



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 5450.4F
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SECNAV INSTRUCTION 5450.4F

From: Secretary of the Navy

Subj: ESTABLISHMENT AND DISESTABLISHMENT OF SHORE (FIELD)
ACTIVITIES, CHANGE TO HOMEPORT ASSIGNMENT AND ASSIGNMENT
AND DISTRIBUTION OF AUTHORITY AND RESPONSIBILITY IN THE
DEPARTMENT OF THE NAVY

Ref: (a) U.S. Title 10 Chapter 503 Section 5013
(b) U.S. Navy Regulations
(c) CJCSI 2300.02 (Series)

1. Purpose. To prescribe the policy, authority, and responsibility for the establishment and disestablishment of shore (field) activities of the Department of the Navy as authorized by reference (a); to define policy regarding approval of change of homeport assignment; and to provide for assignment and distribution of authority and responsibility for the administration of shore activities of the Department of the Navy and the coordination of all naval personnel located ashore per Chapter 3, section 2, article 0312 of reference (b). This instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5400.14A and SECNAVINST 5450.4E.

3. Definitions

a. For the purposes of this instruction, the term "shore activity" means an activity of the "Shore Establishment," distinguished from activities of the "Operating Forces of the Navy" and the "Navy Department," as these terms are defined in Chapter 2, article 0204 of reference (b).

b. Material and technical support are the specialized services, guidance, and assistance provided by commands, bureaus, and offices in implementation of their assigned responsibilities for material support or professional guidance

and assistance in technical matters.

4. Policy

a. The number of shore (field) activities shall be kept at an efficient and economical level commensurate with the objectives of the Department of the Navy and particularly the needs of the operating forces. Shore (field) activities shall be established only when determined to be essential and disestablished when circumstances dictate.

b. Effective and accurate accountability and responsibility for real property shall be maintained and an individual shore (field) activity disestablished only after final disposition of assigned real property has been completed.

c. The establishment or disestablishment of shore (field) activities shall be considered sensitive actions, requiring careful processing at all stages to ensure appropriate informational releases and prevent premature releases prior to official notification.

d. Changes to shore (field) activities overseas shall follow the guidelines found in reference (c).

5. Authority and Responsibility. The authority and responsibility outlined below shall be exercised under statutory law and references (a) through (c):

a. The Secretary of the Navy will:

(1) Approve the establishment, including the mission, and the disestablishment of shore (field) activities of the Department of the Navy.

(2) Approve all permanent homeport/station assignments except those "temporary" changes incident to the start or completion of maintenance availabilities of less than eighteen months' duration.

(3) Assign command or supervision, as appropriate, to the Chief of Naval Operations, the Commandant of the Marine Corps, the Comptroller of the Navy, the Judge Advocate General, the Chief of Naval Research and such other offices and officials as required. These officials are authorized to delegate the command or supervision, as they deem appropriate. They shall ensure that the functions necessary for accomplishing the

mission of each shore (field) activity under their command or supervision are issued and that a copy of the issuing document is forwarded to the Chief of Naval Operations.

b. The Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) shall carry out the following for their respective service:

(1) Review recommendations for the establishment and disestablishment of shore (field) activities under CNO or CMC command to ensure conformity with current policies and procedures.

(2) Submit proposed establishment and disestablishment actions and significant changes to assigned missions to the Secretary of the Navy for approval, and issue approved actions.

(3) Issue subsequent modifications, as appropriate, to establishment and disestablishment directives and mission statements.

(4) Issue the authoritative official list, including echelon of command or supervision, of all shore (field) activities as follows:

- (a) CNO-Department of the Navy, less Marine Corps
- (b) CMC-Marine Corps
- (c) CNO and CMC-Combined Navy and Marine Corps commands

(5) Issue appropriate instructions, guidance, and information as required to enforce the guidelines and requirements of this instruction. Amplifying information such as proposed organization charts, joint operating agreements/memorandums of understanding for cooperative financial, administrative, or operational arrangements; and statements identifying staffing impact shall be required as enclosures with all establishment action requests.

