

COMOMAGINST 5400.1J  
N00  
12 Jul 02

COMOMAG INSTRUCTION 5400.1J

Subj: MOBILE MINE ASSEMBLY GROUP ORGANIZATION MANUAL

Ref: (a) COMINWARCOMINST 5450.2J  
(b) OPNAVINST 3120.32C  
(c) COMOMAGINST 5040.1M

Encl: (1) Organization Manual

1. Purpose. To promulgate the Mobile Mine Assembly Group Organization. This version constitutes a major revision that should be read in its entirety.

2. Cancellation. COMOMAGINST 5400.1H.

3. Scope

a. This manual outlines the basic organization of Mobile Mine Assembly Group (MOMAG) established by reference (a). Reference (a) describes the responsibility and authority of the Commander (COMOMAG) and subordinate officers of the command. The functional guides are based on the chains of command per reference (b).

b. This manual shall not be construed as contravening or superseding U.S. Navy Regulations or other directives of the Navy Department.

4. Objectives

a. To outline, by means of organizational chart (Appendix A) and functional guides the basic structural organization of the COMOMAG staff and MOMAG subordinate commands with the administrative and operational chain of command.

b. To clearly define and explicitly assign responsibility, limits of authority and organizational structure.

5. Mission. To maintain the U.S. Navy stockpile of sea mines in the highest standards of mine material readiness and, when directed by the appropriate war plan execution authority, assemble and complete the final preparation of Service Mines in support of mining operations per the general war plans, contingency plans and peacetime training plans of Commander-in-Chief, U.S. Atlantic Fleet (CINCLANTFLT), Commander-in-Chief, U.S. Pacific Fleet (CINCPACFLT), Commander-in-Chief, U.S. Naval Forces Europe (CINCUSNAVEUR) and Commander, Naval Central

COMOMAGINST 5400.1J  
12 Jul 02

Command (COMNAVCENTCOM). Provide and maintain the readiness of Mine Warfare Exercise and Training (ET) mines and Mine Countermeasures Training Targets (MCMTT) as directed by Commander, Mine Warfare Command.

6. Location. Mobile Mine Assembly Group is located at Building 36, Naval Air Station Corpus Christi, Texas.

7. The command's official mailing address is:

Commander  
Mobile Mine Assembly Group  
275 Fifth Street SE  
Corpus Christi, TX 78419-5008

R. E. SWART

Distribution: (COMOMAGINST 5216.1S)  
List I

TABLE OF CONTENTS

Paragraph	Title	Page
CHAPTER I - RESPONSIBILITIES		1
1001	Command Responsibilities	1
CHAPTER II - COMMAND		6
2001	Commander (00)	6
2002	Chief Staff Officer (01)	6
2003	Command Master Chief Petty Officer (N01A)	7
CHAPTER III - EXECUTIVE ASSISTANTS		10
3001	CDR/CSO Secretary (N011)	10
3002	Chief Master-at-Arms (N01B)	10
3003	Drug and Alcohol Program Advisor (N01C)	11
3004	Legal Officer (N01D)	11
3005	Command Fire Warden (N01E)	12
3006	Security Manager (N01F)	12
3007	Assistant Security Manager (N01F1)	13
3008	Command Fitness Leader (N01G)	13
3009	Physical Security Officer (N01H)	13
3010	Command Managed Equal Opportunity (CMEO) (N01I) Officer	14
3011	Training/Reserve Affairs Officers (N01T)	14
3011.1	Reserve Affairs (N01TA)	15
CHAPTER IV - ADMINISTRATIVE DEPARTMENT		17
4001.1	Administrative Officer (N1)	17
4001.11	Administrative Division Officer (N11)	18
4001.12	Correspondence Supervisor (N12)	19
4001.13	Correspondence Clerk (N13)	19
4001.14	Command Career Counselor/Manpower Specialist (N14)	20
CHAPTER V - OPERATIONS DEPARTMENT		22
5001.3	Operations Officer (N3)	22
5001.31	Service Mines Program Officer (N31)	22
5001.311	Service Mine Readiness (N311)	24
5001.312	Service Mine Logistics (Stockpile Management) (N312)	26
5001.313	Service Mine Maintenance (Transportation) (N313)	26
5001.32	Exercise and Training Mines Program Officer (N32)	27
5001.321	Exercise and Training Mine Readiness (N321)	28

