process is a critical element of Command communications. (R

b. Concise COMNAVSEA Decision Papers have been used as a decision-making instrument and as an improved means of Command communications. Formulation of cogent alternatives in a COMNAVSEA Decision Paper helps focus attention to the substantive issues being raised. It is also an effective means of providing COMNAVSEA with dissenting views. Following his decision, the COMNAVSEA Decision Paper serves three additional purposes. First, it becomes the documented means of advising affected organizational elements of COMNAVSEA's decision. Second, as a documented decision, it provides the signal to end debate and establishes a published baseline for compliance by all parties. Third, it serves as a valuable management precedent that may be referred to in future similar situations.

c. The effectiveness of the COMNAVSEA Decision Paper process is dependent on a careful screening of its use by originators. Of equal importance is the need to ensure that a decision paper that addresses multifaceted issues, which cross organizational and functional lines, is adequately staffed to provide the opportunity for dissenting views to be properly considered. This instruction establishes the process and format to be followed to ensure the efficacy of the COMNAVSEA Decision Paper process.

S-005

4. Decision Process

a. When an action addressee identifies an issue which is considered to be an appropriate matter for COMNAVSEA's decision, a COMNAVSEA Decision Paper, in the format of enclosure (1), should be prepared for submission to SEA 00. It should not exceed two pages in length and it is to be staffed for concurrence and comment by affected codes and offices.

b. The issues(s) contained in a COMNAVSEA Decision Paper, including unresolved issues and opposing positions, should be succinctly presented in a factual manner. Reasoned alternatives should be presented and the "Pros" and "Cons" stated objectively. If the originator believes that one alternative is clearly better, the recommended alternative should be indicated in the Decision Paper. Opposing positions, unresolved issues, or non-concurrences are also to be summarized in the Brief Sheet which is required for all correspondence being submitted to COMNAVSEA.

R) c. The usefulness of COMNAVSEA Decision Papers, as instruments of Command communications and as future management precedent references, is enhanced by a centralized decision repository and a formalized means of disseminating decisions. Thus, following a SEA 00 decision, the Command Secretariat (SEA 00BC) will forward the signed Decision Paper to the Corporate Planning Division (SEA 905). The Corporate Planning Division (SEA 905) is charged with the responsibility for assigning a Decision Paper serial number, decision date, and effecting an appropriate distribution of every COMNAVSEA Decision Paper. SEA 905 will maintain and periodically publish a Decision Paper synopsis. The frequency of the synopsis will depend on the volume and nature of the issues(s) addressed in the Decision Papers.

5. Action. Addressees shall comply with the requirements set forth in paragraph 4 above.

6. Exception. This instruction does not apply to nuclear propulsion matters under the cognizance of SEA 08.

William H. Rowden
WILLIAM H. ROWDEN

Distribution: (2 copies each unless indicated)
NAVSEA Special List Y3
SEA 905 (10)
09B11 (5)
09B362 (100)

COMNAVSEA DECISION PAPER FORMAT

(Length not to exceed two pages.)

DECISION NO._____
(To be entered by SEA 905 following SEA 00's decision and prior to disseminating the Decision Paper.)

Prepared by: (Name of originator)
Code: (Originator's code)
Preparation Date: (Date when submitted to SEA 00)
Decision Date: (Date of SEA 00's decision, to be entered by SEA 905 prior to disseminating the decision. This date becomes the reference date in all subsequent correspondence.)

COMNAVSEA DECISION PAPER

SUBJECT: Succinct title.

PURPOSE: The reason why the Decision Paper is being submitted.

BACKGROUND: A synopsis of events or circumstances which precipitated the need to submit a COMNAVSEA Decision Paper.

DISCUSSION: A concise presentation of relevant factors should appear in this section. The facts should be frame-setting and support the logic of the alternatives. Necessary supplemental data may be included as Attachments.

ALTERNATIVES: Develop realistic alternatives along with objective statements of their respective PROS and CONS.

RECOMMENDED ALTERNATIVE: This section is optional. Include only if originator believes one alternative is clearly better.

DECISION:

_____ Alternative 1
_____ Alternative 2
_____ Other

SIGNED:

_____ _____
WILLIAM H. ROWDEN, VADM, USN DATE
Commander, Naval Sea Systems Command