



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

IN REPLY REFER TO
OPNAVINST 5450.171C
Op-09B2E
5 APR 1985

OPNAV INSTRUCTION 5450.171C

From: Chief of Naval Operations

Subj: RESPONSIBILITY FOR SHORE ACTIVITY MISSIONS, FUNCTIONS AND
TASKS, AND ORGANIZATION INSTRUCTIONS

Ref: (a) OPNAVINST 5450.169D (NOTAL)
(b) SHOROC Dictionary, OPNAV 5310 (1/85)
(c) OPNAVINST 4000.84

Encl: (1) Format for Mission, Functions and Tasks Instructions

1. Purpose. To assign responsibility for maintaining and publishing mission, functions and tasks statements, and organization instructions for shore activities. This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5450.171B.

3. Concept. Mission statements are based upon recommendations of responsible commanders, submitted under reference (a). They are concise, unclassified general statements of what the activity is to accomplish. They do not include functions or tasks. These are developed separately, keeping in mind that for purposes of this instruction:

a. Functions are requirements derived from the principal elements of an activity's mission; elements that differentiate one activity from another.

b. Tasks are requirements levied on an activity which are not directly derived from its mission but which are accomplished in connection with existing program policy directives or written tasking agreements. All tasking agreements must have chain of command approval and be in writing.

4. Shore Required Operational Capabilities (SHOROC)

a. SHOROC is a computer-based reporting system that uses a structured functional tasking vocabulary for listing and quantifying all functions of an activity, reference (b) refers. SHOROC is a sub-system of the Shore Manpower Document (SHMD) Program which, when fully implemented, will determine and document the manpower requirements necessary for each shore activity to perform the full range of approved functions and tasks.

b. SHOROC data is submitted by an activity via the chain of command. Information in the data base is used to generate SHOROC Report Number 1. To avoid duplicating its information, the SHOROC report may be cited as a reference in mission, functions and tasks instructions.

c. SHOROC Report #1 will be provided by the Navy Manpower Engineering Center (NAVMEC), Norfolk, VA, upon request.

5. Action

a. Echelon 2 shore activity commanders will:

(1) Submit in enclosure (1) format, their mission, functions and tasks statements for OPNAV sponsor approval. The OPNAV sponsor will publish the approved document as an OPNAV (5450 series) Instruction.

(2) Publish in enclosure (1) format, mission, functions and tasks statements for all shore activities under their command.

(3) Approve organization instructions for shore activities in their chain of command, standardizing directives for those activities having similar mission statements.

b. Other Echelon 2 commanders will:

(1) Publish in enclosure (1) format, mission, functions and tasks statements for all shore activities under their command.

(2) Approve organization instructions for shore activities in their chain of command, standardizing directives for those activities having similar mission statements.

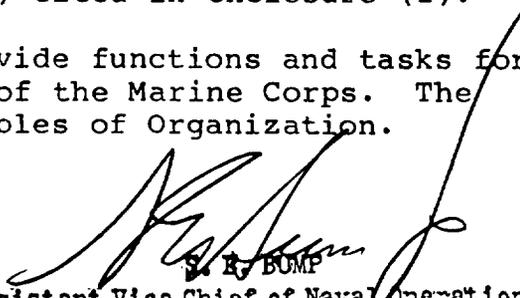
c. Echelon 2 commanders may delegate action to their subordinates.

d. Reference (c) is the governing directive for Inter/Intra Service Support Agreements (ISSA's) cited in enclosure (1).

e. The CNO (OP-009D) will provide functions and tasks for Marine Barracks to the Commandant of the Marine Corps. The Commandant will publish them as Tables of Organization.

Distribution
(See next page)

2


S. R. BUMP
Assistant Vice Chief of Naval Operations
Director of Naval Administration

5 APR 1985

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OPNAVINST 5450.171C

5 APR 1985

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Format for Mission, Functions and Tasks
Instructions

(COMMAND) INSTRUCTION 5450.

From: (Commander in chain of command)

Subj: MISSION, FUNCTIONS AND TASKS OF (Name of activity and Short Title)

Ref: (a) OPNAVNOTE 5450 Ser ____ of ____ (Authority for Activity's Current Mission Statement)
(b) SHOROC Report Number 1 for (Activity Short Title) (Optional) (If SHOROC Report No. 1 is referenced, its distribution must include all addressees on this instruction)

Encl: (1) Functions and Tasks of (Activity Short Title) (Enclosure is not used if SHOROC Report Number 1 is referenced)

1. Purpose. To publish the functions and tasks of (Activity Short Title) under the mission established by reference (a).

2. Cancellation. (COMMAND)INST 5450. ____

3. Mission. (Quote from reference (a)).

4. Status and Command Relationships. (Activity Short Title) is a shore activity in an active (fully operational) status under a (Commander; Commanding Officer; Officer in Charge). (Also describe here other relationships of a special, continuing nature including additional duty assignments.)

a. Command: (From SNDL CAT, Section 2)

Echelon

- 1 Chief of Naval Operations
- 2
- 3, etc

Enclosure (1)

5 APR 1985

b. Area Coordination:

Area Coordinator & Regional Coordinator
(From SNDL CAT, Section 3)

Local Coordinator, if designated

5. Commanded, Tenant, Supported and Supporting Activities and Detachments. (Optional) (Include Shore, Operating Forces, other DOD, Joint DOD, Non-Federal and International Organizations. For each activity show (1) applicable ISSA number, and (2) Scope of Support, i.e. concise statement, in general terms, of Major Support Services provided/received.)

- a. Immediate superior in command of:
- b. Hosts the following tenant activities:
- c. Supports the following:
- d. Receives support from:

6. Overseas Diplomacy. (Include the following in mission, functions and tasks instructions of overseas shore activities and other activities whose efforts directly affect overseas based personnel, or whose operations include interaction with foreign nationals.)

(Activity Short Title) serves as an effective instrument of U.S. Foreign Policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.

7. Terminology. (Optional) Defined for purposes of this instruction as follows:

- a.
- b. etc.

8. Functions and Tasks. (When referencing SHOROC Report Number 1, list here functions of a unique or specialized nature which are not definable in SHOROC terms. Also list SHOROC codes identifying tasks as defined in OPNAVINST 5450.171C).

9. Action. In accomplishing the assigned mission, the (Title of Official in Charge, and Name of Activity) will ensure performance of the functions and tasks in reference (b) (or enclosure (1)). Send recommended changes via the chain of command to (Title of Official Issuing this Directive).

Distribution:
(Activity)

Copy to:
Chain of Command
Regional Coordinator, Local Coordinator
OPNAV Resource Sponsor, OP-09B2E
SNDL C55E (NAVMECDET)
FJA10 (NAVMEC)
Others Needing Information

Enclosure (1)

*Functions and Tasks of
(Short Title of Activity)

(Format: Organize functions under mission areas shown in the SHOROC Dictionary: List tasks as defined in OPNAV Instruction 5450.171C separately: Begin statements with third person singular form of verb.)

Example:

1. Aircraft Maintenance
 - (1) Provides ...
etc.
2. Firefighting
 - (1) Coordinates ...
etc.
3. Tasks

*Enclosure is not used if SHOROC Report Number 1 is referenced.

Enclosure (1)