



# DEPARTMENT OF THE NAVY

OFFICE OF THE CHIEF OF NAVAL OPERATIONS

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WASHINGTON, DC 20350-2000

OPNAVINST 5400.44A

DNS-3

13 Oct 2011

## OPNAV INSTRUCTION 5400.44A

From: Chief of Naval Operations

Subj: NAVY ORGANIZATION CHANGE MANUAL

Ref: (a) 10 U.S.C. §5013  
(b) SECNAVINST 5450.4F  
(c) U.S. Navy Regulations, 1990  
(d) CNO WASHINGTON DC 160054Z FEB 05 (NAVADMIN 32/05)  
(e) OPNAVINST C3501.2K (NOTAL)  
(f) SECNAVINST 5700.9E  
(g) SECNAVINST 12351.5F  
(h) Navy UIC Manual (NOTAL)  
(i) NTP 3J  
(j) SECNAV M-5216.5  
(k) OPNAVINST 5112.6D  
(l) MILPERSMAN 1306-1800  
(m) DoD Instruction 5100.73 of 12 December 2007  
(n) SECNAVINST 5000.30D  
(o) OPNAVINST 5090.1C  
(p) CJSI 2300.02F  
(q) SECNAVINST 12250.6  
(r) OPNAVINST 1000.16K  
(s) DoD Instruction 4165.69 of 6 April 2005

Encl: (1) [Navy Organization Change Manual](#)

1. Purpose. To provide guidance and procedures for the establishment, disestablishment, or modification of fleet and shore activities of the United States Navy, per references (a) through (s). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5400.44.

3. Background. This instruction updates the current organizational change request process and reiterates law and Department of the Navy (DON) policy.

#### 4. Authority and Responsibility

a. The Secretary of the Navy's (SECNAV) authority and responsibility is exercised under statutory law and references (a), (b) and (c).

b. The Chief of Naval Operations (CNO) as part of his or her authority and responsibility outlined in references (c) and (d) shall command and organize the operating forces of the Navy and such shore activities as may be assigned by the Secretary.

c. The Director, Navy Staff, Organization and Management Branch (CNO (DNS-33)) is responsible for:

(1) Coordinating actions to establish, disestablish, or modify SECNAV and CNO sponsored shore activities and detachments.

(2) Coordinating actions to establish or disestablish units of the operating forces of the Navy and obtaining SECNAV approval for initial homeport or permanent duty station (PDS) (homebase) assignments or change in homeport or PDS assignments for fleet units.

(3) Maintaining the Standard Navy Distribution List (SNDL) database and posting changes electronically.

(4) Maintaining the currency of this manual.

#### 5. Action

a. Navy commands shall follow this instruction and adhere to its guidance when planning an organizational change.

b. Modifications or changes to enclosure (1) will be made, as necessary, based upon statutory law and directives from higher authority.

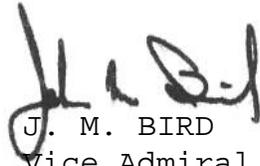
6. Definitions. Appendix A defines terms used in this instruction.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

8. Forms and Reports Control

a. OPNAV 5400/1 Navy Organization Change Request (OCR) is available for download via Naval Forms Online: <http://navalforms.daps.dla.mil/web/public/home>.

b. OPNAV 5450-5 has been assigned to OPNAV 5400/1 and is approved for 3 years from the date of this instruction.



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OPNAVINST 5400.44A  
13 Oct 2011

NAVY  
ORGANIZATION  
CHANGE MANUAL

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**CHAPTER 1 - CAPTURING THE NAVY ORGANIZATION STRUCTURE**

**SECTION 1 - GENERAL**

110. Purpose of Tracking Navy Organization Changes. The organization change process is vital to the Navy, as it serves the following purposes:

- a. Provides a comprehensive proposal for CNO or SECNAV staff to review.
- b. Provides a means for approval or disapproval to execute the proposed action.
- c. Updates the Standard Navy Distribution List (SNDL).
- d. Documents homeport, homebase and PDS changes, renaming of activities and assignment of or change to a command mailing address.
- e. Provides a formal record of the Navy's administrative command (echelon) structure.
- f. Allows for congressional notification of an action prior to public announcement.
- g. Starts the permanent change of station (PCS) orders process when personnel are relocated as a result of an organization change.

111. Processing Procedure Changes. The Navy organization change process is completed using Navy Organization Request Management System (NORMS). NORMS is an electronic processing system that replaced the old paper Fact and Justification (F&J) process as announced by reference (d). Further processing procedural changes will be announced via Naval Administrative Message (NAVADMIN) or a change to this manual.

**SECTION 2 - NAVY ORGANIZATION REQUEST MANAGEMENT SYSTEM (NORMS)**

120. Responsibilities

a. CNO (DNS-33) is responsible for:

(1) Content management of NORMS Web site.

(2) Currency of OPNAV 5400/1 Organizational Change Request (OCR) and NORMS users' guide.

(3) NORMS user authorization approval authority.

(4) Updating records in NORMS by either: modifying OCR and uploading revised OPNAV 5400/1 into the existing OCR record or updating Office of the Chief of Naval Operations (OPNAV) tracking data fields directly into the database.

(5) Upon e-mail notification of new information uploaded into the NORMS database, review new information and commence processing once echelon 2 endorsements are received. Processing starts with entry into the OPNAV Tasker System and is completed upon Director, Navy Staff (DNS) signature of the final notice or message.

(6) Generating Office of Legislative Affairs (OLA) Report (sample provided at TAB A) for each OCR and e-mailing, with electronic cover letter, to OLA for congressional notification.

b. OPNAV N-codes and action officers are responsible for processing all OCRs within the OPNAV Tasker System within 10 working days of receipt.

c. Echelon 2 commands are responsible for:

(1) Ensuring echelon 3 commands are using current OPNAV 5400/1 to submit OCRs.

(2) Uploading OCRs generated by the chain of command into the NORMS database immediately upon receipt.

(3) Providing an endorsement on each OCR requiring that particular echelon 2 command's endorsement within 15 working days.

(4) If the lead endorser, they will ensure that additional echelon 2 endorsers are identified by filling out blocks 10a, 11a and 12a, as appropriate and endorsements are obtained.

d. Echelon 3 commands are:

(1) The lowest level authorized to initiate an OCR.

(2) Responsible for using OPNAV 5400/1 to process all OCRs and ensuring all required information is correctly documented in OPNAV 5400/1 or with additional documentation. E-mail completed OCRs to the echelon 2 point of contact for processing.

121. Organization Change Request (OCR). OPNAV 5400/1 is an electronic fillable form that is the approved way to transmit organization change information. OPNAV 5400/1 shall be submitted in the format provided on NORMS. OPNAV 5400/1 can be accessed via the document library within NORMS or by clicking on "Download blank OCR" under "Change Requests" in the navigation panel. Additionally, the OPNAV 5400/1 is also available to the entire Navy via Naval Forms Online at <http://navalforms.daps.dla.mil/web/public/home>. The corresponding instruction guide is provided in TAB B.

### **SECTION 3 - ORGANIZATION MISSION, FUNCTIONS AND TASKS**

This section stresses the importance of providing a precise definition of the unit's or activity's mission statement and capabilities and functions so that Navy leadership can make an informed decision on any requested organizational change.

130. Required Operational Capability (ROC) and Projected Operational Environment (POE) for Fleet Units. OPNAV 5400/1s for fleet units require the current mission statement and revised mission statement in blocks 4i and 4j. These statements should be taken directly from the ROC for a unit. The ROC details the capabilities required in various operational situations. The POE is the environment in which the unit is expected to operate. The ROC and POE is not only a critical element in developing manpower documents, but it is crucial for our resource sponsors, civilian decision makers and

congressional leaders understanding the need or requirement for establishing, disestablishing, modifying or changing a homeport or homebase of a fleet unit. Reference (e) contains formats, procedures, and responsibilities for developing and making changes to ROC and POE instructions.

131. Shore Activity Missions, Functions and Tasks and Organization Instructions

a. Mission, Function and Task (MFT) Statement. Each shore activity requires an MFT statement. Not only are manpower requirements based on directed MFTs but leadership decisions are based on the justification from the stated requirement. A quality mission statement along with good background information is vital to establishing new shore commands or to modify an existing command.

b. Concept. Mission statements are based upon recommendations of responsible commanders and are concise, unclassified general statements of what the activity is to accomplish. They do not include functions or tasks which are developed separately:

(1) Functions are requirements derived from the principal elements of an activity's mission; elements differentiate one activity from another.

(2) Tasks are requirements levied on an activity which are not directly derived from its mission but which are accomplished in connection with existing program policy directives or written tasking agreements. All tasking agreements must have chain of command approval and be in writing.

c. Action. Echelon 2 shore activity commanders shall:

(1) Submit an updated MFT statement, as needed and at least every 3 years, for OPNAV sponsor approval in format provided in TAB C. The OPNAV sponsor will forward the approved document as an OPNAV (5450 series) instruction to DNS for signature.

(2) Publish and update, as needed, MFT statements for all shore activities under their administrative chain of command. Responsibility to publish or update an MFT instruction for echelon 4 commands and below may be delegated to a subordinate in the chain of command, normally the immediate superior in command (ISIC) of the activity. Use format provided in TAB C.

(3) Approve organization instructions for shore activities in their chain of command, standardizing directives for those activities having similar mission statements.

#### **SECTION 4 - NAVY ORGANIZATION CHANGE ADMINISTRATIVE PROCESS**

##### 140. Basic Administrative Process

There are several basic steps in the OCR process to include:

a. Originating activity (echelon 3 commands, e.g., Navy regions or type commanders) submits OCR for desired action.

b. Echelon 2 staff uploads completed OCR into NORMS as far in advance of effective date of the requested action as feasible. The requirement to conduct host nation notification (HNN) or complete a homeport or homebase shift only lengthens this process.

c. Echelon 2 command provides electronic endorsement. All affected echelon 2 commands shall endorse the OCR when activities or units are realigning between echelon 2 commands. DNS requires that the endorsement and upload into NORMS be at a minimum 30 working days prior to desired effective date for proper processing.

d. CNO (DNS-33) puts out tasking to OPNAV staff in order to review action for legal and policy considerations (including National Environmental Policy Act (NEPA) compliance), affordability, risk mitigation, manpower issues, political concerns and timing of public announcements.

e. Once positive coordination chops are received, CNO (DNS-33) forwards OCR action to OLA for clearance or to SECNAV via

CNO (DNS) if the OCR action involves homeport or homebase changes or assignment, or establishment or disestablishment of shore commands.

f. Upon receiving SECNAV approval (if required for type of action) and OLA clearance, CNO (DNS-33) will submit message for ship homeport changes and 5400 notices for other fleet and shore actions for DNS signature.

g. After CNO (DNS) approval, messages are routed via official information exchange (OIX), such as e-mails, portals (<https://www.portal.navy.mil/oix/default.aspx>), blogs, etc., for release and notices given to SECNAV and OPNAV directives for posting to the Department of the Navy Issuances Web site (<http://doni.daps.dla.mil>).

#### 141. Congressional Notification

a. Public Announcement. Reference (f) prescribes policies and procedures for coordinating actions that will have significant economic or personnel impact on the geographic areas involved for which timely congressional notification and public announcement should be made; designates the CNO to act as coordinator for the SECNAV in reviewing all such recommendations for establishment and disestablishment of fleet and shore activities of the Navy and significant changes to assigned missions; allows for proposals to be initiated (sponsored) at any level or echelon; and defines responsibilities of coordinators and sponsors.

b. Reduction-in-Force (RIF) Actions. Reference (g) establishes procedures for the coordination, approval and implementation of civilian RIF actions. Reference (g) also designates the CNO as coordinator for subject actions and delegates to the position the authority to approve RIFs involving the separation of less than 50 civilian employees or less than 10 percent of the total civilian workforce at individual activities. Reference (b) permits redelegation of this authority.

c. RIF Delegation. Echelon 2 commanders may approve proposed RIFs which involve the involuntary separation of fewer than 50 civilian employees or less than 10 percent of the total civilian workforce (whichever is less) by organizations of the DON under their command. Echelon 2 commanders may revoke and

redelegate RIF authority to their subordinate levels of command, as deemed appropriate. Commanders shall submit all proposed reductions considered to have unusual sensitivity or high political interest, to CNO (DNS-33) via an OCR. CNO will submit such proposed reductions to Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) for approval. Echelon 2 commanders shall submit a report to Office of Civilian Human Resources that will provide activity name, number of RIF actions approved, number of employees adversely affected by RIF, number of RIF separations, and impact of redelegation, at the end of each fiscal year (FY). Each echelon also has to provide advanced notice of anticipated RIFs at the end of the calendar year for the upcoming calendar year RIF notice to Congress.

d. OPNAV Coordination Responsibility. CNO (DNS) shall coordinate and take appropriate actions for the CNO on all organizational request actions submitted to CNO per the provisions of this instruction. Specifically, CNO (DNS-33) will:

(1) Validate that all information required by reference (f) is included in the final OCR.

(2) Ensure necessary OPNAV offices have staffed final proposed action.

(3) Process proposed actions to higher authority, as required.

(4) Coordinate the posting and disposition of OCR changes with the appropriate offices.

e. OPNAV Coordination Offices Responsibility. OPNAV coordination offices will:

(1) Provide initial coordination within 2 weeks of posting in OPNAV Tasker System.

(2) Ensure appropriate offices and persons have staffed final proposed action.

142. Managing the Force Structure. The OCR process is the method to manage the force structure and maintain currency of the administrative organizations and echelon status in the SNDL. Maintaining currency is crucial for defense leaders to have the big picture for emergent or crisis situations or when deciding

on what options based on force capability already available in theater. The Department of Defense (DoD) is working on a Global Force Management Data initiative that will capture this currency from a joint perspective. The Navy's SNDL will be a feeder database for this initiative. The requirements and business rules of the SNDL are covered in chapter 8.

