



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

Canc frp: JUL 02

REFER TO:

COMSCNOTE 5440
N11
2 August 2001

COMSC NOTICE 5440

Subj: MILITARY SEALIFT COMMAND ORGANIZATIONAL CHANGES

Encl: (1) Graphic Depiction of Organizational Alignment within MSCLANT and MSCPAC Area of Responsibility (AOR)
(2) Implementation Plan of Actions and Milestones
(3) Additional Duty (ADDU) Responsibilities
(4) Management Guidelines

1. Purpose. To provide information on organizational realignment of Military Sealift Command (MSC) field Special Assistants and Functional Directorates within the MSCLANT and MSCPAC areas of responsibility (AOR).

2. Information. On 6 June 2001, COMSC directed the realignment of field functional elements of MSCHQ N00I, N2, N4, N6, N7, N8 and N10 under COMSCLANT and COMSCPAC to allow the Area Commanders to coordinate geographic, cross-function and multi-program efforts. MSC Program Manager field staffs, with the exception of PM21 Detachment Pearl Harbor and PM53 Detachments (RRF), will continue their alignment with their respective Program Manager and adopt an ADDU responsibility with each relevant Area Commander. The charts in enclosure (1) display the organization realignment.

This approach emphasizes the MSC global responsibility and functional integrity of the Special Assistants and Functional Directorates, while promoting and supporting COMSC policy worldwide in a unified approach that prevents fragmented interpretation. The following organizational changes are effective 7 October 2001, with the exception of N8, which is effective 12 August 2001 and addressed in a separate COMSCNOTE.

Transition to the new method of operation is to commence immediately, as delineated in enclosure (2).

2 August 2001

a. Realignment to COMSCLANT Headquarters -

- Special Assistant N00I East (N00I CERO East)
- Office of Counsel East (N2 East)
- Logistics East (N4 East)
- Command, Control, Communication and Computer Systems East (N6 East)
 - N6 New Orleans
 - N6 Port Canaveral
- Engineering East (N7 East)
- Comptroller East (N8 East)
- Contracts and Business Management East (N10 East)
 - N10 Port Canaveral
- PM53 Detachment (RRF)

Realignment to MSCO Beaumont

- PM53 Detachment (RRF)

b. Realignment to COMSCPAC Headquarters -

- Special Assistant N00I West (N00I CERO West)
- Office of Counsel West (N2 West)
- Command, Control, Communication and Computer Systems West (N6 West)
 - N6 Pearl Harbor
- Engineering West (N7 West)
- Comptroller West (N8 West)
- Contracts and Business Management West (N10 West)

Realignment to MSCPAC Detachment San Francisco Bay

- PM53 Detachment (RRF)

Realignment to MSCO Pearl Harbor

- PM21 Detachment

3. Additional Duty (ADDU) Responsibilities and Management Guidelines. Enclosure (3) outlines the ADDU responsibilities of PM2 and PM5 field components not realigned under MSCLANT or MSCPAC. The management guidelines, which govern the relationships between MSCHQ Special Assistant, Functional Directors and MSCLANT and MSCPAC, are provided in enclosure (4).

4. Cancellation Contingency. This notice remains in effect until changes outlined and described in enclosures (1), (3) and (4) are incorporated in the MSCHQ, MSCLANT and MSCPAC Organization Manuals.

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G. S. HOLDER

Distribution:
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List I (Case A, B, C)



