



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

IN REPLY REFER TO

PR-05-04  
Ser N801Z  
21 NOV 2002

MEMORANDUM FOR DISTRIBUTION

Subj: PROCEDURES FOR SUBMITTING COMPONENT COMMANDER ISSUE PAPERS (CCIPS) AND UNIFIED COMBATANT COMMANDER EXECUTIVE AGENT ISSUE PAPERS (UCIP) FOR PR-05

Ref: (a) DODINST 7045.7  
(b) OSD (PA&E) memo of 4 October 2002: Submission of FY 2005-09 Integrated Priority List  
(c) DODDINST 5100.3

Encl: (1) Issue Paper Template

1. **Purpose:** To provide procedures for submission of Component Commander and Unified Combatant Commander Executive Agent issue papers for PR-05.
2. **Background:** Reference (a) established procedures for the Unified Combatant Commanders to communicate their program and budget requirements to the Department of Defense. The Office of the Secretary of Defense requires the Unified Combatant Commanders to submit Integrated Priority Lists (IPLs) per reference (b). Component Commanders support these IPLs by preparing Component Commander issue papers for OPNAV staff that provide programmatic level detail to support the IPL issues. The final PR-05 position is documented in the "Unified and Specified Command Annex" submitted to OSD. Reference (c) directs Executive Agent responsibilities in supporting Unified Commanders and their subordinate commands and activities.
3. **Overview:** For PR-05, Component Commander issue papers will be submitted addressing only Navy issues that are in the Unified Commanders IPLs starting on **18 December 2002** with a completion date of **10 January 2003**. Due dates have been shifted in an effort to realign IPL responses with requirements assessment processes within the Navy. Component Commanders will be given an opportunity after Presidents budget to make adjustments to issues. Additional guidance and due dates will be provided.

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Individual IPLs with several component parts will require a one for one association of issue papers to issues. For example, one C4I IPL issue addressing four independent Navy systems will require completion of four corresponding issue papers. All IPL issues with Navy identified as the primary or additional responsible agent will be addressed. Issues not recognized by the Component Commanders should be identified in a memorandum with a brief explanation of the rationale for a negative response. These memos will be posted by the Component Commanders on the classified website specified below.

Additionally, Unified Commanders, JFCOM and PACOM, (with Navy as the Executive Agent) will submit issue papers on programs that are not already covered in IPLs starting on **18 December 2002** with a completion date of **10 January 2003**. These papers will be limited to no more than 10 major issues. Again, an opportunity will be given to update these issues after Presidents Budget.

Reference (b) indicates that IPL topics should be issues that are not already addressed in the defense program and should be limited to critical issues that merit the Secretary's time and attention. As such, the CCIPs and UCIPs should be focused topics that address issues that were not considered or adequately resourced during POM-04.

N80 maintains a SIPRNET website as a forum for exchanging information during the Component Commander and Executive Agent issue assessment process. The web address is <http://classext2.cno.navy.smil.mil/quickplace/navyipl/main.nsf>. Accounts may be requested via classified email to Lynn Schug at [schug.lynn@cno.navy.smil.mil](mailto:schug.lynn@cno.navy.smil.mil). Include full name, code, phone number and SIPRNET address in the request. Throughout the PR-05 process the website will be used to disseminate additional instructions and procedures.

Component Commander and Unified Combatant Commander Executive Agents (JFCOM and PACOM) will be responsible for entering issues into classified WINPAT and to post backup issue papers on the SIPRNET website. Instructions and templates will be provided on the website.

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4. **Actions:**

a. **Component Commanders Responsibilities:**

(1) **Identification of POCs.** Identify the POCs responsible for coordinating issue paper submission, posting issue papers to the website and entering data into WINPAT. Information should include full name, office code, classified and unclassified email address, commercial and DSN phone number, and if the individual has an existing WINPAT account. Submit POC information to Schug.Lynn@hq.navy.mil **NLT Monday, 2 December 2002** to allow time to establish WINPAT accounts.

(2) **WINPAT Accounts.** POCs will be given access to a WINPAT account for issue entry. It is critical that WINPAT accounts be operational prior to the due date for submission of the issue papers. Any technical problems should be addressed immediately with N80.

(3) **Data Entry.** Component Commander data will be entered directly into WINPAT. The required data fields (PE, CLI, RS, FY, etc.) are available on the system and additional instructions for using WINPAT are posted on the SIPRNET website. Activity level data should be verified with the major claimant or budget submitting office. Component Commanders will identify the requirement above the baseline of BES (RAD I) and state the delta/shortfall. A simple example would be the need for \$125 for a program. If \$100 is funded then the delta/shortfall should be stated as \$25. Data templates that can be loaded directly into WINPAT are provided on the website under WINPAT/PBIS news. Data entry to WINPAT can be started **18 December 2002** with a completion date of **10 January 2003**. Issues will be updated in February/March based on Presidents Budget. Additional guidance will be issued to the IPL POC with procedures for updating issues.