## **SECTION 5 - STANDARD ACTIONS AND APPROVAL AUTHORITIES**

150. Standard Actions. This section covers procedures and policy regarding standard organizational change request actions.

### 150.1 Immediate Superior in Command (ISIC) Changes

a. ISIC changes shall be submitted via NORMS using OPNAV 5440/1. Both the current and proposed chain of command (echelon 2 level only) must endorse the OPNAV 5400/1. CNO (DNS-33) then requires a resource sponsor chop. The process works best when the type commander gets resource sponsor concurrence prior to OCR submission to CNO (DNS-33).

b. Approval Authority - CNO (DNS) for echelon 3 and above ISIC changes, and CNO, Director of OPNAV Management Division (CNO (DNS-3)) for echelon 4 and below changes.

c. For ISIC changes, CNO (DNS-33) will prepare OPNAV notices that include the entire chain of command under the new ISIC complete with unit identification codes (UICs) so that the new parent and subordinate relationship is fully documented.

### 150.2 Change in Title of Official in Charge

a. An OCR is required when an activity is changing the leadership billet from military to civilian, civilian to military or officer to enlisted. For example, changing the billet from a commanding officer to director; director to officer in charge; or officer in charge to petty officer in charge. A change in the status of an activity (i.e., commanding officer to officer in charge) is a disestablishment action that requires SECNAV approval.

b. Approval Authority - CNO, DNS.

### 150.3 Command Mailing Address Change

a. An OCR qualifies as a mailing address change only if the homeport, homebase or PDS remains the same but the street, Zip code or fleet post office (FPO) address changes. CNO (DNS-33) will accept an e-mail, formal letter via mail or FAX at (202)685-6577 to make address corrections to the SNDL.

b. Approval Authority - CNO (DNS-33).

#### 150.4 Element Relocation

a. When a group or element of Navy personnel who are assigned with a joint or other service command are moved to a new duty station because the parent command moved. For example, when a medical element moves with the U.S. Marine Corps or a special forces element moves with its joint command, the element should submit an OCR and Total Force Management Manpower System (TFMMS) change request package through their manpower budget submitting office (BSO).

b. Approval authority - CNO (DNS).

#### 150.5 Consolidation of Two or More Commands

a. In the regionalization process, commands with similar functions have consolidated. During consolidations at least one command must be disestablished. The other activities involved may be part of a renaming or establishment of a new command or detachment. It is essential to capture consolidation actions on one OCR and include justification and show the savings or efficiencies gained from the action.

b. Approval authority depends on status of activities being consolidated.

#### 150.6 Command Name Change

a. Submitted OPNAV 5400/1 should show the current name and proposed command name with justification on why the renaming.

b. Approval authority - CNO (DNS).

151. Approval Authorities. The approval authority of each organizational change request type of action is listed in table 1-1. The level of approval authority may not be sub delegated below the level listed in the table.

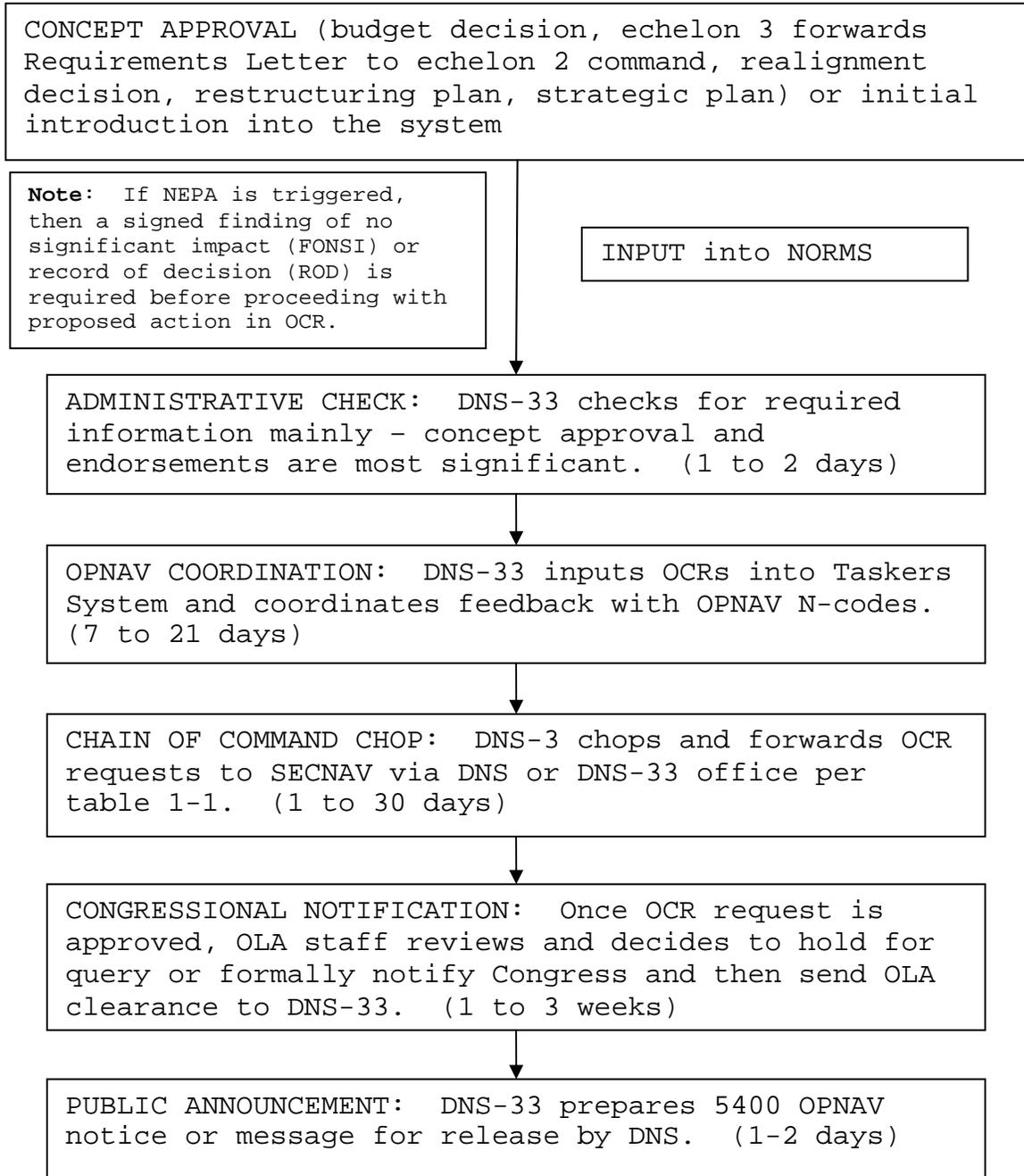
**TABLE 1-1**

Type of Action	Approval Authority	Delegated Authority
Establishments or Disestablishments of shore activity	SECNAV	n/a
Establishments or disestablishments of shore detachment, branch, customer service desk	CNO	Deputy Director, Navy Staff (DDNS)
Establishments or disestablishments of fleet activity	CNO	DNS Ech 3 & above DNS-3 Ech 4 & lower
Initial homeport assignment	SECNAV	n/a
Homeport changes >= 18 months	SECNAV	n/a
Homeport changes >9<18 months	CNO	DNS
Homebase or PDS changes (aviation squadrons)	SECNAV	n/a
Decommissioning or deactivation	CNO	DNS-3
ISIC changes at echelon 3 level and above	CNO	DNS
ISIC changes at echelon 4 level and below	CNO	DNS-3
Command mailing address change	CNO	DNS-33
Command official title changes echelon 3 and above	CNO	DNS
Command renaming echelon 3 and above	CNO	DNS
Major modification to command mission statement	SECNAV	n/a
Minor modification to command mission statement	CNO	DNS
Element relocation	CNO	DNS

Delegate Authority: Office Title (Code)  
 Director, Navy Staff (DNS)  
 Deputy Director, Navy Staff (DDNS)  
 Director of Management (DNS-3)  
 Head, Organization and Management Branch (DNS-33)

152. Time Lines. Upon receipt of an endorsed OCR, OPNAV action should take less than 30 days to complete when CNO level approval is required. Echelon 2 commands should upload actions requiring SECNAV approval into NORMS at a minimum 60 days prior to the requested promulgation date. A standard OCR action within the boundaries of the United States is depicted in table 1-2. The goal for actions requiring a change in homeport or PDS is to have them approved 1 year prior to the effective date.

**TABLE 1-2**



**TAB A - OFFICE OF LEGISLATIVE AFFAIRS (OLA) REPORT**

**NAVY ORGANIZATION CHANGE REQUEST**  
**(FACT AND JUSTIFICATION SHEET)**  
**TYPE OF REQUEST and COMMAND NAME/LOCATION,**

1. Fact Sheet on: [Command Name]  
Current Location: [Mailing Address]  
Proposed Location: [Mailing Address]
2. Nature of Action: [i.e., establishment or disestablishment, etc.]
3. Reason for Action: "The purpose of this request is to ....  
[Include number and size of unit(s) or detachment(s) and number of squadrons and type, model and series of aircraft, if appropriate]
4. Mission: State current approved mission statement or proposed mission statement for establishment of a new activity or fleet unit.
5. Impact of Action:
  - a. Civilian Personnel. Funded billets: number of total annual salary: \$#
  - b. Military Personnel. Number of officer and enlisted funded billets and estimated total annual military salaries:  
  
Officer: Funded billets: # total annual salary: \$#  
  
Enlisted: Funded billets: # total annual salary: \$#
  - c. Contractor Personnel. Funded positions and cost.
6. Environmental Impact: Provide the status of the NEPA document and any known environmental effects and proposed mitigation. Simple OCRs (i.e., renaming a command) will not require any NEPA documentation. More complex OCRs, such as homeporting, homebasing and base realignment and closure (BRAC) actions, must be thoroughly reviewed for environmental impacts especially in areas of socioeconomic and community services, cultural and natural resources and the physical environment

(i.e., noise and air quality). OPNAV Energy and Environmental Readiness (OPNAV (N45)); Commander, Navy Installations Command (CNIC); or the echelon 2 command can assist in defining the appropriate level of NEPA documentation required.

7. Administrative and Management Information Requirements

- a. Abbreviated name of activity: [approved abbreviation]
- b. Title of official in command or charge and mailing address:

COMMANDING OFFICER  
Naval Hospital XYZ (Name of Organizational Command)  
10651 E Street  
Somewhere, US 12345

- c. Effective date: DD Month YYYY
- d. Issue date: DD Month YYYY
- e. Administrative chain of command: [spell out chain of command - example below]

CHIEF OF NAVAL OPERATIONS  
Chief, Bureau of Medicine and Surgery  
Commander, Navy Medicine East  
CO, Naval Hospital, Somewhere, US

**TAB B - OPNAV 5400/1 INSTRUCTION GUIDE**

BLOCK #	NAME	FIELD		HOW TO COMPLETE
		Type	Format / Length	
1.a.	CLASSIFICATION	Drop Down	N/A	<p>Normally, overseas organization changes requiring HNN are classified as CONFIDENTIAL not releasable to foreign nationals (NOFORN). Continental United States (CONUS)-only actions are normally unclassified. Classified actions will be generated using the following process:</p> <p>a. An unclassified version of OPNAV 5400/1 will be filled out, eliminating all information that is classified. Normally, this will be effective and issue dates, along with any classified comments or mission statements. Block 1 selection is UNCLAS. OPNAV 5400/1 will be routed on unclassified e-mail and will be uploaded by the echelon 2 command into the NORMS database. <b>UNDER NO CIRCUMSTANCES ARE CLASSIFIED ACTIONS TO BE UPLOADED INTO THE NORMS DATABASE!</b></p> <p>b. Unclassified version of the OPNAV 5400/1 will then be saved as a classified document, and block 1 will change to reflect the classification change. All classified data will be entered. Classified OCR will then be e-mailed up the chain via the SECRET Internet Protocol Routing Network (SIPRNET).</p> <p>c. Once the classified version of the OCR is ready for OPNAV processing (echelon 2 endorsements are received), DNS-33 will upload OPNAV 5400/1 into the classified OPNAV Taskers System for processing.</p> <p>d. Classified actions become unclassified once HNN is complete and Navy component commander advises action is declassified.</p>
1.b.	APPROVAL AUTHORITY	Drop Down	N/A	<p><b><u>SECNAV is the decision authority for:</u></b></p> <p>a. All major shore activity changes, establishments and disestablishments.</p> <p>b. Fleet homeport changes, initial homeport assignments and PDS changes for aviation squadrons.</p> <p>c. Homeport change as a result of overhaul, where the overhaul is 18 months or greater in duration per reference (i).</p> <p><b><u>CNO is the decision authority for:</u></b></p> <p>a. All fleet actions not involving relocation or initial assignment of a unit within CONUS and the U.S. Territories.</p> <p>b. Fleet homeport changes as a result of overhaul greater than 9 months but less than 18 months in duration per reference (i).</p> <p>c. All administrative and minor shore activity changes.</p> <p>d. Establishment or disestablishment of detachments.</p>
1.c.	DATE OF REQUEST	Date	DD-MMM-YYYY/ 11 characters	Date the originator submits the request to the next level in the chain of command. Format example: 12-Jan-2007.
2.a.	ORIGINATING COMMAND	Regular Text	Uppercase/50 characters	Use command long name if it is less than 50 characters. If 50+ characters, use abbreviated name from the command's plain language address directory (PLAD).

