



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 5420.84C  
N83

30 June 1997

OPNAV INSTRUCTION 5420.84C

From: Chief of Naval Operations

Subj: CENTER FOR NAVAL ANALYSES (CNA) FIELD PROGRAM

Ref: (a) SECNAVINST 5223.1C  
(b) OPNAVINST 5510.IH  
(c) BUPERSINST 1750.10  
(d) DOD Joint Travel Regulations  
(e) OPNAVINST 11101.13J  
(f) OPNAVINST 1755.4 (NOTAL)  
(g) NAVMEDCOMINST 6320.3B

Encl: (1) Format for Semiannual Evaluation

1. Purpose. To prescribe policies and procedures for the assignment and effective use of CNA field representatives. This instruction is a substantial revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5420.84B.

3. Policy. By the authority of reference (a), the Chief of Naval Operations (CNO) assigns members of the professional staff of the CNA as field representatives to various Navy and joint commands for the purpose of providing operations analysis. The Director CINC Liaison Division (N83) is the CNO Product Area Manager (PAM) for the CNA field program and has control of the assignment of CNA field representatives to Navy and joint command billets. Responsibility for the day-to-day management of the CNA field program resides with CNA's Vice President and Director, Operating Forces Division.

4. Responsibilities

a. CNA field representatives are responsible for providing analytical support to the commander of the command to which they are assigned. This support may include evaluating operational capabilities, using resources optimally, analyses of field exercises and contingency operations, and developing and evaluating tactics. A collateral duty of the CNA field representative is to provide liaison between the host command and CNA Headquarters in mutual support of the efforts of both organizations. The final decision regarding the use of a CNA field representative rests with the commander of the command to which they are assigned.

b. Requests for CNA field representatives should be made to the Chief of Naval Operations (N83) with a copy to CNA. In addition, CNA headquarters professional staff members may be assigned, upon request, to provide temporary analytical support directly to Navy commands in areas such as planning, execution, reconstruction, and analysis of operations, tests and exercises.

c. Commands having CNA field representatives are responsible for the submission of semiannual evaluation reports to OPNAV (N83) as stipulated in paragraph 6.



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5. Procedures. Commands should use CNA field representatives under the following guidelines:

a. The highest priority shall be directed toward projects directly related to the command's mission.

b. The most suitable projects are those that depend on quantitative methods for assessment. The guiding principle is that projects should be responsive to command requirements. With oversight, commands should allow the CNA field representatives considerable latitude in their approach to specific projects.

c. Commands shall not employ CNA field representatives in routine administrative matters and staff work.

d. In the execution of assigned tasks, the CNA field representative must be able to observe appropriate operations and have access to all information pertaining to the projects.

e. CNA field representatives may provide support in obtaining, drafting, requesting, or evaluating third-party contracts issued by the government; however, at no time shall there be a conflict of interest in third party contracts. Affidavits of no conflict of interest shall be signed by CNA personnel before involvement in third party contracts. To ensure the propriety of CNA's participation in third-party contracts, all CNA field representatives will require advance approval of the CNA's Vice President and Director, Operating Forces Division. Additionally, CNA headquarters must approve in advance CNA field representative writings of any kind leading to a selection of a third party contractor.

f. CNA field representatives will document the results of their work to CNA by (1) research memoranda and (2) field memoranda. CNA will distribute these memoranda to the OPNAV product area manager. Distribution of research memoranda to other commands will be done in accordance with the authorized distribution list and for field memoranda upon request and only with the approval of the commander of the command to which the CNA analyst is assigned.

g. A command without a CNA field representative, or one needing help beyond the level of the assigned CNA representative, may submit a request for additional CNA assistance to the OPNAV PAM (N83), copy to: President, Center for Naval Analyses, (Attn: CNA Field Office).

6. Reporting. Commands with CNA field representatives shall submit a semiannual evaluation containing a brief, unclassified summary of the field representative's activities over the preceding 6 months and an assessment of the value of the analyst's contribution. The semiannual evaluation should also provide a validation for continuation of the billet for another year.

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The semiannual evaluation format is displayed in enclosure (1) and must be submitted to arrive in OPNAV (N83) by 1 Jun and 1 December. The command should forward this report to the CNO at the below address with a copy to CNA Field Office, 4401 Ford Avenue, Alexandria, VA 22302-1498.