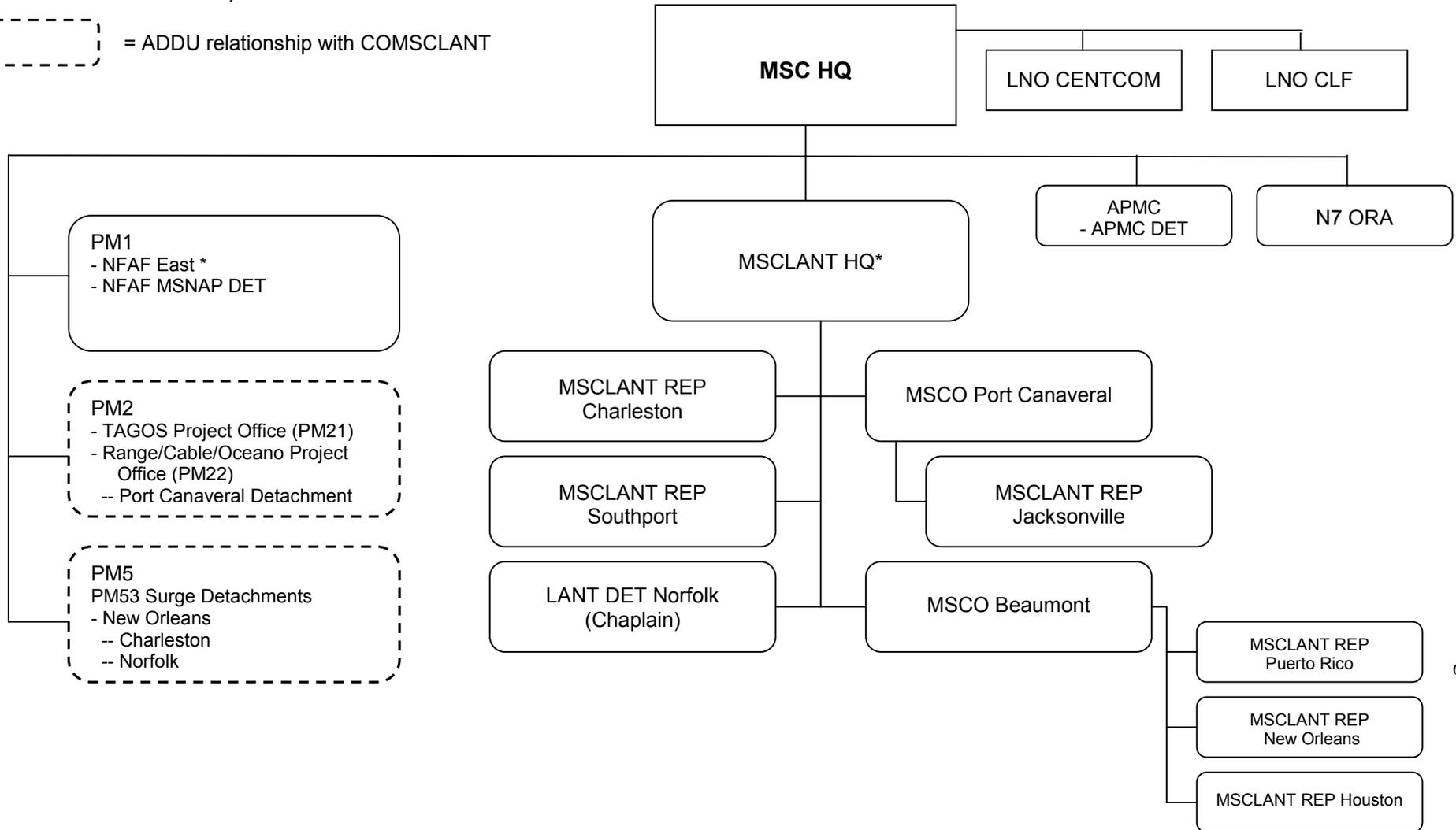
Military Sealift Command Atlantic Region

ORGANIZATION ALIGNMENT

Key:

* = Dual hatted as Director, NFAF East

 = ADDU relationship with COMSCLANT

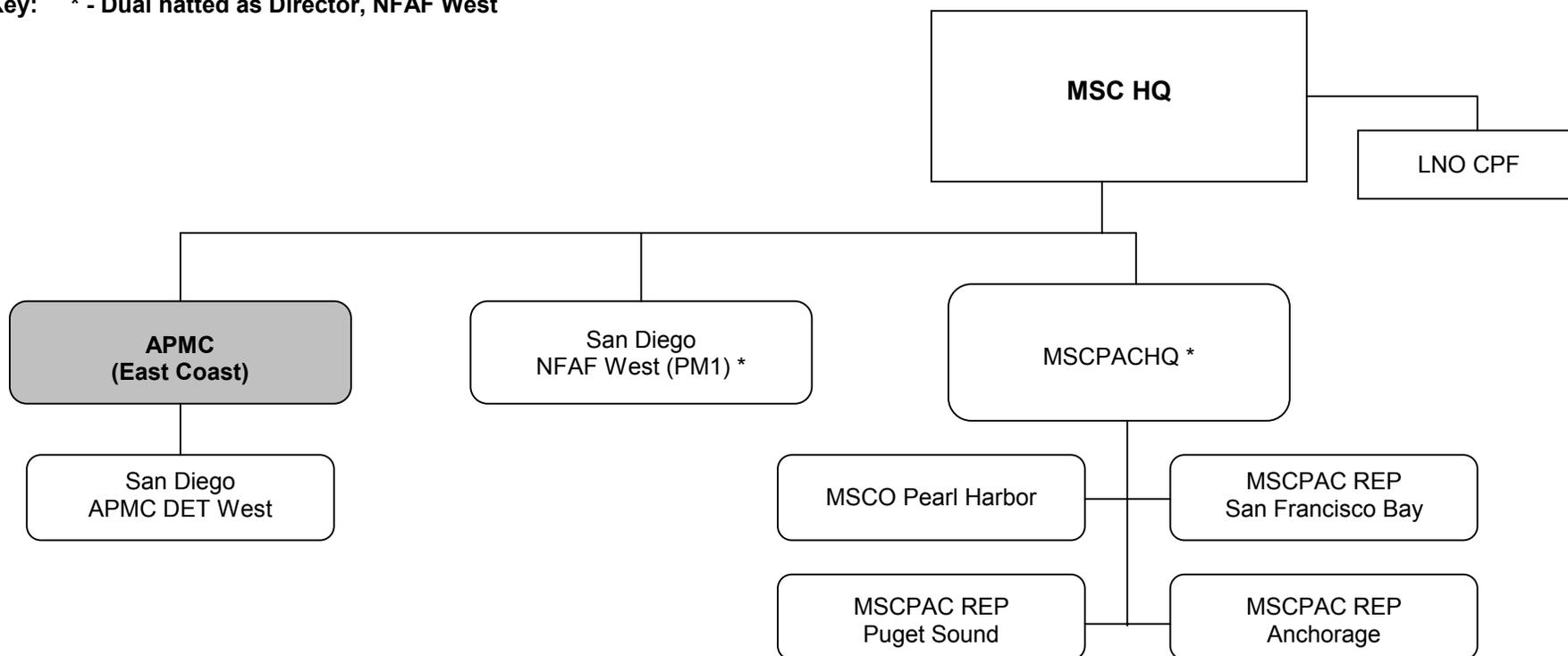




Military Sealift Command Pacific Region

ORGANIZATION ALIGNMENT

Key: * - Dual hatted as Director, NFAF West



MSC REALIGNMENT PLAN OF ACTION AND MILESTONES

	Action	Completion	OPR
1	Conduct liaison w/ cognizant HRO / HRSC on realignment proposal.	Commence upon final decisions; ongoing through 08/12/01	N12 in conjunction w/ MSCLANT / MSCPAC
2	Prepare COMSC Notice on realignment and attached POA & M for implementation.	2-Jul-01	N11
3	Realign military billets from N6 East and West and N7 West to appropriate Area Command.	9 Jul 01	N11
4	Provide field FD / PM / SA mission and function statements to cognizant HQ FD / PM for accuracy check.	11 Jul 01	N11
5	Develop cost center code structure.	18-Jul-01	N11 / N8
6	Table 30 Development.	20-Jul-01	N11 / MSCPAC
7	PM / FD / SA review and revise field mission and function statements.	27-Jul-01	PM / FD / SA
8	Realign competitive areas; issue guidance to be effective 10/07/01.	30-Jul-01	N12
9	Issue COMSC notice announcing realignment.	2 Aug 01	N00
10	Prepare worksheet data of employees to be transferred / realigned and provide to MSCLANT and MSCPAC.	15-Aug-01	N1
11	Provide revised FD / PM / SA mission and function statements to MSCLANT and MSCPAC.	31 Aug 01	N11
12	Amend (pen and ink changes only) and transfer original position descriptions to cognizant HROs.	31 Aug 01	N11
13	Upload transfer / realignment actions for affected personnel into Modern.	31-Aug-01	MSCLANT / MSCPAC
14	Conduct requisite Impact and Implementation w/ cognizant unions.	14-Sep-01	HRO / HRSC

COMSCNOTE 5440

2 August 2001

	Action	Completion	OPR
15	Complete requisite personnel transfer / realignment actions effective 7 October 2001.	24-Sep-01	HRO / HRSC
16	Incorporate FD / PM / SA mission and function statements in Organization Manual.	28 Sep 01	MSCLANT / MSCPAC
17	Coordinate requisite changes to governing ISSAs.	28-Sep-01	N11 / MSCPAC
18	Ensure military personnel are realigned to new activity.	1-Oct-01	N15
19	Prepare correspondence to deactivate UICs.	15-Oct-01	N11

2 August 2001

ADDITIONAL DUTY (ADDU) RESPONSIBILITIES

1. The PM2 Project Office staff and PM5 Surge Detachment personnel in the field will be associated with the cognizant CONUS Area Commanders in an operational Additional Duty (ADDU) role, to ensure an Area Commander "face of MSC" is available to any customer in the area. APMC will continue to report as an independent component direct to COMSC via N1, but will maintain close ties with all the Area Commanders on matters of mutual interest.