Paragraph	Title	Page
5001.322	Exercise and Training Mine Logistics (Administrative) (N322)	30
5001.323	Exercise and Training Mine Logistics (Stockpile/ Allowance) (N323)	31
5001.33	Ordnance Safety & Readiness Evaluation Officer (N33)	31
5001.331	Mine Readiness Certification Inspection (MRCI) Senior Inspector (N331)	33
5001.332	Mine Readiness Certification Inspection (MRCI) Inspector (N332)	33
CHAPTER VI - SUPPLY DEPARTMENT		34
6001.4	Supply Officer (N4)	34
6001.41	Supply Department Supervisor (N41)	35
6001.411	Purchase Procurement Clerk (N411)	36
6001.412	Procurement Clerk (N412)	36
6001.42	Budget Analyst (N42)	37
6001.421	Financial Supervisor (N421)	38
6001.422	Financial Records (N422)	38
6001.423	TAD Clerk (N423)	38
CHAPTER VII - MINEFIELD PLANS & REQUIREMENTS DEPARTMENT		40
7001	General	40
7001.5	Minefield Plans and Requirements Program Manager (N5)	40
7001.51	Minefield Planning Officer (USAF Liaison) (N51)	44
7001.511	Minefield Plans and Tactics Officer (Surface) (N511)	47
7001.512	Minefield Plans and Tactics Officer (Submarine) (N512)	49
7001.52	Mine Requirements Officer (N52)	50
7001.521	Intelligence Analyst (N521)	53
7001.5211	Exercise MFPF and Publications (N5211)	54
7001.5212	Navigation and Medal/GCCS-M Operator (N5212)	55
CHAPTER VIII - AUTOMATED INFORMATION SYSTEMS/COMMUNICATIONS		57
8001.6	AIS Administrator/Communication Officer (N6)	57
8001.61	Communications Petty Officer (N61)	58
8001.611	Communications Clerk (N611)	59
8001.612	Communications Clerk (N612)	60

Appendix A - Administrative Chain of Command

Appendix B - Department Organizational Charts

CHAPTER I  
RESPONSIBILITIES

1001. Command Responsibilities

a. Commander, Mobile Mine Assembly Group (COMOMAG) is under the operational and administrative control of Commander, Mine Warfare Command, who reports to Commander-in-Chief, U.S. Atlantic Fleet, and for additional duty to the other Fleet Commanders-in-Chief (CINC). Mobile Mine Assembly Units/Detachments (MOMAU/MOMAD) are under the administrative and operational control of COMOMAG. Overseas units and detachments *may* report operationally to the theater numbered fleet, when appropriate. Refer to Appendix A for MOMAG administrative and operational chain of command organizational chart.

b. COMOMAG is assigned the primary mission of maintaining the material readiness of U.S. Navy sea mine stockpile and preparation of minefield plans.

c. COMOMAG subordinate units and detachments will perform the following tasks and others as assigned by COMINEWARCOM or fleet CINCs:

(1) Conduct required maintenance and inventory control of prepositioned mine stocks.

(2) Assemble and perform final preparation of mines in support of mining operations as required.

(3) Exercise management of fleet mine stocks including distribution and maintenance, monitoring mine site readiness reports, and implementing such actions as may be necessary to ensure fleet mine stocks are maintained in a serviceable status consistent with fleet plans.

(4) Deploy Mine Assembly Teams (MAT) in support of mining operations as directed by COMINEWARCOM or fleet commanders.

(5) Implement a quality review program as a function of Immediate Superior in Command (ISIC) oversight. The program shall also include periodic evaluation of unit administrative, logistic, and fiscal readiness.

(6) Ensure the required allowances of prepositioned mine support equipment is available to support operational requirements. Ensure that such equipment is maintained in the proper material condition by the cognizant maintenance activity.

COMOMAGINST 5400.1J  
12 Jul 02

(7) Maintain the prescribed allowance of Exercise and Training (ET) mines and Mine Countermeasures Training Targets (MCMTT). Provide ET/MCMTT mines for the Mine Readiness Certification Inspection (MRCI) Program, Mine Countermeasures (MCM) training, fleet exercises, and mine delivery training.

(8) Develop and maintain the MOMAG exercise participation schedule.

