



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 5050.14F
N3/N5

DEC 20 2007

OPNAV INSTRUCTION 5050.14F

From: Chief of Naval Operations

Subj: BRIEFING MATERIAL INCIDENT TO SECRETARIAL, CNO, AND VCNO
TRAVEL AND TO CALLS MADE BY FOREIGN DIGNITARIES

Ref: (a) OPNAV Correspondence Writing Guide, 7 April 2006

1. Purpose. To issue detailed procedures and assign responsibilities for the preparation of briefing material for use by the Secretary of the Navy (SECNAV), Chief of Naval Operations (CNO), and Vice Chief of Naval Operations (VCNO) during official travel and calls made with foreign dignitaries. This instruction has been revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5050.14E.

3. Background. In preparation for these visits and calls, the following complete, timely, and accurate information is required:

a. Biographical data, including photographs if available, of selected individuals.

b. Purpose of trip/visit and itinerary (if applicable).

c. Issues scheduled to be discussed and other unresolved issues, which may be raised.

d. Scen setter from both the appropriate U.S. Embassy and applicable Component Commander.

e. Summary for applicable country personnel training status, technology transfer, and Foreign Military Sales (FMS) cases.

f. Future development plans.

The preparation of this briefing material requires continued and dedicated participation by various Navy commands in responding to non-routine and often time sensitive taskings.

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4. Responsibility. Responsibility for preparation of briefing books is assigned as follows:

<u>Official</u>	<u>Responsibility</u>
a. Secretary of the Navy	N3/N5
b. Chief of Naval Operations and Vice Chief of Naval Operations	N3/N5

5. Procedures. To provide the most informative and usable material in a timely fashion, the following procedures and guidelines must be adhered to:

a. The office of the officials above will notify the cognizant office of upcoming visits/travel as soon as practicable.

b. Materials provided in the briefing book will depend upon the nature of the visit. The office responsible for providing the briefing book will coordinate with the appropriate front office to determine the extent of the information that must be provided to the official.

c. Upon notification that read ahead material is required, the responsible branch will identify applicable commands to assist in the preparation of the material as required. The responsible branch will prepare and distribute a request for briefing material in order that the needs of the senior official will be met. This tasking request will furnish the designated coordinating commands with pertinent information regarding the purpose of the visit and the date the material is required. The tasking requesting briefing material are seldom all-inclusive, and the cognizant commands are expected to take the initiative and prepare material for those substantive issues not listed in the tasking.

d. In preparing briefing materials, action officers should keep in mind that these papers are used extensively by SECNAV, CNO, and VCNO to prepare themselves for discussions of problems, significant issues and other topics of substantial importance to the Navy. Recipients of the briefing material need limited updating on most issues; therefore, only essential points should be covered. The originator is normally in the best position to evaluate the extent of the information which should be provided and should prepare the material accordingly.

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e. Whenever a visiting dignitary is scheduled to call on Washington, DC area officials, the office scheduling the calls should establish if SECNAV, CNO, or VCNO are also being visited and contact CNO (N3/N5) to ensure continuity with material being provided to SECNAV, CNO or VCNO.

f. The briefing material will be prepared per the OPNAV Correspondence Writing Guide. They shall:

(1) Be carefully edited to ensure suitability for inclusion in the briefing book for senior officials.

(2) Be concise. Tabs should be used, where required, to preclude lengthy material.

(3) Set forth the complete noun identification, followed by the abbreviation or acronym in parentheses, in the first use of any but the most commonly abbreviated terms.

(4). Be delivered to the tasking office by the deadline indicated in the tasking request.

g. Each briefing paper must be reviewed by the branch director of the cognizant office before delivery. In conducting this review, the accuracy of the paper's content and its consistency with the latest policy guidance will be confirmed.

h. In those cases where the discussions will take place with officials of other agencies or foreign governments, the originator will ensure briefing material submitted reflect U.S. Government, DOD, or Joint Chiefs of Staff (JCS) approved positions, as appropriate.

6. Action. Addressees will follow the procedures set forth in this instruction in the preparation of subject briefing material.



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