2. The field staff for PM2 Project Offices and PM5 Surge Detachments will continue to report to the Program Managers via their present chain of command. The PM21 and PM22 Project Officers and senior PM5 Surge Detachment personnel are assigned ADDU to their respective Area Commanders. The Area Commander will continue to provide a military chain of command as necessary. These additional duties will include, at a minimum:

a. Serving as Special Mission Ship and Sealift Operations Representatives to the Area Commander.

b. Coordinating task force designations, exercise events, deployments, activations and other operational requirements.

c. Working UNIT SITREP issues and other emergent situations.

d. Cooperating on military personnel issues and investigations.

e. Collaborating on requirements such as AT/FP, storm evasion, contingency operations, HAZMAT, oil spills and port visits.

f. Participating in Area Commander operations meetings and conferences as mutually agreed upon.

g. Developing close working relationships with Area Commander, MSCOs and MSCREPs.

h. Keeping the Area Commander informed of all PAO events.

The Area Commanders will provide mid-term and annual performance evaluation information on the additional duties outlined above to the Program Managers.

MANAGEMENT GUIDELINES

Background

A review conducted of the MSC post-reinvention organization recognized an opportunity for improvement through realignment of the CONUS Area Command – Special Assistant (SA) and Functional Directorate (FD) relationship. In furtherance of this initiative, field components of N00I, N2, N4, N6, N7, N8 and N10 are hereby aligned to their respective CONUS Area Commander as set forth herein. Rather than a return to the pre-reinvention organization, this approach emphasizes the global responsibilities of both the Area Commanders and SA/FDs in a continuation of the post-reinvention organization.

COMSC SA/FDs formulate, promote and support COMSC policy worldwide in a unified approach that prevents fragmented interpretation. They are responsible for technical direction and the consistent application of those policies within their discipline. The Area Commanders have a responsibility to support that global role, but also have the responsibility to coordinate MSC operations in their designated geographic area. That latter responsibility often involves cross-function and multi-program issues. The revised Area Commander – SA/FD alignment will assist the Area Commanders in promoting unity of command while also protecting the overarching MSC command interest in ensuring consistency in application of command policies. Command authority and functional integrity are intersecting ovals, and the area where they intersect is the area addressed by these Management Guidelines to foster the partnership between Area Commander and COMSC SA/FD in all aspects of daily work

General Guidelines

A. Personnel / Manpower / Organization

Personnel Administration. All positions and billets in the affected field staffs will be aligned administratively to the respective Area Commander. With this alignment, the Area Commander assumes the majority of routine civilian personnel administration and actions, except as separately discussed throughout this document. This ensures a unity of command and consistent personnel administration across the Area Commander staff.

Altering, abolishing or realigning of positions/billets. Area Commander positions/billets in the Master Sourcing Document may not be supplemented, altered, abolished or realigned without coordination with COMSC N1 and cognizant COMSC SA/FD. Final approval will be required from COMSC.

2 August 2001

Annual performance evaluations. Except as noted below, Area Commanders are responsible for the performance evaluations of the SAs/FDs on their staff. Such responsibility can be delegated except for the responsibility to evaluate the senior SAs/FDs on their staff. Area Commanders shall solicit input from the cognizant COMSC SA/FD to support the yearly performance evaluations for their senior staff SA/FDs and shall strongly consider that input in making their final evaluation. Failure of the SA/FD to provide input will not delay timely submission of evaluations.

Personnel selections. Except as noted below, the Area Commander has the responsibility to serve as the selecting official regarding vacancies on the Area Commander staff. Such responsibility may be delegated except for the responsibility for selection of the senior SA/FD on the Area Commander staff. Area Commanders shall consult with the cognizant COMSC SA/FD on the recruitment and selection of the senior SAs/FDs on their staffs, and the Deputy SAs/FDs (or equivalent) if such a position exists. The COMSC SA/FD serves a crucial role in ensuring functional integrity is maintained and shall be offered the opportunity to take an active role in the selection process for those senior positions.