(9) Support the requirements of the In-water Reliability Evaluation (IRE) Program.

(10) Establish and maintain an allowance of special mine instrumentation equipment.

(11) Review and recommend revisions to mine maintenance/assembly publications.

(12) Conduct Mine Readiness Certification Inspections at all subordinate units and detachments per the established directives.

(13) Provide training assistance/services to applicable fleet units as required.

(14) Deploy staff minefield planning officers in support of the Mine Warfare Battle Staff as directed by COMINEWARCOM.

(15) Provide technical assistance for mining operations as required.

(16) As pertains to COMOMAG mission capability:

(a) Advise COMINEWARCOM on the adequacy and levels of mine readiness.

(b) Advise COMINEWARCOM on the feasibility of mining operational plans.

(c) Advise COMINEWARCOM and COMNAVRESFOR in matters concerning personnel and operational readiness of the COMOMAG Naval Reserve Mobile Mine Assembly Units (NRMOMAU).

(17) Provide budget oversight of mine site maintenance and OPTAR funding for all sites.

(18) Act as advisor and subject matter expert to COMINEWARCOM on technical matters relative to mines, components and associated materials and equipment.

(19) Provide services to Commander, Naval Sea Systems Command (COMNAVSEASYS COM), Commander, Naval Air Systems Command (COMNAVAIRSYS COM), Naval EOD Technical Division, Indian Head, MD, Naval Surface Warfare Center (NAVSURFWARCEN) Coastal Systems Station, Panama City, Commander Surface Warfare Development Group Little Creek, and Commander Naval Special Warfare Command Coronado as required.

(20) Maintain liaison with the Mine Warfare Training Center, Ingleside, Texas, and sites on matters pertaining to Mineman in-rate training and other fleet training as appropriate.

(21) Oversight and numerous mandatory administrative functions performed at sites including legal support, personnel programs, self-assessments, DAPA, and career counseling.

CHAPTER II

COMMAND

2001. Commander (00). As set forth in the U.S. Navy Regulations, the Commander (CDR) is charged with absolute responsibility for safety, well-being and efficiency of command. The duties and responsibilities of the CDR are established by U.S. Navy Regulations, general orders, customs and traditions. The authority of the CDR is commensurate with his responsibility, subject to limitations prescribed by law and U.S. Navy Regulations.

2002. Chief Staff Officer (01). The Chief Staff Officer (CSO) is the direct representative of the CDR. All orders issued will have the same force and effect as though issued by the CDR and shall be complied with accordingly by all personnel within the command. In the performance of duties, he/she will conform to and effectuate the policies and orders of the CDR and shall keep him informed of all significant matters pertaining to the command. The CSO shall be responsible, under the CDR, for the organization, performance of duty, and good order and discipline of the entire command. He/she will recognize the rights of unit Commanding Officers/Officers-in-Charge to confer directly with COMOMAG on matters specifically relative to their activities. For organizational relationships, the CSO reports directly to the CDR. All department heads report to the CSO. The prescribed duties of the CSO will not be construed to relieve a subordinate from any part of his/her assigned responsibilities. The CSO, subject to the orders of the CDR and assisted by the appropriate subordinates, will:

a. Ensure that the CDR is advised of all casualties, deficiencies, and anticipated difficulties that may significantly effect the operational readiness or administrative efficiency of the staff and all units.

b. Prepare and maintain bills and orders for organizational administration.

c. Assign personnel to departments or other major subdivisions.

d. Supervise and coordinate the work, exercises, and education of personnel.

e. Supervise and coordinate operational plans and schedules.

f. Conduct frequent inspections in company, when practicable, with the subordinate concerned and prescribe remedial action as appears necessary.

