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

SECNAVINST 5430.7Q
AAUSN
17 August 2009

SECNAV INSTRUCTION 5430.7Q

From: Secretary of the Navy

Subj: ASSIGNMENT OF RESPONSIBILITIES AND AUTHORITIES IN THE OFFICE OF THE SECRETARY OF THE NAVY

Ref: (a) Title 10, U.S. Code
(b) DoD Directive 5100.1 of 1 Aug 02
(c) Title 14, U.S. Code
(d) Executive Order 12879 of 8 Nov 93
(e) NDAA for FY 2008, Public Law No. 110-181
(f) U.S. Navy Regulations 1990
(g) SECNAVINST 5215.1D
(h) DoD Instruction 6055.1 of 19 Aug 98
(i) SECNAVINST 5100.10J
(j) SECNAVINST 5430.57G
(k) SECNAV M-5210.1

1. Purpose. To assign Department-wide responsibilities for administration of the Department of the Navy (DON). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5430.7P.

3. Organization. Per reference (a), the DON is organized under the Secretary of the Navy (SECNAV) and is composed of:

a. The Office of the SECNAV, which includes the Under Secretary of the Navy (UNSECNAV), civilian executive assistants, and staff assistants.

(1) The civilian executive assistants are:

(a) The Assistant Secretary of the Navy (Installations and Environment) (ASN (I&E));

(b) The Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A));

(c) The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA));

(d) The Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN (FM&C)); and

(e) The General Counsel (GC) of the Navy.

(2) The staff assistants are:

(a) The Chief of Information (CHINFO);

(b) The Chief of Legislative Affairs (CLA);

(c) The Chief of Naval Research (CNR);

(d) The Chief Information Officer (CIO);

(e) The Judge Advocate General (JAG);

(f) The Naval Inspector General (NAVINSGEN);

(g) The Auditor General (AUDGEN) of the Navy; and

(h) The Director, Office of Program Appraisal (OPA).

b. The Office of the Chief of Naval Operations (OPNAV).

c. The Headquarters, United States Marine Corps (HQMC).

d. The entire operating forces.

e. All field activities.

f. U.S. Coast Guard Headquarters when the U.S. Coast Guard is operating as a Service in the Navy.

4. Responsibilities

a. Secretary of the Navy (SECNAV). References (a) and (b) outline the responsibilities of the SECNAV to the Secretary of Defense (SECDEF) and those responsibilities within the DON for its functioning and efficiency. References (a) and (c) outline the responsibilities of the SECNAV to the SECDEF when the U.S. Coast Guard is operating as a Service in the Navy. Reference

(a), as well as other applicable laws and regulations, identifies specific assignments of authority and responsibility. In the event of the death, permanent disability, or resignation of the SECNAV, reference (d), augmented by applicable SECNAV instruction, determines succession.

b. Under Secretary of the Navy (UNSECNAV). The UNSECNAV is designated as the deputy and principal assistant to the SECNAV, and acts with full authority of the SECNAV in managing the DON. The UNSECNAV serves as the Chief of Staff of the Secretariat and the Chief Operating Officer of the Department. In accordance with section 904(b) of reference (e), the UNSECNAV is also the Department's Chief Management Officer. Additionally, the UNSECNAV oversees intelligence activities, intelligence-related activities, special access programs, DON critical infrastructure, and sensitive activities within the DON. The UNSECNAV will be supported by two Deputy Under Secretaries of the Navy (DUSN): the DUSN for Plans, Policy, Oversight and Integration and the DUSN for Business Operations and Transformation.

(1) The DUSN for Plans, Policy, Oversight and Integration manages and coordinates strategic matters.

(2) The DUSN for Business Operations and Transformation serves as the Deputy Chief Management Officer, supervises the Business Transformation Office, and oversees and coordinates Department business processes.