6. Command of Shore Activities. Command is the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, and coordinating shore activities in order to carry out the assigned missions. Command includes the authority and responsibility for mission, facilities, workload planning, and inspection. In addition, command includes responsibility for appropriate coordination and application of material and technical support,

as well as other elements of support. For the purpose of this instruction, the assignment of supervision to Staff Assistants by the Secretary of the Navy over assigned shore activities encompasses the same degree of authority and responsibility as command.

7. Primary Support

a. Primary support as used herein is the responsibility for providing or assuring the provision of resources (funds, manpower, facilities, and material) to a shore activity of the Navy or Marine Corps to enable it to carry out its mission. Primary support complements the authority and responsibility assigned to command.

b. Primary support includes administrative, personnel and material support, and guidance and assistance in such matters as organization, procedures, budgeting, accounting, staffing, and the use of personnel, funds, material, and facilities. Support includes the responsibility to assist command in evaluating the operating effectiveness of shore activities.

c. Although a single official will be charged with the primary support responsibility for each shore activity, as appropriate, and on a case-by-case basis, elements of material and other support may flow from other organizations not charged with primary support responsibility. The official charged with primary support shall maintain information concerning all elements of support and shall ensure availability of this information to all supported shore (field) activities.

8. Assignment of Command and Support. Generally, responsibility for command and support for shore activities will be assigned to the same commander or official. However, on a case-by-case basis, primary support responsibilities, and/or specific elements of support, may be assigned to a commander or official who is not assigned command.

9. Delegation of Command or Supervision Authority and Support. The commanders or officials assigned command and primary support by the Secretary of the Navy may delegate command or supervision, as well as primary support, of shore activities to other commanders or officials in their chain of command or supervision.

10. Command Support of Marine Corps Shore Activities Not in the Chain of Command of the Commandant of the Marine Corps. The

authority retained by the Commandant of the Marine Corps in the case of Marine Corps shore activities or Marine Corps activities primarily staffed with Marine Corps personnel not assigned to the command of the Commandant of the Marine Corps includes:

a. Administrative authority to determine internal organization and to ensure proper standards of morale and discipline, and to prescribe other procedures of Marine Corps personnel administration. This administrative authority does not include functional use of assigned Marine Corps personnel.

b. Authority to ensure proper training and a high degree of efficiency and readiness.

c. Authority for the establishment of training requirements.

d. Authority for the management and funding of Marine Corps non-appropriated fund activities.

e. Inspection authority to ensure a high standard of overall performance, but does not include mission performance, which is a responsibility of the commander to which assigned.

f. Authority for budgeting, accounting, and general administration of Marine Corps appropriations.

11. Area Coordination. Area coordination represents the responsibilities assigned to the Chief of Naval Operations in Chapter 4, article 0404 of reference (b). Area coordination is the authority and responsibility to initiate appropriate action, based on a horizontal overview of shore (field) activities and all naval personnel located ashore on a geographic or naval complex basis, to ensure adequate support is provided to the Operating Forces of the Navy, to shore activities, and to personnel of the naval service. This support represents an effective, efficient, economical, integrated, and coordinated effort.

a. Nature. Within a designated geographic area, the effective overall administration of the naval shore establishment requires both functional (vertical) direction and lateral (horizontal) coordination. Vertical direction (exercise of command) is continuous. Horizontal coordination is consumer-oriented and exists to complement command in the aggregate to ensure, at the point where support services are provided, that support is complete, adequate and in balance to meet user requirements.

b. Scope. Area coordination embraces the total range of shore (field) activity missions, functions, and tasks, and the support requirements of the fleet, shore (field) activities and naval personnel ashore. It includes the authority and responsibility to initiate cooperative or corrective action, on an area-wide basis, through the appropriate chains-of-command, to provide effective support to the fleet, to shore (field) activities, and to naval personnel ashore.