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2.b.	POINT OF CONTACT (POC) NAME	Regular Text	Title Case/50 characters	Self-explanatory
2.c.	PHONE	Regular Text	Unformatted/22 characters	Self-explanatory. Phone number blocks will accept international phone numbers.
2.d.	DSN	Regular Text	Unformatted/22 characters	Self-explanatory
2.e.	FAX	Regular Text	Unformatted/22 characters	Self-explanatory
2.f.	UNCLAS E-MAIL	Regular Text	Lower case/50 characters	Self-explanatory
2.g.	CLAS E-MAIL	Regular Text	Lowercase/50 characters	Self-explanatory
3.	HAS REQUEST RECEIVED CONCEPT APPROVAL?	Drop Down	N/A	If action(s) were approved previously by a budget action, platform lifecycle decision, or CNO, SECNAV or Office of the Secretary of Defense (OSD) executive decision, select the "yes" option and attach approval documentation. If this is the first time the action(s) are being FORMALLY presented to the OPNAV staff, select the "no" option.
	<i>Provide Background information and supporting documentation.</i>	Regular Text	Unformatted/500 characters	For action(s) previously approved, indicate reference that authorizes action(s): example: POM08; CNO msg DTG 132048Z DEC 06; CNO Forum and provide a copy of supporting documentation; (i.e., decision memo, CNO message, BRAC decision, program budget decision ) etc. For actions not previously approved, include any supporting briefs or documentations to explain the action. These packages should be accompanied with draft MFT, or a concept of operations or slide presentation to answer the Who? What? Why? Where? and How? questions.
<b>ACTIVITY DATA FOR ACTIVITIES 1, 2 &amp; 3</b>				
4.	ACTION INFORMATION	Drop Down	N/A	For each activity change, select the most significant action affecting the activity. If "other" is selected, provide detailed explanation in block 4i.
4.a.	CURRENT ACTIVITY NAME	Regular Text	Unformatted/100 characters	Indicate current long title for activity, as indicated in the SNDL.
4.b.	PROPOSED ACTIVITY NAME	Regular Text	Unformatted/100 characters	Indicate proposed long title for activity.
4.c.	CURRENT LOCATION	Regular Text	Unformatted/50 characters	Indicate city and state of activity's current location. Use U.S. Postal Service state abbreviation format: City, ST (state is two-letter all caps, no punctuation, 47-character limit).
4.d.	PROPOSED LOCATION	Regular Text	Unformatted/50 characters	Indicate city and state of activity's proposed location. Use U.S. Postal Service state abbreviation format: City, ST (state is two-letter all caps, no punctuation, 47-character limit).
4.e.	CURRENT ECHELON 2 COMMAND	Drop Down	N/A	Select the echelon 2 command that will take the lead on the action. If echelon 2 command is not listed in the dropdown, select "Other".
4.f.	COORDINATING ECHELON 2 COMMAND	Drop Down	N/A	Select the primary echelon 2 command that will be required to endorse the action. If there is none, leave blank.
4.g.	EFFECTIVE DATE	Date	DD-MMM-YYYY/	Date the action is requested to take effect. Actions requiring PCS orders

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			11 characters	issue must be submitted at least 12 months prior to the effective date, whenever possible. Overseas actions requiring HNN should be submitted at least 18 months prior to the effective date.
4.h.	PROMULGATION DATE	Date	DD-MMM-YYYY/ 11 characters	Indicate date the action can be promulgated. In cases where the action is considered sensitive, a specific date may be indicated to allow public affairs coordination. If no specific promulgation date is requested, leave block blank. If no specific date is listed, the action will be promulgated upon final approval.
4.i.	REASON FOR THE ACTION	Regular Text	Unformatted/500 characters	Because this field is used to populate multiple automatically generated reports, it is important that the format be followed exactly. Summarize the specific activity action in one sentence, addressing the type of action (from the dropdown menu), the activity impacted and the reason for the action. Example: "Disestablish Naval Reserve Center Annapolis, MD due to consolidation with Naval Reserve Center Washington, DC." Required information includes two digit codes for BSO, OPNAV resource sponsor and fleet enterprise code. More additional pertinent information may follow or be added as an attachment in NORMS.
4.j.	CURRENT MISSION STATEMENT	Regular Text	Unformatted/500 characters	Based on ROC and POE for fleet units or MFTs for shore activities. Mission statements for detachment actions are not required. Required information includes ISIC responsible for publishing and updating the MFT for shore activities.
4.k.	REVISED MISSION STATEMENT	Regular Text	Unformatted/500 characters	Based on ROC and POE for fleet units or MFTs for shore activities. Mission statements for detachment actions are not required. Required information includes ISIC responsible for publishing and updating the MFT for shore activities.
5.a.	MANNING SUMMARY TABLE	TABLE		
	SNAPSHOT DATE	Date	DD-MMM-YYYY/ 11 characters	Funded billet data for military and civil service personnel comes from activity manning documents (AMDs) or from TFMMS Micro Manpower Change Application (TMMCA)/TFMMS. Input the date of the AMD under each personnel category. If contractors are included in a command's workforce, snapshot date reflects the date data presented was captured. If the personnel category does not apply, leave blank.
	FUNDED BILLETS	Number	#,##0/10 characters	Number of funded billets for each personnel category. If no personnel, leave blank. Cell does not apply to contractors.
	TOTAL ON BOARD	Number	#,##0/10 characters	Number of personnel in each category that are currently on board. Data should come from the snapshot date. Contractor personnel can be listed here.
	ANTICIPATED RIF	Number	#,##0/10 characters	For military personnel, if billets are to be completely cut, indicate number here. For civil service personnel, if a RIF is required because of this action, indicate the number of civil service employees that will be forced to separate from government service.
	ANTICIPATED ATTRITION	Number	#,##0/10 characters	Applies to civil service personnel only-leave all other personnel categories blank. If a civil service employee is subject to a RIF, but will be retiring or taking a job elsewhere, indicate the value here. Leave other personnel categories blank.
	XFERRED TO OTHER ACTIVITY IN THE AREA	Number	#,##0/10 characters	Applies to all personnel categories. Indicate the number of personnel who will relocate to an activity within normal commuting distance for that area.

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				If no value, then leave blank.
	XFERRED TO OTHER ACTIVITY OUTSIDE THE AREA	Number	#,##0/10 characters	Applies to all personnel categories. Indicate the number of personnel who will relocate to an activity outside of the normal commuting distance for that area. If no value, then leave blank.
	PROGRAMMING RATE	Number	#,##0/10 characters	Applies to military personnel only. Programming rates may be obtained from the programming rate table posted on the NORMS Web site. See your echelon 2 for assistance, if you do not have access to NORMS.
	CURRENT TOTAL SALARY (\$)	Number	#,##0/10 characters	For military, use funded billets multiplied by appropriate programming rate. For civil service, use Manage to Payroll (MTP) \$. For contractor, use contract cost.
	NET GAIN/LOSS (\$)	Number	#,##0/10 characters	Total salary \$ before action minus salary \$ after action is complete.
5.b.	IF RIF WILL OCCUR, PROVIDE DETAILS REGARDING PLAN OF ACTION AND MILESTONES	Regular Text	Unformatted/500 characters	SECNAV instructions require specific actions be taken prior to executing a RIF. Public affairs plan, including a timeline for RIF is required. Provide overall summary information, and e-mail additional documentation up chain-of-command. Include the following, as applicable: <ul style="list-style-type: none"> <li>a. Attrition type (retirement, resignation)</li> <li>b. Date last attrite will leave the activity</li> <li>c. Relocation information</li> </ul>
5.c.	LIST LABOR ORGANIZATIONS AFFECTED	Regular Text	Unformatted/500 characters	If any civilian employees belong to a union or labor organization, indicate the labor organizations and the approximate number of employees belonging to each of the unions.
6.a.	LAND AREA (SQ FT)	Number	#,##0/11 characters	Activities that occupy buildings must complete this block. Indicate total land area (in square feet) and area of buildings occupied by the activity affected by this request. If no buildings are occupied, leave blank.
6.b.	BUILDING ACCT VALUE (\$K)	Number	#,##0.0/11 characters	For government-owned buildings occupied by the activity, estimate the value of the buildings in \$K.
6.c.	EQUIPMENT ACCT VALUE (\$K)	Number	#,##0.0/11 characters	For buildings identified in 6.b. and containing stationary equipment (boilers, A/C units, etc), estimate property value of that equipment.
6.d.	MAINTENANCE/OP COSTS (\$K) FY0/FY1/FY2	Number	#,##0.0/11 characters	For buildings and property identified in 6.b., estimate the annual cost of maintaining AND operating those buildings and property over a 3-year period. List by FY0 (current year) and FY1 and FY2. List in \$K.
6.e.	ADDITIONAL OCCUPATION INFO	Regular Text	Unformatted/500 characters	Indicate if land is government-owned or leased. If occupation contract is in effect, indicate when the contract expires and square footage of occupied area. For actions that involve the acquisition of land and or property, indicate the following: <ul style="list-style-type: none"> <li>a. Acquisition cost (by FY)</li> <li>b. Type of building construction (permanent, semi-permanent, temporary)</li> </ul> Also indicate any building or land occupation issues that may be of political, public affairs or legal interest.
6.f.	ENVIRONMENTAL IMPACT	Regular Text	Unformatted/500 characters	Based on type of action selected in block 4, this block may auto-populate. However, there is a 500 character section for specific environmental information to be included.
7.a.	PLAD-EXISTING	Regular Text	Unformatted/75 characters	Indicate current PLAD, including city and state for shore activities.

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7.b.	ABBREVIATED ACTIVITY NAME (PLAD)-PROPOSED	Regular Text	Unformatted/75 characters	Indicate proposed activity PLAD, including city and state for shore activities. If no proposed activity, leave blank.
7.c.	MAILING ADDRESS-EXISTING	Regular Text	Unformatted/75 characters/4 lines	Data comes from SNDL. Use U.S. Postal Service format, limited to 47 characters per line. For the purpose of this form, the first line is activity name, NOT the title of the head of the activity.
7.d.	MAILING ADDRESS-PROPOSED	Regular Text	Unformatted/75 characters/4 lines	Indicate the proposed mailing address for the activity, using the format described in the block above. If no proposed activity, leave blank.
7.e.	TITLE OF MILITARY/CIVILIAN HEAD OF ACTIVITY EXISTING	Drop Down	N/A	Select the title for the existing activity from the dropdown menu. A chief petty officer in charge of an activity is referred to as "officer in charge."
7.f.	TITLE OF MILITARY/CIVILIAN HEAD OF ACTIVITY PROPOSED	Drop Down	N/A	Select the title for the proposed activity from the dropdown menu. A chief petty officer in charge of an activity is referred to as "officer in charge." If no proposed activity, leave blank.
	ADMINISTRATIVE CHAIN OF COMMAND	TABLE		
7.g.	EXISTING ECHELON	Number	1 character	First line is echelon 2. Follow with 3, 4, etc.. as appropriate.
	COMMAND NAME	Regular Text	Unformatted/75 characters	Use activity long name.
7.h.	PROPOSED ECHELON	Number	1 character	First line is echelon 2. Follow with 3, 4, etc., as appropriate.
	COMMAND NAME	Regular Text	Unformatted/75 characters	Use activity long name.
7.i.	CURRENT UIC	Regular Text	Unformatted/5 characters	Self-explanatory.
7.j	PROPOSED UIC (DNS-33 ACTION)	Regular Text	Unformatted/5 characters	DNS-33 will normally fill in this block. However, if the OCR originator has this information, fill in the new UIC. Otherwise, leave blank.
7.k.	CURRENT SNDL CODE	Regular Text	Unformatted/10 characters	Available via the SNDL.
7.l.	PROPOSED SNDL CODE	Regular Text	Unformatted/10 characters	DNS-33 will fill in this block. Leave blank.
<b>CONGRESSIONAL/FOREIGN COUNTRY/JOINT SERVICE COMMAND INFORMATION</b>				
8.a.	CONGRESSIONAL/FOREIGN COUNTRY/JOINT SERVICE COMMAND INFORMATION	Regular Text	Unformatted/500 characters	Indicate names of members of Congress and Senators that could be impacted by this action. For overseas actions, indicate countries that could be impacted. If joint service commands (U.S. and or other countries) are impacted, indicate here.
8.b.	SUMMARY OF MEETINGS/DISCUSSIONS ALREADY CONDUCTED	Regular Text	Unformatted/500 characters	If any discussions with legislators, government officials or other military organizations have been conducted, indicate with whom and via what forum (e-mail, private meeting, conference, etc.).

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ECHELON 2 ENDORSEMENTS (applies to blocks 9 through 12)				
BLOCK #	NAME	FIELD		HOW TO COMPLETE
		Type	Format / Length	
a.	LEAD COMMAND	Drop Down	N/A	Echelon 2 command that is overall responsible for tracking the action. The lead echelon is also responsible for selecting the other required echelon 2 endorsers by filling in blocks 10a, 11a and 12a as appropriate. For example: Commander, United States Fleet Forces Command (COMUSFLTFORCOM) is the lead echelon with an action that transfers a shore activity to Commander, Pacific Fleet (COMPACFLT). COMUSFLTFORCOM POC would select COMPACFLT as the endorser in block 10 and CNIC as the endorser in block 11.
b.	POC NAME	Regular Text	Unformatted/50 characters	Self-explanatory.
c.	POC PHONE	Regular Text	Unformatted/22 characters	Self-explanatory. Phone number blocks will accept international phone numbers.
d.	DSN	Regular Text	Unformatted/22 characters	Self-explanatory.
e.	FAX	Regular Text	Unformatted/22 characters	Self-explanatory.
f.	UNCLAS EMAIL	Regular Text	Lowercase/50 characters	Self-explanatory.
g.	CLAS EMAIL	Regular Text	Lowercase/50 characters	Self-explanatory.
h.	RECOMMENDATION	Check Box	1 character/4 boxes	Indicate endorsement for the requested action. Echelon 2 commands have 15 working days to include an endorsement or recommendation on an OCR. If the final decision has not been made, check "Other" and indicate in "comments" (item "m") the status of the action. DO NOT HOLD AN OCR LONGER THAN 15 WORKING DAYS, REGARDLESS OF ABILITY TO PROVIDE A DEFINITIVE RECOMMENDATION.
i.	FINAL REVIEWER NAME	Regular Text	Title Case/50 characters	Indicate the name of the most senior official in the echelon 2 command who approved the action. This should be the head or principal deputy of the organization.
j.	RANK/GRADE	Drop Down	N/A	Select one of the dropdown ranks or grades for the final reviewer.
k.	POSITION	Regular	Unformatted/75 characters	Enter the position title of the final reviewer.
l.	SIGNATURE DATE	Date	DD-MMM-YYYY/ 11 characters	Indicate the date the final reviewer approved the action. The final reviewer's actual signature is required.
m.	COMMENTS	Regular Text	Unformatted/1000 characters	Use to provide additional information, where it was not included in any of the OCR fields. Comments here will be used to assist the OPNAV staff in understanding the issues that impact the action(s).