COMOMAGINST 5400.1J  
12 Jul 02

g. Ensure all prescribed or necessary security measures and safety precautions are understood and strictly observed.

h. Maintain high morale within the command. The discipline, welfare and privileges of the individuals of the command will be a primary concern of the CSO and will, to the extent of his authority, ensure these and related matters are administered in a just and uniform matter.

i. Implement the Administrative and Material Inspection Team (ADMAT) Program as set forth in reference (c). The program shall also permit periodic evaluation of unit operational readiness.

j. Evaluate the performance of COMOMAG staff officer and enlisted personnel and make appropriate recommendations to the Commander.

k. Regulate leave and liberty of COMOMAG staff personnel.

l. Prosecute a planned program of recreation and athletics for COMOMAG staff personnel.

m. Direct the investigation of alleged violations of the Uniform Code of Military Justice, U.S. Navy Regulations, unit regulations, and other military and civil laws and recommend disciplinary action to the Commander in cases involving COMOMAG staff.

n. Implement a program of economy and conservation and promote cost consciousness within COMOMAG.

o. Act on personal requests, which may be addressed to the Commander, that do not involve formulation of policy or that will not require action of higher authority.

p. Ensure that adequate supplies and services are made available to the staff offices within the allotment of maintenance and operating funds.

q. Direct COMOMAG's Public Affairs Program.

r. Supervise the reception of COMOMAG visitors.

s. Serve as the senior member of the Command Awards Board, Safety Council, Examining Board for retention/advancement, Human Relations Council, Physical Security Review Committee, and the Sailor of the Quarter/Year Board, and Command Retention Team.

t. Assign officers to collateral duties.

- u. Perform such other duties as may be assigned.

2003. Command Master Chief Petty Officer (N01A) (Collateral Duty).  
Principal advisor to the Commander/Chief Staff Officer concerning situations, procedures, and practices which affect welfare, morale, and well being of enlisted men and women of COMOMAG. He/she shall:

- a. Maintain and promote effectiveness and efficiency of the chain of command.

- b. Assist Commander/Chief Staff Officer in all matters pertaining to the welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel in order to promote traditional standards of good order and discipline.

- c. Advise Commander/Chief Staff Officer on formulation and implementation of changes in policy pertaining to enlisted personnel.

- d. Attend meetings as directed by the Commander/Chief Staff Officer to keep apprised of current issues and provide a representative enlisted input.

- e. Coordinate ceremonies honoring command members including reenlistment/retirement ceremonies for enlisted personnel.

- f. When appropriate, represent or accompany Commander to official functions, inspections, and conferences.

- g. Participate in receptions and hosting official visitors to the command.

- h. Upon invitation, and as approved by the Commander, represent the command and the Navy at community and civic functions.

- i. Coordinate and monitor the following:

- (1) Command Orientation/Indoctrination.

- (2) CPO/PO Indoctrination Courses.

- (3) Career Development Board (CDB).

- (4) Command Retention Team.

- (5) Awards boards considering enlisted personnel.

- (6) Sailor of the Quarter/Year Selection Boards.

COMOMAGINST 5400.1J  
12 Jul 02

(7) Family Services programs, e.g., Ombudsman, Family Services Center.

(8) Bachelor Enlisted Quarters (BEQ) Program.

(9) Commissary and Navy Exchange Advisory Boards.

(10) Humanitarian reassignment/hardship discharge screening boards.

(11) Command examining boards.

(12) Morale, Welfare, and Recreation Committee meetings.

(13) CPO initiations.

(14) Command Sponsor Program.

(15) Awards quarters and ceremonies.

(16) Ranking boards for enlisted personnel.

j. Maintain communications with subordinate units, Command Master Chief (CMDMC), and Senior Enlisted Advisor (SEA).

k. Maintain communications with the local area CMDMCs, keeping well informed in areas that effect MOMAG Sailors.

l. Keep appropriate department heads, division officers, and supervisors informed of matters that come to his/her attention involving personnel of their division.

m. Review BUPERS access information on a frequent basis. Route pertinent information to command personnel.

n. Assist COMOMAG staff Command Managed Equal Opportunity (CMEO) Officer in overseeing MOMAG CMEO programs.

CHAPTER III

EXECUTIVE ASSISTANTS

3001. Commander/Chief Staff Officer Secretary (N011). The Commander/Chief Staff Officer Secretary provides clerical and administrative assistance to the CDR and CSO, but for administrative purposes, reports to the Administrative Officer. He/she shall:

- a. Type all correspondence, memos, etc., initiated by the Commander/Chief Staff Officer.
- b. Maintain the Commander/Chief Staff Officer calendars and schedules.
- c. Screen all incoming telephone calls and visitors.
- d. Act as liaison for Commander/Chief Staff Officer correspondence.
- e. Establish and maintain office files for the Commander and Chief Staff Officer.
- f. Assist with public affairs functions and ceremonies.
- g. Maintain/schedule calendar for COMOMAG Conference Room.
- h. Perform all duties as assigned/directed by the Administrative Officer.

