



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 5450.28F  
OPR 09B  
20 Dec 93

### NAVSEA INSTRUCTION 5450.28F

From: Commander, Naval Sea Systems Command

Subj: NAVSEA SHORE ACTIVITIES AND DETACHMENTS; ESTABLISHMENT,  
DISESTABLISHMENT OR MODIFICATION

Ref: (a) OPNAVINST 5450.169D (NOTAL)  
(b) SECNAVINST 5910.5 (NOTAL)  
(c) OPNAVINST 5450.171C  
(d) NAVCOMPT Manual (NAVSO P-1000-25) Vol. 2

Encl: (1) Shore Activity and Detachment Documentation Chart  
(2) Sample Format for Fact and Justification Sheet  
(3) Sample Format for NAVSEA Mission, Functions and Tasks  
Instructions  
(4) Sample Format for Briefing Sheet

1. Purpose. To revise policy and show clear, concise guidance for establishing, disestablishing, modifying and assigning responsibilities to shore activities, detachments and on-site offices within the Naval Sea Systems Command (NAVSEA) under references (a), (b) and (c). All relevant parts of these references have been incorporated into this instruction to make it a "stand-alone" document.

(D)

2. Cancellation. NAVSEAINST 5450.28E of 7 February 1991.

(R)

### 3. Definitions

a. National Capital Region (NCR). Reference (b) defines the NCR as an area including "the District of Columbia, Montgomery and Prince Georges Counties in Maryland, and Arlington, Fairfax, Loudoun and Prince William Counties in Virginia, the cities of Alexandria and Falls Church in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of aforesaid counties."

b. Shore Activity. An activity on shore, established by the Secretary of the Navy (SECNAV) per reference (a). NAVSEA shore activities are documented by both an Office of the Chief of Naval Operations (OPNAV) notice and a NAVSEA instruction. The NAVSEA instruction is prepared by the shore activity's parent Headquarters management organization. Shore activities are usually referred to as "Field Activities" within NAVSEA. Shore

activities should normally have at least 100 full-time, permanently assigned personnel at the time of their creation unless special mission, geographical, or organizational situations exist.

c. Detachment. A physically distinct but functionally related and administratively dependent unit of a duly established naval activity, command, bureau or office of the Department of the Navy. In NAVSEA, a detachment should normally have less than 100 full-time, permanently assigned personnel. Its manpower is normally provided from the existing authorized manpower resources of its parent activity. Exceptions for more than 100 full-time, permanently assigned personnel may be granted by Commander, Naval Sea Systems Command (COMNAVSEA) when justified by a unique situation (i. e., Centers organizational restructuring). A

A) detachment is not a separate shore activity. NAVSEA detachments are categorized as follows:

R) (1) Category 1 Detachment. A term used within NAVSEA to identify detachments which cannot be established without the prior approval of the Chief of Naval Operations (CNO) (N09B) per paragraph 15c of reference (a). After approval by N09B, a NAVSEA instruction will be prepared by the detachment's parent Headquarters management organization to document the detachment's establishment and its mission, functions and tasks. A Category 1 detachment is an organization which has one or more of the following traits:

(a) Will be headed by an Officer in Charge.

(b) Will have more than 50 full-time, permanently assigned personnel at the time of its creation or is expected to reach that number within one year. Normally, units which will have 100 or more personnel at the time of their creation or within 1 year should be established as separate shore activities. A) COMNAVSEA may approve exceptions to this policy in special circumstances (i.e., organizational restructuring).

(c) Must be listed in the Standard Navy Distribution List (SNDL) to carry out its mission or to significantly reduce its operating cost or improve its responsiveness.

(2) Category 2 Detachment. A term used within NAVSEA to identify major detachments which do not meet any of the three criteria of a Category 1 detachment and which have at least one of the following characteristics:

R) (a) Is expected to exist more than 48 months and will have 11 to 50 full-time, permanently assigned personnel.

(b) Will be located within the NCR.

If a proposed Category 2 detachment will meet Category 1 traits within 1 year of its establishment, it should be created as a Category 1 detachment at the start. The creation of a Category 2 detachment must be approved by COMNAVSEA prior to its establishment and be documented with a NAVSEA instruction prepared by the parent Headquarters management organization.

d. On-Site Office. A term used within NAVSEA to identify a very small remotely located, element of NAVSEA or one of its shore activities. An On-Site-Office may be established by a Deputy Commander, a Center Commander, or the Director of a Command Staff Office with the approval of SEA 09. On-Site-Offices will normally have names like; On-Site Technical Representative Office, On-Site NAVSEA Representative Office, or On-Site Field Engineering Office. Other suitable titles may be used with the prior approval of SEA 09B. An organization will be established as an On-Site-Office if it meets either of the following criteria: (R)