**TAB C - FORMAT FOR MISSION, FUNCTIONS AND TASKS**

(COMMAND) INSTRUCTION 5450.xx

From: (Commander or ISIC in chain of command)

Subj: MISSION, FUNCTIONS AND TASKS OF (name of activity and short title)

Ref: (a) OPNAVNOTE 5450/5400 Ser\_\_\_\_\_ of \_\_\_\_\_ (authority for activity's current mission statement)

Encl: (1) Functions and Tasks of (activity short title)

1. Purpose. To publish the functions and tasks of (activity short title) under the mission established by reference (a).

2. Cancellation. (if applicable) (Command) INST 5450.\_\_\_\_\_. (Old MFT)

3. Mission. (Quote mission from reference (a)).

4. Status and Command Relationships. (Activity short title) is a shore activity in an active (fully operational) status under a commander; commanding officer; or officer in charge. (Also describe here other relationships of a special, continuing nature including administrative control (ADCON), operational control (OPCON), and official additional duty (ADDU) assignments.)

a. Command (From SNDL)

Echelon

- 1 Chief of Naval Operations
- 2
- 3 etc.

b. Area Coordination

(1) Area coordinator, regional coordinator and local coordinator, if designated.

(2)

5. Command, Tenant, Supported and Supporting Activities and Detachments. (Optional) (Include shore, operating forces, other DoD, joint DoD, non-federal and international organizations. For each activity provide a concise statement, in general terms, of major support services provided and or 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 of 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 and 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 the United States while overseas."

7. Terminology. (Optional) Defined for purposes of this instruction as follows:

- a.
- b. etc.

8. Functions and Tasks

a. Functions are requirements derived from the principal elements of an activity's mission; elements that differentiate one activity from another.

b. Tasks are requirements levied on an activity which are not directly derived from its mission but which are accomplished

in connection with existing program policy directives or written tasking agreements. All tasking agreements must have chain of command approval and be in writing.

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 in enclosure (1). Send recommended changes via the chain of command to (title of official issuing this directive.)

Functions and Tasks of  
(Short Title of Activity)

Functions: Organize functions under principal elements of the activity's mission

Tasks: List requirements levied on an activity which are not directly derived from its mission.

(Begin all functions and tasks statements with third person singular form of verb.)

Example:

a. Aircraft Maintenance

(1) Provides

(2)

b. Firefighting

(1) Coordinates

(2)

c. Tasks

## CHAPTER TWO - BUSINESS RULES

### SECTION 1 - OVERVIEW

The action officer who deals with an OCR should be familiar with some basic business rules. Understanding these rules will assist the action officer in filling out a completed OCR. Following these business rules will also assist in the staffing process prior to approval.

### SECTION 2 - RULES

220. Unique Identifier Assignment Process. Each command has some unique identifiers that distinguish it from others. Following the assignment process is a necessary step so others do not have to work hard to get these steps corrected after the action is complete.

220.1. Unit Identification Code (UIC). UIC is a five character alphabetic-numeric code used to identify organizational entities within DON. Numeric codes are sequentially assigned beginning with 00001 and ending with 99999. Application of a UIC and relationship to other codes can be found in reference (h). All activities must have a UIC for manpower and budget reasons. Should it be desirable to reassign an existing UIC to a proposed new shore activity, request the same in the OCR. Echelon 2 commands are responsible for the management and use of UICs to support organizational actions under their administrative control. The following business rules for UIC assignment, cancellation or change apply:

a. Echelon 2 commands or subordinates should submit UIC assignment requests in writing through command channels to: Director, Defense Finance and Accounting Service (DFAS) - Cleveland Center, Code AHADC, 1240 East Ninth Street, RM 1845, Cleveland, OH 44199-2055. UIC requests (DFAS Form 9025 Navy UIC DODAAC Request) may also be submitted to DFAS via e-mail at [uic\\_dodaac@dfas.mil](mailto:uic_dodaac@dfas.mil) or via online fillable form at <https://dfas4dod.dfas.mil/library>. Commercial telephone is (216) 522-5908.

b. Requests should identify full name of activity or command and mailing address for which UIC assignment is required and the purpose(s) for which the UIC will be employed as well as the BSO and OPNAV resource sponsor.

c. UIC listings include the UIC, purpose code, name and location and major command exercising overall authority.

d. Within 22 work days after formal announcement on established or disestablished activities, DFAS Code A will be provided with billing information and mailing address by the ISIC of the new or disestablished activity.

220.2. Plain Language Address (PLAD). This is the activity designator used in message addressing. Abbreviations are used to reduce title length while maintaining reasonable interpretation of activity identity while establishing PLADs. Specific procedures for establishing, changing or deleting PLADs can be found in reference (i). Concerns should be directed to Commander, Navy Network Warfare Command (COMNAVNETWARCOM) Communication and Network Services Branch (N321). The following business rules for forming a PLAD apply:

a. The PLAD shall not exceed 55 characters, to include geographic locations.

b. The PLAD shall reflect a single activity only, reflect single geographic location for non-mobile activities, and be self defining.

c. Four letter acronym establishments should be avoided to minimize possible interference with other addressing systems.

d. Abbreviations must not conflict with another activity.

e. The PLAD for a detachment shall be formed by using the parent's command PLAD with the necessary detachment identifier prefix or suffix. The parent's command geographic location shall be used unless the detachment is mobile or has its own geographic location.

f. Units with the same mission and designation shall use the same abbreviation except for geographic location.

g. The PLAD must not contain any punctuation characters. Numerical designators must be spelled (e.g., TWO ZERO) and letter designators shall be spelled phonetically (e.g., ALPHA).

h. Upon establishment or the renaming of an activity, the activity must file the appropriate Defense Messaging Form 509 Certificate Request Form through the Naval Messaging Web site (<https://navalmessaging.nmci.navy.mil/>) to ensure immediate change of the PLAD in the classified message system. For registration of a PLAD in the unclassified messaging system, go to the OIX portal (<https://www.portal.navy.mil/oix/default.aspx>) and contact COMNAVNETWARCOM (N321). This process authenticates and confirms the identity of the end user.

i. COMNAVNETWARCOM (N321) is the final approval authority on all PLADs.

220.3. Postal Zip Code. Each OCR requires that an existing or proposed mailing address be provided, including FPO addresses. Postal regulations and Navy policies pertaining to official mail can be found in references (j) and (k). In proposing command mailing addresses remember the following standards:

a. No more than a total of 5 lines to include the title of the activity and a maximum of 50 characters per line, including spaces.

b. Use organizational codes whenever possible and use acceptable U.S. Postal Service abbreviations for streets and states.

c. Standard example of a mailing address:

Line (1) - Title of activity (e.g., Director, Navy Staff)  
Line (2) - Name (e.g., Chief of Naval Operations - DNS-33)  
Line (3) - Naval station or base (if required)  
Line (4) - Street address (e.g., 2000 Navy Pentagon)  
Line (5) - City, state and nine-digit Zip (e.g., Washington, DC 20350-2000)

d. Echelon 2 commands will obtain new Zip codes for new unit and activity assignments or moves via the fleet postal officers or Military Postal Service Agency.

e. Commands or offices proposing the establishment or relocation of shore activities must make necessary interim negotiation with host activities regarding mail.

221. Naming Conventions. Naming business rules are essential for standardization, to avoid confusion and for consistency among databases.

221.1. Organization Naming. The complete and unabbreviated name or title of an activity is established by an OPNAV notice (OPNAVNOTE) 5400 and published via the SNDL. In formulation of the "long title" one must keep in mind the main purpose or function to be performed by the activity. Other guidelines include:

a. Consistency with current command names performing similar or like functions shall be maintained. Pattern names after those listed in enclosure (2) of the SNDL (e.g., Navy Operational Support Center Philadelphia and Navy Operational Support Center New York).

b. Domestic activities will not include "U.S." in the name. All overseas activities must include "U.S." in the name.

c. The word "Joint" shall not be used in a long title as it is reserved for activities established by the Chairman, Joint Chiefs of Staff (CJCS) in which personnel from more than one Service are represented.

221.2. Detachment Naming. Long titles include the parent command name plus "Det" (for "detachment") plus geographic location. For example, the parent command is Naval Computer and Telecommunications Area Master Station Atlantic and its detachments would add detachment and geographic location to create its name.

222. Key Date Considerations. Specific dates in the organizational change request process affects Sailors and their families. Key dates include:

222.1. Promulgated Date. Is the date specified or the date time group of naval message or date of OPNAVNOTE signed by CNO (DNS). CNO (DNS) issues the promulgation date as the starting point in time for the activity and its chain of command to execute required preparations to execute the OCR action on the

effective date. Promulgation date has significance for ship and squadron personnel since it commences the homeport certificate process. The date is used by Navy housing to allow Sailors to get on housing lists for upcoming PCS orders or change in homeport certificates. Note: Orders, household goods shipments, etc., to the old homeport or PDS will generally not be authorized after the promulgation date.

222.2. Effective Date. The date specified in the naval message or OPNAVNOTE signed by CNO (DNS) that directs the activity and its chain of command to execute the establishment, disestablishment or modification of a shore or fleet activity. Note: When homeport or PDS assignments are issued per this instruction, the effective date cannot be modified retroactively nor can the effective date which has passed, be advanced. Exceptions are noted below:

a. Type commanders can approve a modification of the homeport or PDS change within a 60-day window of the effective date as long as the new date remains in the same FY.

b. Modifications to the effective date over 60 days or for different FYs shall be approved by CNO (DNS) and requires a new OCR be submitted.

222.3. Issuing Orders, Moving and Housing Lists. The promulgation date on the naval message or OPNAVNOTE is the key for issuing orders, PCS moves and getting on housing lists. For homeport or PDS changes, the promulgation date is normally 6 months prior to the effective date to allow 6 months before and up to 1 year after the effective date to complete a PCS move. For new construction, promulgation dates are usually 1 year prior to allow more time for Sailor planning due to the time length of school pipeline training. Specific procedures for members assigned to activities scheduled for change of homeport or PDS can be found at reference (1).

223. Billet Specifics. Block 5 of OPNAV 5400/1 includes a manning summary table. The following rules shall be applied to the OCR:

223.1. Programming Rates. Use the most current military manpower programming rates provided by OPNAV Manpower, Personnel, Training and Education Resource Management Division (N10) that are posted in NORMS for officer and enlisted billets.

223.2. Major Headquarters Activity (MHA) Limitations. Per reference (m), MHAs will be organized and staffed in a manner that provides for the effective accomplishment of assigned responsibilities with a minimum number of personnel. Reference (n) establishes a system to identify and manage the number and size of MHA in the DON. Reference (m) also identifies which commands are currently MHA activities and lists criteria by which new activities would be considered an MHA activity. MHA limitations should be resolved prior to submission of the OCR. If there are limitation concerns, they should be addressed through the Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C) and ASN(M&RA) to ensure Navy remains within MHA manpower authorizations and personnel levels.

223.3. Civilian Manning Considerations. Only the manning information and the salary totals are required for civilians in OPNAV 5440/1. Other concerns include:

a. Overseas Action. In a separate e-mail or letter, the originator of the OCR shall provide a civilian manning breakdown of U.S. Government service employees and foreign national employees that are paid using appropriated funds. Information on non-appropriated funds employees (e.g., morale, welfare and recreation) shall not be included in OPNAV 5400/1, but the information is helpful to provide leadership the "big picture" on the impact to the host nation.

b. RIF. RIF actions must be coordinated well in advance per reference (g). If an OCR action includes a RIF action, the RIF action shall be on the annual RIF notification or supplemental list sent to Congress each January. Without such action, the OCR action will be disapproved.

224. Approval Methods. The reason and justification for the OCR action is essential to get Navy leadership approval.

224.1. Concept Approval. It is important for the OCR originator to provide background information and supporting documentation regarding concept approval. OCR originators should submit evidence of the concept approval and attach file to NORMS. Some examples include: signed action memo, approval signature on paper copy of a slide presentation, highlighted from Quadrennial Defense Review or CNO's annual guidance.

224.2. No Concept Approval. An OCR action may be submitted without concept approval as long as there is an echelon 2 endorsement. However, the originator should expect more questions from CNO (DNS-33). Information supporting the concept should answer the Who?, Why?, What?, Where?, How?, and When? aspects. Providing the concept approval upon OCR submission will save time in the process.

