



DEPARTMENT OF THE NAVY

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

SECNAVINST 5430.7N
AAUSN (SPD)
9 June 2005

SECNAV INSTRUCTION 5430.7N

From: Secretary of the Navy

Subj: ASSIGNMENT OF RESPONSIBILITIES AND AUTHORITIES IN THE
OFFICE OF THE SECRETARY OF THE NAVY

Ref: (a) U. S. Navy Regulations
(b) DODD 5100.1 of 1 Aug 02
(c) Title 10, U. S. Code
(d) Executive Order 12879 of 8 Nov 93
(e) SECNAVINST 5215.1D
(f) SECNAVINST 5430.57 series
(g) Title 40, U. S. Code
(h) Title 44, U. S. Code

1. Purpose. To assign Department-wide responsibilities for administration of the Department of the Navy (DON) to and among the Civilian Executive Assistants and Staff Assistants to the Secretary of the Navy (SECNAV). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAV Instructions 5430.7M, 5430.20D, 5430.26E, 5430.97, 5430.99, 5430.100, and 5740.27 are cancelled.

3. Organization.

a. Per reference (a), the DON is organized under the SECNAV and is composed of:

- (1) The Office of the SECNAV, which includes the Civilian Executive Assistants and the Staff Assistants;
- (2) The Office of the Chief of Naval Operations (CNO);
- (3) The Headquarters, United States Marine Corps (HQMC);
- (4) The entire operating forces;
- (5) All field activities; and
- (6) The Coast Guard when it is operating as a part of the Navy.

b. The Civilian Executive Assistants are:

- (1) The Under Secretary of the Navy;
- (2) The Assistant Secretary of the Navy (Financial Management and Comptroller);
- (3) The Assistant Secretary of the Navy (Installations and Environment);
- (4) The Assistant Secretary of the Navy (Manpower and Reserve Affairs);
- (5) The Assistant Secretary of the Navy (Research, Development and Acquisition); and
- (6) The General Counsel of the Navy.

c. The Staff Assistants are:

- (1) The Judge Advocate General;
- (2) The Naval Inspector General;
- (3) The Chief of Naval Research;
- (4) The Chief of Information;
- (5) The Chief of Legislative Affairs;
- (6) The Director, Office of Program Appraisal;
- (7) The Auditor General of the Navy; and
- (8) The DON Chief Information Officer.

4. Secretary of the Navy (SECNAV) Responsibilities. References (b) and (c) outline the responsibilities of the SECNAV to the Secretary of Defense and those responsibilities within the DON for its functioning and efficiency. Reference (c), as well as other applicable laws and regulations, identifies specific assignments of authority and responsibility. If the SECNAV dies, resigns, or is removed from office, reference (d),

augmented by applicable SECNAV instruction, determines succession.

5. Scope. Within the area of responsibility assigned in paragraph 7 below, each Civilian Executive Assistant is the principal civilian advisor and assistant to the SECNAV on the administration of the affairs of the DON. Each Staff Assistant is the principal advisor and assistant to the SECNAV, for their assigned duties, per paragraph 7 below. In carrying out these duties, the Civilian Executive Assistants and Staff Assistants support the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC), as prescribed in references (a) and (c) in the execution of their responsibilities.

a. CNO. The CNO is the principal Navy advisor and Navy executive to the SECNAV on the conduct of the Navy activities of the DON. The CNO performs duties under the authority, direction, and control of the SECNAV and is directly responsible to the SECNAV except as otherwise prescribed by law.

b. CMC. The CMC is the principal Marine Corps advisor and Marine Corps executive to the SECNAV on the conduct of Marine Corps activities of the DON. The CMC performs duties under the authority, direction, and control of the SECNAV and is directly responsible to the SECNAV except as otherwise prescribed by law.

c. Commandant of the Coast Guard. During times of war when the Coast Guard is operating as a part of the Navy, the Commandant of the Coast Guard reports to the CNO when reporting to the SECNAV.

6. Governance. The SECNAV assigns Department-wide responsibilities for areas essential to the efficient administration of the DON to and among the Civilian Executive Assistants and Staff Assistants. The SECNAV retains control of these and related policy matters, including the establishment of fundamental policies and the issuance of such orders and directives as are deemed necessary, per reference (e).

7. Responsibilities of Civilian Executive Assistants and Staff Assistants.

a. General Responsibilities. Civilian Executive Assistants and Staff Assistants are authorized and directed to act for

SECNAV within their assigned areas of responsibility and to supervise all functions and activities internal to their offices and assigned field activities, if any. They are ultimately responsible to the SECNAV for the use of resources and the operating efficiency of all activities under their supervision or command. Under the direction, authority, and control of the SECNAV, each Civilian Executive Assistant and Staff Assistant, within their assigned area of responsibility, will:

- (1) Perform the functions required or authorized by law;
- (2) Establish management policies, strategic direction, systems, procedures, standards, or make decisions that are necessary for effective administration in their respective areas of responsibility;
- (3) Review and evaluate actions regarding program development and execution;
- (4) Issue directives concerning matters over which they exercise command, control, or supervision after coordination with other Civilian Executive Assistants and Staff Assistants;
- (5) Recommend fundamental policies, orders, or directives for issuance by the SECNAV, in executing the responsibilities described in paragraph 4, which are considered necessary for the effective administration of the DON and beyond the scope of their individual responsibilities;
- (6) Organize and supervise the offices and organizations as assigned by the SECNAV;
- (7) Act as approving authority on behalf of the SECNAV in the Department of Defense (DOD) Directives Coordination (SD-106) Process; and
- (8) Perform other duties as assigned by the Secretary.

b. Civilian Executive Assistants.

(1) The Under Secretary of the Navy (UNSECNAV) is designated as the deputy and principal assistant to the SECNAV,