



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5420.9A
N9

COMSC INSTRUCTION 5420.9A

Subj: MILITARY SEALIFT COMMAND COUNCIL

1. Purpose. To establish a Military Sealift Command (MSC) Council that provides oversight for significant Command level organizational, operational and business matters, and the MSC transformation process. The Council will provide the guidance and direction necessary for MSC to meet its mission, realize its long-term vision, and resolve strategic transactional matters of significant importance to the Command.
2. Cancellation. COMSCINST 5420.9
3. Background. Some strategic and transactional decisions made within MSC on organizational, operational, and business matters, have long-term fundamental impact on the Command. Therefore, it is mandatory that such decisions be based on careful analysis and properly consider the overall effect on the Command's mission and vision. Such decisions must also consider overarching DOD, Navy, USTRANSCOM and MSC policies. To accomplish this goal it is necessary to have a forum composed of senior Command leadership to review such matters and provide guidance and direction. In addition, the MSC transformation process requires the close and continuous attention of MSC senior leadership to ensure optimal organizational alignment, prudent allocation of command resources, and proper consideration of risk management to ensure that this desired organizational output is achieved. Organizational output will be measured by performance for our customers; our overall impact on Navy and USTRANSCOM missions; our reputation within DOD and the maritime industry; and our ability to maintain high output levels for an extended period of time. The MSC Council identifies strategic organizational issues; facilitates, develops and decides on a strategy to address these issues; and provides guidance in making decisions and prioritizing actions. The Council also serves to catalyze development, facilitates, develops and decides on a strategy to address these issues; and provides guidance in making decisions and prioritizing actions. The Council also serves to catalyze development, facilitate interaction, and integrate strategic plans and processes among strategic direction, ensure customer; stakeholder involvement, and allow the senior leaders to focus efforts to achieve Command objectives.
4. Membership. The core MSC Council is comprised of the Commander, Vice Commander, Executive Director, PM1, PM2, PM3, PM5, N2, N8, and N9. The Chief of Staff will attend all meetings and will document and track all action items and decisions.

5. Responsibilities

a. Provide guidance or make decisions on major Command initiatives and transactional matters that have significant resource, readiness, risk or policy implications.

b. Review and approve the annual budget and POM submission.

c. Review and approve all investment in information technology exceeding \$250,000.

d. Establish the methods by which the output indicators will be measured.

e. Identify the critical inputs that influence the output indicators, and set parameters to achieve desired outputs.

f. Assign responsibility to appropriate staff elements to manage the critical inputs.

g. Direct appropriate organizational, personnel, process, technological, or other changes to influence critical inputs. Analyze the results of the directed change and direct further adjustments as necessary.

h. Review and approve all command-wide policy proposals.

i. Review and approve the bi-annual MSC Corporate Plan.

j. Establish, as required, task forces, teams or working group to assist the Council in the performance of its responsibilities

6. Meetings

a. Schedule. The MSC Council will initially meet bi-weekly.

b. Agenda. Proposed agenda items shall be provided to N9 at least two weeks in advance of scheduled meetings. N9 will publish an agenda and provide appropriate background material to council members one week prior to each meeting.

c. Minutes. The Chief of staff will produce a meeting summary within three days of each meeting; and will monitor

progress of assigned action items, providing and update to the Council at each meeting.

/s/
D. L. BREWER III

Distribution:
COMSCINST 5215.5
List I (Case A, B, C)

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