(1) It has 1-10 full-time permanently assigned personnel. (R)

(2) It has 11-50 full-time permanently assigned personnel but is expected to exist no more than 48 months. (R)

Note: Paragraph 6 of this instruction describes the documentation required to establish shore activities, the two categories of detachments and on-site offices. Enclosure (1) is a chart which summarizes the required documentation. (R)

e. Mission. A concise, unclassified statement which tells in general terms what is to be done by a shore activity. Paragraph 3 of the Fact and Justification (F&J) Sheet, enclosure (2), will contain the proposed mission statement for the organization being created. The official mission statement for each shore activity is issued as part of the OPNAV notice announcing the establishment of the organization. Mission statements for detachments will be contained in the NAVSEA mission and function instruction as shown in enclosure (3). The mission statements cannot be modified without changing one or both of those documents. The NAVSEA instruction, notice or letter establishing an organization will always contain a separate paragraph stating the organization's mission. (R)

f. Functions. Detailed statements of the work performed by an activity per its approved mission. Functions flow logically

from the mission statement and will be documented in an enclosure to the NAVSEA instruction, notice or letter which establishes the organization.

g. Tasks. For this instruction, tasks are non-mission related efforts performed by an organization at the direction of higher authority. Tasks will be documented in the same enclosure as the unit's functions.

#### 4. Discussion

a. The effective management and control of the Navy's organizational structure requires the use of standard procedures for the establishment and disestablishment of all shore activities and detachments as well as for the modification of their assigned missions, functions and tasks. References (a), (b) and (c) are the procedural guidelines for making and documenting organizational changes in the shore establishment. Per reference (a), the CNO acting as executive agent for SECNAV, reviews and submits to SECNAV for approval, all recommendations to establish, disestablish or make changes to previously assigned missions of shore activities. Also, SECNAV has delegated to the CNO authority to approve changes in activity title, titles of officials in command, relocations and proposed mission changes that are minor in nature, as determined by N09B22.

b. Reference (a) also provides for CNO (N09B) approval for the establishment, disestablishment or modification of what NAVSEA refers to as Category 1 detachments.

R) c. Finally, reference (a) authorizes all echelon 2 commanders, including COMNAVSEA, to approve the establishment or disestablishment of detachments or changes in their mission statements when none of the conditions contained in paragraph 3c(1) above exist. Within NAVSEA, this means that COMNAVSEA can approve the establishment of Category 2 detachments and on-site offices. COMNAVSEA has chosen to further delegate this authority to establish and disestablish on-site offices to SEA 09, the Deputy Commanders and the Centers Commanders.

d. Reference (b) sets the policy and describes the procedures to be used when consideration is being given to establishing activities or detachments within the NCR. The specific definition of the NCR, quoted directly from reference (b), is contained in paragraph 3.a. above. The requirement for Secretary of Defense approval of actions which establish activities or detachments in the NCR, which was contained in Department of Defense (DOD) Directive 5305.2, has

been cancelled. However, the Navy policy against such actions and the definition of the NCR contained in reference (b), still apply.

e. Reference (c) requires that echelon 2 commanders publish mission, function and tasks statements for shore activities using the format shown in enclosure (3). COMNAVSEA has elected to publish mission, function and task statements, in the same format, for all NAVSEA detachments. (R)

f. Reference (d) defines the use and procedures for requesting a separate Unit Identification Code (UIC) for each shore activity or detachment. N09B22 will request UICs for new shore activities and Category 1 detachments automatically whenever one of these organizations is established. SEA 01D will request a UIC, when necessary, for each new Category 2 detachment or on-site office.

## 5. Policy

a. The policy of DOD, SECNAV, CNO and COMNAVSEA is to have the smallest possible number of shore activities and detachments which is economically and operationally feasible. So, the Commander and Deputy Commanders of NAVSEA will only establish and retain shore activities, detachments and on-site offices when they are needed to perform essential work that cannot be performed effectively or efficiently by existing organizations, either within the same geographical area or at a central location. (R)

b. A detachment or on-site office will be established whenever employees must be physically located more than 50 highway miles from their parent organization. Exceptions may be granted to this policy by COMNAVSEA when justified by unique geographical or functional situations, or by a clear showing of cost savings. When employees are located less than 50 highway miles from their parent organization they may be treated as an integral part of its workforce, provided that the off-site employee(s) and the employing organization are both serviced by the same Human Resources Office (HRO). (R)

c. The concept of the overall field organization structure as well as the number of employees who work for the field organization are considerations for determining if a unit should be established as a Shore Activity or as a Detachment. Overall Command policy is to establish organizations which have more than 100 employees as a Shore Activity under a Commanding Officer. Smaller organizations are to be established as Detachments. Exceptions were granted where there were compelling reasons to do otherwise. The establishment of the large "Center" organizations such as the Warfare Centers and the Naval Ordnance Center has (R)

