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

INCORPORATED CH-1
OF 8 JUN 83

X 15 JUN 84

IN REPLY REFER TO

OPNAVINST 5700.12B
Op-09B26

11 MAR 1981

OPNAV INSTRUCTION 5700.12B

From: Chief of Naval Operations

Subj: Coordination and clearance of Congressional notifications and public announcements concerning base closures and other actions having significant economic/personnel impact

Ref: (a) SECNAVINST 5700.9C (NOTAL)
(b) SECNAVINST 12351.5 (NOTAL)
(c) OPNAVINST 5450.169C (NOTAL)
(d) OPNAVINST 5430.48A (NOTAL)

1. Purpose. To implement the responsibilities of the Chief of Naval Operations assigned in references (a) and (b). (A)

2. Cancellation. OPNAVINST 5700.11A and OPNAVINST 5700.12A.

3. Background

a. Reference (a) prescribes policies and procedures for coordinating actions within the 50 states and Puerto Rico having significant economic or personnel impact on the geographic areas involved for which timely Congressional notification and public announcement should be made; designates the Chief of Naval Operations as coordinator for all actions related to Organizations under his command; provides that coordinators shall designate a sponsor for each proposed action; and defines responsibilities of coordinators and sponsors.

b. Reference (b) establishes procedures for the coordination, approval and implementation of civilian reduction-in-force actions. Reference (b) designates the Chief of Naval Operations as coordinator for subject actions and delegates to him the authority to approve reduction-in-force involving the involuntary separation of less than 50 civilian employees or less than 10 percent of the total civilian workforce at individual activities. Reference (b) permits redelegation of this authority. (R)

4. Assignment of Responsibilities. Addressees are redesignated sponsors for actions subject to the provisions of reference (a). In addition to responsibilities assigned to sponsors in reference (a), they shall:

a. Ensure that the fact and justification sheets and Congressional Notification Forms required by reference (a) are (R)

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completed. Sponsors located in the Washington, DC area shall include assessments of anticipated political (OLA) and community (CHINFO) reactions. OLA and CHINFO assessments will be obtained by the Chief of Naval Operations when sponsors are located outside the Washington, DC area.

b. Submit proposed actions to the Chief of Naval Operations (Op-09B) allowing at least 30 working days for OPNAV processing.

c. Ensure that proposed shore activity establishment, disestablishment or relocation actions covered by reference (a) conform to procedures in reference (c).

A) d. Ensure that proposed reduction-in-force actions covered by reference (a) conform to procedures in reference (b).

5. Activities in Foreign Countries. Although reference (a) is confined to the 50 states and Puerto Rico, addressees planning reductions of personnel, U.S. citizens or foreign nationals, in activities located in foreign countries will carefully review such actions in order to comply with any agreements that may exist with foreign countries concerning reduction-in-force. Addressees shall request CNO approval for all planned reductions when considered sensitive or when requiring government-to-government notification. Requests should include the specific information required by enclosure (1) to reference (a). The Chief of Naval Operations will obtain Department of State clearance.

A) 6. Reduction in Force (RIF) Delegation. Echelon 2 Commanders may approve proposed reductions which involve the involuntary separation of fewer than 50 civilian employees or less than 10% of the total civilian workforce (whichever is less) by organizations of the Department of the Navy under their command. Echelon 2 Commanders may redelegate, revoke and again redelegate reduction-in-force authority to their subordinate levels of command, as deemed appropriate. Commanders will submit all proposed reductions considered to have unusual sensitivity or high political interest, to the CNO (Op-09B26). CNO will submit such proposed reductions to ASN(MRA&L) for approval. Echelon 2 Commanders shall submit a report to CNO (Op-14) which will provide activity name, number of RIF actions approved, number of employees adversely affected by RIF, number of RIF separations, and impact of re delegation, at the end of each fiscal year.

A) 7. Duties and Responsibilities of OPNAV Sponsors. DCNO's and DMSO's are designated OPNAV Sponsors for actions subject to the provisions of this directive. OPNAV Sponsors for the mission effectiveness of shore activities will be responsible for:

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- a. Representation of assigned activities at the Washington level, as required.
- b. Matters pertaining to organization, mission, functions, tasks, and support.
- c. Determination and statement on behalf of the CNO of technical and management support which should be provided to shore activities by bureaus, offices, and commands.
- d. Review of Logistic Support Requirements Summaries.
- e. Ensuring that the Fact and Justification Sheets and Congressional Notification Forms are complete, concise and factual.
- f. Coordinating with OPNAV offices assigned functional responsibilities in reference (d) such as facilities, financial management, manpower, personnel administration, Naval Reserve, communications, security, management improvement, organization and command relationships. (A)
- g. Passing primary action to the office with the functional responsibility if such matters are principally of functional cognizance. The functional office will then coordinate with other affected OPNAV Sponsors.

8. OPNAV Coordination Responsibility

a. The Assistant Vice Chief of Naval Operations/Director of Naval Administration (AVCNO/DNA) (Op-09B) will coordinate and take appropriate actions for the Chief of Naval Operations on all proposed major changes submitted to CNO in accordance with the provisions of reference (a). Specifically the AVCNO/DNA will:

- (1) Validate that all information required by reference (a) is included in final proposal.
- (2) Ensure necessary OPNAV offices have staffed final proposed action.
- (3) Process proposed actions to higher authority, as required.
- (4) Notify sponsor activities of CNO approval, or other disposition, of request for major changes.

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9. Action. Addressees will institute procedures within their organizations to assure effective implementation of this instruction.

10. Report. Symbol OPNAV 5700-3 has been assigned to the reporting requirement contained in paragraph 6 and is approved for ~~two years~~, only from the date of this directive.

"FIVE YEARS"

CH-1
of 8 JUN 83
13 JUN 84


M. P. ALEXICH
~~Assistant~~ Vice Chief of Naval Operations
Director of Naval Administration

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