



DEPARTMENT OF THE NAVY
THE ASSISTANT SECRETARY OF THE NAVY
Research Development and Acquisition (20350-1000)
OFFICE OF THE CHIEF OF NAVAL OPERATIONS (20350-2000)
WASHINGTON, DC

OPNAV
4000
Ser N8/ 7U162072
19 Jul 07

ASN (RDA)

JUL 26 2007

JOINT MEMORANDUM

From: Assistant Secretary of the Navy (Research Development and Acquisition)
Deputy Chief of Naval Operations (Integration of Capabilities and Resources) (N8)

Subj: NAVY URGENT NEEDS PROCESS IMPLEMENTATION

Ref: (a) SECNAVINST 5000.2C of 19 Nov 04
(b) SECNAVNOTE 5000 of 08 Mar 07

Encl: (1) Navy Urgent Operational Need Form
(2) Urgent Need Processing Time Requirements

1. Purpose. This memorandum establishes the administrative process and timeline for immediate response to Navy urgent needs requests. An expeditious and well developed response to urgent needs requires close coordination between the requirements and acquisition communities. This memorandum defines the cooperative roles of the Chief of Naval Operations (CNO) and the Assistant Secretary of the Navy (Research, Development & Acquisition) (ASN (RD&A)) in identifying and processing Navy urgent needs requests. Enclosure (1) of this memorandum promulgates a standardized Urgent Operational Need (UON) form for submitting Navy urgent needs requests to CNO for processing.

2. Discussion

a. Navy commanders, in the course of conducting daily operations, may identify capability gaps or significant safety situations that require immediate materiel solutions. For capability needs impacting more than one service or agency, the Joint Urgent Operational Need (JUON) process and the Joint Rapid Acquisition Cell (JRAC) provide the mechanism for meeting joint urgent needs. Similarly, for certain special focus areas, such as countering Improvised Explosives Devices (IEDs), formal task forces and organizations such as the Joint IED Defeat Organization (JIEDDO) have been established. Department of Navy participates

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in these and other related programs, and will continue to use them to meet immediate warfighter needs.

b. Some urgently required capabilities do not apply to more than one service or agency, but are Navy-specific. For this circumstance, Navy has instituted rapid acquisition processes that streamline the dialogue between the requirements and acquisition communities to expedite technical, programmatic and financial solutions. Reference (a) established the Rapid Deployment Capability (RDC) process to provide rapid acquisition of Commercial Off the Shelf (COTS) or Non-Developmental Items (NDI) that deliver urgently needed capability. In cases where no COTS/NDI product exists, reference (b) established the Rapid Development and Deployment (RDD) process for rapid development, integration and testing of new prototype solutions. Additionally, reference (a) describes policies and procedures for pursuing a tailored program of record approach that can significantly streamline acquisition timelines. This memorandum augments acquisition policies of references (a) and (b) by adding an administrative process for expedited processing of Navy urgent needs requests.

3. Scope. This memorandum applies to Navy urgent needs requests; specifically Urgent Operational Need (UON) statements (see Enclosure 1) received from Navy Component Commanders; recommendations for rapid acquisition via the RDC process originated by the Chief of Naval Operations (CNO) Staff, and approved Joint Urgent Operational Need (JUON) statements assigned to Navy for action. This memorandum does not apply to Marine Corps Urgent Universal Need Statement (UUNS) or rapid acquisition requests originating within the Marine Corps.

4. Procedures

a. Navy urgent needs requests originate with identification of a gap in warfighting capability or a significant safety situation. Initiation of the process must be in response to newly discovered threat(s) or potential threat(s) and to prevent combat-related loss of life and/or mission failure; or to respond immediately to a significant and urgent safety situation. A rapid acquisition requirement can be generated in one of three ways:

(1) Urgent Operational Need. Navy activities may submit an UON, Enclosure (1), via their operational chain of command. All UON statements will be submitted via the applicable Navy Component Commander, and must be approved by a Flag Officer. Approved UON statements will be submitted to United States Fleet

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Forces Command (USFFC). All Navy UONs will be reviewed, and if possible, resolved by USFFC. Any UON that can not be resolved by USFFC will be forwarded to the Navy Urgent Needs Gatekeeper, CNO (N81D).

(2) CNO Staff Submission. Based on information from operational units, the CNO Staff may initiate the urgent needs process. For COTS/NDI solutions, an RDC request memorandum may be prepared in accordance with reference (a). RDC requests prepared by the CNO staff will have funding identified by the cognizant Resource Sponsor at time of submission. All CNO Staff-generated RDCs will be reviewed and endorsed by USFFC prior to submission to the Navy Urgent Needs Gatekeeper. For materiel solutions requiring further development, RDD requirements outlined in reference (b) will be used.

