



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

OCT 22 2001

MEMORANDUM FOR DISTRIBUTION

Subj: DRAFT SECNAVINST 5000.2C FORMAL COORDINATION

Encl: (1) ASN(RD&A)ABM 5000/Deskbook Working Group
(2) Formal Coordination Comment Form for Draft SECNAVINST 5000.2C
(3) Draft SECNAVINST 5000.2C of 17 Oct 01 (will be provided by e-mail)

With the revision of the DOD 5000 series, the last of which was DOD 5000.2-R of 10 Jun 01, there is a need to rewrite the DON requirements-acquisition instruction, SECNAVINST 5000.2B.

Draft SECNAVINST 5000.2C is similar to SECNAVINST 5000.2B in that it contains mandatory policy and procedures for the acquisition of weapons systems and information technology systems (just as the DOD 5000 series contains mandatory policy and procedures). All discretionary guidance and information that are in the DON Section (Discretionary) of the Defense Acquisition Deskbook (Reference Library) will be updated. This draft retains the integration of the Navy requirements generation process with the acquisition management process. The ASN(RD&A)ABM 5000/Deskbook Working Group, consisting of members from OPNAV, ASN(RD&A) staff, SYSCOMs, PEOs, NCCA, and DON CIO, developed and scrubbed three working drafts prior to the distribution of this draft for DON-wide formal coordination. Working Group members are listed in enclosure (1) for your information.

Please review the draft instruction and provide your line-out/line-in changes in the comment form of enclosure (2) by e-mail by close of business 21 Nov 01 to the Chairperson of the Working Group, Mr. Denis Catalano, catalanode@navsea.navy.mil, with copies to cottoncw@navsea.navy.mil and wendell.ridder@dsint.com. It is requested that consolidated changes be submitted by: CNO(N810) for OPNAV and COMOPTEVFOR; HQMC(ARDE) for the Marine Corps; NAVAIR (AIR 1.1) for NAVAIR and related NAVAIR PEOs; and NAVSEA (SEA 91Y) for NAVSEA, DRPM(SSP), and related NAVSEA PEOs. ASNs, DASNs, other offices, and organizations should submit your changes by e-mail direct to Mr. Catalano and the above "copy to" addressees. Mr. Catalano may be contacted by phone at (202) 781-0486 and fax (202) 781-4728. To expedite the review process, the draft instruction, enclosure (3), will be provided by e-mail by Mr. Catalano to your office point of contact. I plan to have the Working Group review a final draft before sending the instruction forward for signature.

M. F. Jaggard
Executive Director
Acquisition and Business Management

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Formal Coordination SECNAVINST 5000.2C (17 Oct 01 Draft)
Comment Form

Organization/Unit:

Date of Comment:

Name/POC:

POC Numbers (Voice, Fax, & Email):

ID Number of each Comment:

Instruction Reference #:

Category (mark one):

Major (showstopper-nonconcurrency): _____ **Significant:** _____ **Minor:** _____

Comment:

Rationale:

Procedures for Submitting Formal Coordination Comments on SECNAVINST 5000.2C (17 Oct 01 Draft)

1. Please use the foregoing form. This will expedite our process for reviewing recommended changes. Please provide us with an electronic version in Microsoft Word, Times New Roman, Font 12 format, of your comments/recommended changes.
2. Fill-in POC information one time, then copy page as necessary.
3. Please use the following format for commercial phone numbers: (999) 999-9999.
4. Uniquely number each comment/change with an ID number. Use your office symbol code, similar to below, to preface a three-digit serial number, starting with 001. For example: NAVSEA-001. This will enable us to accurately communicate with you and enable you to track your comments/changes.
5. Categorize your comment/change as major (showstopper-nonconcurrence), significant, or minor. A major comment is a showstopper issue that means your organization non-concurs with the instruction unless this change, or the essence of the change, is made or mutually resolved.
6. Please submit a separate form for each comment/change. If several changes to a section/paragraph are related, use one comment form. If a section/paragraph requires two or more non-related changes, make each suggested change a separate comment.
7. Please provide a rationale for your comment.
8. If a sentence or paragraph needs to be revised, provide the revised text. If you choose, you may copy and paste the original text to the "Comment" section of the form and then edit it to provide us your recommended change. Under "Tools" pull down menu, use "Track Changes" and "Highlight Changes" and under "Options" use "strikethrough" and color "green" to show deleted text, and use "underline" with color "red" to show added text. A vertical bar will appear in the margin where changes have been made. (You can even put a "strikethrough" button on the tool bar next to the default "bold" - "italics" - "underline" buttons -- **B I U**). Here's an example: ~~this text shall be deleted~~this text has been added.

Formal Coordination SECNAVINST 5000.2C (17 Oct 01 Draft)
Comment Form (Sample)

Organization/Unit: NAVSEA (SEA 91Y)

Date of Comment: 20 Oct 01

Name/POC: Tom Smith

POC Numbers (Voice, Fax, Email): Comm Ph # (+extn, if required): (703) 123-4567;
Fax #: (703) 123-1234; E-Mail: username@etc.mil

ID Number of each Comment: NAVSEA-001

Instruction Reference #: encl (4), page 2, para 2.2.1, first sentence

Category (mark one):

Major (showstopper-nonconcurrency): _____ **Significant:** _____ **Minor:** X

Comment: Change the text as shown:

In their role as user representative, Chief of Naval Operations (CNO)/ Commandant of the Marine Corps (CMC) shall identify, define, validate, and ~~prioritize~~prioritize mission requirements, program resources through the Planning, Programming and Budgeting System (PPBS), and coordinate the test and evaluation process.

Rationale:

Editorial