



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 5450.4D
SPAWAR 005
29 May 1987

SPAWAR INSTRUCTION 5450.4D

From: Commander, Space and Naval Warfare Systems Command

Subj: ESTABLISHMENT, DISESTABLISHMENT, OR MODIFICATION OF
SHORE ACTIVITIES AND DETACHMENTS OF THE SPACE AND NAVAL
WARFARE SYSTEMS COMMAND

Ref: (a) OPNAVINST 5450.169D
(b) OPNAVINST 5450.171C
(c) OPNAVINST 5400.24D

Encl: (1) Detachment Listing Format

1. Purpose. To provide policy and procedures for establishing, disestablishing, modifying, assigning responsibilities to, organizing, and recording shore activities and detachments of the Space and Naval Warfare Systems Command (SPAWAR).

2. Cancellation. NAVELEXINST 5450.4C.

3. Background. The Chief of Naval Operations (CNO), in carrying out the policy of the Secretary of the Navy (SECNAV), has established policies and procedures to maintain and control the size and structure of the Naval Shore Establishment. This instruction implements those policies and procedures.

4. Definitions

a. Shore Activity. A SECNAV established activity on shore with a prescribed mission.

b. Detachment. A physically distinct but functionally related and administratively dependent unit of a duly established naval activity, command, bureau, or office of the Department of the Navy. Its manpower is provided from existing authorized manpower resources of its parent activity. A detachment is not a separate shore activity.

c. Category 1 Detachment. A term used within SPAWAR to identify detachments requiring CNO approval as described in paragraph 5b below.

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d. Category 2 Detachment. A term used within SPAWAR to identify detachments requiring SPAWAR 00 approval. This includes permanent (anticipated to be required for more than six months) detachments located outside the National Capital Region (NCR), and all detachments located within the NCR regardless of size. NCR detachments are also subject to prior Secretary or Deputy Secretary of Defense approval and other restrictions as discussed in paragraph 11b of reference (a).

e. Mission. A concise, unclassified statement telling in general terms what is to be accomplished by the activity. An OPNAV Notice will publish the mission statement for each authorized shore activity. Mission statements should not cover specific functions and tasks, but must be inclusive enough for the logical development of such functions and tasks.

f. Functions. More detailed statements deriving from mission statements.

g. Training exemption. Persons located away from their parent activity solely for formal training purposes, including the Navy Scientist Training and Exchange Program (NSTEP), and personnel under the Navy Science Assistance Program (NSAP), are exempt from provisions of reference (a) and need not be established as detachments.

h. Physically distinct. More than fifty miles away from the parent activity, command, or office. All physically distinct organizational elements must be established as activities or detachments.

5. Discussion

a. Reference (a) promulgates procedures for obtaining approval for the establishment, disestablishment, or modification of shore activities. The CNO, acting as Executive Agent for SECNAV, reviews and submits to SECNAV, for approval, recommendations to establish, disestablish or make significant changes to previously assigned missions of shore activities. In addition, SECNAV has delegated to the CNO authority to approve changes in activity title, titles of officials in command, relocations and proposed mission changes that are minor in nature.

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b. Reference (a) also provides for CNO approval of recommendations to establish, disestablish, or modify detachments when:

(1) title of the official in command of the detachment is to be Officer in Charge;

(2) publication of the detachment mailing address in the SNDL CAT under List C (Detachments) is necessary; or

(3) personnel (civil service and/or military) permanently assigned to the detachment will exceed fifty on a continuing basis.

c. Reference (a) authorizes COMSPAWAR, along with other echelon 2 commanders, to approve the establishment, disestablishment, or modification of detachments when the conditions contained in paragraph 5b above do not exist. Approval authority may be further delegated. Reference (a) further requires that echelon 2 commanders maintain official listings of all detachments authorized under their cognizance.

d. Reference (b) assigns to COMSPAWAR and other echelon 2 commanders responsibility for:

(1) Promulgating mission, function, and task directives for each shore activity under their command.

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

e. The standard acronyms used to identify SPAWAR detachments include the name of the locality or geographic area of the detachment. When the parent organization is a SPAWAR HQ component, "SPAWARDET" is used to identify the detachment followed by the location (e.g. SPAWARDET Newport VA). When the parent organization is a field activity or a Research and Development (R&D) Center, the proper activity or Center acronym is followed by the location (e.g., NAVELEXENGCEDET Pensacola FL).

6. Policy. It is the policy of COMSPAWAR to establish and retain shore activities and detachments within SPAWAR only when absolutely needed to perform essential work that cannot be performed effectively or efficiently by existing organizations, either within the same geographical area or at a central location.