5. Scope. Within the area of responsibility assigned in subparagraphs 7a and 7b, each civilian executive assistant is the principal civilian advisor and assistant to the SECNAV and UNSECNAV on the administration of the affairs of the DON. Each staff assistant is the principal advisor and assistant to the SECNAV and UNSECNAV, for their assigned duties, per subparagraphs 7a and 7c. In carrying out these duties, the civilian executive assistants and staff assistants also support the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC), as prescribed in references (a) and (f) in the execution of their responsibilities.

a. Chief of Naval Operations (CNO). The CNO is the principal Navy advisor and Navy executive to the SECNAV on the conduct of the Navy activities of the DON. The CNO performs

duties under the authority, direction, and control of the SECNAV and is directly responsible to the SECNAV except as otherwise prescribed by law.

b. Commandant of the Marine Corps (CMC). The CMC is the principal Marine Corps advisor and Marine Corps executive to the SECNAV on the conduct of Marine Corps activities of the DON. The CMC performs duties under the authority, direction, and control of the SECNAV and is directly responsible to the SECNAV except as otherwise prescribed by law.

c. Commandant of the Coast Guard (COMDT COGARD). When the Coast Guard is operating as a Service in the Navy upon the declaration of war or when directed by the President, the COMDT COGARD performs duties under the authority, direction, and control of the SECNAV and is directly responsible to the SECNAV except as otherwise prescribed by law.

6. Governance. SECNAV assigns Department-wide responsibilities for areas essential to the efficient administration of the DON to and among the civilian executive assistants and staff assistants. The SECNAV retains control of these and related policy matters, including the establishment of fundamental policies and the issuance of such orders and directives as are deemed necessary, per reference (g).

7. Civilian Executive Assistants and Staff Assistants

a. General Responsibilities. Civilian executive assistants and staff assistants are authorized and directed to act for the SECNAV and the UNSECNAV within their assigned areas of responsibility and to supervise all functions and activities internal to their offices and assigned field activities, if any. They are ultimately responsible to the SECNAV and the UNSECNAV for the use of resources and the functioning and efficiency of all activities under their supervision or control. This instruction delegates to the civilian executive assistants and the staff assistants only those duties and authorities which by law the SECNAV can properly delegate. Under the direction, authority, and control of the SECNAV and the UNSECNAV, each civilian executive assistant and staff assistant, within their assigned area of responsibility, shall:

(1) Perform the functions required or authorized by law.

(2) Establish management policies, strategic direction, systems, procedures, standards, or make decisions that are necessary for effective administration in their respective areas of responsibility.

(3) Review and evaluate actions regarding program development and execution.

(4) Issue directives concerning matters over which they exercise control or supervision after coordination with other civilian executive assistants and staff assistants.

(5) Recommend fundamental policies, orders, or directives for issuance by the SECNAV, in executing the responsibilities described in paragraph 4, which are considered necessary for the effective administration of the DON and beyond the scope of their individual responsibilities.

(6) Organize and supervise the offices and organizations as assigned by the SECNAV and the UNSECNAV.

(7) Act as approving authority on behalf of the SECNAV in the Department of Defense (DoD) issuances coordination (SD-106) process.

(8) Perform other duties as assigned by the SECNAV and the UNSECNAV.

b. Civilian Executive Assistants

(1) The Assistant Secretary of the Navy (Installations and Environment) (ASN (I&E)). The ASN (I&E) is responsible for formulating Department-wide policies and procedures on, providing advocacy and strategic planning for, and overseeing all DON functions and programs relating to installations, safety, environment, and strategic sourcing (including implementation of Office of Management and Budget (OMB) Circular A-76). The ASN (I&E) will be assisted in the execution of duties by a principal deputy. The ASN (I&E) shall:

(a) Act as liaison with the Occupational Safety and Health Administration (OSHA), Deputy Under Secretary of Defense

(Personnel and Readiness), the Deputy Under Secretary of Defense (Installations and Environment), and other Assistant Secretaries of Defense as appropriate and relevant, in matters of mutual concern.

(b) Coordinate with the Deputy Commandant for Installations and Logistics; Deputy Chief of Naval Operations for Fleet Readiness and Logistics; the Commander, Naval Safety Center; the Director, Safety Division; HQMC; and the Surgeon General of the Navy, as appropriate and relevant, in matters of mutual concern.

(c) Act as liaison with Federal and State regulators and non-governmental organizations for the purpose of communicating DON positions and negotiating agreements related to the ASN (I&E) functions and programs.

(d) Serve as the designated agency occupational safety and health official for the DON as required by references (h) and (i).

