



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

IN REPLY REFER TO

OPNAVINST 5000.52B

DNS-32

NOV 14 2006

OPNAV INSTRUCTION 5000.52B

From: Chief of Naval Operations

Subj: COMMAND EVALUATION PROGRAM

Ref: (a) SECNAVINST 5200.35D

1. Purpose. To revise the Command Evaluation (CE) Program and to ensure that an independent local assessment capability is available to each Commanding Officer (CO).
2. Cancellation. OPNAVINST 5000.52A
3. Background. Commanding Officers are directly accountable for the performance and mission effectiveness of their units and have a continuing requirement to assess the overall efficiency and integrity of all command functions. Particular focus must be on high risk areas susceptible to fraud, waste, abuse and mismanagement. The CE Program is one of many tools used to evaluate the effectiveness of internal controls, ensure the integrity of command programs, and identify potential material weaknesses. Significant issues identified during a command evaluation or those which cannot be resolved at the command level, should be considered for submission into the commands annual Managers' Internal Control Program Certification Statement. Further guidance regarding the proper reporting procedures for the certification statement can be found in reference (a).
4. Definitions:
 - a. Command Evaluation. An independent in-house assessment, designed to assist the CO in improving mission accomplishment, integrity of command and economical use of resources.
 - b. Internal Controls. The organization, policies, and procedures that help program and financial managers achieve results and safeguard the integrity of their programs.

c. Material Weaknesses. A reportable condition or combination of reportable conditions, which is significant enough to report to the next higher level. The determination is a management judgment as to whether a weakness is material.

d. Managers' Internal Control Program. The full scope of management responsibilities including the development of effective internal controls, the evaluation of internal controls and correction of control deficiencies, the use of effective follow-up procedures, and the documentation and reporting requirements.

5. Policy. A CE capability shall be maintained whether full or part time for the sole use of the CO. All policies and procedures (i.e., evaluation techniques, metrics, and reports) developed to support the program and the CE capability will be at the discretion of the CO. The CE function shall have independence to ensure impartiality.

6. Organization. CE provides COs with objective evaluations and reports, and as such must be independent from operational responsibilities and be able to cross organizational lines. To accomplish this, CE should be placed in a direct relationship to the CO. In cases where that placement is not practical, CE should be placed under the Executive Officer or Deputy Commander, but not subordinate to a functional manager, e.g., the comptroller or other department head.

7. Staffing. Implementation of the CE function requires competent, experienced personnel. The personnel may be assigned permanently or as an additional duty, depending upon the size of the command, complexity of operations and the types of reviews to be performed. While the actual staffing remains at the discretion of the CO, the following principles should be considered:

a. The head of the CE staff should be professionally qualified to manage the function and have knowledge of management control review techniques.

b. The qualifications, technical expertise and job classification of the evaluator should normally fit the mission of the activity.

c. Evaluators must maintain independence and objectivity in all review matters. In order to maintain impartiality, evaluators not assigned to the CE permanent staff should not conduct reviews in his/her own assigned area.

d. Any qualified military, Department of Defense civilian, or civilian contractor may be assigned by the CO as an evaluator. COs should not use contractors if there is potential for a compromise of sensitive information or processes, or allow for unfair advantages in the obtainment of government contracts. Potential contractors must be made aware that if a conflict of interest exists, the contractor will remove themselves from consideration as an evaluator.

8. Reports. To the extent permitted by higher authority, any resulting report is the property of the CO and is intended for his/her sole use. All written reports shall be signed by the person conducting the evaluation and be presented directly to the CO. Oral reports should be documented.

9. Responsibilities:

a. Director, Navy Staff (DNS) is responsible for CE in OPNAV and for providing policy and technical guidance to subordinate commands.

b. All COs and civilian activity heads are responsible for the CE function within their command or activity.



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