



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

OPNAVINST 5420.84D  
N81  
30 May 2012

OPNAV INSTRUCTION 5420.84D

From: Chief of Naval Operations

Subj: CENTER FOR NAVAL ANALYSES FIELD PROGRAM

Ref: (a) MCO 5223.3A  
(b) FAR 9-505.4(b)  
(c) OPNAVINST 5510.60M  
(d) DoD 4165.63-M, DoD Housing Management, of 28 October 2010  
(e) DoD Joint Travel Regulations  
(f) BUPERSINST 1750.10C  
(g) DoDEA Regulation 1342.13, Department of Defense Education Activity Regulation, of 20 September 2006

1. Purpose. To issue the policy and procedures for the assignment and effective use of the Center for Naval Analyses (CNA) field representatives.
2. Cancellation. OPNAVINST 5420.84C.
3. Policy. The Chief of Naval Operations (CNO) assigns field representatives to various Navy and joint commands for the purpose of providing operations analysis support. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) is the CNO Product Area Manager (PAM) for the CNA field program and manages the assignment of CNA field representatives to Navy billets in coordination with CNA's Vice President and Director, Operations Evaluation Group (OEG). Responsibility for the day-to-day management of the CNA field program resides with CNA's Vice-President. Assignment and management of the Marine Corps Field Analysts program is provided through reference (a).
4. Background. CNA is a Federally Funded Research and Development Center (FFRDC). FFRDCs enjoy special, strategic relationships with their Department of Defense (DoD) sponsors.

In the case of CNA, these special relationships include regular assignments to operational activities and frequent deployments with forward-deployed military forces in both peacetime and war.

## 5. Responsibilities

a. CNA field representatives are responsible for providing analytic support to the commanders to whom they are assigned. Support may include evaluating operational capabilities, using resources optimally, analyses of field exercises and contingency operations, and developing and evaluating tactics, techniques, and procedures. The CNA field representative shall also provide liaison between the host command and CNA headquarters. The final decision regarding the use of a CNA field representative rests with the commander.

b. Additional personnel from CNA's headquarters staff may augment the field program as necessary to provide temporary analytic support directly to Navy operating force commands in areas such as planning, execution, and reconstruction of contingencies and exercises. The provisions of this order also apply to these additional CNA staff members.

c. CNA field representatives may provide support in obtaining, drafting, requesting, or evaluating third-party contracts issued by the government per reference (b). To ensure the propriety of third-party information, and prior to involvement, the analyst shall execute a non-disclosure statement with copies that shall remain on file at CNA headquarters. All CNA field representatives will require advance approval of the CNA Vice President prior to performing work on third party contracts. Additionally, CNA headquarters must approve in advance CNA field representative writings of any kind leading to a selection of a third-party contractor.

d. CNA field representatives will normally deploy with their commands to provide analytical support for combat and other contingency operations.

e. Assignment and management of field representatives shall be guided by principles and priorities outlined in a memorandum of understanding (MOU) between CNA, COMUSFLTFORCOM, and Office of the Chief of Naval Operations (OPNAV) Director, Assessment

Division (N81). This MOU will be periodically reviewed and updated to reflect adjustments over time in priorities and guiding principles.

f. A command without a CNA field representative, or one needing help beyond the level of the assigned CNA representative, may submit a request for additional CNA assistance through the normal chain of command to COMUSFLTFORCOM, copy to CNA (Attention: Vice President and Director, OEG).

6. Action. Commands should use CNA field representatives under the following guidelines:

a. CNA field representative should be designated as a special staff member, ensuring the fullest access to all other staff members and information.

b. CNA field representatives shall not be employed in routine administrative matters and staff work.

c. The highest priority should be given to projects directly related to the command's mission. Projects should be responsive to command requirement and depend on quantitative methods for analysis. Commands should allow CNA field representatives considerable latitude in the analytical approach they apply to complete assigned projects.

d. CNA field representatives should be given the broadest possible access to operational, planning, and logistics information consistent with the representative's security clearance. Commands will initiate requests for additional clearances for the field representative when required for accomplishment of assigned tasks.

e. Authorized personnel support shall be provided for the assigned CNA field representative and eligible dependents.