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7. Criteria. To implement COMSPAWAR policy the following rules will be applied:

a. Except when justified by unique geographical or functional conditions, separate detachments will not be established at locations less than fifty miles from their parent command/activity.

b. In the absence of compelling reasons to do otherwise, organizations with over 100 personnel will be established as shore activities and not as detachments.

c. Requests for listings in the SNDL will not normally be approved for detachments with less than ten personnel.

d. The title Officer in Charge will not be assigned to the top official of any detachment with fewer than ten personnel except in unusual circumstances.

e. SPAWAR shore activities or detachments will not be established in the NCR until all other possible locations have been examined and rejected and then only after approval of the Secretary or Deputy Secretary of Defense in accordance with reference (a).

8. Responsibilities. In accordance with the authority delegated by reference (a) and the guidelines of reference (b):

a. COMSPAWAR will:

(1) endorse all recommendations for the establishment, disestablishment, or modification of shore activities and Category 1 detachments;

(2) approve the establishment, disestablishment, or modification of Category 2 detachments;

(3) issue mission, function, and tasks instructions for assigned shore activities; and

(4) approve organization instructions for assigned shore activities.

b. The Director of Navy Laboratories (SPAWAR 005) will function as the Command focal point for shore structure matters concerning the R&D Centers and Center detachments.

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c. The Director, Management and Operations (SPAWAR 18) will function as the Command focal point for all shore structure matters concerning the Engineering Centers and Headquarters detachments.

9. Action.

a. SPAWAR shore activity Commanders/Commanding Officers will:

(1) Submit to the CNO, via COMSPAWAR, requests for the establishment, disestablishment, or modification of shore activities and Category 1 detachments in accordance with procedures set forth in reference (a). Fact and Justification (F&J) Sheets and Briefing Sheets in the format of enclosures (1) and (2) to reference (a), will be utilized.

(2) Submit to COMSPAWAR, requests for the establishment, disestablishment, or modification of Category 2 detachments. Provide F&J Sheets in the format of enclosure (1) to reference (a).

(3) Submit a staffing plan, by separate correspondence, to SPAWAR 005 or SPAWAR 18, concurrently with any requests to establish or modify detachments, indicating:

(a) the life expectancy of the detachment;

(b) the number and job title of personnel to be on board (full time permanent, temporary, etc.);

(c) the number of personnel to be on permanent change of station (PCS), including the job title of personnel hired from the local economy vice being transferred;

(d) the number of personnel to be on temporary additional duty (TAD); and

(e) the planned rotation dates of personnel on TAD.

(4) Review and approve, before submission, all requests to establish, disestablish or modify shore activities and detachments.

(5) Delay action to establish detachments pending authorization. Establishment of detachments without approval is prohibited. Precautions should be taken to ensure that commitments are not made to sponsors which obligate the field activity/R&D Center to establish detachments prior to COMSPAWAR approval.

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(6) Designate a person in charge for any detachment in excess of one person. That individual will be responsible for the administration of the detachment, including but not limited to, payroll, timekeeping, and performance evaluation.

b. The cognizant Command shore structure focal point (SPAWAR 005 or SPAWAR 18) will:

(1) Prepare endorsements recommending approval, disapproval or alternative courses of action for SPAWAR 00 signature on requests to establish, disestablish or modify shore activities and Category 1 detachments.

(2) Upon receipt of the CNO's decision on requests concerning shore activities and Category 1 detachments, prepare implementing SPAWAR guidance for SPAWAR 00 signature.

(3) Review Category 2 detachment establishment, disestablishment, or modification requests, and prepare correspondence for SPAWAR 00 signature to the originator, approving, disapproving, or recommending alternative action as appropriate.

(4) Review and approve staffing plans for detachments consistent with SPAWAR policy.

(5) Critically examine requests to establish new shore activities or detachments in the NCR and ensure that the requirements of paragraph 11 of reference (a) have been met.

(6) Prepare a SPAWAR Notice announcing the establishment and disestablishment of each detachment that is approved.

(7) Maintain management data on shore activities and detachments under their cognizance.

(8) In accordance with reference (c) establish procedures to keep Area Coordinators informed on establishment, disestablishment and modification of assigned shore activities and detachments in their geographic areas.

(9) Maintain a current consolidated list of SPAWAR detachments using the data elements in enclosure (1).

(10) Prepare for SPAWAR 00 signature, mission, function and task instructions for SPAWAR shore activities.

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(11) Maintain a complete and current file of mission, function and task instructions for SPAWAR shore activities.

(12) Review and approve requests for organizational changes to shore activities.

(13) In cooperation with SPAWAR 00G assure that implementation of detachment policy is reviewed and evaluated during command inspections conducted by the SPAWAR Inspector General.


GLENWOOD CLARK

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DETACHMENT LISTING

<u>CATEGORY</u>	<u>APPROVED SHORT TITLE & LOCATION (Paragraph 15e of ref. (a))</u>	<u>TITLE OF OFFICIAL</u>	<u>PARENT ACTIVITY</u>	<u>AREA COORDINATOR</u>	<u>PERSONNEL OFF</u>	<u>O/B ENL CIV</u>
2	NAVWPNCENDET Corona CA	Senior Engineer	NAVWPNCEN	CINCPACFLT	0	0 6 (FTP) 1 (TEMP)

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