NAVSEAINST 5450.28F

resulted in a change in the overall Command policy. Within a Center, the overall organizational concept will guide the establishment of Shore Activities or Detachments and the accompanying assignment of a Commanding Officer or Officer in Charge. Outside of the Center activities, the previous policy should be followed.

d. Requests for listing in the SNDL will not normally be approved for NAVSEA detachments with less than 51 full-time, permanently assigned personnel or for on-site offices. COMNAVSEA may approve exceptions to this policy in special circumstances.

e. Military personnel who are in charge of detachments will not be given the title of "Officer in Charge" if the organization has fewer than 51 full-time, permanently assigned personnel. COMNAVSEA may approve exceptions to this policy in special circumstances.

f. "Fenced units" (specified functions, organizational elements, or resources within an activity subject to external control outside of the established command chain) will not be established as substitutes for detachments or on-site offices.

g. Shore activities, detachments and on-site offices will not be established in the NCR until all other possible locations have been examined and rejected and then only after the proposed action is approved by COMNAVSEA as being essential for the cost-effective operation of the Command. Headquarters employees, however, may be assigned to offices outside of Crystal City (CC) as long as they are treated as an integral part of their employing organization and serviced by HRO CC.

h. F&J Sheets will be prepared to support requests for the establishment, disestablishment or modification of shore activities and Category 1 detachments and will contain only unclassified information.

i. A "Trainee exemption" will be applied when calculating the manpower of shore activities and detachments; i.e., personnel assigned to the organization solely for training will not be included in its staffing calculations or on-board counts. They will be counted as part of their own employing organization's staff.

6. Establishment Procedures. When responsible managers believe there may be a need to create a new shore activity, detachment or on-site office, they will:

a. Determine that there are no other Navy or DOD organizations in the same geographical location as the proposed unit which can perform the required work.

b. Use the definitions contained in paragraph 3 and the information in enclosure (1) to determine if a shore activity, Category 1 detachment, Category 2 detachment, or on-site office will be required.

c. Discuss the proposed action with SEA 09B2. Managing to Payroll (MTP) constraints often represent a major problem for anyone who is trying to establish a new shore activity or detachment. Potential MTP problems should be resolved before proceeding with the effort to establish the new organization.

(R)

d. Discuss the proposed action with SEA 09B1 and then proceed as follows for the indicated type of organization:

(R)

(1) Shore Activity. If the situation requires the establishment of a shore activity, the initiating official will:

(a) Prepare a brief concept paper (one to two pages) outlining the reasons for the establishment of the organization, its proposed mission, the resources which will be required, its proposed location, anticipated costs and expected savings.

(b) Submit the concept paper to SEA 09C, SEA 09M, SEA 00D, SEA 01D, SEA 015 (DBOF), SEA 01P and SEA 09B, as appropriate, for comment before the concept paper is finalized. These organizations will provide advice and support in the areas of civilian and military personnel planning, how to obtain a UIC, financial management, organizational documentation requirements and processes and public and legislative affairs.

(R)

(c) Obtain a written endorsement of the plan expressed in the concept paper from the appropriate OPNAV sponsor(s).

(Note: SPONSOR APPROVAL OF THE CONCEPT PAPER DOES NOT CONSTITUTE APPROVAL TO ESTABLISH THE ORGANIZATION. ONLY SECNAV CAN APPROVE THE ESTABLISHMENT OF A NAVY SHORE ACTIVITY AND ONLY SECNAV OR N09B CAN APPROVE THE ESTABLISHMENT OF A NAVSEA CATEGORY 1 DETACHMENT.)

(d) Prepare a F&J Sheet using the format and guidance shown in enclosure (2). (Enclosure (2) of this instruction is an exact copy of enclosure (1) of reference (a). It has been included to make this instruction a stand-alone document and to thus eliminate the need for users to refer to reference (a)).

(e) Prepare a Briefing Sheet, for N09B's use, using the format shown in enclosure (4).

NAVSEAINST 5450.28F

(f) Submit the F&J Sheet, Briefing Sheet and a copy of the concept paper with sponsor endorsement to SEA 09B. That office, with input as necessary from the initiating organization, will prepare the forwarding letter to N09B and then route the final package via the originator and the appropriate Directorates and Command Staff Offices for COMNAVSEA's signature.