(e) Establish and supervise execution of Departmental principles, policies, and procedures to be followed in matters relating to:

1. Environmental protection, including environmental planning, installation restoration, munitions response, pollution prevention, compliance, marine resources protection, and natural and cultural resources conservation.

2. Acquisition, use, and disposal of real property, housing, and other facilities, to include planning, and all real estate contract actions connected therewith.

3. Construction, operation, management, maintenance, and repair of installations, housing, and other facilities including military housing, utilities privatization, and similar infrastructure programs.

4. Closures and realignments of installations under applicable base closure laws, including disposition of personal property associated with such closures and realignments.

5. Ensuring the safety, occupational health and fire protection of military and civilian personnel, including on and off-duty mishap/risk reduction, safety technology insertion, system safety in acquisition, OSHA compliance and safety metrics/trend analysis.

(f) Directly supervise the Base Realignment and Closure Program Management Office.

(g) Directly supervise the Joint Guam Program Office.

(2) The Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)). The ASN (RD&A) has sole responsibility within the Office of the SECNAV, OPNAV, and HQMC for the acquisition function, except for military requirements determinations and operational test and evaluation. The ASN (RD&A) will be assisted in the execution of duties by two principal deputies, one military and one civilian. The ASN (RD&A) shall:

(a) Act as liaison with the Under Secretary of Defense (Acquisition, Technology, and Logistics) and with Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern.

(b) Serve as the Navy acquisition executive with responsibility for overseeing the performance of the DON's acquisition system and representing the DON with the Under Secretary of Defense (Acquisition, Technology and Logistics) and Congress on all matters related to acquisition policy and programs.

(c) Serve as the DON senior procurement executive and perform the functions of that position as established by law, executive order, or regulation

(d) Establish policy and procedures and be responsible for all research, development, and acquisition.

(e) Manage the acquisition management structure and process in a manner that is consistent with, and supportive of, the requirements, policies, and provisions of reference (a) and other applicable DoD policy.

(f) Recommend milestone decisions on Acquisition Category (ACAT) ID programs and serve as the program decision authority for ACAT IC, II and III programs.

(g) Establish policy, procedures and oversight concerning competition, product integrity, procurement integrity and accountability, and the viability of the defense industrial base.

(h) Establish and appoint membership of the Navy Contract Adjustment Board.

(i) Provide oversight of the DON's international research, development, and acquisition efforts including:

1. Security assistance programs;

2. International cooperation acquisition programs;

3. Technology transfer; and

4. Arms control agreement implementation and compliance.

(j) Select personnel, except flag and general officers and Senior Executive Service (SES) personnel, as program executive officers and major program managers, after coordinating with the CNO or the CMC, with this authority redelegable to the Director of Acquisition Career Management and no further.

(k) Nominate flag and general officers and SES personnel as program executive officers and major program managers, after coordinating with the CNO or the CMC.

(l) Provide oversight of those management and technical activities needed to ensure that integrated logistics support is established to support new systems and system upgrades to required levels of operational effectiveness and safety.

(m) Manage the Research, Development, Test, and Evaluation (RDT&E) appropriation.

(n) Establish policy and provide oversight for acquisition workforce management and career development.

(o) Co-chair the Technology Transfer and Security Assistance Review Board and serve as the DON implementation and compliance manager for arms control agreements.

(p) Supervise the CNR.

(q) Supervise the Director, Navy International Programs Office.

(r) Supervise the program executive officers and direct reporting program managers.

(s) Supervise the commanders of all systems commands for acquisition matters.

(t) Grant approvals and make determinations regarding leases, sales, donations, transfers, or disposals of ships or other personal property, except for personal property at a base closed or realigned under applicable base closure.

(u) Grant approvals and make determinations regarding sales of government goods and services to private parties (for example, DON performing work for private parties or generating partnering agreements with private parties).

(3) The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)). The ASN (M&RA) is responsible for the overall supervision and oversight of manpower and reserve component affairs of DON, including the development of programs and policy related to military personnel (active, reserve and retired components) and the civilian workforce. The ASN (M&RA) will be assisted in the execution of duties by a principal deputy. The ASN (M&RA) shall:

(a) Act as liaison with the Under Secretary of Defense (Personnel and Readiness), the Assistant Secretaries of Defense for Reserve Affairs, Health Affairs, and other Under and Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern.