(3) Approved JUON. An approved JUON may be assigned to Navy for action. Approved JUONs will be forwarded to the Navy Urgent Needs Gatekeeper (CNO (N81D)) for assignment of further action.

b. CNO (N81D) will serve as the Navy Urgent Needs Gatekeeper. The Navy Urgent Needs Gatekeeper has the following responsibilities:

(1) Serve as the single point of receipt of urgent needs requests on the CNO Staff.

(2) Screen urgent needs requests for compliance with applicable instructions and policy. Requests that do not comply will be returned to the originator with rationale and/or recommendations to revise the request.

(3) Track rapid acquisition documents within the CNO Staff to ensure they are processed in accordance with time goals in Enclosure (2).

(4) Assign a Resource Sponsor to act as Rapid Action Team Lead.

(5) Forward CNO Staff-generated RDCs following USFFC review and endorsement to CNO (N8) for validation.

(6) Provide feedback to originating organization on the ultimate disposition of rapid acquisition request.

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c. The Navy Urgent Needs Gatekeeper will assign an Action Team Lead, normally the cognizant CNO Resource Sponsor. In coordination with ASN (RDA) Staff, the Team Lead will form a Rapid Action Team. Team membership may include representatives from:

(1) Naval Innovation Laboratory (NaIL)

(2) Appropriate Deputy Assistant Secretary of the Navy (Research, Development & Acquisition) (DASN(RD&A)). DASN(RD&A) representative will involve the appropriate Program Executive Office and Systems Command.

(3) USFFC, the originating Fleet Commander or Component Commander, Financial Management Board (FMB), and other organizations as necessary will assist the Action Team when requested by the Action Team Lead.

(4) Other organizations as determined necessary by the Action Team Lead.

d. Under leadership of the Action Team Lead, the Rapid Action Team:

(1) Provides further definition of the UON. In cases where the requirement statement is incomplete or not fully understood, the Rapid Action Team will work with the originating organization to fully define the requirement.

(2) Identifies potential materiel solutions. Drawing from Government and Industry sources, the Action Team will identify potential materiel solutions. Technology Maturity Level (TRL) of potential solutions will be assessed.

(3) Develops a cost estimate. The Rapid Action Team will develop cost estimates for procurement and life-cycle support of the potential materiel solutions.

(4) Recommends a rapid acquisition path. Depending on TRL and cost estimate of the proposed solution, the Rapid Action Team will recommend a RDC, RDD, a tailored program of record approach, or no rapid acquisition effort.

(5) Identifies funding for proposed solutions. The Rapid Action Team will recommend funding sources for potential materiel solutions and offsets that may be required.

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(6) In accordance with the recommended rapid acquisition path, prepares an RDC request memorandum in accordance with reference (a) or initiates the RDD process in accordance with reference (b).

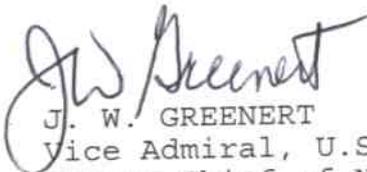
(7) Briefs CNO (N8) on proposed solution and recommended rapid acquisition path. Obtain CNO (N8) validation of an RDC request memorandum or RDD proposal as applicable.

5. Timelines. Enclosure (2) provides the flow diagram for the Navy urgent needs process and sets staffing timeline requirements. Achieving these timelines will require all action team members give priority to resolving the rapid acquisition request.

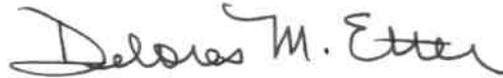
6. Points of Contact. Direct questions related to this memorandum to:

a. CNO (N81D) Associate Director, Assessments Division,
(703) 697-9173.

b. Chief of Staff (ASN(RD&A)), (703) 697-4928.