Personnel realignments. Realignments between Area Commander SA/functional staff and the program staff (PM1, PM2, PM3, PM5) require the concurrence of the COMSC SA/FD.

Personnel grievances, EEO, workplace disputes, labor relations, etc. Except as noted below, the Area Commander will address these issues and keep the cognizant COMSC SA/FD informed.

Adverse personnel actions. The Area Commander will partner with the COMSC SA/FD on adverse actions on personnel in the senior SA/FD position or the Deputy SA/FD position.

Personnel performance awards, monetary and otherwise. Performance awards, including monetary awards, will be administered by the Area Commander. However, to ensure consistent and proportional recognition throughout MSC, proposed awards, especially for the senior SA/FD on the Area Commander staff, shall be carefully coordinated with the cognizant COMSC SA/FD. This will promote both horizontal and vertical integrity of awards, and allow recognition of employee accomplishments that may not be apparent to the Area Commander.

Position classification. Area Commanders, like heads of all naval activities, are delegated position classification authority from the Secretary of the Navy. MSCLANT and MSCPAC, have redelegated this authority to their servicing HROs/HRSCs. Classification of all SA/FD positions realigned to the Area Commands will be covered by the existing delegation of authority to the HROs/HRSCs until modified or withdrawn.

ISSAs with cognizant servicing HROs/HRSCs will be modified to reflect the expansion of classification services. To ensure functional integrity, Area Commanders must collaborate with the COMSC SA/FD when initiating any major classification action, and no such action shall be beyond that authorized in the master sourcing document without prior COMSC approval. The COMSC SA/FD will work with the Area Commander and local HRO/HRSC to ensure classification concerns are addressed.

General position management. The Area Commander and COMSC SA/FD will work in partnership on all aspects of position management.

Professional training. COMSC SA/FDs have the responsibility to oversee the required professional training for functional field staff, coordinating the timing, funding and duration with the Area Commander.

B. Tasking / Funding

Functional tasking for global missions. For MSC work not specifically restricted to the Area Commanders mission, COMSC SA/FDs are responsible for coordinating with the Area Commander before assigning work to anyone on the Area Commander staff. Travel budgets for global mission requirements will be administered by the COMSC SA/FD, or paid for by the PM or APMC, as in past practice. The Area Commander will fund travel associated with Area Commander requirements.

Routine support. The Area Commander will provide facilities and fiscal resources for SA/functional staff.

Specific Requirements

N2: Unlike other FDs, the MSC Office of Counsel is organizationally within the Office of the General Counsel of the Navy. Per the relevant SECNAVINST, the Navy General Counsel has the responsibility to prepare (or assign responsibility for the preparation) and review performance rating reports for all lawyers in the OGC. All personnel actions, such as changes in grade, transfers, terminations, establishment/revision/elimination of position descriptions are subject to the approval of the Navy General Counsel. The processing and adjudication of grievances and EEO complaints filed by MSC's OGC attorneys are governed by OGC instructions and not by local MSC instructions. The Area Commander will be involved but will not control these processes. Area Commanders have the opportunity and are encouraged to provide input on performance evaluations of OGC attorneys on their staff. COMSCLANT will be responsible for providing authorized manpower spaces and paying salaries for attorneys supporting the APMC.

COMSCNOTE 5440

2 August 2001

N10: Pursuant to Secretary of Defense and Assistant Secretary of the Navy (R, D&A) direction, contracting officers' evaluations must be performed within their own career program channels, except for the performance evaluation of the senior contracting official in the organization. Thus, Area Commanders will evaluate the senior contracting official on their staffs. They shall solicit input from COMSC N10/N10X and shall include that input in the final evaluation of that senior contracting official. The senior contracting official on the Area Commander staff shall be responsible for performance evaluations of the other contracting officials on that staff.

Contracting Officer warrants for MSC Headquarters and Area Command contracting officials shall be issued by the COMSC Director of Contracts and Business Management (N10) in his/her capacity as Chief of the Contracting Office. N10 also has the authority to terminate Contracting Officer warrants for administrative reasons or good cause.

Dispute Resolution

Disputes related to these guidelines which cannot be resolved between the Area Commander and cognizant SA/FD will be referred to the COMSC COS or Executive Director for resolution.