(b) Coordinate with the Deputy Commandant for Manpower and Reserve Affairs, the Deputy Chief of Naval Operations for Fleet Readiness and Logistics, and the Chief of Naval Personnel, as appropriate and relevant, in matters of mutual concern.

(c) Assist the UNSECNAV in managing human resource aspects of all DON civilian career senior executive programs, including, but not limited to, SES, scientific, highly qualified experts, intelligence and national security senior executives.

(d) Develop, administer, and evaluate all civilian personnel management and equal employment opportunity programs.

(e) Develop and manage execution of the DON's human capital strategy and total force integration initiatives.

(f) Oversee the:

1. Force Management Oversight Council;

2. SECNAV Council of Review Boards (Naval Discharge Review Board, Naval Clemency and Parole Board, Naval Physical Evaluation Board, Naval Complaints Review Board, Combat-Related Special Compensation Board, Traumatic Service Members Group Life Insurance Appeals Board, and Board of Decorations and Medals);

3. Board for Correction of Naval Records;

4. National Navy Reserve Policy Board;

5. Marine Corps Reserve Policy Board;

6. Secretary of the Navy Retiree Council; and

7. Fisher House Program.

(g) Develop and oversee policies and programs designed to enhance the quality of life of DON military personnel and family members, to include Non-Appropriated Fund (NAF) programs.

(h) Supervise and coordinate with the Surgeon General the execution of DON medical and health programs including health productivity management and development of human science research.

(i) Oversee the execution of policies and programs designed to prevent sexual assault and sexual harassment, support victims and hold offenders accountable.

(j) Supervise DON's drug testing and demand reduction programs.

(k) Develop and implement programs for core values, character, leadership, equal opportunity, gender integration, diversity, and related issues.

(l) Conduct secretarial review of the general court-martial authority's action on "complaints of wrong" against commanding officers or other superiors, under article 138 of the Uniform Code of Military Justice, or reference (f).

(4) The Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN (FM&C)). The ASN (FM&C) is the SECNAV's principal financial advisor and is responsible for all matters relating to financial management and comptrollership within DON. The ASN (FM&C) has sole responsibility for comptrollership within the Office of the SECNAV, OPNAV, and HQMC. No other office or entity may be established or designated therein to perform these responsibilities. The ASN (FM&C) will be assisted in the execution of duties by a principal deputy. The ASN (FM&C) shall:

(a) Act as liaison with the Under Secretary of Defense (Comptroller) and with Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern.

(b) Act as liaison with the Government Accountability Office (GAO), the OMB, and the Inspector General of the Department of Defense (DODIG) on financial matters.

(c) Act as liaison with the Defense Finance and Accounting Service and other organizations, as necessary, on matters relating to financial accounting, disbursing (finance), and related automated system support.

(d) Act as liaison with the Congressional appropriations committees on all matters and with the Office of Legislative Affairs, the Congressional liaison offices of the SECDEF, and the other Military Departments for all appropriations matters.

(e) Oversee the Planning, Programming, Budgeting, and Execution System (PPBES), including the process of preparing the DON program objective memorandum.

(f) Establish principles, policies, and procedures to supervise and direct the preparation of budget estimates.

(g) Approve and supervise financial management and asset management systems throughout the DON for appropriated, non-appropriated and special funds.

(h) Carry out the responsibilities delegated to the DON by the Under Secretary of Defense (Comptroller) in establishing and supervising the execution of principles, policies, and procedures to be followed in connection with organizational and administrative matters relating to:

1. The preparation and execution of budgets;

2. Fiscal, cost, operating, and capital property accounting; and

3. Progress and statistical reporting.

(i) Provide policy oversight for cost analysis, providing an independent capability to estimate life cycle costs of major weapons systems and automated information systems and maintain tools for such purposes.

(j) Guide, direct, and coordinate the education, training, and career development of DON financial management personnel.

(k) Prepare and submit Departmental financial statements.

(l) Prepare Departmental statement of assurance for SECNAV/UNSECNAV submission to SECDEF.

(m) Chair and oversee DON Audit Committee, guiding DON efforts toward preparation and execution of financial statement audits.