J. W. GREENERT
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Integration of Capabilities and
Resources) (N8)



DELORES M. ETTER
Assistant Secretary of the
Navy (Research, Development
& Acquisition)

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PEO(LMW), PEO(SHIPS), PEO(W), PEO(SUBS), PEO(T), PEO(W),
DRPM(SSP)

ENCLOSURE 1

URGENT OPERATIONAL NEED SUBMISSION FORMAT

This form may be accessed through the Internet from the USFFC home page -
[http:// WWW.FLEETFORCES.NAVY.SMIL.MIL/HQ/N8/N80/JCIDS](http://WWW.FLEETFORCES.NAVY.SMIL.MIL/HQ/N8/N80/JCIDS)

- Section 1 - Title and Tracking Number
- Section 2 - Priority
- Section 3 - Dates
- Section 4 - Operation and Mission
- Section 5 - Contact Information
- Section 6 - Threat Description
- Section 7 - Description of Need
- Section 8 - Capability Category
- Section 9 - Functionality
- Section 10 - Suggested Solution
- Section 11 - Basis of Issue Plan
- Section 12 - CONOPS
- Section 13 - Constraints
- Section 14 - Possible Alternatives
- Section 15 - Resource Trade offs
- Section 16 - History

Section 1 - Title and Tracking Number:

Title: _____

Tracking Number: _____

* Each submission is a stand alone document and will not be combined, except by USFFC or OPNAV.

Format: NCC-YDDD-XX

NAVY COMPONENT COMMANDER (NCC)

- COMUSNAVEUR
- NAVSOUTH
- COMUSNAVCENT
- COMUSPACFLT

Y: Last Digit of the Year of Submission

DDD: Julian Date of document submission

XX: Unique numerical identifier (01-07, first Navy Component Command UON for '07) used to identify each Navy Component Command UON submission

Section 2 – Certification of Priority:

Priority: _____

- Priority 1: Most pressing priority in theater; resources previously targeted to other urgent operational needs, but not committed, should be diverted to meet this need.
- Priority 2: Next most pressing priority in theater; resources previously targeted, but not committed to meet priority 3 urgent operational needs, should be diverted to meet this need.
- Priority 3: Pressing priority. Default priority for UONs lacking Navy Component Commander prioritization.

Section 3 – Dates:

Date Certified UON by Navy Component Commander: _____
Date Submitted: _____

Section 4 – Operation and Mission:

Operation Name: _____
Mission Name: _____
Mission Essential Task: _____

Section 5 – Contact Information:

Navy Component Commander Information

Name: _____ Phone: _____
Rank: _____ Email: _____
Org: _____

Originator/Submitter Information (required)

Name: _____ Phone: _____
Rank: _____ Email: _____
Org: _____

Alternate Point of Contact (required)

Name: _____ Phone: _____
Rank: _____ Email: _____
Org: _____

Authorization Information

Name: _____ Phone: _____
Rank: _____ Email: _____
Org: _____

Section 6 - Threat or Safety Situation Description:

Provide a brief description of new or potentially new threat or significant/urgent safety situation.

Section 7 - Description of Need:

Describe in detail needed capability and any impacts to mission accomplishment, survivability, threat tactics, personnel, training, logistics, communications, safety etc.

Section 8 - Capability Category:

Battlespace Awareness	<input type="checkbox"/>	Command & Control	<input type="checkbox"/>
Net-Centric	<input type="checkbox"/>	Force Application	<input type="checkbox"/>
Focused Logistics	<input type="checkbox"/>	Force Protection	<input type="checkbox"/>
Force Management	<input type="checkbox"/>	Joint Training	<input type="checkbox"/>

Section 9 – Mission and function:

Describe in detail what capability or functionality is needed to address the operational deficiency. Provide Fleet perspective for the role, function, primary operating environment, target effects, and environmental effects necessary to provide the capability.

Section 10 – Suggested Solution:

Describe any known potential solutions.

Section 11 – Basis of Issue Plan (BOIP):

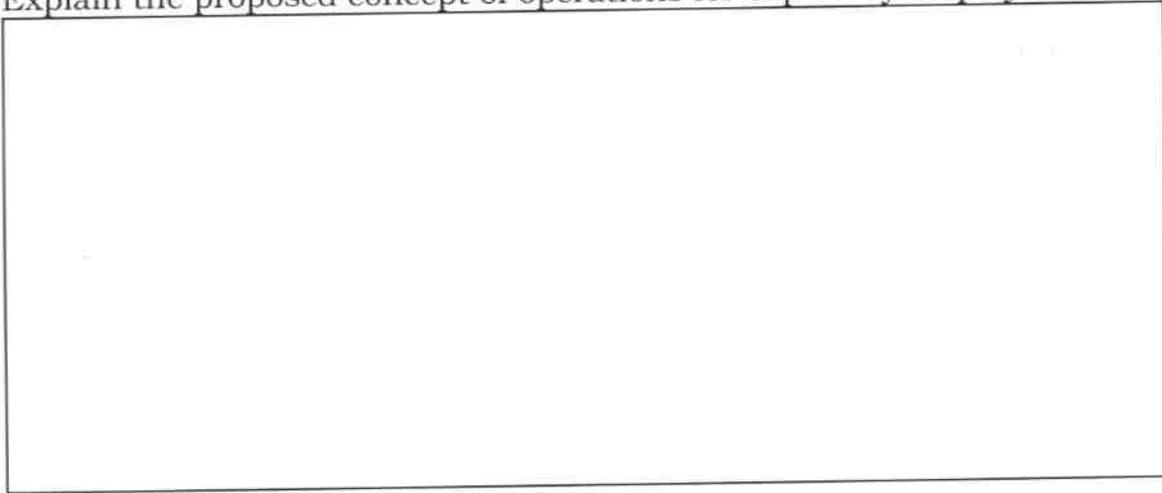
Describe planned distribution of needed item. This is broken down by item, quantity, time, organization, and unit.

