



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

SECNAVINST 5420.194  
AAUSN  
12 October 1999

SECNAV INSTRUCTION 5420.194

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY (DON) COMMITTEE MANAGEMENT PROGRAM

Ref: (a) DoD Directive 5105.18 of 8 Feb 99, DoD Committee Management Program  
(b) SECNAVINST 5420.60H of 12 Oct 99, DON Federal Advisory Committee Management Program

Encl: (1) Definitions  
(2) Establishment, Modification, or Termination of a DON Committee

1. Purpose. To implement reference (a), and update policy, procedures, and responsibilities for the DON Committee Management Program.

2. Scope. Guidance in this instruction pertains to all DON committees, except DON Federal advisory committees, which fall under the Federal Advisory Committee Act (Pub. L. 92-463), previously published in SECNAVINST 5420.60G. Specific guidance to establish and administer DON Federal advisory committees is provided separately in reference (b).

3. Definitions. Terms used in this instruction are defined in enclosure (1).

4. Policy. Proper use of committees can provide benefits obtainable only through group deliberations and variety of opinions. Inappropriate use of committees, however, can waste time and resources and work to the detriment of the decision-making process. This instruction places restrictions on committees to ensure they are used only when they afford the most effective and appropriate means of accomplishing desired objectives. Therefore, DON committees shall be:

a. Established only when their functions cannot be accomplished within the existing organizational structure.

b. Used to perform such tasks as fact-finding, research, evaluation, studies, and reviews.

c. Established only after appropriate approval (see paragraph 5 and enclosure (2)). When establishing committees, consideration shall be given to ensuring necessity, economy and efficiency of operation, execution within resource constraints, and balance in composition in terms of points of view represented.

d. Disestablished when the purpose for which they were established has been served.

Policy contained herein shall not limit or restrict free exchange of information, advice, and ideas between representatives of DON or other Federal agencies through ad hoc or occasional meetings or other means.

#### 5. Responsibilities

a. The Assistant for Administration, Under Secretary of the Navy (AAUSN) or his designee:

(1) Is designated as the DON Committee Management Officer (CMO);

(2) Issues procedures to establish, modify, or terminate DON committees (see enclosure (2)), and provides supplemental guidance as may be required to ensure efficient operation of committees;

(3) Ensures compliance with committee ceiling limits established by the Department of Defense (DoD) CMO; and

(4) Reviews listing of all DON committees and reports results of this review to the DoD CMO by the end of each calendar year.

b. AAUSN serves as approval authority for all committees sponsored by the Office of the Secretary of the Navy (SECNAV). The Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC) serve as approval authorities for all committees sponsored by their headquarters staff. Committees sponsored by

echelon II activities and below will be approved per delegated authorities. AAUSN, CNO, and CMC will:

(1) Maintain a current listing of all committees under their cognizance;

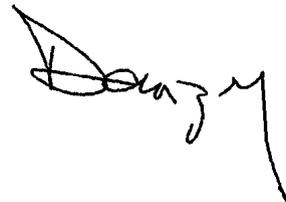
(2) Ensure compliance with committee ceiling limits established by the DON CMO. Exceptions to ceiling limits may be requested under unusual circumstances such as the need to respond to an externally driven statutory or Executive Order requirement; and

(3) Review committees at the end of each fiscal year to ensure they continue to serve a legitimate, continuing need and function, and report results of this review to the DON CMO prior to the end of each calendar year.

6. Action. Addressees will carry out policies and execute responsibilities prescribed in this instruction.

7. Reports. Reports required by this instruction are exempt from reports controlled by SECNAVINST 5214.2B.

  
Richard Danzig



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DEFINITIONS

1. Committee. A body of persons with a collective responsibility appointed to consider, investigate, advise, take action, and report on specific problems or subject areas. The term "committee" applies to any committee, board, commission, council, conference, panel, task force, integrated process team, or other similar group or any subcommittee or subgroup thereof that is composed of officials of the U.S. or a foreign government, and is established by the direction of the DoD Component Head or designee. A "continuing" committee is established for an indefinite period of time with a general assignment. An "ad hoc" committee performs tasks within a certain period of time, usually 6 months or less. The term "committee" does not apply to internal staff meetings.
2. Categories of Committees
  - a. Interagency Committee. Any committee composed wholly of representatives from two or more U.S. Government agencies.
  - b. International Committee. Any committee established by formal agreement between the U.S. and the government of another country or countries or by an international body in which the U.S. participates.
  - c. Intra-Navy Committee. Any committee composed wholly of representatives from the DON.
  - d. Joint DoD Committee. Any committee composed wholly of representatives from two or more DoD components.
3. Chairperson. The head of a committee.
4. Membership. Includes all those assigned to participate on a committee. Membership need not include voting privileges.
5. Sponsor. The activity responsible for the management of a committee. Normally, the sponsor is the activity to which the committee reports.

ESTABLISHMENT, MODIFICATION,  
OR TERMINATION OF A DON COMMITTEE

1. Committees may be established only if they fall within the ceiling limit imposed by the DoD CMO.
2. Establishment. Proposals to establish a DON committee will include:
  - a. A copy of the directive or correspondence pertinent to committee establishment, and stated purpose of the committee.
  - b. Category of committee, i.e., interagency, international, joint DoD, or intra-Navy.
  - c. Information pertaining to the size and organizational location of the proposed committee's secretariat and staff, an estimate of the workyears required for performing staff services (professional and administrative support), and committee point of contact.
  - d. Estimated annual costs for all committee travel, per diem, and other miscellaneous expenses.
  - e. Related committees, if the new committee is a superior or subordinate to another committee.
  - f. Membership specifics: Names, titles, and organizations of all committee members, including chairperson.
  - g. Dates of all committee meetings planned during next year.
  - h. Projected committee expiration date.
  - i. Approval authority (flag level/general or equivalent).
3. Modification. To revise a DON committee, submit recommended change(s) and rationale therefor.
4. Termination. A request to terminate a DON committee will stipulate that committee objectives have been fulfilled or that the committee is no longer fulfilling its intended purpose.