



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

OPNAVINST 5450.219A  
N09BF  
25 July 2001

OPNAV INSTRUCTION 5450.219A

From: Chief of Naval Operations

Subj: MISSION AND FUNCTIONS OF FIELD SUPPORT ACTIVITY  
(FLDSUPPACT), WASHINGTON, DC

Ref: (a) OPNAVNOTE 5450 of 5 Sep 1986

Encl: (1) FLDSUPPACT Functions

1. Purpose. To update and publish the mission and functions of FLDSUPPACT under the mission established by reference (a).

2. Cancellation. OPNAVINST 5450.219.

3. Mission. To establish, maintain, and coordinate a system of financial management as a major claimant for assigned unified commands, Navy headquarters and activities; to initiate action in matters pertaining to the provision of funds, manpower, and facilities to assigned unified commands, Navy headquarters and activities; and to evaluate the utilization of such resources and initiate or recommend appropriate corrective action. FLDSUPPACT functions with supported programs and activities are listed in enclosure (1).

4. Status and Command Relationships. FLDSUPPACT is a management headquarters support activity in an active (fully operational) status under a Director. The Director is assigned additional duty as Assistant for Field Support (N09BF) within the Office of the Chief of Naval Operations (OPNAV).

a. Command

- 1 Chief of Naval Operations (CNO)
- 2 Director, Field Support Activity (FLDSUPPACT)

b. Area Coordinator: COMNAVDISTWASHDC

5. Commanded and Supported Activities. FLDSUPPACT is a tenant of COMNAVDISTWASHDC.

a. Commanded. Serves as the Immediate Superior in Command of Naval Support Activity, Mid-South, Millington, TN.

b. Supported. Appendix A to enclosure (1) denotes the activities and programs supported.

6. Action. In accomplishing the assigned mission, the Director, Field Support Activity shall ensure performance of the functions in enclosure (1). Send proposed changes to this instruction to the CNO (Director, Navy Staff (N09B)).

John G. Morgan, JR  
Rear Admiral, U.S. Navy  
Director, Navy Staff

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OPNAV (N09B; N09BF)

FUNCTIONS OF FIELD SUPPORT ACTIVITY

1. Financial Management

a. Reviews requirements submitted by activities assigned to the CNO Claimancy; determines appropriate funding levels; prepares, submits and defends all budgets (appropriated and non-appropriated funds) for assigned activities and programs.

b. Administers and suballocates (as necessary) all apportioned funds to assigned activities and programs.

c. Develops guidelines and criteria for the collection of financial data and prepares required financial reports and analyses.

d. Monitors adherence to legal and administrative limitations on the use of funds; reviews cases of violations or apparent violations; takes and/or directs remedial action as required.

e. Develops Program Objective Memorandum (POM) submissions for assigned activities and programs and defends the submissions during the Department of the Navy (DON) and Office of the Secretary of Defense (OSD) reviews.

2. Civilian Manpower Management

a. Reviews requirements submitted by activities assigned to the CNO Claimancy; determines appropriate civilian manpower levels; prepares, submits and defends all civilian manpower budgets for assigned activities.

b. Administers all civilian manpower authorizations to assigned activities.

c. Develops guidelines and criteria for the collection of civilian manpower data and prepares required reports and analyses.

d. Develops civilian manpower POM submissions for assigned activities and defends the submissions during the DON and OSD reviews.

3. Military Manpower Management

a. Coordinates, solicits and advocates military manpower requirements and authorizations for Active Duty and Reserve resources with resource sponsors, recommending program changes when necessary.

b. Reviews, consolidates and recommends funding based on established and justified mission requirements for activities assigned to the CNO Claimancy.

c. Maintains records of military manpower authorizations for assigned activities and coordinates directed changes with activities and cognizant OPNAV offices.