Item	Quantity Needed	Date Needed	Organization	Receiving Unit

Total Quantity Needed: _____

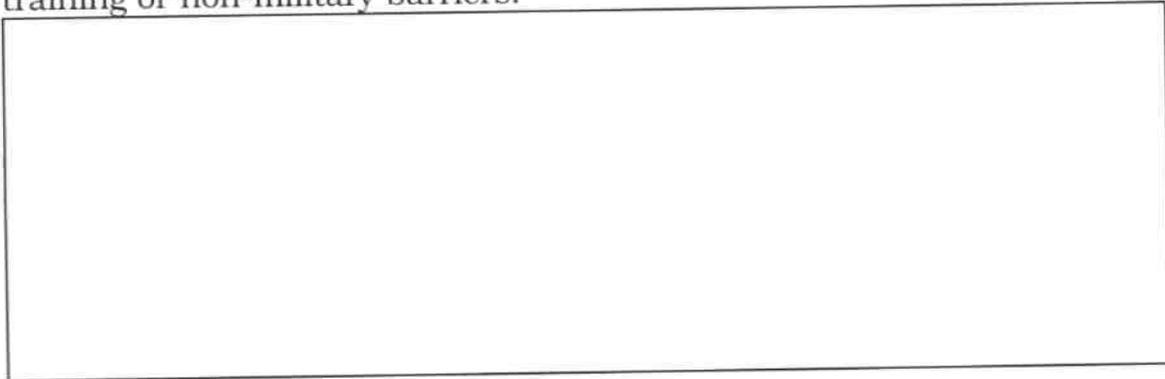
Section 12 - CONOPS:

Explain the proposed concept of operations for capability employment.



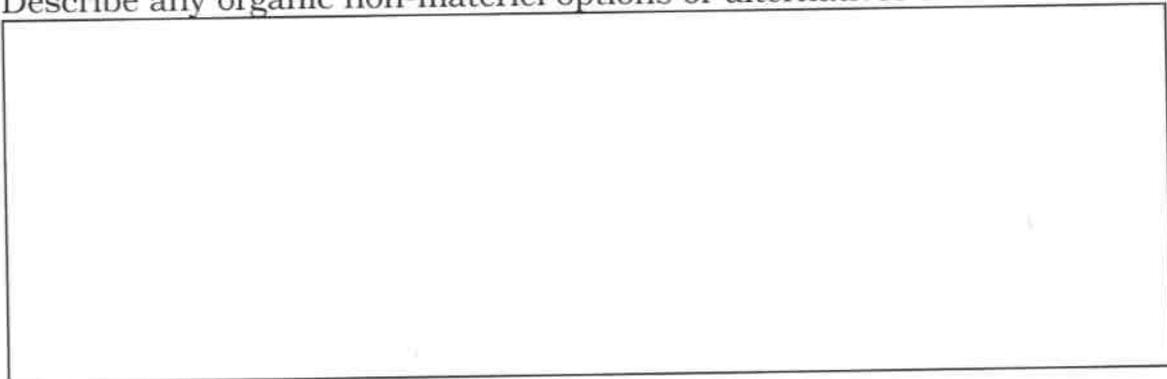
Section 13 - Constraints:

Identify any known constraints that could inhibit satisfying the need -- such as arms control treaties, logistics support, transportation, manpower, safety, training or non-military barriers.



Section 14 - Possible Alternatives:

Describe any organic non-materiel options or alternatives that were considered.



Section 15 – Resource Tradeoffs:

Identify any less urgent operational needs that could be deferred or down scoped to resource the requirement. Identify any organic resources able to provide desired capability.

Section 16 – History:

Provide a history of all actions taken on this need prior to submission as a UON.

Date	Action	Authority POC (name, rank, email, phone number)	Organization

Urgent Need Processing Time Requirements

Enclosure 2