3002. Chief Master-at-Arms (N01B) (Collateral Duty). Functions as an assistant to the CSO in the enforcement of good order and discipline. He/she shall:

- a. Enforce U.S. Navy Regulations, unit regulations, and pertinent directives.
- b. Assist in the execution of COMOMAG routine.
- c. Be present at Captain's Masts, scenes of emergencies, and at all official gatherings of personnel.
- d. Ensure regulations and instructions regarding unit visitors are enforced.
- e. Be designated as Traffic Safety Program Coordinator.

COMOMAGINST 5400.1J  
12 Jul 02

- f. Accompany inspecting officer on all zone inspections.

3003. Drug/Alcohol Program Advisor (DAPA) (N01C) (Collateral Duty). The DAPA serves as an advisor to the CDR/CSO on the nature and context of drug and alcohol use and abuse within the Navy. He/she shall:

- a. Conduct onboard administrative screening and schedule all necessary appointments or evaluations with local Counseling and Assistance Center (CAAC), PREVENT 2000, and Alcohol Rehabilitation Service (ARS).

- b. Coordinate command awareness education.

- c. Monitor all aftercare programs.

- d. Act as the command's Self-referral agent.

- e. Collect data and provide assistance as needed by staff and subordinate Commanding Officers/Officer-in-Charge.

3004. Legal Officer (N01D) (Collateral Duty). The Legal Officer functions as an advisor and technical assistant to the Commander and Chief Staff Officer concerning the interpretation and application of the Uniform Code of Military Justice, the Manual for Courts-Martial, the Judge Advocate General (JAG) Manual, and other military laws and regulations in the maintenance of good order and discipline and the administration of justice within the command. He/she shall:

- a. Draft orders convening courts-martials and appointing orders of officers assigned to conduct JAG Manual or other investigations.

- b. Ensure that officer and enlisted personnel assigned to courts-martial, investigations, and other legal duties are well versed in the legal aspects of their duties.

- c. Collaborate with the training officer to ensure all officers and enlisted personnel are familiar with their rights and obligations under the Uniform Code of Military Justice.

- d. Supervise the technical and clerical preparation of charges.

- e. Participate, as required, in the proper processing of cases involving non-judicial punishment and recommend that appropriate cases be referred to trial by courts-martial.

- f. With the assistance of the COMNEWARCOM Staff Judge Advocate, review records of courts-martial for proper legal procedures, findings, and sentences.

g. Review for legal sufficiency investigative reports prepared per the JAG Manual.

h. Refer personnel to Navy Legal Services Office for such matters as wills, deeds, contracts, powers of attorney, and domestic relations.

3005. Command Fire Warden (N01E) (Collateral Duty). Responsible for implementing the provisions of the Command Fire Bill. He/she shall:

a. Cause fire parties to be maintained in a high state of readiness by scheduling frequent fire drills and training sessions.

b. Ensure fire fighting equipment is routinely inspected by COMOMAG's assigned Fire Inspector.

c. Ensure duty assignments of personnel to fire stations are posted on the COMOMAG Fire Bill.

d. Proceed to the scene of the fire and exercise overall supervision of the fire fighting procedures until properly relieved by the Fire Department or the senior officer present.

e. Ensure all equipment is properly stowed after the fire is extinguished.

3006. Security Manager (N01F) (Collateral Duty). Responsible to the CDR and CSO for all matters concerning security of classified information, personnel security clearances, and security education and training. He/she shall:

a. Serve as the Commander's advisor and direct representative regarding the security of classified information.

b. Develop written command security procedures including a Unit Emergency Plan.

c. Supervise accounting and control of classified material including receipt, distribution, inventory, reproduction and disposition procedures.

d. Ensure all personnel who handle classified information hold the appropriate level of security clearance based on a need to know and that all requests for personnel security investigations are properly prepared, submitted, and monitored.

e. Ensure that clearance status and unit access grants are recorded and accessible for verification.

COMOMAGINST 5400.1J  
12 Jul 02

f. Coordinate and ensure security control over visits to and from the unit.

g. Coordinate the security orientation, education and training program.

h. Prepare recommendations for release of classified information to foreign governments.

