SECNAV INSTRUCTION 5420.194A

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY COMMITTEE MANAGEMENT PROGRAM

Ref: (a) DoD Instruction 5105.18 of 10 Jul 09
     (b) SECNAVINST 5420.60K

Encl: (1) Definitions
      (2) Establishment, Modification or Termination of a Department of the Navy Committee

1. Purpose. To implement reference (a) and update policy, procedures and responsibilities for the Department of the Navy (DON) Committee Management Program.

2. Cancellation. SECNAVINST 5420.194.

3. Scope. Guidance in this instruction pertains to all committees established within the DON, except for those covered by paragraph 2b of reference (a). For example, the guidance applicable to DON Federal Advisory Committees, created pursuant to the Federal Advisory Committee Act (5 U.S.C. App. §§ 1, et seq.), is contained in reference (b).

4. Definitions. Terms used in this instruction are defined in enclosure (1).

5. Policy

   a. Proper use of committees can provide benefits obtainable only through group deliberations and the consideration of a variety of opinions. Inappropriate use of committees, however, can waste time and resources and work to the detriment of the decision-making process. This instruction places restrictions on committees to ensure they are used only when they afford the most effective and appropriate means of accomplishing desired objectives. Therefore, DON committees shall be:
(1) Established only when their functions cannot be accomplished within the existing organizational structure;

(2) Used to perform such tasks as fact-finding, research, evaluation, studies, and reviews;

(3) Established only after appropriate approval (see paragraph 5 and enclosure (2)). When establishing committees, consideration shall be given to ensuring necessity, economy and efficiency of operations, execution within resource constraints, and balance in composition in terms of points of view represented; and,

(4) Disestablished when the purpose for which they were established has been served.

b. Policy contained herein shall not limit or restrict free exchange of information, advice, and ideas among representatives of DON or other federal agencies through ad hoc or occasional meetings or other means.

6. Responsibilities. The Department of the Navy/Assistant for Administration (DON/AA):

   a. Serves as approval authority for all committees sponsored by DON activities;

   b. Serves as the Department of Defense (DoD) Intergovernmental and Intragovernmental Committee Officer for DON. In this capacity, DON/AA or designee:

      (1) Issues procedures to establish, modify, or terminate DON committees (see enclosure (2)) and provides supplemental guidance as may be required to ensure efficient operation of committees;

      (2) Ensures compliance with committee ceiling limits established by the DoD Committee Management Officer (CMO). Exceptions to ceiling limits may be requested under unusual circumstances such as the need to respond to an externally driven statutory or Executive Order requirement;

      (3) Maintains a current listing of all DON committees; and,
(4) Reviews all DON committees at the end of each fiscal year to ensure they continue to serve a legitimate, continuing need and function, and reports results of this review to the DoD CMO prior to the end of each calendar year.

7. **Action.** Addressees will carry out policies and execute the responsibilities prescribed in this instruction.

8. **Records Management**

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

9. **Reports.** The reports required in paragraph 6b(4) are exempt from reports control by SECNAV M-5214.1, Part IV, paragraph 7K.

    [Signature]

    THOMAS B. MODLY
    Under Secretary of the Navy

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DEFINITIONS

1. Committee. A body of persons with a collective responsibility appointed to consider, investigate, advise, take action, and report on specific problems or subject areas. The term "committee" applies to any committee, board, commission, council, conference, panel, task force, integrated process team, or other similar group or any subgroup thereof that is composed of officials of the U.S. or a foreign government and is established by the direction of the DoD Component Head or designee. A "continuing" committee is established for an indefinite period of time with a general assignment. An "ad hoc" committee performs tasks within a certain period of time, usually six months or less. The term "committee" does not apply to internal staff meetings.

2. Categories of Committees
   a. Interagency Committee. Any committee composed wholly of representatives from two or more U.S. government agencies.
   b. International Committee. Any committee established by formal agreement between the U.S. and the government of another country or countries or by an international body in which the U.S. participates.
   c. DON Intra-Departmental Committee. Any committee composed wholly of full-time or part-time employees from within the DON.
   d. Joint DoD Committee. Any committee composed wholly of representatives from two or more DoD components.

3. Chairperson. The head of a committee.

4. Membership. Includes all those assigned to participate on a committee. Membership need not include voting privileges.

5. Sponsor. The activity responsible for the management of a committee. Normally, the sponsor is the activity to
which the committee reports.

6. **Intergovernmental and Intragovernmental Committee Officer.** The individual designated to manage and provide oversight of the DoD Intergovernmental and Intragovernmental Committee Program at the DON level. This official provides oversight of all agency committees sponsored by DON activities.
ESTABLISHMENT, MODIFICATION OR TERMINATION OF A DON COMMITTEE

1. Committees. Committees may be established only if they fall within the ceiling limit imposed by the DoD CMO.

2. Establishment. Proposals to establish a DON committee will include:

   a. A copy of the directive or correspondence pertinent to committee establishment and stated purpose of the committee;

   b. Category of committee, i.e., Interagency, International, Joint DoD or DON Intra-Departmental;

   c. Information pertaining to the size and organizational location of the proposed committee's secretariat and staff, an estimate of the work years required for performing staff services (professional and administrative support) and committee point of contact;

   d. Estimated annual costs for all committee travel, per diem, and other miscellaneous expenses;

   e. Related committees if the new committee is superior or subordinate to another committee;

   f. Membership specifics: Names, titles, and organizations of all committee members, including chairperson;

   g. Dates of all committee meetings planned during the next year;

   h. Projected committee expiration date; and,

   i. Approval authority DON/AA.

3. Modification. To revise a DON committee, submit recommended change(s) and rationale.

4. Termination. A request to terminate a DON committee will stipulate that committee objectives have been fulfilled or that the committee is no longer fulfilling its intended purpose.