



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 5450.219C
DNS-F
20 Dec 2011

OPNAV INSTRUCTION 5450.219C

From: Chief of Naval Operations

Subj: MISSION AND FUNCTION OF FIELD SUPPORT ACTIVITY,
WASHINGTON, DC

Encl: (1) Functions of Field Support Activity

1. Purpose. To update and publish the mission and functions of Field Support Activity (FLDSUPPACT) under the mission established by (cancelled) OPNAVNOTE 5450 Ser 09B22D/6U309873 of 5 September 1986.

2. Cancellation. OPNAVINST 5450.219B.

3. Mission. To establish, maintain, and provide a system of financial services as a budget submitting office (BSO)-principal administering office (PAO) for assigned combatant commands, Navy headquarters and activities; to initiate action in matters pertaining to the provision of funds and manpower and to evaluate the utilization of such resources and initiate or recommend appropriate corrective action. FLDSUPPACT functions in support of programs and activities are listed in enclosure (1).

4. Status and Command Relationships. FLDSUPPACT is a management headquarters support activity in an active (fully operational) status under a director. The director is assigned additional duty as Assistant for Field Support (DNS-F) within the Office of the Chief of Naval Operations (OPNAV).

a. Echelon

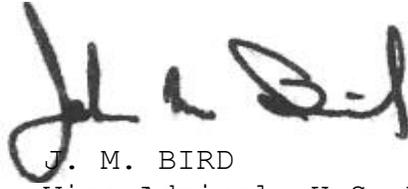
(1) Chief of Naval Operations (CNO).

(2) Director, FLDSUPPACT.

b. Area Coordination. Commandant, Naval District Washington, DC.

5. Action. In accomplishing the assigned mission, the Director, FLDSUPPACT, shall ensure performance of the functions in enclosure (1).

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



J. M. BIRD
Vice Admiral, U.S. Navy
Director, Navy Staff

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FUNCTIONS OF FIELD SUPPORT ACTIVITY

1. Financial Management

a. Reviews requirements submitted by activities assigned to the CNO BSO and PAO; determines appropriate funding levels; prepares, submits and defends all budgets (appropriated and non-appropriated funds), for assigned activities and programs.

b. Administers and sub-allocates (as necessary) all apportioned funds to assigned activities and programs.

c. Develops guidelines and criteria for the collection of financial data and prepares required financial reports and conducts analyses; prepares for auditability.

d. Executes appropriated and non-appropriated funds for assigned activities and programs including Navy centrally managed bills.

e. Monitors adherence to legal and administrative limitations on the use of funds; reviews cases of funds; reviews cases of violations or apparent violations; takes and or directs remedial action as required.

f. Develops program objective memorandum (POM) submissions for assigned activities and programs and defends the submissions during the Department of the Navy (DON) and Office of the Secretary of Defense (OSD) reviews.

2. Civilian Manpower Management

a. Reviews requirements submitted by activities assigned to the CNO BSO and PAO; determines appropriate civilian manpower levels; prepares, submits and defends all civilian manpower budgets assigned activities.

b. Administers all civilian manpower authorizations to assigned activities.

c. Develops guidelines and criteria for the collection of civilian manpower data and prepares required reports and analyses.

d. Develops civilian manpower POM submissions for assigned activities and defends the submissions during the DON and OSD reviews.

3. Military Manpower Management

a. Solicits, coordinates, and advocates military manpower requirements and authorizations for active duty and reserve resources with resource sponsors, recommending program changes when necessary.

b. Reviews, consolidates and recommends authorization on justified mission requirements for activities assigned to the CNO BSO and PAO.

c. Maintains records of military manpower authorizations for assigned activities and coordinates directed changes with activities and cognizant OPNAV offices.

4. Administrative Programs Management

a. Administers and or coordinates the following programs as they apply to activities assigned to the CNO BSO and PAO:

(1) Allocations and Requirements Plan

(2) Strategic Sourcing: Commercial Activities and Functionality Assessment

(3) Government Travel Charge Card Program

(4) Government Purchase Card

(5) Shore Manpower Requirements Determination

(6) Practical Comptrollership Course and Professional Military Comptroller School, administers training quotas for assigned activities

(7) Defense Property Accountability System (DPAS)

(8) International Cooperative Administrative Support Services (ICASS)

(9) Joint Chiefs of Staff Exercise and Commercial Ticket Program

(10) Transportation Accounting Codes

(11) Defense Courier Service (DCS)

(12) National Defense Sealift Fund (NDSF)