Chief of Naval Operations  
OPNAV Product Area Manager  
CINC Liaison Division (N83), Rm. 4C652  
2000 Navy Pentagon  
Washington, DC 20350-2000

#### 7. Documents and Accountability

a. CNA routinely sends classified documents to the host command marked for the CNA field representative. Document control procedures are in accordance with reference (b), and, upon receipt, accountability for the documents becomes the command's responsibility.

b. Many of the documents sent to the CNA field representative are preliminary in nature and have not been approved for official dissemination by the appropriate research sponsor. Such "private" communication of work in progress is essential both to the representative's continued professional development and to ensure his/her best performance at the command. CNA will affix "Special Handling" cover sheets to emphasize that the receiving command should give these documents only to the CNA field representative. These specially annotated documents should not be distributed within the command without approval of the CNA field representative.

#### 8. Administration

a. Orders and Housing. Commands will consider CNA field representatives "civilian employees" as defined in reference (c). Orders for CNA field representatives will be in accordance with reference (d). Commands shall consider a CNA representative on Temporary Active Duty for a period of 9 consecutive months or more, eligible for Navy family housing on a rental basis under provisions of reference (e).

b. Billeting/Messing. The command should assign CNA field representatives a grade level organizational slot consistent with effective performance of assigned functions and responsibilities. The command should give consideration to providing the field representative with privileges accorded officer personnel of equivalent responsibility and rank, including shipboard messing and berthing accommodations when required. The CNA field representative should be outfitted with appropriate gear for deployments, and receive appropriate pre-deployment immunizations, shots, and training.

c. I.D. Cards. Commands may issue CNA field representatives Uniformed Services Identification and Privilege Cards (DD 1173-1) when assigned outside the Continental United States per the guidelines of reference (c). CNA field representatives and their dependents assigned to overseas commands are authorized use of commissary and exchange facilities and are also eligible for dependent education per reference (f) and medical support per reference (g), when required.

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d. Travel. The CNA representative may travel under authority of CNA or the command. When travel is directed by the command where the field representative is attached, reimbursement for travel is the responsibility of the command and will be in accordance with reference (d).

e. Leave. CNA field representatives are encouraged to take normal leave during field assignments with the concurrence of their command.

9. Action. Commands with assigned CNA field representatives shall:

a. Ensure projects undertaken are appropriate to the CNA field representative's responsibilities and are responsive to command requirements.

b. Ensure the CNA field representative is given the broadest possible access to operational, planning, and logistics information consistent with the representative's security clearance. Commands will initiate requests for additional clearance for the field representative when required for accomplishment of assigned tasks.

c. Encourage close coordination at the working level to ensure a full expression of command issues and concerns as well as valid data are made available to the CNA field representative.

d. Make full use of the assigned CNA field representative by encouraging participation in all stages of an operation, exercise, or project including early planning.

e. Transmit the results of CNA field representative studies when they merit consideration by other commands.

f. Ensure command compliance and accountability of classified CNA documents.

g. Provide authorized personnel support for the assigned CNA field representative and eligible dependents.

h. Provide semiannual evaluation in accordance with paragraph 6.

10. Report. The reporting requirements contained in this instruction are exempt from reports controlled in accordance with SECNAVINST 5214.2B.



JAY B. YAKELEY  
Director  
CINC Liaison Division

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## Copy to:

SNDL C25A (OPNAV Support Activity Detachment) (Ft. Richie, only)..

OPNAV (N09, N2, N3/N5, N4, N6, N7, N8, N83 (25 copies), N091, N093, N095, N096, N097, 25A)

CNA Field Office

SECNAV/OPNAV Directives Control Office  
 Washington Navy Yard, Bldg. 200  
 901 M Street, SE  
 Washington DC 20374-5074 (20 copies)

## Order from:

Naval Inventory Control Point  
 Cog "I" Material  
 700 Robbins Avenue  
 Philadelphia, PA 19111-5098  
 Stocked: (50 copies)

OPNAVINST 5420.84C  
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**CNA FIELD REPRESENTATIVE SEMIANNUAL EVALUATION**

Reporting Command:  
Name of CNA Field Representative:  
Reporting Period:  
Name/Rank of person signing evaluation

During period of report:

- Name the exercises, projects and other significant events that the CNA analyst participated in and in what capacity.
- Provide a brief qualitative evaluation of the CNA analyst's contribution, either overall with specific examples, or for each activity listed.
- Note any publications, reports, software programs, etc. produced by the CNA analyst for the activity listed.
- After each of the entries, evaluate the overall contribution of the CNA analyst on a scale of A=4 (outstanding in all, or nearly all, areas being evaluated), B=3 (solid performance across all areas being evaluated), C=2 (average performance in most areas with no major deficiencies), D=1 (deficient in one or more important areas) and E=0 (deficient in more than half of the activity being evaluated).

Evaluate the CNA analyst's overall contribution to the command in terms of the activities listed above, using the letter grade criteria. \_\_\_\_\_

Briefly validate the need and desire to continue the CNA analyst's billet for the next fiscal year.

Enclosure (1)