



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5000.15E
N02
12 October 2000

COMSC INSTRUCTION 5000.15E

Subj: PROCEDURES FOR STAFFING MAJOR COMMAND ACTIONS

1. Purpose. To prescribe procedures for proper staffing of command actions.
2. Cancellation. COMSCINST 5000.15D.
3. Discussion. Complex procurement issues and proposed policy changes must be submitted for decision with adequate presentation of alternatives, costs, manpower implications, and impact on current and projected programs. In the dynamic environment in which MSC operates, it is particularly important that all matters which MSC operates, it is particularly important that all matters bearing on major command decisions be thoroughly reviewed and commented on by all Program Managers/Functional Directors/Special Assistants involved in the issue. Stovepiping is dysfunctional and a last minute "fast pass" is only marginally useful.
4. Quality Control. Quality shall not be sacrificed for expediency. The extra time needed to gather all necessary information and obtain complete staffing, is less than the time required to rework an incomplete staff action. However, there are certain immutable deadlines, we do not have the luxury of being quick or accurate, we must be quick and accurate.
5. Action
 - a. Recommendations submitted on any policy issue or proposals including expenditures of resources shall include the following elements:
 - (1) statement of issues, problems and relevant facts inn such a manner that the basis for the recommendation is clear;
 - (2) discussion of alternative courses of action, substantiated by a balanced, detailed analysis to show that all pros and cons of each alternative have been considered, including need for new or altered legislation or regulations, as appropriate;

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(3) statement of financial impact of recommended action on the government, as well as costs of other alternatives;

(4) discussion of implications of recommendation with respect to operational commanders, including USTRANSCOM, sponsors, maritime industry, congressional relations, public affairs, etc.; and

(5) recommendations should include an actual recommendation even if it is to continue present policy. The phrase “none, for information only” are classified as a “no think” statement.

b. In addition to references and supporting material which may assist in evaluating the recommendation, i.e., cost/benefit analysis, attachments should include other appropriate documents to implement the proposed recommendation.

c. Recommendations with supporting material will be chopped by all Program Managers/Functional Directors/Special Assistants affected by their implementation. If a Program Manager/Functional Director/Special Assistant does not concur with a recommendation and cannot resolve the problem with the originator of the recommendation, he or she will set forth the views and the reasons therefore in a brief dissenting memorandum which will be provided to the originator of the recommendation. Recommendations shall not be delayed because of non-concurrence. The originator is responsible for follow-up with all reviewing Program Managers/Functional Directors/Special Assistants to ensure prompt handling.

d. All staffing packages and correspondence will be routed via the Flag Secretary for further action by the Chief of Staff, Deputy Commander, Vice Commander and Commander as appropriate.

e. For routine recommendations originated in the staff, the decision package should be received in the Commander’s office no later than ten days prior to the day a decision is required. For contract renewals, exercise of options, etc., recommendations are required 30 days prior to contract expiration. Short fused recommendations requiring emergency action will be hand carried directly to the Flag Secretary.

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f. For routine correspondence, front office action will normally be completed within 7 days of receipt of the action/decision package. Should the originator not receive the completed package/comeback copy within that timeframe he/she is responsible for checking on the status with the Flag Secretary.

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g. Correspondence arriving from CEOs, Chiefs of Staff or CINCs will be expeditiously handled with due dates set by the Chief of Staff and a copy routed to the Commander when original document is received.

h. Special note. The foregoing is not a solicitation for a graduate thesis. Brevity is fine as long as the presentation is succinct, readily understandable and makes the point. Use graphics where useful.

i. Final thoughts. Information on the status or possible action on a recommendation shall not be provided to any person outside the command prior to official action.

/S/

M. R. SHELLEY

Deputy Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)