(5) The General Counsel (GC) of the Navy. The GC of the Navy is the chief legal officer of the Navy and heads the Office of the General Counsel (OGC). The GC maintains a close working relationship with the JAG and the Staff Judge Advocate to the CMC on all matters of common interest. The legal opinions issued by the GC are the controlling legal opinions within the DON. The responsibilities assigned to the GC by this instruction do not affect determinations required by law to be made by the JAG or the Staff Judge Advocate to the CMC. The GC will be assisted in the execution of duties by a principal deputy. The GC shall:

(a) Provide or supervise the provision of legal advice and services to the SECNAV, the UNSECNAV, the civilian executive assistants, and the staff assistants on all matters affecting the DON.

(b) Provide or supervise the provision of legal services in subordinate commands, organizations, and activities in the following areas: acquisition law, including international transactions; business and commercial law; real and personal property law; civilian personnel and labor law; fiscal law; environmental law; intellectual property law; intelligence law; ethics and standards of conduct; and Freedom of Information Act and Privacy Act law. In coordination with the JAG and the Staff Judge Advocate to the CMC, provide such other legal services as may be required to support the mission of the Navy and the Marine Corps, or the discharge of the GC's responsibilities as described in this instruction.

(c) Conduct litigation involving the areas enumerated above and oversee all litigation affecting the DON.

(d) Supervise attorneys within the OGC, including the authority to appoint, assign, promote, evaluate the performance of, and remove attorneys in the OGC.

(e) Exercise position management authority.

(f) Serve as the designated agency ethics official of the DON.

(g) In coordination with the JAG, provide or supervise legal advice and services with respect to legislation.

(h) Assist the UNSECNAV in the oversight of Naval Criminal Investigative Service (NAVCRIMINVSERV).

(i) In coordination with the JAG, ensure that all intelligence activities, intelligence-related activities, special access programs, sensitive activities, and special activities within the DON are conducted in a legal manner.

(j) Assist the UNSECNAV in the oversight of all DON intelligence activities (including foreign intelligence and counterintelligence), intelligence-related activities, special access programs, sensitive activities, special activities, and alternative compensatory control measures.

(k) Assist the UNSECNAV in the oversight of all DON law enforcement, security, and related investigative activities.

c. Staff Assistants. The staff assistants assist the SECNAV, the UNSECNAV, the civilian executive assistants, OPNAV, and HQMC. They perform specific duties and responsibilities as the SECNAV and UNSECNAV assign or as required by law.

(1) The Chief of Information (CHINFO). CHINFO is the direct representative of the SECNAV in all public affairs and internal relations matters. The CHINFO is authorized to implement DON public affairs and internal relations policies and to coordinate those Navy and Marine Corps activities of mutual interest in the areas of public information, internal information, and community outreach. The CHINFO has sole responsibility for public affairs within the Office of the SECNAV and OPNAV, and has a deputy for Marine Corps matters. No other office or entity may be established or designated therein to perform this responsibility. The CHINFO shall:

(a) Provide or supervise the provision of all public affairs advice and related services throughout the DON. The CNO and the CMC will conduct their respective services' internal

information programs and community outreach programs, and implement the SECNAV's public affairs policy and directives, per CHINFO guidance.

(b) Report as an additional duty to the CNO for support of the CNO responsibilities outlined above, and provide such staff support as the CNO considers necessary to perform those duties and responsibilities.

(c) Support performance of the public affairs function for the Marine Corps through the Deputy CHINFO for Marine Corps Matters who may report directly to the SECNAV regarding public affairs matters related solely to the Marine Corps. The deputy chief will promptly inform the CHINFO regarding the substance of all independent contacts with the SECNAV pertaining to Marine Corps matters. The Deputy CHINFO for Marine Corps Matters will report to the CMC for support of the responsibilities outlined above, and will provide such staff support as the CMC considers necessary to perform those duties and responsibilities.

(d) Determine staffing requirements for the Office of Information, ensuring that the CNO and CMC are provided support necessary to perform public affairs related duties and responsibilities.

(e) Serve as the DON Media and Public Affairs (M&PA) workforce community leader and develop M&PA workforce policies, plans and guidance, in coordination with the ASN (M&RA), to ensure the DON has sufficiently trained personnel in M&PA competencies.