R) (g) While SECNAV and OPNAV are reviewing the request to establish the shore activity and obtaining the new organization's UIC, the originating organization should prepare a draft of a NAVSEA instruction following the format shown in enclosure (3). This instruction will formally document the establishment of the new activity, as well as its mission, functions and tasks. SEA 09B will provide guidance and support as necessary in the preparation of this document.

R) (h) Once SECNAV has approved the establishment of the activity, the initiating office will submit the draft NAVSEA instruction with the list of functions and tasks for the new activity to SEA 09B. That office will finalize the instruction and forward it for COMNAVSEA's signature via the initiating office and the appropriate Directorates and Command Staff Offices.

(2) Category 1 Detachment. If the situation requires the establishment of a Category 1 detachment, the initiating office will:

(a) Prepare a F&J Sheet and a Briefing Sheet using the format shown in enclosures (2) and (3).

R) (b) Prepare a draft letter to N09B requesting approval of the establishment of the proposed detachment. Forward the letter via SEA 09B, the cognizant Deputy Commander or the Director of a Command Staff Office and SEA 09 for COMNAVSEA's signature. The F&J Sheet and the Briefing Sheet should be submitted as enclosures to the letter. OPNAV approval takes approximately 4-6 weeks. The UIC will be provided by N09B22.

(c) While OPNAV is reviewing the request for the detachment, prepare a draft NAVSEA instruction, following the format shown in enclosure (3), to document the detachment's establishment and its mission, functions and tasks.

(d) Once OPNAV approves the detachment, submit the draft instruction to SEA 09B. This office will finalize the instruction and submit it via the appropriate chain of command for COMNAVSEA's signature.

(3) Category 2 Detachment. If the situation requires the establishment of a Category 2 detachment, the initiating official will discuss the proposed organization with SEA 09B1 and then prepare a draft NAVSEA instruction, following the format shown in enclosure (3), to document the proposed detachment's establishment and its mission, functions and tasks. The draft instruction will be submitted to SEA 09B1 via the cognizant Deputy Commander or Command Staff Office. SEA 09B1 will finalize the instruction and submit it via the appropriate chain of command for COMNAVSEA's signature. The UIC for the Category 2 detachment will be requested from SEA 01D by SEA 09B1.

(R)

(4) On-Site Office. For on-site offices, the establishing NAVSEA Directorate, Center or Command Staff Office should follow its own procedures, or guidance from SEA 09 if the organization is being created by a Command Staff Office. At a minimum, the establishment of the new office will be documented with a NAVSEA notice or letter signed by the approving official and chopped by SEA 09B1. The UIC for the on-site office will be requested from SEA 01D by SEA 09B1.

(R)

7. Modification and Disestablishment Procedures. Once an organization is properly established, the parent organization will ensure that all changes which:

(1) affect the new unit's classification as a shore activity, Category 1 detachment, Category 2 detachment, or on-site office;

(2) change its mission, name or location;

(3) or involve its disestablishment;

are properly approved and documented in ADVANCE of the change. SEA 09B1 will provide guidance and support on a case-by-case basis for these types of actions.

(R)

8. Action

a. COMNAVSEA

(1) Review and, if approved, forward for CNO or SECNAV action, all requests for the establishment or disestablishment of NAVSEA shore activities and Category 1 detachments. Requests for mission changes for these organizations will also be reviewed and forwarded. These responsibilities cannot be further delegated.

(2) Approve the establishment or disestablishment of Category 2 detachments as well as changes in their missions.

R) b. SEA 09, Deputy Commanders, Center Commanders and Directors of Command Staff Offices:

(1) Ensure that CNO Program Sponsors are consulted and that they have provided written endorsement of all plans for the creation or disestablishment of shore activities or changes in their mission BEFORE COMNAVSEA officially requests approval from N09B.

R) (2) Prepare draft NAVSEA instructions to document the establishment or modification of shore activities and Category 1 and 2 detachments which are under their cognizance. These instructions will be in the format shown in enclosure (3) and will list the mission, functions and tasks of the subject organizations. The instructions will be submitted to SEA 09B1 where they will be finalized and forwarded for COMNAVSEA's signature. NAVSEA notices may be used to announce the disestablishment of shore activities or detachments. A copy of the sponsor's endorsement of the concept paper will accompany all requests for the establishment of a shore activity. F&J Sheets and Briefing Sheets are required for requests involving shore activities and Category 1 detachments, but not Category 2 detachments.

