DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 5420.4G
Ser 09/076
8 Aug 00

NAVSEA INSTRUCTION 5420.4G

From: Commander, Naval Sea Systems Command

Subj: MIDDLE MANAGEMENT COUNCIL (MMC)

Encl: (1) NAVSEA Middle Management Council Charter

1. Purpose. To issue a revised charter for the Naval Sea Systems Command (NAVSEA) Middle Management Council incorporating revised membership criteria and identifying the use of an SES Sponsor.

2. Cancellation. NAVSEAINST 5420.4F of 10 Oct 1996.

3. Scope. The MMC is composed of members representing employees at Headquarters for the purpose of meeting objectives prescribed in enclosure (1).

4. Membership. Nominations for membership will be solicited from the Deputy Commanders and Program Executive Officers (PEOs) on an annual basis based on membership turnover.

5. Responsibilities. The MMC Chairperson or a designated representative will report to the Vice Commander (SEA09).

T. T. EUNYRE
Vice Commander

Distribution:
NAVSEA SPECIAL LIST Y2

Copy to:
SNDL A1J1L PEO TSC
A1J1F PEO (S)
A1J1N PEO SUB
A1J1P PEO EXW
A1J1Q PEO CARRIERS
A1J1M PEO MUW

Defense Printing Detachment, 1401 S. Fern St. Arl., VA 22202-2889
Stocked: COMNAVSEASYSCOM (SEA09A1) (5 Copies)

NAVSEA Middle Management Council Charter

Article I - Name
The Middle Management Council, hereinafter referred to as the Council, shall be known in all official correspondence, transactions, and proceedings as the Naval Sea Systems Command Middle Management Council.

Article II - Objectives
a. The primary objectives of the Council are to foster understanding and enhance internal communications between the Command executive leadership and NAVSEA personnel through a representative group of civilian and military personnel.

b. Council members shall act as volunteer agents to improve bilateral communication and cultivate a better understanding of the Command's mission, goals, objectives, and policies. The Council will examine issues of process and methods to improve the quality of NAVSEA's products and services, and to maximize the use of personnel and assets.

Article III - Membership
a. General. Council members will be civilian or military personnel representing each directorate or PEO within NAVSEA. The grade/rank of the employees should be a range as to adequately achieve the objectives of the Council.

b. Membership Requirements. Council members should have the necessary background, skills, and training to help the Middle Management Council achieve its objectives. These include, but are not limited to:

- The ability to help achieve the organizational vision which integrates key NAVSEA goals, priorities, and values, including striving for improved communication.
- The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
- The ability to develop, lead, and manage a project or program including the ability to make timely and effective decisions and produce results.
- The ability to balance regular duties and be able to fully participate on MMC committees, groups, and activities.

c. Membership Term. The term of each Council member will commence in June of the year appointed and be effective for two years. Members serve at the discretion of their directorate or PEO.

d. Replacement. A directorate or PEO may choose to replace a member before their two-year term is up. Should a member

resign or accept a position outside of NAVSEA, that position on the Council shall become vacant pending appointment of a replacement by the appropriate directorate or PEO and approval by the Council Officers.

e. Council Officers. The Council shall have a Chairperson, Vice-Chairperson, and Secretary. Officers will be selected by council vote in May of each year prior to the appointment of new members, with terms running for one (1) year. To be eligible for the office of Chairperson, a candidate must have completed the first year of his/her appointment. All officers shall execute their duties as described in the Operating Procedures of the Middle Management Council.

f. SES Sponsor. The Council shall have an SES Sponsor. The SES Sponsor will act in an advisory capacity to the Council for matters pertaining to the NAVSEA Executive Committee and other NAVSEA management groups.

g. SEA00/09 Advisor. The Council shall have a SEA00/09 Advisor. The Advisor shall help to facilitate the Council objectives by providing coordination with SEA00/09.

Article IV - Functions

The Council shall:

a. Serve as a communication link between the Commander, Naval Sea Systems Command, and NAVSEA personnel to aid in understanding the Command's mission, goals, objectives, and policies.

b. Serve as a mid-level employee advisor to the NAVSEA Executive Committee (NEC) and be a participating member of the Business Transformation Executive Team (BTET).

c. Recommend new or revised policies and procedures that will improve the quality of NAVSEA's products, processes, and working environment.

d. Undertake specific tasks as assigned or approved by the Commander or his/her designated agent, and provide a recommended solution.

e. Participate in management reviews or other management meetings as requested by the Commander or Vice Commander

f. Solicit ideas, opinions, suggestions, and comments from persons in their directorates and throughout the Command regarding NAVSEA programs, methods, and policies for discussion/action by the Council and, if warranted, forward recommendations to the NAVSEA Commander via the Vice Commander or the SES Sponsor.