7. Reporting. Commands with a CNA field representative shall submit an evaluation containing a brief, unclassified summary of the individual field representative's activities upon completion of the analyst's support and an OPNAV 5200/8 Center for Naval Analyses (CNA) Field Program Annual Review of the billet

activities over the preceding 12 months as a validation for continuation of the billet for another year. The analyst evaluation should arrive within 30 days of the completion of the period of performance while OPNAV 5200/8 must be submitted to arrive by 15 August. In the event that analyst period of performance and the annual evaluation coincide, concurrent evaluations may be submitted. Commands will send evaluations to the OPNAV (N81) copy concurrently sent to COMUSFLTFORCOM to the following addresses:

Director, Assessment Division (N81)  
Attn: Contracting Officer Representative (N811C)  
Rm. 4D453, 2000 Navy Pentagon  
Washington, DC 20350-2000

Commander, U.S. Fleet Forces Command  
Attn: Deputy Chief of Staff, N5/N8/N9  
Suite 250, 1562 Mitscher Ave.  
Norfolk, VA 23551

## 8. Documents and Accountability

a. CNA headquarters will routinely send classified documents to the command, marked for the CNA field representative. Document control procedures per reference (c) apply, and accountability for the documents becomes the command's responsibility.

b. Documents sent to CNA field representatives that are preliminary in nature and not approved for official dissemination shall be clearly marked as specifically intended for use by the CNA field representative. CNA headquarters will affix "Special Handling" cover sheets. The command shall not disseminate them without approval of the field representative.

c. CNA field representatives will report their results via field memoranda, distributed and controlled by the unit commander. Unless otherwise directed by the unit commander, CNA will only distribute field memoranda outside of CNA with the approval of the unit commander to whom the CNA analyst is assigned.

9. Administration

a. General Garrison, Exercise, and Deployment Support. The command should provide the field representative with privileges accorded officer personnel of equivalent responsibility and rank, including messing and berthing accommodations when required. Workspace and equipment commensurate with that provided other members of the commander's staff shall be provided. The unit commander shall ensure that CNA field representatives are provided with appropriate pre-deployment immunizations and training. The Navy command sponsoring the CNA field analyst or augmented personnel will provide assistance in obtaining any necessary orders, documents, visas, and clearances necessary to enter and exit the theater of operations for contingencies and exercises. The unit commander may designate CNA field representatives as mission essential for contingencies and is responsible for reporting the new status to the combatant commands to which they are assigned.

b. Orders and Housing. Commands will consider CNA field representative DoD-sponsored civilian personnel as defined in reference (d). Orders for CNA field representatives will be issued per reference (e). CNA field representatives are customarily assigned temporary assigned duty (TAD) orders. Commands shall consider a CNA field representative TAD to them for a period of 9 consecutive months or more eligible for Navy family housing on a rental basis under the provisions of reference (d).

c. I.D. Cards. Commands should ensure that CNA representatives are provided appropriate identification, such as common access cards, within the guidelines of reference (f). CNA field representatives and their dependents assigned to overseas commands and Hawaii are authorized use of commissary, exchange facilities and medical support per reference (f). They are also eligible for dependent education per reference (g). Commands may issue field representatives DD 1173 Uniformed Services Identification and Privilege Cards when assigned outside the continental United States per the guidelines of reference (f).

d. Travel. The CNA field representative may travel under the authority of either CNA or the command. The command is responsible for funding all of the field representative's

command-initiated travel. Funding for such travel will be provided to the Contracting Officer (Code 25), the Office of Naval Research, 875 North Randolph St, Arlington, VA 22203-1995 with a direct cite funding document prior to executing travel. Exceptions include the field representatives' annual return to Washington, DC for the field meetings and other travel initiated by CNA.

e. Leave. CNA field representatives are encouraged to take normal leave during field assignments with the concurrence of their commands.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

11. Forms and Reports Control

a. OPNAV 5200/8\_Center for Naval Analysis (CNA) Field Program Annual Review is available for download from Naval Forms OnLine at <http://navalforms.daps.dla.mil/web/public/home>.

b. The reporting requirement contained in this instruction are exempt from reports controlled per SECNAV Manual 5214.1 of December 2005.



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Rear Admiral, U.S. Navy  
Director, Assessments Division

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