R) (3) Establish their own procedures, where applicable, for reviewing and approving requests for establishing and disestablishing on-site offices. After notifying SEA 01D, SEA 09B and other appropriate offices, SEA 09, Center Commanders or Deputy Commanders may approve establishment of on-site offices via NAVSEA notice or letter to the initiating organization. At a minimum, such a document will briefly explain the reason the organization is needed, describe its mission and functions, set forth guidance for the placement of assigned personnel if the unit is disestablished, and list all relevant administrative information (i.e., title of senior official, reporting relationship, address, phone/fax numbers, etc.).

R) (4) Ensure that SEA 09C, SEA 09M, SEA 01D, SEA 01P and SEA 09B1 are informed of all changes in the name, location, status (including disestablishment), mission, functions, etc. of all shore activities, detachments and on-site offices under their cognizance. SEA 09B1 will provide advice on how such changes should be documented and ensure that they are effected properly.

(5) Annually review the mission, function and task statements of their shore activities, detachments and on-site offices and promptly update their organizational documentation whenever significant changes have occurred. This annual review will include a determination of the continued need for the organization's existence.

(6) Assist SEA 09B1 in its efforts to maintain a NAVSEA Shore Activity, Detachment and On-Site Office Data Base, as required below in subparagraph 8.c.(4), by providing periodic reviews and revisions of the information stored in that system.

c. SEA 09C, SEA 09M, SEA 01D, SEA 01P, SEA 015 and SEA 09B1 (R)

(1) Provide advice and assistance within their respective areas of cognizance on efforts relating to shore activities and detachments. SEA 09B will be specifically responsible for advising COMNAVSEA, the Vice Commander, the Deputy Commanders and the Directors of Command Staff Offices on organizational issues related to shore activities, detachments and on-site offices.

(2) Maintain appropriate records of NAVSEA's shore activities, detachments and on-site offices.

(3) Act as the Command's focal point, within their areas of cognizance, for contacts with CNO involving shore activities, detachments and on-site offices.

(4) SEA 09B1 will develop and maintain a NAVSEA Shore Activity, Detachment and On-Site Office Data Base. This data base will contain both organizational and mobilization information needed for the effective management of the Command's field resources. (R)

d. Heads of NAVSEA Shore Activities and Category 1 Detachments

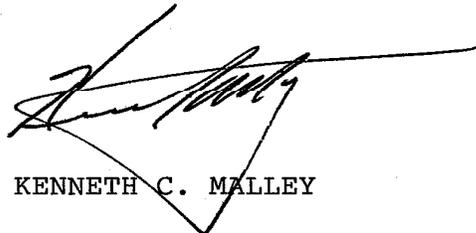
(1) Ensure that their organizations, as well as any Category 2 Detachments or On-Site Offices which report to them, have been properly established and documented per the provisions of this instruction.

(2) Annually review their mission, function and tasks statements with their reporting seniors and promptly update their organizational documentation whenever significant changes have occurred. This annual review will include a determination of the continued need for the organization's existence.

(3) Submit requests for changes to mission statements, functions and tasks, location, etc., to SEA 09B1 via the appropriate Headquarters Management Directorate or Command Staff Office using the appropriate documentation. (R)

NAVSEAINST 5450.28F

(4) Assist SEA 09B in its efforts to maintain a NAVSEA Shore Activity, Detachment and On-Site Office Data Base, as required above in subparagraph 8.c.(4), by providing periodic reviews and revisions of the information stored in that system.



KENNETH C. MALLEY

Distribution: (2 copies each unless otherwise indicated)  
SNDL C84 COMNAVSEASYS COM Shore Based Detachments (less C84J)  
FKP COMNAVSEASYS COM Shore Activities (less FKP6B & FKP24)

NAVSEA Special List Y2

Copy to: (2 copies each unless otherwise indicated)  
SNDL A1J ASN(RD&A)  
A3 CNO (N09B22)  
FT88 EDOSCOL  
C21 NAVMATDATASYSGRU

Naval Publications and Printing Service Office, NDW

SEA 09D31 (5)  
SEA 09P22 (50)

Stocked: COMNAVSEASYS COM (SEA 09P21)

Shore Activity and Detachment Documentation Chart

Type Organization:	Shore Activity	Category 1 Det	Category 2 Det	On-Site Office
Approval Auth.:	SECNAV	N09B	COMNAVSEA	SEA 09 or DEPCOM
Document via:	OPNAVNOTE/ NAVSEAINST	OPNAV Ltr/Msg/ NAVSEAINST	NAVSEAINST	NAVSEA NOTE/LTR

CONTROLLING CHARACTERISTIC

More than 100 people	X			
Commanding Officer (See note #1)	X			
Officer in Charge		X		
210X				
Must be in SNDL		X		
51 to 100 employees within one year		X		
11 to 50 employees which will exist more than 4 years			X	
1 to 10 located within the NCR				X (R)
1 to 10 employees located outside the NCR				X (R)
1 to 50 employees which exist <u>less than</u> 4 years				X (A)

NAVSEAINST 5450.28F

Note #1: The title "Commanding Officer" will only be used where the officer's responsibilities are commensurate with those contained in Article 0702 of U.S. Navy Regulations, 1973.

