



DEPARTMENT OF THE NAVY

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

SECNAVINST 5430.60C

SAT

December 3, 2002

SECNAV INSTRUCTION 5430.60C

From: Secretary of the Navy

Subj: THE SECRETARY'S ACTION TEAM (SAT)

1. Purpose. To replace the Office of Program Appraisal with the Secretary's Action Team (SAT).
2. Cancellation. SECNAV Instruction 5430.60B.
3. Organization. The SAT reports to the Secretary of the Navy via his Senior Military Advisor. A senior Navy or Marine Corps officer will lead the SAT, consisting of a small group of military and civilian personnel.
4. Mission. The SAT will assist the Secretary of the Navy in developing and promoting his/her strategies, business, and enterprise themes and initiatives.
5. Functions. The SAT will:
 - a. Draft and coordinate the Secretary's message; ensure that it is reinforced with the Secretary of Defense (SECDEF), Congress, and the President; and find opportunities for the Secretary to deliver it, both at home and abroad.
 - b. Function as the Secretary's strategic planning group for strategy and policy analysis (e.g. Defense Planning Guidance, Annual Defense Report), including the Secretary's Strategic Summit deliberations.
 - c. Serve as the Secretary's liaison to the Senior Executive Council and other Office of the Secretary of Defense (OSD) forums on topical issues of interest, such as SECDEF's way ahead, metrics, and transformation.
 - d. Integrate White House Liaison Office (WHLO) activities with the SAT as appropriate (e.g. outreach proposals). All other existing WHLO functions will continue under the supervision of the SAT Director.
 - e. Assist in facilitating Secretariat and Service interrelationships.

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- f. Perform special studies, as assigned by the Secretary or his Senior Military Advisor.

Gordon R. England
Secretary of the Navy

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