225. Environmental Impact Statements. Reference (o) contains policy and guidance to ensure that Navy actions with the potential to have significant environmental effects are accomplished per the letter and spirit of the National Environmental Policy Act (NEPA). Block 6f in OPNAV 5400/1 should capture the environmental impacts of the action including approved NEPA documentation and any mitigation measures. OPNAV (N45), CNIC or the echelon 2 command can assist in defining the appropriate level of NEPA documentation required for the action. There are three levels of NEPA documentation.

a. A categorical exclusion (CATEX). A category of actions that under normal circumstances, individually or cumulatively, do not have a significant effect on the human environment; or have been previously found to have no such effect as a result of procedures adopted by the Navy. Therefore, neither an environmental assessment (EA) nor an environmental impact statement (EIS) is required. A record of CATEX is prepared and documents the applicable CATEXs, the facts supporting its use and specific considerations of why the CATEX is applicable for the action. A record of CATEX is signed and approved by the echelon 2 command or authorized designee.

b. EA. A more in-depth level of NEPA documentation than a CATEX. It is a concise public document that briefly provides sufficient evidence and analysis of the proposed action for determining whether to prepare an EIS or a finding of no

significant impact (FONSI). A FONSI is signed and approved by OPNAV (N45), CNIC or echelon 2 command with delegated signature authority.

c. EIS. The most comprehensive level of NEPA documentation, an EIS is prepared for a proposed action that may have a significant impact on the quality of the human environment or is potentially controversial. It describes a proposed action and a reasonable range of alternatives that may have a significant impact on the environment. Cognizant Federal, State, local and private agencies, organizations and individuals have opportunity to review and comment on the draft EIS as part of a public involvement effort. The final EIS is approved when a record of decision (ROD) is signed by SECNAV.

## CHAPTER 3 - FLEET ACTIONS (CONUS)

### SECTION 1 - OVERVIEW

1. As delegated by the CNO, DNS will assign or reassign homeports, homebases and PDS for ships and aviation squadrons only on the basis that assignments will remain effective for a period in excess of 9 months and the OCRs have received SECNAV approval. OCRs shall be submitted by the echelon 2 command as early as the originating office is confident of the move and scheduling considerations. All echelon 2 commands submitting OCRs will insure they are approved by the command head or principal deputy. However, because of delays in scheduling, the echelon 2 staff shall ensure the latest information is updated in NORMS before the final CNO message or OPNAVNOTE is released to avoid corrective action.

2. Do not upload OCRs that have incomplete information into NORMS. If correction is required (and to avoid duplication), click on NORMS link "Upload revised OCR" and re-upload information as opposed to uploading a new OCR. Provide as much information as space will allow especially in the concept approval (background) and reason for action blocks. Be sure to indicate the OPNAV resource sponsor and the BSO of the command or proposed command in the "Reason for Action" block (block 4i) of OPNAV 5400/1. This information forms the basis for the end product and helps eliminate the need for requesting further information from the echelon 2 command that delays the approval process.

3. The fleet or cognizant commanders of the operating forces of the Navy proposing the organizational change will ensure that concept approval has been obtained from designated OPNAV resource sponsors and is so stated in the request and attached in NORMS.

### SECTION 2 - ACTIONS

320. Initial Homeport Assignment-Ships and Submarines. Action designating the first homeport assignment for a new construction ship or PDS for an aviation squadron or other fleet based activity.

a. Annual Strategic Laydown Plan. The Navy strategic plan, in support of program objective memorandum (POM) development, provides guidance on force laydown. To ensure that the process of selecting homeports and PDS for the operating forces of the Navy is guided by sound strategic principles, Deputy Chief of Naval Operations, Operations, Plans and Strategy (CNO (N3/N5)) will lead the development of an annual strategic laydown that incorporates higher DoD and Navy guidance as well as real world factors. These factors include, but are not limited to, major force structure changes, drastic changes in the international security environment, and major alterations in the Navy's shipbuilding or aviation procurement programs. This strategic laydown will determine the appropriate split, Atlantic or Pacific, for the operating forces of the Navy and will be used to inform and guide the process of selecting homeports and homebases or PDS.

b. Strategic Force Laydown Process. The strategic force laydown process provides the Navy with a methodology to align, organize and position naval forces to address emerging global threats and provide a forward presence for homeland defense. Determining the appropriate strategic laydown will be a collaborative effort headed by CNO (N3/N5). A strategic laydown working group will be established consisting of stakeholders both within OPNAV and across the fleet to ensure all inputs and concerns are adequately addressed.

c. Global Shore Infrastructure Plans (GSIP). To implement the Naval Ashore Vision 2030, CNO has directed each warfare enterprise develop and implement a GSIP to strategically transform and recapitalize ashore infrastructure. The GSIP will support a homeporting or homebasing strategy by providing the "Right Bases at the Right Places with the Right Capabilities at the Right Price."

d. Specific Homeport, Homebase or PDS Selection. The strategic force laydown is a distribution of naval forces between the two primary service providers, COMUSFLTFORCOM and COMPACFLT. The GSIP is a CNIC global basing strategy to support the strategic force laydown. The strategic force laydown (guiding principles on force structure distribution) and the GSIP (guiding principles on infrastructure support) will be used to inform and guide the warfare enterprises in the selection of homeport or homebase and PDS assignments. From the strategic laydown plan, the lead type commander (warfare enterprise leader)

provides a requirements letter to COMUSFLTFORCOM or COMPACFLT to initiate the early planning process. This includes the detailed vetting of manpower; training; maintenance; logistic; command, control, communications, and computers; budget; programming and service support of a unit prior to submitting an OCR recommending a homeport, homebase or PDS assignment. Some of these issues include programming for military construction, preparation of NEPA documentation and supporting studies, mitigation and permits, PCS, manpower authorization allowances and personnel support. The two primary service providers (COMUSFLTFORCOM and COMPACFLT) will endorse OCR in NORMS as applicable. Depending on the action, COMUSFLTFORCOM, COMPACFLT or CNIC will determine the NEPA strategy and initiate the NEPA process, if required. If NEPA documentation is not required, the lead type commander recommends a specific homeport, homebase or PDS selection. The lead type commander will forward an OCR to the appropriate fleet commander for input into the NORMS. If NEPA documentation is required, the signed FONSI or ROD will define the final homeporting or homebasing decision.

e. OPNAV OCR Processing. After OCR endorsement, CNO (DNS-3) requests coordination chops of pertinent OPNAV codes, including Deputy Chief of Naval Operations, Manpower, Personnel, Training, and Education (CNO (N1)); Deputy Chief of Naval Operations, Operations, Plans and Strategy (CNO (N3/N5)); Deputy Chief of Naval Operations, Integration of Capabilities and Resources (CNO (N8)); and other headquarters organizations to include OLA, Chief of Information and CNIC. All homeport, homebase and PDS recommendations will be submitted via executive correspondence from CNO (DNS) to SECNAV requesting approval of new homeport, homebase or PDS assignment. The package will include a specific reference as to how the selection is consistent with the strategic force laydown and GSIP guiding principles. After SECNAV approval of OCR action, OLA will conduct congressional notification and CNO (DNS) will release initial homeport, homebase or PDS assignment message. Note: Any overseas force structure changes will require additional processing through the combatant command (COCOM), Joint Chiefs of Staff (JCS), OSD and State Department, per reference (p).

321. Decommissionings and Deactivations. Decommissioning ends a ship's active service life. A ship can be held in reserve for re-commissioning or struck from registry and scrapped. Deactivation allows a squadron to be put in "mothballs" and can

be re-activated at a later date with its name, history and command logos intact.

322. Homeport Change. Action to permanently change the homeport assignment for a ship. SECNAV approves this action unless covered in section 323 of this manual.

323. Shipyard Homeport Change. Action to change homeport of a ship for a shipyard overhaul or maintenance period greater than 9 months. SECNAV approves overhauls greater than 18 months, such as needed for engineered refueling overhauls. If it is known that the ship will remain homeported at the site of the overhaul, the original OCR request should state such and approval should go to SECNAV. CNO (DNS), as the principal official representing CNO, is authorized to approve all other homeport changes. Changes in the homeport shift dates that are 60 or less days and do not cross FYs may be approved by the type commander, otherwise, longer changes require CNO approval via the OCR process.

324. Establishments and Disestablishments. Action to officially add or remove a command, unit or staff of the operating forces of the Navy under the administrative command of the CNO.

325. Permanent Duty Station Changes (Aviation Squadrons). When a fleet unit (deployable units, small craft units) or aviation squadron is permanently assigned to a location longer than 9 months.

## CHAPTER FOUR - FLEET ACTIONS (OVERSEAS)

### SECTION 1 - OVERVIEW

#### 410. Global Force Management

a. The Secretary of Defense through the Global Force Management Process, sources combatant commander force requirements from the entire joint force. Forces are assigned to combatant commanders to satisfy title 10 requirements and support Unified Command Plan (UCP) assigned responsibilities. Service components provide support to COCOMs to accomplish their UCP-assigned responsibilities. For this reason when an assignment of forces is changed or modified the Global Force Management Process per the "Forces for Unified Commands" memorandum must be followed.

b. The process of changing overseas force structure involves one or all of the following actions: physical movement of a military unit, introduction or removal of military capability, treaty notification, reassignment of forces, re-designation of forces, HNN, unit inactivation, public announcement and or realignment of physical overseas force structure.

### SECTION 2 - ACTIONS

#### 420. Combatant Commander Asset Shift

a. FORCESFOR Changes-In Cycle Request. In cycle changes to forces assigned to Combatant Commanders occur during the annual update to the Forces For memorandum. The Global Force Management Implementation Guidance (GFMG) is the overall process guidance for Forces For and is updated every 2 years the Joint Staff. Changes are usually effective as of 1 October for the FY (the current approved FY 2011 tables went into effect on 1 October 2010).

b. FORCESFOR Changes-Out of Cycle Request. Out of cycle changes are any changes that are requested to go into effect prior to the next annual update (i.e., an effective date other than 1 October YYYY). Section II of the GFMG provides the format for these change requests, essentially a joint memo from

the gaining and losing combatant commanders requesting the Secretary of Defense approval of the change in assignment.

421. Host Nation Notification. HNN is a formal communication process between the U.S. DoD and the Department of State (DoS) with the host nation's equivalent agencies about a change in forces homeported, homebased or stationed within the foreign nation. HNN requires as much as a year of lead time to coordinate within the Service, JCS, DoD and DoS, with the Joint Staff acting as lead coordinating agency. HNNs are all treated as "CONFIDENTIAL NOFORN" until the host nation has been notified and the action is declassified by the COCOM. The lead echelon 2 command must obtain coordinating endorsements and ensure the timely submission of the OCR to facilitate the extensive coordination.

422. Establishments and Disestablishments. Action to officially add or remove a command, squadron, unit or staff of the operating forces of the Navy under the administrative command of the CNO outside of the Continental United States (OCONUS).

423. Permanent Duty Station Changes for Aviation Squadrons. When a fleet unit (deployable units, small craft units) or aviation squadron is permanently assigned OCONUS to a location longer than 9 months.

424. Modifications. Modification denotes a change in activity name or title of military or civilian head of an existing, CNO-approved fleet activity. Requests of this type should be forwarded only when necessitated by changes in naval organization or programs, or when the change will improve the administration and operations of the activities concerned. Prior to submission of recommended modification of fleet activities, political and economic impacts should be considered.

## CHAPTER 5 - SHORE ACTIONS (CONUS)

### SECTION 1 - OVERVIEW

1. Authority. Per reference (c), SECNAV has the authority to approve all establishment and disestablishment actions in regard to Navy shore activities. SECNAV is given that authority by reference (a). The one caveat is that the Deputy Assistant Secretary of the Navy (Civilian Human Resources) has the authority to approve establishment and disestablishment actions regarding human resources offices and human resources service centers per reference (q). This chapter will specify the duties and responsibilities for the various changes to Navy shore organization and how all aspects of that process works.

2. Responsibilities. Policy, authority and responsibility for the establishment and disestablishment of shore (field) activities of the DON are defined in reference (b). The CNO is directed to receive all requests for changes, review those requests, and if the change is supported by CNO, submit such requests to the Secretary for approval. SECNAV has delegated authority to the CNO to approve establishment of detachments of activities, changes in activity titles, titles of officials in charge of an activity, relocations of commands or detachments, realignments of the chain of command and minor changes in an activity's stated mission. Significant changes require the approval of SECNAV.

3. Definition of a Shore Activity. A SECNAV established activity on shore with a prescribed mission and specified tasks and functions. The term "installation" includes the shore activity's aggregate of real property facilities.

a. Mission Statement. The concept is that mission statements are based upon recommendations of responsible commanders and are submitted via block 4k of OPNAV 5400/1. They are concise, unclassified general statements of what the activity is to accomplish. They do not include functions and tasks as these are developed separately.

b. Functions. Requirements derived from the principal elements of activity's mission; elements that differentiate one activity from another.

c. Tasks. Requirements levied on an activity which are not directly derived from its mission but which are accomplished in connection with existing program policy directives or written tasking agreements. All tasking agreements must have chain of command approval and be in writing.

#### 4. Proposals

a. The command, bureau or office proposing the establishment, disestablishment or modification of shore activities must obtain concurrence, for planning purposes, from their chain of command, from their OPNAV resource sponsor and the applicable area coordinator on the concept of the proposed action.

b. Originators of OCR requests will obtain concept approval at the appropriate level (CNO or VCNO, or echelon 2 commander). Additionally the OPNAV resource sponsor for the shore activity will review the proposed action, provide conceptual approval or disapproval and notify the proposing command, bureau or office to proceed or terminate process. Conceptual approval does not give the command authority to proceed with the action, but rather authorization to submit the formal OCR. Upon notification to proceed with the OCR process, the command proposing the action will program for costs relating thereto, including NEPA and environmental planning; environmental compliance; military construction; program for manpower allowances and ceilings; and program for facility requirements, including interim negotiation concerning host-tenant and command support agreements and regulatory permits. After successful staffing of these aspects, submit the formal OCR request.

c. Thorough and formal review of the request is then carried out by coordinating commands, OPNAV staff, BSO and others concerned. After staffing is completed and action approved, an OPNAVNOTE 5400 will be issued by CNO (DNS) that authorizes implementation of the action requested.

d. Do not interpret favorable comments and concurrences, or conceptual approval of proposals for establishing, disestablishing, or modifying shore activities as authority for their implementation. Implement OCR actions only after receipt of the appropriate OPNAVNOTE 5400.