(4) **Issue Papers.** Component Commander POCs will post issue papers to the SIPRNET website for use as reference and backup. Enclosure (1) provides the sample template for issue papers. Instructions for posting documents to the website will be provided to the individual POCs. Issue papers must be posted on SIPRNET website starting **18 December 2002** with a completion date of **10 January 2003**. Issues will be updated based on Presidents Budget and amended backup papers will be required.

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(5) Component Commander POCs will be the focal point for all IPL related interactions between the resource sponsors and N80. They may, throughout the process, be asked to provide updated information on issue papers, contact information or issue status.

**b. Unified Combatant Commander Executive Agent Responsibilities:**

(1) **Identification of POCs.** Identify the POCs responsible for coordinating Executive Agent issue paper submission, posting issue papers to the website and entering data into WINPAT. Information should include full name, office code, classified and unclassified email address, commercial and DSN phone number, and indicate if the individual has an existing WINPAT account. Submit POC information to Schug.Lynn@hq.navy.mil, **NLT Monday, 2 December 2002** to allow time to establish WINPAT accounts.

(2) **WINPAT Accounts.** POCs will be given access to the SIPRNET website and a WINPAT account for issue submission. Once individuals are identified, complete information on website access and data entry will be provided.

(3) **Data Entry.** Unified Combatant Commander POCs will enter data directly into WINPAT. The required data fields are available on the system and additional instructions for using WINPAT will be posted on the SIPRNET website. Data will be identified above the baseline of BES (RAD I). A simple example would be the need for \$125 for a program. If \$100 is funded then the delta/shortfall should be stated as \$25. Data entry to WINPAT can be started **18 December 2002** with a completion date of **10 January 2003**. Issues will be updated in February/March based on Presidents Budget. Additional guidance will be issued to the IPL POC with procedures for updating issues.

(4) **Issue Papers.** Unified Combatant Commanders POCs will post issue papers to the SIPRNET website for use as reference and backup. Enclosure (1) provides a sample format for issue papers. Instructions for posting documents to the website will be provided to the individual POCs. Issue papers must be posted on SIPRNET web page starting **18 December 2002** with a completion date of **10 January 2002**. Issues will be updated in February based on President Budget and amended backup papers will be required.

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(5) Unified Combatant Commander Executive Agent POCS will be the focal point for all interactions between the resource sponsors and N80. They may, throughout the process, be asked to provide updated information on issue papers, contact information or issue status.

c. **Resource Sponsors Responsibilities:**

(1) **Identification of POCs.** Identify primary and alternate POCs for both Component Commander issue papers and Unified Combatant Commander Executive Agent issue papers. Information should include the full name, office code, classified and unclassified email address, commercial and DSN phone number. Individuals identified must have an active WINPAT account. Submit POC information to Schug.Lynn@hq.navy.mil **NLT Monday, 2 December 2002.**

(2) **Verification of WINPAT Data.** Resource sponsors will assist Component Commanders and Unified Combatant Commander Executive Agents with identifying correct WINPAT data. This includes reviewing the final issue submission to reconcile any problems with data such as incorrect resource sponsor or data inconsistencies.

(3) **Tracking Throughout PR-05 Cycle.** Resource sponsor POCs will ensure all issue topics are adequately addressed during development of PR-05. Resource sponsor POCs will track Component Commander issues and Unified Combatant Commander Executive Agent issues in WINPAT throughout the POM cycle.

(4) **POM Submission.** Resource sponsor POCs will provide input throughout the process to formulate final language for inclusion in both the Unified and Specified Command Annex I POM and Service POM submissions to OSD. As in POM-04, resource sponsors will enter responses to the CCIPs and UCIPs directly into WINPAT. Instructions and due dates will be coordinated with the resource sponsor IPL point of contact.

(5) Resource sponsor IPL POCs will be the focal point for all IPL related interactions between the resource sponsors and N80. Throughout the process they may be asked to provide updated information on issues.

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d. **N80 responsibilities:**

(1) N80 will coordinate the establishment and maintenance of WINPAT accounts and will provide technical notes on issue submission.

(2) N80 will maintain a SIPRNET website to facilitate the exchange of information throughout the PR-05 cycle. Information will be posted for official use only and, in most cases, will be classified as secret and should be handled accordingly.

(3) Responses to Component Commander issue papers will be developed by N80 and provided via the Unified and Specified Command Annex (Tab I) to OSD. Feedback on Executive Agent issues papers will be provided to the Unified Combatant Commander in a similar format.