c. Designation of Commanders to Exercise Area Coordination. The Chief of Naval Operations may designate commanders to exercise area coordination, subject to the provisions of paragraph 10 relating to shore (field) activities in the chain-of-command of the Commandant of the Marine Corps. Area coordinators will typically be designated senior officials within an area or complex of naval activities whose presence, interest and influence can resolve problems requiring cooperative action in a timely fashion.

d. Relationships with Command. The exercise of area coordination authority and responsibility may be of direct interest to commanders of shore (field) activities. In this regard, area coordinators shall coordinate with commanders of shore (field) activities, as appropriate.

e. Representation. Commanders designated by the Chief of Naval Operations as area coordinators will, in addition, represent and act for the Secretary of the Navy, the Chief of Naval Operations, and, with the specific concurrence of the Chief of Naval Operations, will represent and act for other officials of the Department of the Navy on such other individual matters as may be assigned. When acting in such capacity, authority shall be commensurate with assigned responsibility.

f. Reporting. The commanding officer or head of each shore (field) activity shall also report to and be responsible to the assigned area coordinator in matters pertaining to area coordination.

12. Area Coordination of Marine Corps Activities in the Chain of Command of the Commandant of the Marine Corps

a. The actions of area coordinators with regard to Marine Corps shore activities in the chain of command of the Commandant of the Marine Corps shall generally include the initiation of appropriate action in cases where complexes of activities, which

include Marine Corps activities in the chain of command of the Commandant of the Marine Corps, can be improved, including consolidation of common service when practicable.

b. Area coordination relationships between Marine Corps commanders of supporting establishments and Marine Corps district directors and officials designated, as area coordinators are the same as described in paragraph 10 of this instruction, with the following exceptions:

(1) In those cases where the Commandant of the Marine Corps has assigned tasks and functions to an intermediate regional commander, commanders of Marine Corps supporting establishments shall be guided by the regional commander's policies and instructions. However, the commanders of Marine Corps supporting establishments shall furnish such assistance as can be made available, from resources not required in the execution of their primary missions, upon request of the area coordinator.

(2) Elements of a Fleet Marine Force or Marine Corps supporting establishment temporarily or permanently stationed within the boundaries of a Navy shore (field) activity shall conform to those regulations of the area coordinator, or commanding officer or officer in charge of the shore (field) activity, which pertain to police, fire protection, security, safety, naval communications, and sanitation.

(3) Operating Forces of the Marine Corps not assigned to the operating Forces of the Navy or to a unified or specified command are under the command of the Commandant of the Marine Corps, or a subordinate designated by the Commandant. Unless specifically instructed to the contrary, these units shall have the same relationships with an area coordinator as are specified for Marine Corps supporting establishments.

13. Material and Technical Support

a. Material support responsibilities include such matters as the research, design, development, test, acquisition, procurement, contracting, production, construction, manufacture, fitting out, supply, maintenance, repair, overhaul, and modification of naval material.

b. Technical support responsibilities include professional advice, guidance and assistance on such matters as the handling and upkeep of equipment and systems, human resource management,

supply management, recreational activity management, and facilities maintenance management; the establishment of standards and procedures for specialized technical functions; and the review and evaluation of the service rendered.

c. Material and technical support shall be provided directly to shore (field) activities, keeping commanders in the chain of command informed, as appropriate, or through the appropriate echelons of command when readiness may be affected or operational or significant management considerations are involved.

14. Naval Service-Wide Systems. All commanders charged with command, support, or area coordination shall discharge their responsibilities with due regard for naval service-wide systems. Examples are: the Naval Telecommunications System, the Navy and Marine Corps Supply Systems, and the Manpower and Personnel Management Information System.

15. Action. Addressees shall take appropriate action to ensure compliance with the provisions of this instruction.

Dionel M. Aviles
Under Secretary of the Navy

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