3007. Assistant Security Manager (N01F1) (Collateral Duty). Function as an assistant to the Command Security Manager in all matters related to the control of classified material:

a. Be designated as Secret Control Petty Officer for the Command. Responsible for routing all classified material up to and including Secret, with the exception of naval message traffic.

b. Maintain records for and conduct periodic inventories of all Top Secret material.

c. Assist the Security Manager by maintaining records on classified security containers assigned to staff personnel.

d. Ensure security clearance data for reporting or detaching personnel is accurate, complete, and properly recorded in personnel records in accordance with current command directives.

e. Prepare and submit personnel security requests Department of the Navy Central Adjudication Facility (DONCAF) as required.

f. Maintain security access lists for COMOMAG staff and visitors.

g. Process security termination statements.

h. Process all initial security investigations and updates as required.

3008. Command Fitness Leader (N01G) (Collateral Duty). Function as an assistant to the Chief Staff Officer in all matters concerning physical fitness. He/she shall coordinate the command's physical training program per OPNAVINST 6110.1 (series).

3009. Physical Security Officer (N01H) (Collateral Duty). Function as an assistant to the Chief Staff Officer in all matters pertaining to the physical security of the headquarters building and adjacent grounds per OPNAVINST 5530.14 (series) and COMOMAGINST 5530.2 (series).

3010. Command Managed Equal Opportunity (CMEO) Officer (N01I) (Collateral Duty). Function as an advisor to the Chief Staff Officer in matters related to the Navy's Command managed Equal Opportunity program.

a. Act as COMOMAG Staff CMEO Officer.

b. He/she shall be thoroughly familiar with the contents of OPNAVINST 5354.5 (series).

3011. Training/Reserve Affairs Officer (N01T). Responsible to the Chief Staff Officer for technical management of the Naval Reserve (NR) MOMAG training, the formulation and administration of COMOMAG's training program, and Leadership Training Course (LTC) implementation. He/she shall:

a. Maintain liaison with the Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) for readiness and training of all NR MOMAUs.

b. Monitor NR MOMAG active duty training reports for completion of training goals/progress in unit and individual readiness.

c. Maintain liaison with and conduct assist visits to Central Drill Site Dallas and MOMAU training sites to ensure an acceptable state of training readiness and quality of facilities is maintained.

d. Prepare recommendations to COMNAVSURFRESFOR concerning all proposed improvements to the NR MOMAG training program, including annual review of the Reserve Billet Training Plan.

e. Maintain liaison with COMNAVSURFRESFOR NR MOMAG Program Manager, Regional Readiness Command NR MOMAG Program Managers/Representatives, and Commanding Officers of the NR MOMAUs to enhance the NR MOMAG training program.

f. Coordinate and monitor, with the Operations Department Head, the integration, augmentation, and mobilizations of NR MOMAUs into MOMAG activities.

g. Coordinate the annual Naval Reserve Mine Conference.

h. Monitor reserve manpower requirements for COMOMAG and its sites, requesting authorization changes and provide justification as necessary.

i. Monitor both the professional and general military training of COMOMAG personnel.

COMOMAGINST 5400.1J  
12 Jul 02

j. Act as the Command Training Team (CTT) Leader by ensuring instructors are trained to instruct.

k. Act as COMOMAG LTC coordinator, scheduling and advising on LTC requirements for staff and MOMAG units.

3011.1. Reserve Affairs Assistant (N01TA). Responsible to the Training/Reserve Officer for all matters pertaining to NR MOMAG. He/she shall:

a. Schedule all NR MOMAG annual trainings (AT) to ensure an adequate training cycle is maintained.

b. Assign billet control numbers (BCNs) for AT applications and maintain the billet control number (BCN) binder.

c. Maintain liaison with Central Drill Site Dallas and MOMAU training sites to ensure the readiness of the NR MOMAUs.

d. Maintain up-to-date files on each NR MOMAU, consisting of pertinent information necessary by active duty MOMAUs for smooth augmentation during MRCIs or mobilization.

e. Maintain liaison with Operations Department and PACREP Fleet Support (N32) COMNAVSURFRESFOR to ensure annual training (AT) orders are issued well in advance of annual training periods.

f. Act as the Training/Reserve Affairs Department Head as required.