(2) The Chief of Legislative Affairs (CLA). The CLA is responsible for the Office of Legislative Affairs. The CLA has sole responsibility for legislative affairs within the Office of the SECNAV, OPNAV, and HQMC (except as it relates to appropriations committees). No other office or entity may be established or designated therein to perform this responsibility. The CLA shall:

(a) Develop, coordinate, and process DON actions relating to proposed legislation, Executive orders and Presidential proclamations sponsored by or officially referred to the DON.

(b) Develop, coordinate, and process DON actions relating to congressional investigations and other pertinent matters affecting relations between Congress and the DON.

(c) Provide Members and Committees of Congress with information concerning the actions, plans, and programs of the DON, where appropriate.

(d) Monitor and evaluate congressional proceedings and other congressional actions affecting the DON and provide pertinent information to appropriate DoD officials and offices.

(e) Coordinate and make arrangements for the presentation of all DON matters before Congress.

(f) Process correspondence from Members of Congress in matters of personal interest involving their constituents.

(g) Coordinate delivery of classified information to Congress in accordance with prescribed policies.

(h) Supervise travel arrangements for congressional travel undertaken as an official responsibility of the DON.

(i) Maintain continuous and direct liaison with Congress, DoD, and other governmental agencies in connection with the above matters.

(3) The Chief of Naval Research (CNR). The CNR shall command the Office of Naval Research and assigned shore activities. The CNR is the DON's Science and Technology (S&T) executive, a Deputy Assistant Secretary of the Navy-level official responsible for S&T management, policy, and oversight for the SECNAV. The CNR shall:

(a) Encourage, promote, plan, initiate, and coordinate Naval research.

(b) Conduct Naval research in augmentation of and in conjunction with the research and development conducted by other agencies and offices of the DON.

(c) Supervise, administer, and control activities within or for the DON relating to patents, inventions, trademarks, copyrights and royalty payments, and matters connected therewith.

(d) Execute and manage programs for which funds are provided in the basic and applied research and advanced technology categories of the DON RDT&E budget in such a manner that will foster the transition of S&T to higher levels of RDT&E.

(e) Serve as the responsible office for the DON RDT&E appropriation on behalf of the ASN (RD&A).

(f) Execute and administer contracts, grants, cooperative agreements, and other transactions for services and materials to conduct research or make or secure reports, tests, models or apparatus.

(g) Represent the DON on the Defense Science Board and administer and coordinate the efforts of the Naval Research Advisory Committee.

(h) Provide policy direction and oversight to DON corporate laboratories and research and development centers.

(i) Manage the DON Small Business Innovative Research Program.

(j) Direct, as technical manager, the Naval S&T Reserve Program.

(k) Manage the DON Domestic Technology Transfer Program. Cultivate collaboration between DON S&T communities and industry to promote collaborative efforts resulting in the transfer of military technology to the commercial sector.

(4) Department of the Navy, Chief Information officer (DON CIO). The DON CIO heads the Office of the DON CIO and is the DON's senior Information Management (IM), Information Technology (IT) (including national security systems), and Information Resources Management (IRM) official. This position serves as the Department's principle advisor on IM/IT and IRM matters, and is responsible for IM, IT, and IRM matters within

the DON. The DON CIO has oversight for the IM function within the Office of the SECNAV, OPNAV, and HQMC. The DON CIO will work closely with and in support of UNSECNAV directed business operations. The DON CIO shall:

(a) Provide oversight of strategic planning for all information and information technology management functions.

(b) Provide oversight for IT capital planning and investment management.

(c) Provide oversight of compliance for protecting information and systems.

(d) Provide oversight of the process of developing and maintaining the DON enterprise architecture and assess compliance with DoD and Federal interoperability standards.

(5) The Judge Advocate General (JAG). The JAG commands the Office of the JAG and is the Chief of the Judge Advocate General's Corps. The JAG maintains a close working relationship with the GC and Staff Judge Advocate to the CMC on all matters of common interest. The JAG is the DoD representative for ocean policy affairs. The JAG shall:

(a) Perform the functions required or authorized by law.

(b) Provide legal and policy advice to the SECNAV on military justice, administrative law, claims, investigations, operational and international law, legal assistance, civil law, environmental law, intelligence, and litigation involving matters under his practice areas.

(c) In coordination with the GC, provide or supervise legal advice concerning legislation.