4. Installations Management

a. Provides Base Operations Support (BOS) infrastructure to activities assigned to the CNO Claimancy. Oversees Class I & II land and facilities ensuring their optimum use. Provides guidance and standards for BOS services, assesses installation management functions, quality of products, services, and readiness of assigned shore activities.

b. Supports resource planning, programming and budgeting for resources for BOS requirements. Prepares necessary budget exhibits and consolidates activity Annual Inspection Summary, Shore Base Readiness Report, Installation Readiness Report and Baseline Assessment Memorandums for submission. Assists with implementation of Integrated Warfare Architectures (IWAR), Installation Management Accounting Project (IMAP), and similar BOS assessment initiatives.

c. Prepares project requirements and priority submissions for the Military Construction, Demolition, Family Housing Construction, Non-Appropriated Funds Construction, Quality of Life Enhancement, Regional Planning, Energy, and Environmental programs. Justifies the programs throughout the budget review process.

d. Provides oversight, policy and guidance for:

(1) Compliance with Environmental executive orders, federal, state, and local laws, as well as Department of Defense and United States Navy instructions and directives.

(2) Public Works programs including Transportation, Facility Management, Utilities and Energy.

(3) Quality of Life programs including Family Housing, Bachelor Housing, Morale Welfare & Recreation, Fleet and Family Support, Child Development, and Food Service.

(4) Compliance with Occupational Safety and Health (OSH) executive orders, federal, state, and local laws, as well as Department of Defense and United States Navy instructions and directives.

(5) Force Protection, Anti-Terrorism, Physical Security, Law Enforcement, and Fire Protection programs.

e. Reviews and approves real estate transactions, including acquisition, transfer, disposal and lease. Manages and coordinates final disposition of inactivated real property inventory.

#### 5. Administrative Programs Management

a. Administers and/or coordinates the following programs as they apply to activities assigned to the CNO Claimancy:

- (1) Civilian Mobilization Manpower
- (2) Allocations/Requirements Plan (CIV-M-MARP);
- (3) Strategic Sourcing: Commercial Activities (CA) and Functionality Assessment (FA);
- (4) Government Travel Charge Card Program;
- (5) Government Purchase Card
- (6) Shore Manpower Requirements Determination (SMRD);
- (7) Practical Comptrollership Course (PCC) and Professional Military Comptroller School (PMCS), administers training quotas for assigned activities;
- (8) Activity Manpower Document (AMD)
- (9) Defense Property Accountability System (DPAS)
- (10) Standard Labor Data Collection and Distribution Application (SLDCADA)
- (11) International Cooperative Administrative Support Services (ICASS)
- (12) JCS Exercise/Commercial Ticket Program
- (13) Installation Management Accounting Project (IMAP)
- (14) Transportation Accounting Codes (TACs)
- (15) Defense Courier Service (DCS)
- (16) National Defense Sealift Fund (NDSF)

b. Administers and/or coordinates the following oversight programs as they apply to FLDSUPPACT and its subordinate activity the Naval Support Activity Mid-South, Millington, TN:

- (1) Management Control
- (2) Hotline
- (3) Command Inspection
- (4) Audit Liaison and Followup

#### 6. Other

a. Provides direction and guidance on matters of resource management.

b. Monitors the resource management policies and procedures of assigned activities.

c. Takes and/or recommends necessary action with respect to maintenance of data in the Future Years Defense Program (FYDP).

d. Administers the currently assigned programs listed in Appendix A to enclosure (1).

7. Additional Duties of Director, FLDSUPPACT. The Director, FLDSUPPACT:

a. Assigns FLDSUPPACT personnel to assist the Director, Navy Staff in the execution of N09B Resource Sponsor responsibilities

b. Assigns FLDSUPPACT personnel to assist the Vice Chief of Naval Operations via the Director, Navy Staff in fulfilling OPNAV Activity Budget responsibilities.

