



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

Canc frp: JAN 2014

OPNAVNOTE 5400
Ser DNS-33/13U102200
7 JAN 2013

OPNAV NOTICE 5400

From: Chief of Naval Operations

Subj: ESTABLISHMENT OF U.S. FLEET FORCES COMMAND FLEET HUMAN RESOURCES OFFICES, PORTMOUTH NAVAL SHIPYARD, PORTSMOUTH, NH; NORFOLK NAVAL SHIPYARD, PORTSMOUTH, VA; AND NORFOLK, VA

Ref: (a) OPNAVINST 5400.44A
(b) OPNAVNOTE 5400 Ser DNS-33/12U102150 of 1 Oct 2012
(Canc frp: DEC 2013)

1. Purpose. To implement Deputy Assistant Secretary of the Navy (Civilian Human Resources) approval to establish Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) fleet human resources offices (HROs) shore activities, per reference (a).

2. Background. This action responds to Department of the Navy Office of Civilian Human Resources announcement of a new approach to civilian human resources service delivery that has been approved by the Under Secretary of the Navy. The new policy has commands, such as COMUSFLTFORCOM, operating their own HROs, and this action establishes the COMUSFLTFORCOM HROs in Portsmouth, NH, Portsmouth, VA and Norfolk, VA.

3. Organizational Changes. Establish COMUSFLTFORCOM HRO shore commands effective immediately. The following applies:

a. Establishment

Director
Fleet Human Resources Office Portsmouth Naval Shipyard
BLDG 44
Portsmouth NH 03804-5000

(SNDL: FA41) (UIC: 41111)*
(PLA: FLEETHROPNSY PORTSMOUTH NH)

(Activity Code: 3445-100)

Director
Fleet Human Resources Office Norfolk Naval Shipyard
BLDG 65
Portsmouth VA 23709-5000

(SNDL: FA41) (UIC: 41112)
(PLA: FLEETHRONNSY PORTSMOUTH VA)
(Activity Code: 3445-200)

Director
Fleet Human Resources Office Norfolk
1262 West C ST
BLDG U-69
Norfolk VA 23511-2734

(SNDL: FA41) (UIC: 41113)
(PLA: FLEETHRO NORFOLK VA)
(Activity Code: 3445-300)

*(SNDL: Standard Navy Distribution List; UIC: Unit
Identification Code; PLA: Plain Language Address)

b. Mission. To ensure Navy has the right people in the right place at the right time to support the military mission so that Sailors and Marines can reign supreme and return in glory.

c. Area Coordination. Commander, Navy Installations Command

d. Regional Coordination. Commander, Navy Region Mid-Atlantic

e. Budget Submitting Office. COMUSFLTFORCOM

f. Office of the Chief of Naval Operations (OPNAV) Resource Sponsor. Deputy Chief of Naval Operations for Information Dominance (N2/N6)

g. Chain of Command

<u>Echelon</u>	<u>Command and Support</u>
1	Chief of Naval Operations
2	Commander, U.S. Fleet Forces Command (00060)
3	Director, Fleet Human Resources Office Portsmouth Naval Shipyard, Portsmouth, NH (41111)
3	Director, Fleet Human Resources Office Norfolk Naval Shipyard, Portsmouth, VA (41112)
3	Director, Fleet Human Resources Office Norfolk, Norfolk, VA (41113)

4. Action

a. COMUSFLTFORCOM will take appropriate action, consistent with reference (a), to establish subject shore activities and to issue a mission, functions, and task directive for the new shore activities within 90 days of such establishment. Distribution of those directives will include Director, Navy Staff, Organization and Management Branch (DNS-33).

b. Master Update Authority, Honolulu, HI will add the PLAs in the Central Directory Component effective immediately unless otherwise directed via official correspondence. Correspondence concerning the PLAs should be forwarded to Commander, Naval Network Warfare Command (COMNAVNETWARCOM) (Network Operations 321), Bldg 1265, Joint Expeditionary Base Little Creek Fort Story, Virginia Beach, VA 23459-5000 or by calling (757) 322-1149/1150. New commands should be activated on Navy Regional Enterprise Message System (NREMS). Information on NREMS can be obtained at <https://navalmessaging.nmci.navy.mil> or by contacting COMNAVNETWARCOM at numbers above.

c. DNS-33 will revise reference (b).

5. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

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6. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, whichever occurs first. The organization action will remain effective until changed by Director, Navy Staff.



H. M. CRANEY
Director of Management

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