(d) In coordination with the GC, ensure that compartmented programs and sensitive activities within DON are conducted in a legal manner.

(e) Act on other matters as directed by the SECNAV.

(6) The Naval Inspector General (NAVINSGEN). The NAVINSGEN is the senior investigative official in the DON and the principal advisor to the SECNAV, UNSECNAV, CNO, and CMC on all matters concerning inspection, investigations, and audit follow-up. No other office or entity within the Office of the SECNAV, OPNAV, or HQMC may be established or designated to perform this responsibility. To accomplish these functions, the NAVINSGEN shall have unrestricted access, by any means, to any information maintained by any DON activity, that the NAVINSGEN deems necessary, unless specifically restricted by the SECNAV. All DON personnel shall respond to any request or inquiry by the NAVINSGEN as if made by the SECNAV. The NAVINSGEN shall:

(a) Issue DON policy and procedures for the conduct of inspection, investigations, and inquiries under the NAVINSGEN's authority and ensure compliance therewith (inspection, investigations, and inquiries are further defined in reference (j)). The NAVINSGEN shall provide the SECNAV, UNSECNAV, CNO, and CMC information independent of the normal subordinate lines of authority and command.

(b) Inspect, investigate, or inquire into any and all matters of importance to the DON with particular emphasis on readiness, including, but not limited to, effectiveness, efficiency, economy, integrity, discipline, morale, and ethics; environmental protection; safety and occupational health; medical and dental matters; physical security; information systems management; personnel support services and other issues affecting quality of life; and command relationships and organizational structures.

(c) Exercise broad supervision, general guidance, and coordination for all DON inspection, evaluation, and appraisal organizations to minimize duplication of efforts and the number of necessary inspections.

(d) Through analysis of available information, identify areas of weakness in the DON as they relate to matters of integrity and efficiency, and provide appropriate recommendations for improvement.

(e) Lead efforts in executing the DoD/DON Hotline Program as the DoD/DON Hotline coordinator, including Military Whistleblower Protection Act investigations.

(f) Cooperate with the DODIG.

(g) Provide oversight of intelligence and special activities.

(h) Have overall authority over those specific inquiries within the purview of the NAVINSGEN in which the NAVCRIMINVSERV and/or the Naval Audit Service (NAVAUDSVC) may have an interest.

(i) Support performance of the inspector general function for the Marine Corps through the Deputy NAVINSGEN for Marine Corps Matters (DNIGMC), a Marine Corps general officer within the Office of the NAVINSGEN. The DNIGMC is the senior investigative official within the Marine Corps and the principal Marine Corps advisor to the CMC on all matters concerning inspections and investigations. The DNIGMC shall direct performance of the NAVINSGEN mission and functions as they apply to the Marine Corps.

(j) Relationship with NAVCRIMINVSERV. NAVCRIMINVSERV is primarily responsible for investigating actual, suspected, or alleged major crimes within the DON. In addition, NAVCRIMINVSERV has primary jurisdiction in the investigation of fraud offenses within the DON, save for procurement fraud investigations that are the responsibility of the DODIG. As a general rule, the NAVINSGEN shall avoid conducting investigations that focus on individual criminal activity. Similarly, NAVCRIMINVSERV The Naval Inspector General shall refrain from conducting investigations concerning the effectiveness of command procedures for good order and discipline or the effectiveness with which command personnel have carried out their duties. In the event that the Director, NAVCRIMINVSERV, and the NAVINSGEN disagree about which of the two agencies shall handle a particular investigation, the matter shall be referred to the SECNAV for decision.

(7) The Auditor General (AUDGEN). The AUDGEN is the senior audit official in DON, the principal advisor to the SECNAV, the UNSECNAV, the CNO, and the CMC on all audit-related matters, and serves as Director of the NAVAUDSVC. The AUDGEN has sole responsibility for auditing within the Office of the SECNAV, OPNAV, and HQMC. No other office or entity may be established or designated therein to perform this

responsibility. Per reference (a) certain positions in the NAVAUDSVC may not be held by a member of the Armed Forces on active duty. To accomplish the audit function, the AUDGEN shall have unrestricted access, by any means, to any information maintained by any DON activity, that the AUDGEN deems necessary, unless specifically restricted by the SECNAV. All DON personnel shall respond to any request or inquiry by the AUDGEN within the scope of the audit function, as if made by the SECNAV. The AUDGEN shall:

(a) Develop and implement DON internal audit policies, programs, and procedures within the framework of generally accepted government auditing standards policy established by the GAO as implemented by the DODIG.