SAMPLE FORMAT FOR  
FACT AND JUSTIFICATION SHEET

(Extracted from OPNAVINST 5450.169D  
except as noted by bracketed materials)

1. Name and Location of Activity (Specify as applicable "Actual or Proposed"). Proposed names for Navy and Marine Corps activities are to be patterned after those listed in section 1 of the SNDL CATALOG. Domestic activities will not include "U.S." in name (see paragraph 14 of OPNAVINST 5450.169D CH-1).
2. Background. Provide any useful or significant historical information, state precisely the location of the activity either as in a major city or by distance and direction from a major city and include any other matter of general interest or significance. Content of this section will vary with the character of the action.
3. Mission (Specify as applicable "Existing or Proposed"). A proposed mission should be a concise and unclassified statement, in general terms, of what is to be accomplished by the integrated efforts of the activity as a whole. Specific functions to be performed by the activity should be avoided in the mission statement. Shore activities of the same type should have the same, or similar, mission statements.
4. Nature of Action. This paragraph should briefly answer the questions, "What and When?". It should state the specific type of action(s); i.e., "To establish (name of activity) on (effective date)"; "To disestablish (name of activity) on (effective date)"; "To relocate the (name of activity) from (enter present location) to (enter new location) on (effective date)."
5. Reason for the Action. This paragraph should explain briefly why the action is necessary. It should set forth the basic facts and outline the rationale and justification for the planned action(s). This paragraph will only serve its intended purpose if it anticipates and answers all significant questions and objections to the proposed action. Indicate, when applicable, if the action(s) improves efficiency or generates savings.
6. Impact of the Action. The form and content of this paragraph will be determined by the nature of the action(s) and whether it affects personnel, a physical installation, or the operating force, or any combination thereof. Make appropriate adaptations to fit the actual situation.

a. Civilian Personnel

Number of authorized positions as of (insert date).....  
Number of permanent on-board employees as of (insert date).....  
Estimated annual total civilian salaries.....  
Number anticipated Reduction-in-Force (RIF) separations.....  
Number anticipated attrition through (enter completion date).....  
Number of employees to transfer to other activities within the area.....  
Number of employees to transfer to other activities outside the area.....  
Number of employees to be increased.....

b. Military Personnel

Number of authorized officer and enlisted billet allowance as of (insert date).....Officers\_\_\_\_ Enlisted\_\_\_\_  
Number of on-board officer and enlisted billets as of (insert date) with estimated annual total military salaries.....Officers\_\_\_\_ \$\_\_\_\_  
Enlisted\_\_\_\_ \$\_\_\_\_  
Number of officer and enlisted billets to be transferred to other activities within the area.....Officers\_\_\_\_ Enlisted\_\_\_\_  
Number of officer and enlisted billets to be transferred to other activities outside the area.....Officers\_\_\_\_ Enlisted\_\_\_\_  
Number of military end strength reductions.....Officers\_\_\_\_ Enlisted\_\_\_\_

Number of military to be increased..... Officers\_\_\_\_ Enlisted\_\_\_\_

c. EEO Impact

Total Number Permanent Work Force

<u>Male/Female (M/F)</u>	<u>Caucasian M/F</u>	<u>Black M/F</u>	<u>Hispanic M/F</u>	<u>Other M/F</u>
(Enter numbers-----)				

Total Number Affected

<u>Male/Female (M/F)</u>	<u>Caucasian M/F</u>	<u>Black M/F</u>	<u>Hispanic M/F</u>	<u>Other M/F</u>
(Enter numbers-----)				

d. Installation Data

When a physical installation is affected, the following information, as appropriate, should be included:

- (1) Land area (including building sites) - (number of square feet).
- (2) Value of plant account - Building(s) (\$ amount)
  - Equipment (\$ amount)
  - Total (\$ amount)
- (3) Maintenance and operating costs by fiscal years (FY) - Present (FY\_\_\_\_) and \$ amount; last (FY\_\_\_\_) and \$ amount; and, next (estimated) (FY\_\_\_\_) \$ amount.
- (4) Estimated curtailment or acquisition costs, by fiscal years.
- (5) Predominant type of building construction and whether permanent, semi-permanent or temporary.
- (6) Property disposition or acquisition plans or procedures.
- (7) Occupy (insert number of square feet) space under a host-tenant agreement with the (name and location of host activity).