J. F. McCarthy, Jr.  
For Director  
Navy Programming Division (N80)

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Distribution:

A6 CMC (P&R, only)  
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CNO (N1, N2, N3/N5, N4, N6, N7, N70, N8, N81, N82, N83, N74,  
N75, N76, N77, N78, N79, N09B, N09N, N091, N931, N095,  
N096)

Copy to:

A1 Immediate Office of the Secretary (AAUSN, ASN(FMC),  
ASN(I&E), ASN(M&RA), ASN(RD&A) (PEOs & DRPMs)), GC, only)  
A2A Department of the Navy Staff Offices (OPA, ONR (Code 08),  
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A5 CHNAVPERS (Pers-02, Pers-7, only)  
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FE1 COMNAVSECGRU (Code N80, only)  
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FKA1G COMNAVSEASYSCOM (SEA-01, 0411G, 08H, only)  
FKA8F DIRSSP (Code 132, 163, only)  
FKQ6C SPAWARSYSCOM SAN DEIGO (Code D103, only)  
FS1 ONI  
V12 MCCDC  
CNO (N00A, N00K, N00N, N09A, N09BC, N09B2E2, N09N1, N120,  
N122, N20, N201, N34, N40AD, N51, N512A, N514, N6E, N70,  
N71, N80A, N80B, N81B, N811, N812, N813R, N801, N804,  
N821, N822, N76R, N763, N765, N769, N771, N772, N779,  
N78C, N78R, N78W, N780, N781, N782, N785, N789, N091M,  
N911, N931, N958, N960)

**CLASSIFICATION (IPL +Title = SECRET)**

**Section I**

<b>WINPAT Issue Number</b>	012367	<b>Date</b>	06 Dec 02	<b>Amend No.</b>	0
<b>Unified Command</b>	JFCOM				
<b>IPL Priority and Title</b>	1 - AT/FP				
<b>Comp/EA Priority and Title</b>	2 - Port Security				
<b>Resource Sponsor No.</b>	N78	<b>Major Claimant</b>	COMPACFLT		

**Section II: Issue**

Brief statement of the issue.

**Section III: Rationale/Explanation**

Brief explanation of the requirement. What does it do, why do we need it, what will happen if we don't get it. Limit explanations to one or two pages. Please define all acronyms that are community specific.

**Section IV: Component Commander IPL Point of Contact:**

Name  
Email  
Class  
Email  
Unclass  
Phone Com  
Phone DSN

**Section V: Issue Paper Subject Matter Representative**

Name  
Email  
Class  
Email  
Unclass  
Phone Com  
Phone DSN

**Section VI: Funding Data**

*This section is a text version of a spreadsheet. The next page includes an imbedded spreadsheet. Either format can be used for Section VI. The document will need to be in View/Print Layout to see the Excel spreadsheet.*

**All data should be portrayed in thousands (\$T)**

APPN	\$	\$	\$	\$	\$	Q	Q	Q	Q	Q
	FY05	FY06	FY07	FY08	FY09	FY05	FY06	FY07	FY08	FY09
MPN-ON						10	10	10	10	10
MPN-EN						12	12	12	12	12
CIVPERS	251	252	253	254	255	2	2	2	2	2
OMN	1806	1807	1808	1809	1810					
<b>Total</b>	2057	2059	2061							

APPN	\$	\$	\$	\$	\$	Q	Q	Q	Q	Q
	FY05	FY06	FY07	FY08	FY09	FY05	FY06	FY07	FY08	FY09
MPN-ON						7	7	7	7	7
MPN-EN						2	2	2	2	2
CIVPERS	101	102	103	104	105	2	2	2	2	2
OMN	1002	1003	1004	1005	1006					
<b>Total</b>	1103	1105	1107	1109	1111	11	11	11	11	11

APPN	\$	\$	\$	\$	\$	Q	Q	Q	Q	Q
	FY05	FY06	FY07	FY08	FY09	FY05	FY06	FY07	FY08	FY09
MPN-ON	0	0	0	0	0	3	3	3	3	3
MPN-EN	0	0	0	0	0	10	10	10	10	10
CIVPERS	150	150	150	150	150	0	0	0	0	0
OMN	804	804	804	804	804	0	0	0	0	0
<b>Total</b>	954	954	954	954	954	13	13	13	13	13

<b>PR-05 Requirement (\$T)</b>										
<b>APPN</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>
	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>
MPN-ON						10	10	10	10	10
MPN-EN						12	12	12	12	12
CIVPERS	251	252	253	254	255	2	2	2	2	2
OMN	1806	1807	1808	1809	1810					
<b>Total</b>	<b>2057</b>	<b>2059</b>	<b>2061</b>	<b>2063</b>	<b>2065</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

<b>PR-05 Funded (BES) (\$T)</b>										
<b>APPN</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>
	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>
MPN-ON						7	7	7	7	7
MPN-EN						2	2	2	2	2
CIVPERS	101	102	103	104	105	2	2	2	2	2
OMN	1002	1003	1004	1005	1006					
<b>Total</b>	<b>1103</b>	<b>1105</b>	<b>1107</b>	<b>1109</b>	<b>1111</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

<b>PR-05 Delta/Shortfall (\$T)</b>										
<b>APPN</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>
	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>
MPN-ON	0	0	0	0	0	3	3	3	3	3
MPN-EN	0	0	0	0	0	10	10	10	10	10
CIVPERS	150	150	150	150	150	0	0	0	0	0
OMN	804	804	804	804	804	0	0	0	0	0
<b>Total</b>	<b>954</b>	<b>954</b>	<b>954</b>	<b>954</b>	<b>954</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>