



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5050.14E
Ser 602G/6U408979

27 OCT 1986

OPNAV INSTRUCTION 5050.14E

From: Chief of Naval Operations

Subj: BRIEFING MATERIAL INCIDENT TO SECRETARIAL, CNO AND VCNO
TRAVEL AND TO CALLS MADE BY FOREIGN DIGNITARIES

Encl: (1) Format for briefing memoranda

1. Purpose. To promulgate detailed procedures and assign responsibility for the preparation of briefing material for use by the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), and the Vice Chief of Naval Operations (VCNO) during official travel and calls made by foreign dignitaries.

2. Cancellation. OPNAVINSTs 5050.14D and 5420.29D

3. Background. In preparation for the these visits and calls, the following complete, timely and accurate information is required: (D)

a. Biographical data, including photographs if available, of selected individuals.

b. Purpose of trip/visit and itinerary (if applicable).

c. Issues scheduled to be discussed, and other unresolved issues which may be discussed.

e. Summaries of meetings with other officials during the trip.

f. Local U. S. Navy command organization.

g. U. S. Navy or other DOD forces scheduled to be in the area.

h. Regional naval facilities.

i. Future development plans.

This information is furnished in briefing memoranda and other materials and then collated in a form suitable for use by the official. The preparation of this briefing material requires continued and dedicated participation by Washington area Navy commands in responding to non-routine and often urgent taskings.

4. Responsibility. Responsibility for preparation of briefing books is assigned as follows:

	<u>Official</u>	<u>Responsibility</u>
	a. Secretary and Under Secretary of the Navy	OP-06
	b. Chief of Naval Operations and Vice Chief of Naval Operations	OP-06
R)	c. Assistant Secretary of the Navy (Manpower and Reserve Affairs)	OP-01
	d. Assistant Secretary of the Navy (Shipbuilding and Logistics)	OP-04
	e. Assistant Secretary of the Navy (Financial Management)	OP-090
	f. Assistant Secretary of the Navy (Research, Engineering and Systems)	OP-098

5. Procedures. To provide the most informative and usable material in a timely fashion, the following procedures and guidelines must be adhered to:

- A) a. The executive office of the officials above will notify the cognizant office of upcoming visits/travel as soon as practicable.
- R) b. Upon notification that briefing material is required, the responsible division will identify Deputy Chief of Naval Operations (DCNO)/Director Major Staff Office (DMSO) and other commands to assist, as required, in the preparation of the material. The responsible division will prepare and distribute a request for briefing material in order that the needs of the official will be met. This tasking memorandum will furnish the designated coordinating DCNO/DMSO/commands with pertinent information regarding the purpose of the visit and the date material is required. Tasking memoranda requesting briefing material are seldom all-inclusive, and the cognizant DCNO/DMSO/commands are expected to take the initiative and prepare material for those substantive issues not listed in the tasking. Where more than one DCNO/DMSO/command has an interest in a particular item, the DCNO/DMSO having primary cognizance will coordinate the preparation of a single briefing memorandum covering the subject.
- c. In preparing briefing materials, action officers should keep in mind that these papers are used extensively by SECNAV, CNO and VCNO to prepare themselves for discussions of problems, significant issues and other topics of substantial importance to the Navy. Recipients of the briefing material need limited

updating on most issues; therefore, only essential points should be covered. The originator is normally in the best position to evaluate the extent of information which should be provided and should prepare the material accordingly.

(R)

d. Whenever a visiting dignitary is scheduled to call on Washington, DC area officials, the office scheduling the calls should establish if SECNAV, CNO or VCNO is also being visited and contact OP-06 to ensure continuity with material being provided SECNAV, CNO or VCNO.

(A)

e. The briefing memoranda will be prepared in the format provided at enclosure (1). They shall:

(1) Be carefully typed and edited to ensure suitability for inclusion in the briefing book without retyping.

(2) Be typed on 8 1/2" x 11" white bond, with a 1" top and left side margin, to facilitate binding.

(3) Be free of gummed or stapled tabs and markings which identify them as enclosures to a forwarding memorandum.

(4) Be concise, preferably not over one page. Tabs should be used, where required, to preclude lengthy memoranda.

(R)

(D)

(5) Set forth the complete noun identification, followed by the abbreviation or acronym in parentheses, in the first use of any but the most commonly abbreviated terms.

(6) Be delivered to the tasking office by the deadline indicated in the tasking memorandum. Attention must be paid to providing the number of original memoranda and copies required.

f. Each briefing paper must be reviewed by the division director of the cognizant office prior to delivery. In conducting this review the accuracy of the paper's contents and its consistency with the latest policy guidance will be confirmed.

g. In those cases where the discussions will take place with officials of other agencies or foreign governments, the originator will ensure briefing memoranda submitted reflect DOD or Joint Chiefs of Staff approved positions, as appropriate.

6. Action. Addressees will follow the procedures set forth in this instruction in the preparation of subject briefing material.



P.D. BUTCHER
Assistant Deputy Chief of
Naval Operations (Plans,
Policy and Operations)

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(See page 4)

OPNAVINST 5050.14E

27 OCT 1986

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FORMAT FOR BRIEFING MEMORANDUM

CLASSIFICATION (If applicable)
(typed and stamped, as required)

Rank and Name
OP No. and Extension
Date of preparation

SUBJECT *

Title of subject memorandum (unclassified if possible)

HIGHLIGHTS *

- Should contain highlights of discussion below.
- Wording should be very brief, give ideas, need not be in complete sentences.

DISCUSSION *

- Might contain brief background of subject, problems, pros and cons, present status and outlook for future.

RECOMMENDATION *

- Should contain what approach should be; for example, discuss; do not discuss; do not initiate discussion but, if subject is broached, it is recommended that approach be along the lines as follows; etc. If recommendation concerns discussion of plans and policies that have not been approved by higher authority, where required, so state. In these cases, latest status regarding such approval must be given.

CLASSIFIED BY:
DECLASSIFY ON:

CLASSIFICATION

(Typed on 8 1/2" X 11" paper)

* The classification symbol [(U), (S), (TS)] should follow the paragraph title in the asterisk locations shown above. The symbol assigned reflects the highest classification of any material within the paragraph.