NAVSEAINST 5450.28F

(8) Occupy (insert number of square feet) space under lease agreement with the (name and location of owner) and indicate amount of rent, or, if no rent is charged, stipulate the reason for no costs being involved.

e. Funding

Anticipated savings vs. cost of proposed action.

7. Assistance to Affected Civilians. (If civilian employees will be affected, insert the applicable portions of [the following text.] )

Department of Defense [Priority Placement] Program  
for Employees Affected by Reduction-in-Force

Under the Department of Defense Program for Stability of Civilian Employment, every effort will be made to assist displaced employees obtain other acceptable employment.

All adversely affected career and career-conditional employees who [are eligible for] placement assistance will be registered in [the] Priority Placement Program. Registrants in this Program will be afforded priority placement rights to vacancies arising throughout their registered area for which they are qualified and available. Also, the help of other Federal departments and agencies will be solicited and registrants in the Priority Placement Program will be made available for placement consideration in vacancies in these organizations. In most cases, a 60-day advance notice of reduction-in-force will be given to employees rather than the minimum 30-day notice required by the Office of Personnel Management. Upon their request, employees will be carried in a leave status for such additional time as is necessary to provide a 90-day notice period prior to separation for reduction-in-force.

[Reduction-in-force and other termination notices will not be issued with an effective date for separation during the period of 15 December through 3 January, nor will any such notices be issued for delivery to employees during this period.]

Defense officials have been working closely with the Office of Personnel Management to seek out and provide job opportunities to affected employees. Eligible career employees desiring placement assistance will be registered in the Office of Personnel Management's

Displaced Employee Program for referral and consideration by other Federal departments and agencies.

Close liaison is being maintained with the Department of Labor, state employment offices and private industry to help employees desiring placement assistance or retraining for positions in the private sector.

Where displaced employees are required to relocate in order to continue their Federal employment, their transportation and moving expenses will be paid.

In those cases where employees suffer downgrading, their salaries and grades will be protected to the maximum extent by law and regulation.

Employees selected for other job opportunities will be promptly released per their desires and those of the gaining employers.

Career and career-conditional employees who do not elect to take other Federal positions will/may be eligible for severance pay up to one year, based upon length of Federal service, or for immediate retirement under one of the voluntary or involuntary retirement options.

8. Anticipated Congressional Interest (if any).
9. Labor Organizations Affected (if any).

**NOTE:** The information contained in paragraphs 1 through 9 above is compatible with the Fact Sheet required by other SECNAV documents. The remaining information required by paragraph 10 below SHOULD BE PROVIDED BEGINNING ON A NEW PAGE.

10. Administrative and Management Information Requirements:

a. Abbreviated Name of Activity (Specify as applicable "Actual or Proposed"). Should be patterned after those contained in section 1 of the SNDL CAT and per the provisions of NTP 3 SUPP-1.

b. Mail Address (Specify as applicable "Existing or Proposed"). Proposed address should include Zip Code or FPO number. (See paragraph 17 of OPNAVINST 5450.169D CH-1.)

c. Status of Activity (Specify as applicable "Existing or Proposed"). Per the "Status" designations in this instruction. (See paragraph 12b of OPNAVINST 5450.169D CH-1.)

d. Effective Date. A proposed date for establishment, disestablishment or modification should be specified. (See paragraph 16 of OPNAVINST 5450.169D CH-1.)

e. Title of Military or Civilian Head of the Activity (Specify as applicable "Existing or Proposed"). A military or functional title, as appropriate, should be recommended. (See paragraph 13 of OPNAVINST 5450.169D CH-1.)

f. Echelon of Command (Specify as applicable "Existing or Proposed"). The existing or proposed chain of command or supervision for the activity should be stated.

g. Unit Identification Code (Existing only). All shore activities must have a Unit Identification Code (UIC). The CNO (N09B2) will obtain the UIC from the Deputy Comptroller of the Navy for proposals recommending the establishment of new shore activities and Category 1 detachments. Should it be desirable to reassign an existing UIC to a proposed new shore activity, separate correspondence on this matter should be addressed to the Deputy Comptroller of the Navy and this portion of the F&J Sheet filled in upon receipt of his decision, with appropriate references made to the Deputy NAVCOMPT's concurrence. [SEA 01D will originate requests for UICs for Category 2 detachments and on-site offices.]

R) h. Area Coordination (Existing and Proposed). Recommendation should be made per OPNAVINST 5400.24C. [SEA 09B1 will assist in providing this information as necessary].

SAMPLE FORMAT FOR  
NAVSEA MISSION, FUNCTIONS AND TASKS INSTRUCTIONS

.....