LIST OF ACTIVITIES, CENTRALLY MANAGED PROGRAMS  
AND ACTIVITY FUNDED CENTRALLY PAID PROGRAMS

1. <u>Activity</u>	Appropriation <sup>1</sup>		
	<u>OMN</u> <u>BA</u>	<u>MPN</u> <u>E/S</u>	<u>RPN</u> <u>E/S</u>
White House Staff, Washington, DC		X	
Defense Equal Opportunity Management Institute, Patrick AFB Base, FL		X	
Office of Naval Research, Arlington, VA	4		
OPNAV Departmental, Washington, DC <sup>2,3</sup>	1,4	X	X
Commander in Chief, Joint Forces Command, Norfolk, VA	1,4	X	X
Joint Forces Staff College, Norfolk, VA	3,4	X	
Commander in Chief, US Pacific Command, Honolulu, HI	1,4	X	X
Commander, Operational Test and Evaluation Force, Norfolk, VA	1	X	
Commander, US Naval Forces Central Command, Tampa, FL	1,4	X	X
Board of Inspection and Survey, Norfolk, VA	4	X	
Field Support Activity, Anacostia Annex, DC	4	X	
Naval Support Activity, Mid-South, Millington, TN	4	X	
Naval Center for Tactical Systems Interoperability, San Diego, CA	1	X	
Naval District Washington, Washington, DC	4	X	X
Naval Historical Center, Washington, DC <sup>3</sup>	4	X	X
Naval Legal Service Command, Washington, DC	3,4	X	X
Naval Postgraduate School, Monterey, CA	3,4	X	
Naval Space Command, Dahlgren, VA	1	X	X
Naval Safety Center, Norfolk, VA	4	X	X
Naval Strike and Air Warfare Center, Fallon, NV	1,4	X	X
NAVAL Support Facility Thurmont, MD	4	X	
Naval War College, Newport, RI <sup>3</sup>	3,4	X	X
OPNAV Support Activity, Washington, DC	4	X	X
US Naval Academy, Annapolis, MD	3,4	X	

<sup>1</sup> OPN used occasionally by any activity

<sup>2</sup> OMNR

<sup>3</sup> Defense Special Weapons Agency, Counter-threat Reduction (Revolving Fund)

LIST OF ACTIVITIES, CENTRALLY MANAGED PROGRAMS  
AND ACTIVITY FUNDED CENTRALLY PAID PROGRAMS

	Appropriation <sup>1</sup>		
	OMN <u>BA</u>	MPN <u>E/S</u>	RPN <u>E/S</u>
2. <u>Centrally Managed Program</u>			
Commander, Military Sealift Command, (Exercises and Sealift Programs) Washington, DC <sup>4</sup>	2		
DC Water and Sewage (Navy Usage Bill to Treasury Department)	4		
Defense Finance and Accounting Service (DFAS) Bill	4		
Educational Assistance Test Program	3		
International Cooperative Administrative Support (ICASS) to State Department	4		
Latin American Cooperation (OPNAV and various activities)	4		
Mass Transit Subsidy	4		
Navy Medical Travel	4		
NATO Travel Support	4		
Meteorology and Oceanographic Command, (BOSS and MRP at Stennis), Bay St. Louis, MS	1		
Overseas Banking	1		
Revolution in Business Affairs	4		
Unemployment Compensation (Navy-wide Bill payment to Department of Labor)	4		
Utilities Privatization	1, 3, 4		
Veterans Educational Assistance Program	3		
Vice President's Residence/Grounds Support	4		
3. <u>Activity Funded Centrally Paid Program</u>			
Closed Appropriations	1, 2, 3, 4		
Defense Courier Service	1, 3, 4		
Defense Property Accountability System (DPAS)	1, 3, 4		
Federal Employees Compensation Act (FECA)	1, 3, 4		
Navy Marine Corps Intranet	1, 3, 4		
Voluntary Separation Incentive Pay (VSIP)	1, 3, 4		

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<sup>4</sup> NDSF