## SECTION 2 - ACTIONS

520. Establishments. These actions are carried out following procedures documented in this manual. Requests are submitted electronically in the form of an OCR and should be submitted as far in advance as feasible and, at a minimum, 60 days before the proposed promulgation date for actions going to SECNAV and 30 days for actions at the CNO's approval level.

a. When proposing the establishment of a shore activity, the following factors should be considered:

(1) Is an existing activity performing the mission or can an existing activity in the same geographical area assume the mission?

(2) Can an existing activity of the same type perform the mission?

(3) Are the functions a long-term requirement vice temporary in nature?

(4) Will the establishment action have possible political and economic impact?

(5) Will the action involve moving new or existing activities or units into the national capital region?

(6) Is the need for the activity sufficient to offset the significant impact the establishment of a separate shore activity has on the DON in terms of increased administrative costs and overhead expenditures?

(7) What level of NEPA documentation is required? (Will the proposed action have environmental impacts or consequences?)

b. If the decision is made to proceed with the establishment, an OCR is prepared and submitted. Ensure that the UIC for the new activity is shown on the OCR if the BSO or echelon 2 command has acquired it from DFAS. If it has not been acquired, state in block 7J of OPNAV 5400/1 that CNO (DNS-33) should acquire the UIC.

521. Disestablishments. Procedures for disestablishment of shore activities will vary to an extent depending on whether the

command is a tenant activity shore command or an installation, property holding shore command. If just a shore command, the procedure involves the processing of an OCR, securing SECNAV approval to disestablish, making congressional notification and issuance of an OPNAVNOTE to implement the disestablishment approval. If the command is a facility and property holder, CNIC, in addition to the above process, will have the command prepare the property for turnover to General Services Administration (GSA) for disposal, sale or donation, or if a BRAC property, act for GSA as a delegated disposal agent in a negotiated disposal to a State, county or local government or agency. In addition, CNIC is responsible for the preparation of any required NEPA documentation.

522. Modifications of Shore Activities. All other shore organization change actions, other than establishments and disestablishments, can be classified as modifications. These include changes to existing command mission, changes to title of official in charge, change to command name, consolidations of commands, relocations of commands and changes to the ISIC for the command. Minimize requests for modification and forward only when needed by changes in naval organization or programs, or when needed to improve administration and operation. Before submitting an OCR consider all possible political, economic and environmental impact factors.

a. Command Mission. Command missions are promulgated in the establishing OPNAVNOTE and further detailed in the MFT directive that is required to be published by the command's ISIC within 90 days of the initial establishment. When the mission of a command is to be changed, an OCR is submitted by the command or ISIC up through the chain of command to CNO (DNS) by the echelon 2 commander for that activity, with supporting justification. If approved, the change will be implemented in an OPNAVNOTE and then that will be followed by the ISIC issuing a revised MFT directive within 90 days as detailed in chapter 1, section 3.

b. Change in Title of Officials in Charge. OCR requests for changing the military title of officials in command of shore activities of the Navy or civilian heads should be submitted simultaneously with billet change requests (BCR). This is an essential step because changing the billet base can affect promotion opportunities and milestone selection screening. BCRs should be submitted per reference (r) to OPNAV Current Manpower

Allocation Branch (N122). Officials in charge can have one of several titles and any change in title follows the same organization change process as described above for an establishment or disestablishment. The following are approved for use as titles of officials in command at shore activities and detachments:

(1) Commander. Title assigned by SECNAV and reserved for flag level billets or for officials in charge of more than one shore activity. May also apply to a command where tradition dictates its usage and no flag billet is assigned.

(2) Commanding Officer. Title assigned by SECNAV for non flag level head of a shore activity. When responsibilities are commensurate with those contained in article 0802 of reference (c).

(3) Officer in Charge. In most instances, this title is assigned to officer billets for all heads of military detachments established by the CNO, with Uniform Code of Military Justice (UCMJ) authority exercised only over enlisted personnel. Title can also be assigned to selected shore activity heads by SECNAV when the senior officer requires full UCMJ authority.

(4) Petty Officer in Charge. Title applies to an enlisted Sailor in the pay grade of E-4 and above who is head of a detachment. No additional titling is displayed to note rank, such as master chief petty officer in charge.

(5) Director. Title normally assigned to a civilian head of a shore activity or detachment.

c. Consolidation of Existing Shore Commands. Consolidation is another form of modification. This is usually the result of a merging of missions of two commands or a merging of adjoining commands into a new command encompassing the entire area of the two former commands. Examples would be the merging of the Naval Air Station Pt Mugu and the adjoining Construction Battalion Center Port Hueneme to form Naval Base Ventura County, and the

merging of public works centers and Naval Facilities Engineering Command divisions to form the new regional Naval Facilities Engineering Commands.

d. Command Relocation. A relocation of a command or detachment a distance greater than 50 miles needs to be accomplished via the OCR process so personnel can be entitled to a funded move. An OCR must also be submitted if the command relocation involves the command moving across congressional district lines. Reference (g) applies.

e. ISIC Changes. Submit an OCR for an ISIC change. Implementation will be completed with issuance of an OPNAVNOTE. For a shore action, this process is no different than any other modification action, but differs from a fleet action as the fleet process is carried out with issuance of a CNO letter.

523. BRAC Implications. BRAC actions are disestablishment or realignment actions directed by a Presidential commission when established periodically as a DoD cost savings measure. The BRAC process applies only to stateside activities. Closures of activities overseas are directed by service decisions involving forces structure and location. OCRs to carry out the organization change actions directed by BRAC should be submitted only once the funding to carry out the action has been made available with OSD approval of the business plan submitted for carrying out the recommended change. Once the OCR is submitted, the action proceeds like any other organization change action, including going to SECNAV for final approval for shore activity disestablishments. NEPA documentation requirements and responsibilities are covered in reference (o).

524. Establishments and Disestablishments of Detachments

a. Detachments. A physically distinct but functionally related and administratively dependent unit of a duly established naval activity, command, bureau or office of the DON. Other examples include: legal service office, customer service desk and branch health clinic.

b. Business Rules

(1) Title of the official in command of the detachment is to be officer in charge.

(2) The parent activity, command, bureau or office will use their own existing resources to provide detachment manpower.

(3) Establishment of a detachment adds their mailing address to the SNDL.

(4) When echelon 1 and 2 commanders establish detachments outside the OCR process, commanders shall maintain official listings of all detachments and their UICs authorized under their cognizance.

## CHAPTER 6 - SHORE ACTIONS (OVERSEAS)

### SECTION 1 - OVERVIEW

1. Responsibility. The coordination of overseas force structure changes (OFSC) is outlined in reference (p). Overseas actions must be coordinated by the Joint Staff, combatant commands, Services and Under Secretary of Defense for Policy. This cross coordination is required because each overseas action may affect changes in: infrastructure, force reassignment, international agreements, warfighting capability and host nation relationships.

2. Types of Coordination. Overseas actions can be initiated by the Service (requested OFSC coordination) or be directed by DoD leadership (leadership directed OFSC coordination).

3. Service Functions. Originator of overseas actions must complete the preparatory work and liaison with the affected Service component staffs and geographic combatant command staffs to ensure early visibility to the proposed action. Service component should follow guidelines in reference (j), but it is essential to outline change in capabilities and impacts to mission accomplishment. The originator should also look at host nation sensitivities due to loss of jobs for foreign nationals, environmental impacts, economic impact due to the loss or gain of U.S. dollars and political impacts due to the increase or decrease of U.S. military presence within the host nation.

4. Authority. SECNAV authority to approve all establishment and disestablishment actions with regard to Navy shore activities remains the same for overseas activities. The difference is that the process takes longer because there is involvement by OPNAV Maritime Security Cooperation Division (N52), the Joint Staff, OSD, DoS and the combatant commander for the area of the action. The involvement of those additional parties is because overseas actions require HNN. The requirements and entire process are outlined further in chapter 7 of this manual and in reference (p). Procedures and guidelines for realignment of DoD sites for overseas can be found in reference (s).

610. Activity Establishments and Disestablishments.

Organization change actions overseas are initiated by the echelon 2 commander with the submission of an OCR to CNO (DNS-33). The difference is that these actions are considered "CONFIDENTIAL NOFORN" until completion of the HNN process and declassified by the combatant commander, so the OCR should be submitted on the SIPRNET.

a. Sensitivity. Due to sensitivities within the host nation, OPNAV 5400/1 must be thoroughly completed, especially blocks 3, where concept approval for the action must be documented; block 4i, where reason for the action must be fully explained; and block 8, where foreign county and joint service impact must be explained.

b. Process. Once the OCR is chopped by OPNAV staff, it goes to SECNAV for approval, and then the HNN process formally begins with CNO (N3/N5) releasing the CNO message to the Navy component commander. Once HNN has been completed, the Navy component commander will send CNO a message declassifying the action and indicating that HNN was completed on a certain date and the action is ready to move forward. Then, as in CONUS actions, the OCR is converted to a Fact and Justification Sheet and attached to a cover letter for forwarding to OLA. When cleared by CNO, SECNAV and OPNAV Directives Branch (DNS-52), the implementing OPNAVNOTE is prepared and forwarded to CNO (DNS) for signature. When signed, the original notice and an electronic version are forwarded to DNS-52 for posting.

**CHAPTER 7 - HOST NATION NOTIFICATION (HNN)**

**SECTION 1 - GENERAL**

This section refers to the process of HNN. HNN is the DoS process for notifying appropriate host-nation officials through the American Embassy about any changes in infrastructure, assignment of forces, international agreements and capability. A detailed description of the HNN process can be found in reference (p). If the overseas action includes closure of a base or installation, then guidelines in reference (s) apply.

710 Purpose of HNN. Any activity or unit located OCONUS in a foreign country is there at the agreement of the host nation. As a courtesy, that nation is to be properly informed when the U.S. Navy plans on adding or removing any of its assets. Proper coordination of force structure changes is essential to ensure title 10 responsibilities regarding assignment and transfer of forces are fulfilled, host nations are properly informed, international agreements are met, combatant commands maintain sufficient capabilities to execute assigned missions and declassification is properly handled.

**SECTION 2 - HNN SEQUENCE OF EVENTS**

Table 7-1 provides a sequence of HNN events. A sample HNN initiation message can be found in TAB A.

TABLE 7-1

STEP	EVENT
1	OCR submitted through echelon 2 commander.
2	CNO (DNS-33) receives unclassified request and endorsements through NORMS and classified OCR through SIPRNET and puts out on OPNAV coordination chop.
3	Upon complete coordination, DNS-33 forwards classified package to SECNAV via DNS recommending approval.
4	SECNAV reviews and approves.
5	CNO (N3/N5) releases HNN message directing the Navy component commander to initiate the HNN process.
6	HNN process commences (Navy to COCOM - COCOM to Joint Staff - Joint Staff to OSD Policy - OSD to State Department). Director for Force Structure, Resource, and Assessment,

	Joint Staff (J-8) determines if action is policy significant at the national level. Policy significant actions go to OSD Policy and through DoS channels to the associated embassy.
7	HNN is not complete until Navy component commander receives word from COCOM that HNN was conducted. Then a 30-day waiting period (after notification) is usually initiated. After 30 days, the COCOM and Navy component commander sends a joint message to all concerned, advising that the action is now declassified.
8	Upon declassification action, DNS-33 generates necessary information to forward to OLA for congressional notification.
9	Upon receipt of OLA clearance, DNS-33 forwards final package to DNS for release of OPNAVNOTE or message.

