



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON, D.C. 20350-1000

SECNAVINST 5000.30D
ASN (M&RA)
26 June 2001

SECNAV INSTRUCTION 5000.30D

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY (DON) MAJOR HEADQUARTERS AND
HEADQUARTERS SUPPORT ACTIVITIES

Ref: (a) DoD Directive 5100.73 of 13 May 99 (NOTAL)
(b) FYDP Program Structure Handbook, DoD 7045.7-H of Nov 00
(NOTAL)
(c) OSD (DA&M) memo of 1 Dec 99 (NOTAL)
(d) Financial Management Regulation, Volume 2B, Chapter 19,
DoD 7000.14-R of Jun 00 (NOTAL)

1. Purpose

a. To implement the provisions of reference (a) within the DON to establish a system for the management of the number and size of DON major headquarters activities.

b. To delineate the policy and define the organizational roles and responsibilities for major headquarters and headquarters support activities within DON.

c. This instruction is a complete revision. It should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5000.30C.

3. Background. To achieve consistency in the identification of headquarters activities throughout the Department of Defense (DoD), the Secretary of Defense issued reference (a), which provides organizational and functional criteria in the identification and designation of major headquarters and headquarters support activities. In addition, it lists DoD organizations currently identified as major headquarters and headquarters support activities. Reference (a) also directs establishment of organizational and manpower management information systems and directs submission of reports on manpower and dollar resources assigned to management headquarters and headquarters support activities.

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4. Policy

a. Major headquarters activities (MHAs) of the DON will be organized and staffed in a manner that provides for the effective accomplishment of assigned responsibilities with a minimum number of personnel.

b. Performance of non-headquarters functional responsibilities by major headquarters activity staffs will be held to a minimum, consistent with sound organizational management principles and practices.

c. Program element codes ending in "98" will be used to identify DON headquarters and headquarters support resources data (military and civilian manpower and dollar resource data) in the Future Years Defense Plan (FYDP) and Navy Budget Tracking System (NBTS). Program element codes for major headquarters activities will be assigned in accordance with reference (b) and used to identify resources in support of headquarters functions as specified in reference (a) at MHAs. Any activity that has major headquarters and headquarters support functions commingled with non-major headquarters functions must have at least two program elements, one of which must end in "98" to identify the major headquarters and headquarters support manpower and dollar resources.

d. In accordance with reference (c), the Navy is to include only those personnel that perform MHA functions at the Navy's systems commands, instead of including the Navy's systems commands in their entirety.

e. Reserve officers serving on active duty and performing duties described in 10 U.S. Code Section 10211 are included, but will be accounted for separately and will be excluded from the PB-22 Budget Exhibit.

5. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) will:

(1) Serve as the single DON authority for major headquarters policy matters.

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(2) Provide policy oversight that promotes management of the number and size of DON major headquarters activities, per the spirit and intent of reference (a) and this instruction.

(3) Ensure cooperation and coordination with other DoD components for provision and exchange of major headquarters data.

(4) Ensure effective coordination between Navy and Marine Corps headquarters management offices to achieve a consistent and integrated DON major headquarters program.

(5) Ensure effective liaison is maintained with the Office of the Secretary of Defense, Director of Administration and Management (DA&M) and the Assistant Secretary of Defense (Force Management Policy) (ASD(FMP)) on Navy and Marine Corps major headquarters matters and in the provision of major headquarters information.

(6) Monitor the number and size of DON headquarters organizations to ensure use of best practices with the exception of the Navy Secretariat and Staff Offices, which is the responsibility of the Under Secretary of the Navy.

(7) Submit for approval of the DA&M proposed revisions to the DoD major headquarters and headquarters support activities list and the major headquarters and headquarters support functions list of reference (a).

b. The Assistant Secretary of the Navy (Financial Management and Comptroller) will:

(1) Prepare and submit major headquarters activity manpower reports, required by the Office of the Secretary of Defense Comptroller (OSD(C)). This reporting requirement is in accordance with reference (d) and relevant current budget guidance issued by OSD(C).

(2) Submit budget estimates biannually, with the DON budget to the OSD/Office of Management and Budget (OMB) in October, and the Congress in January.

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(3) Collect and maintain budget data, in coordination with OSD(C), OSD (Program Analysis and Evaluation), DA&M, and organizations within the DON to include Chief of Naval Operations and Commandant of the Marine Corps, to identify and report the number and size of all major headquarters and headquarters support activities under the auspices of DON. As a minimum, this budget data must include budgeted and actual manpower and dollar resources for each major headquarters and headquarters support activity by organization and category of personnel (i.e., military and civilian).

c. The Chief of Naval Operations will:

(1) Designate a single office responsible for major headquarters and headquarters support activity matters as they pertain to Navy organizations.

(2) Conduct such organizational and manpower reviews as required to apply the provisions of reference (a) and this instruction, to validate or update the major headquarters and headquarters support activities listing in reference (a), and to ensure the current and accurate reporting of headquarters manpower.

(3) Submit, for Assistant Secretary of the Navy (Manpower and Reserve Affairs) and subsequent DA&M approval, fully documented proposals to revise the Navy's major headquarters and headquarters support activities list of reference (a), as appropriate.

(4) Designate Deputy Chief of Naval Operations (Manpower and Personnel (N1)) to coordinate reporting of headquarters military manpower and dollar resources with the Joint Staff to ensure consistency in reporting of combatant commands. Additionally, this office is responsible for forwarding all (to include Joint) military manpower and dollar resources to the appropriate cognizant Navy organization for reporting purposes.

(5) Cooperate and coordinate with other DoD components in the provision and exchange of major headquarters activity data.

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d. The Commandant of the Marine Corps will:

(1) Designate a single office responsible for major headquarters and headquarters support activity matters for Marine Corps organizations.

(2) Conduct such organizational and manpower reviews as required to apply the provisions of reference (a) and this instruction, to validate or update the major headquarters and headquarters support activities listing in reference (a), and to ensure the current and accurate reporting of headquarters resources.

(3) Submit, for Assistant Secretary of the Navy (Manpower and Reserve Affairs) and subsequent DA&M approval, fully documented proposals to revise Marine Corps organizations on the major headquarters and headquarters support activities list of reference (a), as appropriate.

(4) Designate a single office to coordinate reporting of headquarters military manpower and dollar resources with the Joint Staffs to ensure consistency in reporting of combatant commands. Additionally, designate this office responsibility for disseminating military manpower and dollar resources data to the appropriate cognizant Marine Corps organization for reporting purposes.

(5) Cooperate and coordinate with other DoD components in the provision and exchange of major headquarters activity data.



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