NAVSEA INSTRUCTION 5450.

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF (Name of activity or  
Category 1 or 2 detachment and Short Title)

Ref: (a) OPNAVNOTE 5450 Ser \_\_\_\_ of \_\_\_\_ (Authority for  
Activity's Current Mission Statement - only applies to  
shore activities and Category 1 detachments)  
(b) NAVSEAINST 5450.28E (for Category 2 detachments this is  
the only reference)

Encl: (1) Functions and Tasks Statement of (Activity Short Title)

1. Purpose. (For shore activities) To publish the functions and  
tasks of (Activity Short Title) under the mission established by  
reference (a).

OR

(For Category 1 and Category 2 detachments) To  
announce the establishment of (Activity Short Title) and to  
publish its mission, functions and tasks.

2. Cancellation. NAVSEAINST 5450.\_\_\_\_ of \_\_\_\_\_ (if  
appropriate).

3. Mission. (Quote EXACTLY from reference (a) for shore  
activities, or from the fact and justification sheet which was  
submitted to N09B, for Category 1 detachments).

(R

4. Status and Command Relationships. (Activity Short Title) is a  
shore activity (or detachment) in an active (fully operational)  
status under a (Commander; Commanding Officer; Officer in Charge).  
(Also describe here other relationships of a special, continuing  
nature including additional duty assignments.)

NAVSEAINST 5450.28F

- a. Command: (From SNDL CAT, Section 2)

Echelon

- 1 Chief of Naval Operations
- 2 Commander, Naval Sea Systems Command
- 3 Commanding Officer, NAVPRO Pomona, CA

- b. Area Coordination:

CINCPACFLT

5. Commanded, Tenant, Supported and Supporting Activities and Detachments. (Optional) (Include Shore, Operating Forces, other DOD, Joint DOD, Non-Federal and International Organizations. For each activity show (1) applicable ISSA number and (2) scope of support, i.e., concise statement, in general terms, of major support services provided/received.)

- a. Immediate superior in command of:
- b. Hosts the following tenant activities:
- c. Supports the following:
- d. Receives support from:

6. Overseas Diplomacy. (Include the following in mission, functions and tasks instructions for overseas shore activities and other activities whose efforts directly affect overseas based personnel, or whose operations include interaction with foreign nationals.)

(Activity Short Title) serves as an effective instrument of U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command foreign nationals and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction and function as positive representatives of the Navy and of the United States while overseas.

7. Terminology. (Optional) The following terms are defined for purposes of this instruction as follows:

- a.
- b. etc.

8. Functions and Tasks. The functions and tasks of (Short Activity or Detachment Title) are contained in enclosure (1).

9. Action. In accomplishing the assigned mission, the (Title of Official in Charge and Name of Activity) will ensure performance of the functions and tasks listed in enclosure (1). Send recommended changes via the chain of command to Commander, Naval Sea Systems Command (Originating Office's Code).

Distribution:  
SNDL

C84 COMNAVSEASYS COM Shore Based Detachments (less C84J)  
FKP COMNAVSEASYS COM Shore Activities (less FKP6B & FKP24)

(R)

NAVSEA Special List Y2

Copy to:

SNDL A1J ASN (RD&A)  
A3 CNO  
FT88 EDOSCOL  
C21 NAVMATDATASYSGRU

Navy Publications and Printing Service Office, NDW

SEA 09D31 (10)  
SEA 09P3 (50)

Stocked: COMNAVSEASYS COM (SEA 09P21)

**SAMPLE FORMAT FOR  
BRIEFING SHEET**

(Extracted from OPNAVINST 5450.169D)

1. Name and Location of Activity (Specify as applicable "Actual or Proposed")

(Enter same information provided or requested by paragraph 1 of enclosure (2) to this instruction.)

2. Nature of Action

(Enter same information provided or requested by paragraph 4 of enclosure (2) to this instruction.)

3. Savings and Costs

\*a. Specify what the monetary savings will be and identify the appropriate fiscal year(s) in which the savings will occur.

b. Specify what the manpower savings will be and identify the appropriate billets or ceilings. Should existing manpower be reassigned or transferred to other commands, bureaus, or offices, itemize their respective disposition. If the action will result in a "reduction of end strength in military billets" or "reduction in civilian ceilings," indicate this.

c. Specify what the costs will be and identify the appropriate fiscal year(s) in which the costs will occur and identify the reasons for the costs.

d. Specify if the costs are within current authorized funding or, if appropriate, fiscal year(s) costs have been or will be authorized.

\* In a consolidation of NIF activities it would be expected that the overhead rate would change and these can be counted as savings.