**TAB A - SAMPLE HNN INITIATION MESSAGE**

**CLASSIFIED FOR DEMONSTRATION PURPOSES ONLY**

C O N F I D E N T I A L NOFORN DB  
R XXXXXXZJUL07 ZYB  
FM CNO WASHINGTON DC//N3/N5//  
TO COMPACFLT PEARL HARBOR HI//N1/N2/N3/N4/N5/N6/N7/N8//  
INFO SECDEF WASHINGTON DC//USDP//  
SECNAV WASHINGTON DC//JJJ//  
JOINT STAFF WASHINGTON DC//DJS/J1/N3/N4/N5/N8//  
CNO WASHINGTON DC//N09/DNS/N1/N3/N4/N5/N6/N8//  
CMC WASHINGTON DC//JJJ//  
HQ USPACOM HONOLULU HI//JJJ//

COMUSFLTFORCOM NORFOLK VA//N1/N2/N3/N4/N5/N6/N7/N8//  
COMNAVSURFOR SAN DIEGO CA//JJJ//  
COMNAVNETWARCOM NORFOLK VA//N3312/N6/N8//  
COMNAVSEASYS COM WASHINGTON DC//JJJ//  
COMNAVSAIRSYS COM PATUXENT RIVER MD//JJJ//  
COMSPAWARSYS COM SAN DIEGO CA//JJJ//  
COMNAVFACENGCOM WASHINGTON DC//JJJ//  
COMNAVSUPSYS COM MECHANICSBURG PA//JJJ//  
PEO SHIPS WASHINGTON DC//JJJ//  
PEO C4I AND SPACE SAN DIEGO CA//JJJ//  
PEO IWS WASHINGTON DC//JJJ//  
COMNAVPERSCOM MILLINGTON TN//JJJ//  
BUPERS MILLINGTON  
TN//PERS10/PERS4/PERS402/PERS402D/PERS41/PERS45//  
NAVMAC MILLINGTON TN//JJJ//  
OLA WASHINGTON DC//00//  
CHINFO WASHINGTON DC//00//  
ONI WASHINGTON DC//JJJ//  
COMNAVRESFOR NORFOLK VA//01A/04//  
NCTAMS LANT NORFOLK VA//514/103//  
NCTAMS PAC HONOLULU HI//JJJ//

DSCR RICHMOND VA//DSCR-JNB//

COMTHIRDFLT  
COMFIFTHFLT  
COMSIXTHFLT  
COMSEVENTHFLT  
COMUSJAPAN YOKOTA AB JA//J5//

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AMEMBASSY TOKYO//JJJ//  
COMNAVSURFPAC SAN DIEGO CA//N1/N12/N123A/N3/N4/N8//  
COMNAVSURFLANT NORFOLK VA//N1/N3/N41/N43/N8//  
CNIC WASHINGTON DC//JJJ//  
COMNAVREG MIDLANT NORFOLK VA//JJJ//  
NAVSTA NORFOLK VA//JJJ//  
JT EXPEDITIONARY BASE LITTLE CREEK FORT STORY VA//JJJ//  
COMNAVFORJAPAN YOKOSUKA JA//00/01/N1/N3//  
COMFLEACT SASEBO JA//JJJ//  
COMNAVFORKOREA SEOUL KOR//JJJ//  
NAVSHIPREPFAC AND JAPAN RMC YOKOSUKA JA//JJJ//

COMCARSTRKGRU FIVE  
COMPHIBGRU ONE  
COMPHIBGRU TWO  
COMPHIBGRU THREE  
CG I MEF  
COMNAVBEACHGRU ONE  
COMNAVSPECWARGRU ONE  
COMEODGRU ONE  
COMTACGRU ONE  
COMPHIBRON ELEVEN  
USS NEVERSAIL  
USS ANCHOR  
BT

C O N F I D E N T I A L NOFORN  
GENADMIN/CNO WASHINGTON DC/N3N5/MAY//  
SUBJ/OVERSEAS FORCE STRUCTURE CHANGE NOTIFICATION (U)//  
REF/A/DOC/CJCS/20OCT2006//  
REF/B/MEMO/SECNAV/XXMAY2007/NOTAL//  
REF/C/DOC/COMUSFLTFORCOM NORFOLK VA/15MAY2007/NOTAL//  
REF/D/DOC/COMPACFLT PEARL HARBOR HI/23MAY2007/NOTAL//  
REF/E/DOC/COMNAVSURFOR SAN DIEGO CA/16APR2007/NOTAL//  
REF/F/MEMO/SECDEF/01OCT2005/NOTAL//  
NARR/ (U) REF A IS CJCSINST 2300.02D, COORDINATION OF OVERSEAS  
FORCE STRUCTURE CHANGES AND HOST NATION NOTIFICATION (HNN)  
GUIDANCE. REF B IS SECNAV MEMO DIRECTING CHANGE OF HOMEPORT  
ASSIGNMENT FOR USS NEVERSAIL. REFS C AND D ARE COMUSFLTFORCOM  
AND COMPACFLT ORGANIZATION CHANGE REQUEST - OCR (FACT AND  
JUSTIFICATION) ENDORSEMENTS FOR A LANT-PAC INTERFLEET TRANSFER  
BETWEEN USS NEVERSAIL (LSD 03) AND USS ANCHOR (LSD 01). REF E  
IS LEAD TYCOM FACT AND JUSTIFICATION REQUEST FOR USS NEVERSAIL  
CHANGE OF HOMEPORT AND ROTATION WITH USS ANCHOR TO ASSUME JAPAN

FORWARD DEPLOYED NAVAL FORCE (FDNF) DUTIES. REF F IS MEMORANDUM FOR THE SECRETARIES OF MILITARY DEPARTMENTS, FORCES FOR UNIFIED COMMANDS, FY2006.//

POC//B. E. GOAT/LCDR/OPNAV N51S13/TEL:(703)693-2777//

RMKS/1. (C/NF) NATURE OF ACTION: PER REFS A THROUGH E, THIS MESSAGE IS AUTHORIZATION TO COMMENCE FORCE STRUCTURE CHANGE NOTIFICATION OF INTENT TO RELOCATE THE FOLLOWING U.S. NAVY SHIPS:

A. (C/NF) USS NEVERSAIL (LSD 03): CHANGE HOMEPORT FROM LITTLE CREEK, VA, TO SASEBO, JAPAN, EFFECTIVE 01OCT10 TO ASSUME C7F FORWARD DEPLOYED NAVAL FORCE (FDNF) DUTIES OF USS ANCHOR ON (LSD 01).

B. (C/NF) USS ANCHOR (LSD 01): CHANGE HOMEPORT FROM SASEBO, JAPAN, TO LITTLE CREEK, VA, EFFECTIVE 01OCT10 TO ASSUME C2F ROTATIONAL BASED DUTIES OF USS NEVERSAIL (LSD 03).

C. (C/NF) THIS CHANGE WILL BE SUBMITTED BY OPNAV AS A FORCESFOR CHANGE IN CYCLE REQUEST. USJFCOM AND USPACOM HAVE BEEN NOTIFIED OF THIS CHANGE IN FORCE ASSIGNMENT AND IT WILL BE REFLECTED IN THE ANNUAL GLOBAL FORCE MANAGEMENT (GFM) UPDATE, REF F, AT THE APPROPRIATE TIME.

2. (U) REASON FOR ACTION: THIS HOMEPORT TRANSACTION IS A PART OF THE NAVY'S LONG RANGE PLAN TO UPDATE JAPAN'S FDNF.

3. (U) MISSION: USS NEVERSAIL AND USS ANCHOR ON ARE DOCK LANDING SHIPS OF AN EXPEDITIONARY STRIKE GROUP (ESG) WITH A MISSION TO TRANSPORT AND SUPPORT NAVY AND MARINE CORPS UNITS FROM A SEABASE. THEY PROVIDE AMPHIBIOUS WARFARE CAPABILITY TO SUPPORT OFFENSIVE (SEA STRIKE) PROJECTION OF GROUND COMBAT POWER ASHORE. THESE SHIPS ARE CAPABLE OF SUSTAINED SEABASING OPERATIONS THAT SUPPORT ESG MISSIONS IN A NETWORK CENTRIC WARFARE ENVIRONMENT. THEY COORDINATE WITH OTHER UNITS OF A TASK GROUP TO CONDUCT NAVAL OPERATIONS AND EXECUTE THE MARITIME STRATEGY OF SEAPOW 21 UNDER A NAVAL COMPONENT COMMANDER.

4. (U) MANPOWER: (UNIT/OFFICERS/ENLISTED/DEPENDENT FAMILIES)

A. (U) CIVILIAN PERSONNEL: NA

B. (U) MILITARY PERSONNEL:

NUMBER OF AUTHORIZED OFFICER AND ENLISTED BILLETS AS OF 01OCT10  
USS NEVERSAIL:

OFFICERS: 19

ENLISTED: 295

TOTAL: 314

ESTIMATED NUMBER OF USS NEVERSAIL DEPENDENT FAMILIES AT LITTLE CREEK: 140

USS ANCHOR:

OFFICERS: 19

ENLISTED: 295

TOTAL: 314

ESTIMATED NUMBER OF USS ANCHOR DEPENDENT FAMILIES AT SASEBO:  
140

C. (U) THERE ARE NO NEGATIVE IMPACTS ON FDNF MANPOWER OR PERSONNEL SINCE THE PLAN IS TO KEEP CREWS IN THEIR CURRENT HOMEPORT BY EXECUTING A HULL SWAP (EQUIPMENT EXCHANGE - SHIP AND ASSOCIATED SYSTEMS) IN JAPAN. THE FDNF CREW IN SASEBO WILL TRANSFER CUSTODY OF USS ANCHOR TO THE CREW IN LITTLE CREEK. SIMULTANEOUSLY, THE CREW IN LITTLE CREEK WILL TRANSFER CUSTODY OF USS NEVERSAIL TO THE FDNF CREW IN SASEBO. TYPE COMMANDERS WILL COORDINATE WITH NUMBERED FLEET COMMANDERS THE SCHEDULING OF EVENTS TO SUPPORT THIS TURNOVER.

5. (U) INFRASTRUCTURE:

A. (U) FACILITIES: COMNAVREG JAPAN AND COMNAVREG MIDLANT HAVE EXISTING FACILITIES AND INFRASTRUCTURE AT FLEET ACTIVITY SASEBO AND NAVAL AMPHIBIOUS BASE LITTLE CREEK RESPECTIVELY TO SUPPORT PROPOSED SHIP ROTATIONS, HOMEPORT ASSIGNMENT, MAINTENANCE NEEDS, AND LOGISTICAL SUPPORT. HOST-TENANT AGREEMENTS ARE IN PLACE WITH COMFLEACT SASEBO AND NAVPHIBASE LITTLE CREEK TO PROVIDE PORT OPS/BASE OPERATING SUPPORT.

B. (U) BASE PROGRAMS: THERE IS NO NEGATIVE IMPACT TO QUALITY OF LIFE (QOL) OR QUALITY OF SERVICE (QOS) STANDARDS AT NAVAL BASE SASEBO, JAPAN, OR NAVAL AMPHIBIOUS BASE LITTLE CREEK, VA, AS A RESULT OF THIS PLAN.

C. (U) ENVIRONMENTAL IMPACT: A RECORD OF CATEGORICAL EXCLUSION (CATEX) HAS BEEN ASSIGNED FOR THIS PROPOSED ACTION. (NOTE: if EA was required, then a signed FONSI is required to proceed with proposed action. If EIS was required, then a signed ROD is required in order to proceed with the proposed action.)

6. (C/NF) ACTION:

A. (C/NF) PER REF A, REQUEST COMPACTFLT PROVIDE NECESSARY COORDINATION WITH USPACOM ON JOINT STAFFING OF THIS FORMAL HNN REQUIREMENT. HNN TARGET DATE IS 01FEB10. HNN COMPLETION BY FEB 10 WILL ALLOW FOLLOW-ON ACTIONS (EVENT DECLASSIFICATION, PAO RELEASE, PDS/PCS ORDERS, OPERATIONAL SCHEDULES, TRAINING AND READINESS, ADMIN REQUIREMENTS, ETC) TO PROCEED IN AN ORDERLY MANNER.

B. (U) REQUEST USPACOM/PACFLT COMPLETE THE HNN PROCESS BY DECLASSIFYING THE EVENT, ISSUANCE OF COUNTRY CLEARANCES, AND COORDINATING PAO ACTIONS.

C. (U) OPNAV DNS WILL ISSUE A PROMULGATION DATE AND SERVICE ACTIONS FOR EACH SHIP UPON HNN COMPLETION AND DECLASSIFICATION.

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D. (C/NF) FORMAL FORCE STRUCTURE CHANGE EFFECTIVE DATE IS 01  
OCT 10 FOR USS NEVERSAIL AND USS ANCHOR HOMEPORT SHIFT AND  
ROTATION.//  
DECL/DERI: MULTIPLE SOURCES/-/INST: WITHIN 30 DAYS AFTER HNN//  
BT  
C O N F I D E N T I A L NOFORN DB

**CLASSIFIED FOR DEMONSTRATION PURPOSES ONLY**

## CHAPTER 8 - STANDARD NAVY DISTRIBUTION LIST (SNDL)

### SECTION 1 - OVERVIEW

The SNDL is a complete listing of all SECNAV and CNO approved commands and detachments of the operating forces and the shore establishment of the DON and the administrative chains of command of the operating forces and shore establishment. The information on the listings of homeports and PDS of all units of the operating forces has now been incorporated in the address spreadsheet with the last two columns showing homeports and effective dates. The SNDL is no longer published in hard copy and is available only online on the Department of the Navy Issuances Web site (<http://doni.daps.dla.mil>). This chapter will explain the organization of the SNDL, how the SNDL codes are developed, and provide a current listing of all codes in use. It will also explain how the SNDL is updated and the procedure for individual commands to update their addresses.

810. Introduction. With the combining of the fleet address listing and the shore address listing and the maintenance of the SNDL on a Web site, the importance of the SNDL code is to group similar ship and fleet unit types and shore commands where distribution and mailings to a particular type of command is desired.

a. All SNDL codes for fleet activities will begin with a number and be followed by a letter or letters and possibly other numbers (e.g., COMUSFLTFORCOM is a fleet unit with an SNDL code of 20A and the U.S. Ship (USS) Taylor (guided missile frigate (FFG) 50) is a fleet unit with an SNDL code of 29AA1). In the case of the USS Taylor, the 1 after the 29AA indicates that the ship is an Atlantic Fleet unit, whereas an FFG in the Pacific Fleet would be coded 29AA2. If there were frigates in the reserve, they would have a code of 29AA3. As can be seen, all frigates have the common code of 29AA, with the additional number indicating the echelon 2 command that is their ultimate superior.

b. All SNDL codes for shore activities begin with one, two or three letters, followed by numbers (e.g., C26B indicates a personnel support activity detachment under CNIC and FJA4 indicates the Navy Recruiting Command under Chief of Naval Personnel/Bureau of Naval Personnel (BUPERS)). Shore activity detachments are all listed separately from their parent commands

with SNDL codes beginning with 'C,' whereas fleet detachments are listed with the same SNDL code as their parent activity. The shore activity 'A' list contains listings of SECNAV activities as well as SECNAV staff offices, which are not separate commands. The shore activity 'B' listings are DoD or joint activities and are shown for information only, as Navy has no part in the establishment of such activities and relies on DoD commands affected to keep those addresses up-to-date.

c. As with the Navy, there are both shore and fleet Marine Corps activities; thus one will find both fleet and shore SNDL codes for U.S. Marine Corps activities. Navy is no longer the executive agent for Marine Corps organization. The accuracy of Marine Corps address listings is dependent upon Marine Corps headquarters or individual units providing updates to the SNDL.

d. Military Departments located on most Military Sealift Command (MSC) ships are established as part of the normal Navy organization process, but the listings for MSC ships (the U.S. naval ship (USNS)) listing beginning with a 'T' SNDL code) are dependent upon MSC providing updates to the SNDL. Any corrections that need to be made should follow the updating process listed below.