(13) Total Force Manpower Management System

(14) Medical Travel

(15) Unemployment Compensation

(16) Mass Transit Outside the National Capitol Region (ONCR)

b. Administers and or coordinates the following oversight programs as they apply to FLDSUPPACT:

(1) Activity Manpower Document

(2) Management Control

(3) Hotline

(4) Command Inspection

(5) Audit Liaison and Follow-up

5. Information Management and Information Technology Management

a. Manages the Navy Marine Corps Intranet (NMCI) Network Enterprise Tool (NET), at the BSO level, as the network lead. Maintains a relationship with direct reporting program manager (DRPM), NMCI and Space and Naval Warfare Systems Command NET program manager. Resolves NET issues as the BSO point of contact ensuring NMCI orders are properly built and administration of NET permissions.

b. Reviews and approves NMCI invoices as the contracting technical representative and comptroller, at the BSO level, for the NMCI ordering and invoice process utilizing NMCI's

eMarketplace accounting tool. Additionally, reports monthly financial status of NMCI budget to DRPM NMCI. As such, FLDSUPPACT administers all NMCI funds and services for assigned activities.

c. Acquire, implement and support information services and proven information technologies for activities assigned to the CNO BSO and PAO in order to achieve the business objectives of the organization.

d. Assess the requirements established for personnel regarding knowledge and skill in resource management and the adequacy of such requirements for facilitating the achievement of the performance goals established for information resources management and security according to the Clinger-Cohen Act, Office of Management and Budget Circular A-130, and the e-Government Act of 2002.

e. Certify the completeness and accuracy of the submitted information technology and business systems budget exhibits.

6. Additional Duties of Director, FLDSUPPACT

a. Assigns FLDSUPPACT personnel to assist the Director, Navy Staff (DNS) in the execution of DNS resource sponsor responsibilities.

b. Assigns FLDSUPPACT personnel to assist the Vice Chief of Naval Operations via the DNS in fulfilling OPNAV activity budget responsibilities.

APPENDIX A

LIST OF ACTIVITIES, CENTRALLY MANAGED PROGRAMS
AND CENTRALLY PAID PROGRAMS

1. <u>Activity</u>	Appropriation ¹		
	*OMN	MPN	RPN
	<u>BA</u>	<u>E/S</u>	<u>E/S</u>
White House Staff, Washington, DC		X	
Defense Equal Opportunity Management Institute, Patrick Air Force Base, FL		X	
OPNAV Departmental, Washington, DC ^{2,3}	1,4	X	X
Commander, U.S. Pacific Command, Honolulu, HI ³	1	X	X
Commander, Operational Test and Evaluation Force, Norfolk, VA	1	X	
FLDSUPPACT, Washington, DC 4 X			
Naval Historical and Heritage Command ³ Washington, DC	4	X	X
Naval Legal Service Command, Washington, DC	4	X	X
Naval Safety Center, Norfolk, VA	4	X	X
2. <u>Centrally Managed Program</u>			
Commander, Military Sealift Command, (Exercises and Sealift Programs) Washington, DC ⁴	2		
Defense Finance and Accounting Service Bill	4		
ICASS to State Department	4		
Latin American Cooperation (OPNAV and various activities)	4		
Mass Transit Subsidy (ONCR)	4		
Navy Medical Travel	4		
North Atlantic Treaty Organization Travel Support	4		
Overseas Banking	1		
Unemployment Compensation (Navywide bill payment to Department of Labor)	4		
National Archives and Records Administration	4		

¹ OPN used occasionally by any activity

² OMNR - Operations and Maintenance Navy Reserve

³ Defense Special Weapons Agency, Counter-threat Reduction
(Revolving Funding)

⁴ NDSF - National Defense Sealift Fund

	Appropriation ¹		
	OMN	MPN	RPN
3. <u>Activity Funded Centrally Paid Program</u>	<u>BA</u>	<u>E/S</u>	<u>E/S</u>
Closed Appropriations	1,2,3,4		
DCS	1,4		
DPAS	1,4		
NMCI	1,4		
Voluntary Separation Incentive Pay	1,4		

4. Special Appropriations

Disposal of Real Property
Lease Property Asset
Commercial Ticket Program
Professional Certification Program
Quality of Life
Counter Threat Reduction
Defense Emergency Response Fund

*OMN - Operations and Maintenance Navy
MPN - Military Personnel Navy
RPM - Reserve Personnel Navy
BA - Budget Activity
E/S - End Strength