(b) Conduct internal audits within the DON.

(c) Participate in DoD joint audit planning groups.

(d) Develop an annual DON audit plan.

(e) Participate in the audit resolution program.

(f) Serve as the focal point for internal audit policy related to the DON Management Internal Control Program.

(g) Oversee audits conducted by NAF organization auditors and DON local audit organizations.

(h) Monitor audit services provided under DON contracts to ensure contracted auditors comply with contract requirements, generally accepted government auditing standards, and DoD audit guidance.

(i) Provide audit assistance to the NAVCRIMINVSERV and the Acquisition Integrity Office within the Office of the GC.

(j) Support the NAVINSGEN in executing the DON Audit Follow-up Program.

(k) Have overall authority over those specific audits within the purview of the NAVAUDSVC in which the NAVCRIMINVSERV and/or NAVINSGEN may have an interest.

(l) Coordinate and cooperate about audit matters with the DODIG, other Services' internal audit services (including performance of peer reviews), and the GAO.

(8) The Director, Office of Program Appraisal (OPA). Director, OPA is responsible for assessing all activities that support the execution of SECNAV's responsibilities outlined in references (a) and (b). The Director, OPA will also advise the SECNAV and UNSECNAV regarding the continuity, efficacy, and coherence of all programs and departmental initiatives. Director, OPA shall:

(a) Assess and make recommendations to the SECNAV and UNSECNAV regarding the alignment and efficacy of DON decision support processes.

(b) Oversee and support the Secretariat decision making processes, tracking related follow-up actions and maintaining an ongoing record of all reports and information provided.

(c) Coordinate external advisory groups and initiatives for the SECNAV, including the Secretary of the Navy Advisory Panel and such other consulting initiatives that the SECNAV may require.

8. Delegation of Authority. The SECNAV is frequently assigned additional authorities and responsibilities. Many of these are provided formally, such as through United States Code or public law, DoD directives and instructions, or through written memoranda; others are less formally presented. Regardless of origin, the details of each assignment should be captured and the authority delegated to the appropriate level in the DON. Once the authority is delegated, the organization executing that responsibility should be able to describe their procedures and policies efficiently and authoritatively.

a. The publication of a SECNAV directive as described in reference (g) may be necessary to execute these delegations of authority. SECNAV directives often include a delegation of authority or assignment of responsibility. Directives as described in reference (g) may continue to provide written guidance on selected authorities and responsibilities.

b. Additionally, other delegations may be of a specific nature or for a limited duration and should be considered for inclusion in the delegation of authority database to describe individual assignments of responsibility or delegations of authority. Approved delegations in this database will have the same authoritative assignment and force as any approved SECNAV directive. Directives issued from organizations that have been delegated specific authorities and responsibilities in the delegation of authority database will have the same force as any approved SECNAV directive.

c. Directive issuance authority is granted per reference (g) for the civilian executive assistants and to certain staff assistants for areas in which they have been delegated an authority in this document or in the Delegation of Authority database. Any authorized directive issued under this provision would also have the force of a SECNAV directive since it is empowered by the approved delegation of authority from the SECNAV.

d. Other kinds of issuances may be published by civilian executive assistants and certain staff assistants to describe the procedures and techniques of implementation of delegated authorities. Compliance with the provisions of these issuances is mandatory to the extent specified in the issuance. This includes, but is not limited to, the establishment of these types of issuances:

(1) SECNAV directory is a compilation systematically arranged in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data.

(2) SECNAV handbook is a concise reference book on the technical aspect of a particular subject or a compilation of factual data and instructional material not subject to frequent change.

(3) SECNAV manual is a document consisting of procedures that usually contains examples for performing specific tasks.

9. Records Management. Care must be taken to safeguard and protect records created by SECNAV and his or her staff, regardless of media and format, for they may be considered permanent records and shall be managed in accordance with reference (k).

RAY MABUS

Distribution:
Electronic only, via Department of the Navy Issuances Web site http://doni.daps.dla.mil/