#### 811. Updating Process

a. Addressees and host bases are encouraged to validate addresses in the SNDL to ensure compliance with the DoD requirement that all official mail addresses located in areas served by the U.S. Postal Service include a post office box number or street address and Zip plus 4 code.

b. Relocations and address changes for all DON shore activities, CNO fleet units and shore or fleet detachments within the same congressional districts and less than 50 miles in distance are strictly SNDL or address changes and should be submitted to CNO (DNS-33) by letter or official e-mail for updating in the SNDL. Address changes affecting DON activities, units or detachments resulting in relocation from one congressional district to another are considered organizational changes, requiring staffing of OCR, possible SECNAV approval, congressional notification and implementation through issuance of an OPNAVNOTE by CNO (DNS). Establishments or disestablishments of DON shore activities, CNO fleet units and detachments also require congressional notification and official

SECNAV or CNO approval prior to implementation as outlined earlier in this manual.

c. Updates to the SNDL that result from implementation of an official organizational change need not be reported to CNO (DNS-33) as those changes are all entered directly by DNS-33 from the OPNAVNOTES.

d. Pre-commissioning units (PCUs) desiring to add their address to the SNDL in order to start receiving allowances of publications and other mail, should coordinate getting that address information submitted to CNO (DNS-33) with the local Navy supervisor of shipbuilding, conversion and repair (SUPSHIP), at their building location. Correspondence must include name of PCU and the complete mailing address at the SUPSHIP or building site.

812. Fleet SNDL Codes. The following is a general breakdown of the SNDL code categories for fleet units.

- 20A - COMUSFLTFORCOM
- 21A - Fleet Commanders
- 22A - Numbered Fleet Commanders
- 23 - Force Commanders
- 24 - Type Commanders
- 25 - Mine Warfare Commands
- 26 - Special Commands, Groups and Units
- 28 - Squadron, Division and Group Commanders (Ships)
- 29 - Warships
- 30 - Mine Warfare Ships
- 31 - Amphibious Warfare Ships
- 32 - Auxiliary Ships
- 35 - Historic Warships
- 36 - Service Craft
- 37 - Movement Report Control Center
- 39 - Construction Battalions, Brigade, Regiments and Detachments
- 41 - Military Sealift Commands
- 42 - Aviation Commands
- 45 - Fleet Marine Force Ground
- 46 - Fleet Marine Force Aviation

- 50 - Combatant Commands and Subordinates
- 51 - U.S. Elements of International Commands
- T - USNS units

813. Shore SNDL Codes. The following is a general breakdown of the SNDL code categories for shore activities.

- A - Navy Department
- A2A - Navy Staff Offices
- A3 - CNO
- A5 - Chief of Naval Personnel
- A6 - Commandant of the Marine Corps
- B - DoD
- B1 - Secretary of Defense
- B2 - Defense Agencies
- B3 - College and University
- B4 - Military Air Traffic Coordinating Offices
- B5 - Coast Guard
- B6 - Other Government Agencies
- B7 - Civilian Personnel Support Activities
- B8 - Maritime Defense Zone Commands
- C1 - Naval Personnel at Army Activities
- C2 - Naval Personnel at Air Forces Activities
- C3 - Naval Personnel at DoD or Other Government Agencies
- C4 - Misc Navy and Marine Corps Offices and Units
- C5 - Military Assistance Advisory Groups
- C6 - Security Assistance Augmentation Elements
- C7 - Defense Attaché Offices w/Naval Attaché Assigned
- C7A - Defense Attaché Offices w/no Naval Attaché Assigned
- C14 - Recruiting Youth Programs
- C17 - Naval Council of Personnel Boards
- C19 - Public Affairs Center Detachmentss
- C20 - Chief of Naval Research Detachments
- C25 - Chief of Naval Operations Detachments
- C26 - CNIC Detachments
- C28 - Atlantic Fleet Detachments
- C31 - Pacific Fleet Detachments
- C34 - Naval Forces Europe Detachments
- C40 - Fleet Cyber Detachments
- C43 - Navy Cyber Force Detachments
- C49 - Office of Naval Intelligence Detachments
- C52 - Bureau of Medicine and Surgery Detachments
- C55 - Chief of Naval Personnel/BUPERS Detachments
- C58 - Naval Education and Training Detachments
- C67 - Legal Service Command Detachments

- C79 - Strategic Systems Program Detachments
- C80 - Naval Air Systems Command Detachments
- C81 - Space and Naval Warfare Systems Command Detachments
- C82 - Naval Facilities Engineering Command Detachments
- C83 - Naval Supply Systems Command Detachments
- C84 - Naval Sea Systems Command Detachments
- C86 - Naval Special Warfare Command Detachments
- D - Shore Activities reporting to SECNAV
- D1 - Activities under ASN(M&RA)
- D2 - Activities under ASN(FM&C)
- D3 - Activities under Assistant Secretary of the Navy  
for Research, Development and Acquisition
- E - Shore Activities Reporting to DON Staff Offices
- E1 - Activities under the Judge Advocate General
- E3 - Activities under the Chief of Naval Research
- E4 - Activities under Navy General Counsel
- E6 - Activities under Chief of Information
- E7 - Activities under Auditor General
- FA - Activities under COMUSFLTFORCOM
- FB - Activities under COMPACFLT
- FC - Activities under U.S. Naval Forces Europe
- FF - Activities under CNO or not otherwise assigned
- FF4 - Activities under CNIC
- FG2 - Activities under Fleet Cyber Command
- FH - Activities under Bureau of Medicine and Surgery
- FI - Activities under Special Warfare Command
- FJ - Activities under Bureau of Naval Personnel
- FKA1 - Activities under Space and Naval Warfare Systems  
Command
- FKA8 - Activities under Strategic Systems Programs
- FKM - Activities under Naval Supply Systems Command
- FKN - Activities under Naval Facilities Engineering  
Command
- FKP - Activities under Naval Sea Systems Command
- FKR - Activities under Naval Air Systems Command
- FO - Activities under Naval Legal Services Command
- FR - Activities under Navy Reserve Force
- FS - Activities under Office of Naval Intelligence
- FT - Activities under Naval Education and Training  
Command
- FU - Activities under Military Assistant to the  
President

- FV - Activities under Naval Postgraduate School
- V - Activities under Commandant of the Marine Corps

814. Information Fields. The SNDL database is maintained by CNO (DNS-33). There are 16 fields of information maintained in the database and appear in the spreadsheet version of the SNDL currently posted on the Department of the Navy Issuances Web site (<http://doni.daps.dla.mil/>). The fields include: UIC, PLAD, SNDL code, title of active head, activity name, three lines of activity address, city, state, Zip code, ISIC, echelon, activity code (applies only to shore activity listings), homeport and effective date (applies only to fleet unit listings). When requesting addition of an address or correction of an address listing, all the information fields listed above should be provided. On all changes to the SNDL that result from completion of an OCR through NORMS, all the fields that need to be changed are reflected in the OPNAVNOTE that is issued to implement the change.

**APPENDIX A**  
**DEFINITIONS**

Base Realignment and Closure (BRAC). A process used by the DoD and Congress to close excess shore installations or realign activities in order to achieve efficiencies and save base operation and maintenance funding.

Budget Submitting Office (BSO). A DON component that is responsible for preparation, compilation and submission of budget materials.

Categorical Exclusion (CATEX). A level of NEPA documentation. It is a category of actions that under normal circumstances, individually or cumulatively, do not have a significant effect on the human environment; or have been previously found to have no such effect as a result of procedures adopted by the Navy. Therefore, neither an EA nor an EIS is required. A record of CATEX is prepared and documents the applicable CATEXs, the facts supporting its use, and specific considerations of why the CATEX is applicable for the action. A record of CATEX is signed and approved by the echelon 2 command or authorized designee.

Combatant Command (COCOM). A commander of one of the unified or specified combatant commands established by the President. For example - U.S. Central Command.

Component Activity. An activity that is not formally established by SECNAV or CNO. It has no official mission only assigned functions from the echelon 2 commander.

Component Commander. A commander of all the Service forces (individuals, units, activities, detachments and installations) including the support forces that have been assigned to a COCOM or further assigned to a subordinate unified command or joint task force.

Detachment. A physically distinct but functionally related and administratively dependent unit of an established naval activity.

DNS-33. Organization and Management Branch under OPNAV, Director, Navy Staff. NORMS database approval authority and OPNAV lead in processing OCRs.

Environmental Assessment (EA). A more in-depth level of NEPA documentation than a CATEX. It is a concise public document that briefly provides sufficient evidence and analysis of the proposed action for determining whether to prepare an EIS or a FONSI. A FONSI is signed by OPNAV (N45), CNIC or echelon 2 command with delegated signature authority.

Effective Date. The date a shore or fleet organization change action is effective; i.e., the date a shore command is officially at a new location or the date a fleet unit is considered at its new homeport, homebase or PDS. The OPNAVNOTE or CNO message implementing the action will specify an effective date. When the effective date reflects "immediately" the actual effective date is the date of signed OPNAVNOTE or CNO message.

Environmental Impact Statement (EIS). The most comprehensive level of NEPA documentation. An EIS is prepared for a proposed action that may have a significant impact on the quality of the human environment or that is potentially controversial. It describes a proposed action and a reasonable range of alternatives that may have a significant impact on the environment. Federal, State, local and private agencies, organizations and individuals have the opportunity to review and comment on the draft EIS as part of a public involvement effort. The final EIS is approved when a ROD is signed by SECNAV.

Facts and Justification (F&J). The OCR replaced the old F&J process. However, the term F&J is still used for the enclosure sent to OLA requesting congressional clearance.

Finding of No Significant Impact (FONSI). A signed document that summarizes the findings of an EA and presents the reasons why a proposed action will not have a significant effect on the human environment.

"Forces for Unified Commands" memorandum (FORCESFOR). Provides the Secretary of Defense's direction to the Secretaries of the Military Departments for assigning forces to combatant commands.

Global Force Management (GFM). A DoD term that captures the authorized force structure and joint make up of all the geographic COCOMs.

Host Nation Notification (HNN). The DoS process for notifying appropriate host-nation officials through the American Embassy

about any changes in infrastructure, assignment of forces, international agreements and capability.

Immediate Superior in Command (ISIC). The next higher level commander in an activity's or unit's chain of command.

Mission, Functions and Tasks (MFT). An MFT instruction is published for all shore commands (and some shore-based fleet commands) by the ISIC for that command based upon the mission statement approved for that shore command by SECNAV upon its establishment.

Major Headquarters Activity (MHA). Reference (m) establishes a system to identify and manage the number and size of major headquarters and headquarters support activities in the DoD.

National Environmental Policy Act (NEPA). A procedural law that requires Federal agencies to consider environmental effect of their proposed actions as part of an agency's overall planning and decision making process.

Navy Organization Request Management System (NORMS). An electronic processing system that tracks and records all submitted OCRs.

Organization Change Request (OCR). The action that commences an organization change, entered into NORMS by the echelon 2 command in the chain of command for CNO (DNS) staffing and approval.

Office of Legislative Affairs (OLA). DON's principal liaison (except appropriations) with members of Congress and their committee staffs.

Plain Language Address Directory (PLAD). For use in naval messages via the Naval Messaging Web site (<https://navalmessaging.nmci.navy.mil/>) for classifieds and via OIX portal (<https://www.portal.navy.mil/oix/default.aspx>) for unclassifieds. Also commonly referred to as the "short title" of the activity.

Promulgation Date. The date when a fleet unit can commence issuance of the homeport certificates for crew members to commence their relocation. Date will either be the date of the issuance of the homeport message or OPNAVNOTE or promulgated within the correspondence.

Required Operational Capability and Projected Operational Environment (ROC and POE). Required of fleet units, similar to the MFT instruction developed for a shore command.

Requirements Letter. Echelon 3 command forwards a requirements letter to echelon 2 command that defines a concept for a proposed action, such as homeporting, homebasing or other PDS change. The requirements letter articulates the operational readiness, force structure concepts and fiscal realities of a proposed action. The requirements letter is the basis for an MFT instruction for standing up the new command.

Record of Decision (ROD). A concise summary for publication in the Federal Register of a decision made by the Navy from the analysis of alternatives presented in an EIS. OPNAV (N45) prepares the ROD and SECNAV approves it.

Shore Activity. A SECNAV established activity on shore with a prescribed mission.

Shore Installation. A SECNAV established activity on shore with a prescribed mission that is a holder of real property and facilities.

Standard Navy Distribution List (SNDL). Official listing of addresses, PLADs, UICs and chain of command for SECNAV and CNO established shore activities and detachments, and the official listing of addresses, PLADs, UICs, homeports and PDSs and chain of command for SECNAV and CNO established fleet units.

Total Force Manpower Management System (TFMMS). The Navy's single, authoritative database for total force manpower requirements and active duty military personnel Navy and reserve personnel Navy manpower authorizations and end strength.

Unit Identification Code (UIC). The five digit alpha-numeric code used to identify organizations or units within the DON for budgetary purposes.