g. Arrange and schedule General Military Training (GMT) lectures.

h. Coordinate with Department Training Petty Officers to schedule and document in-rate for their particular rating.

i. Schedule all miscellaneous command training required for new check-ins, separating members, and individual training requests.

j. Publish/post training information available regarding CLEP exams, college courses, non-resident training courses, and local area training opportunities.

k. Maintain training jackets on all command enlisted personnel and information jackets for officers.

l. Ensure the requirements of COMOMAGINST 1500.1 (series) are adhered to.

m. Provide mine warfare displays when requested for support of local community events.

n. Maintain COMOMAG library of books, tapes, and historical photographs.

o. Maintain the cleanliness and upkeep of the COMOMAG training classroom, conference room, and training equipment.

CHAPTER IV

ADMINISTRATIVE DEPARTMENT

4001.1. Administrative Officer (N1). The Administrative Officer is responsible for the effectiveness of administrative policies, procedures, and regulations of the command. He/she will keep the Commander informed as to the general condition of the Admin Department and especially of any circumstance or condition that may adversely affect the safety or operation of the command. He/she shall:

- a. Supervise the operations of the Administrative Department.
- b. Observe and report to the Chief Staff Officer on effectiveness of administration policies, procedures and regulations of the command.
- c. Review all correspondence prepared for the signature of the Commander/Chief Staff Officer, ensuring that it conforms to the Navy Correspondence Manual and pertinent directives.
- d. Screen all correspondence and directives routed to the Chief Staff Officer and initiate administrative action where appropriate.
- e. Supervise preparation of the Plan of the Week, review for format and content, then sign for distribution.
- f. Supervise the forwarding of required reports (including evaluations and fitness reports) and maintain the master report tickler file.
- g. Be designated in writing as the command's Postal Officer to supervise all postal functions per COMOMAGINST 5112.1.
- h. Act as the Command's Legal Officer (see section 3004).
- i. Coordinate and review manpower assets for COMOMAG staff and subordinate units. Liaise with COMINEWARCOM Manpower Analyst to initiate changes and recommendations to current manning.
- j. Act as the command's Security Manager (see section 3006).
- k. Serve as Awards Board Recorder and coordinate the submission of all award recommendations.
- l. Act as Civilian Personnel Officer. Ensure that performance plans are developed for all civilian employees, and that annual

COMOMAGINST 5400.1J  
12 Jul 02

performance appraisals and progress reviews are performed per OCPMINST 12430.1 (series). Coordinate with COMINEWARCOM (Code N5) on all matters pertaining to civilian personnel.

m. Coordinate documentation and submission of efficiency review data.

n. Assist the Commander as directed.

o. Screen outgoing correspondence routed for the Commander's signature from the Minefield Planning Department (N5).

4001.11. Administrative Division Officer (N11). The Admin Division Officer shall be directly responsible to the Administrative Officer for the management, preparation, receipt, administration, and accountability of all COMOMAG staff and subordinate units correspondence, manpower, and directives. The Admin Division Officer is also responsible for the professional, technical, and military training of all junior personnel within the department. He/she shall:

a. Manage, supervise, and coordinate all operations within the Administrative Department.

b. Review and proofread all correspondence prepared to ensure conformance with current instructions/directives, and establish a consistent standard in the preparation of correspondence and directives.

c. Monitor staff and subordinate units' manning. Liaise with Enlisted Personnel Management Analysis Center (EPMAC), COMINEWARCOM, and the Naval Personnel Command (NPC).

(1) Draft all manpower change requests, coordinating with the COMINEWARCOM Manpower Coordinator.

(2) Review and consistently monitor the staff and subordinate units Enlisted Distribution and Verification Report (EDVR) and Officer Distribution and Control Report (OCDR).

d. Ensure that all incoming and outgoing correspondence is properly and expeditiously routed and controlled.

e. Monitor required reports and maintain a report tickler file.

f. Serve in an advisory and training capacity to COMOMAG staff personnel in all areas of technical and clerical office procedures.

- g. Be responsible for the word processing equipment.
- h. Direct, counsel, and evaluate all personnel within the division.
- i. Provide guidance and training and supervise the Commander/Chief Staff Officer Secretary.
- j. Assume the duties of Administrative Officer in his/her absence.
- k. Screen and prepare correspondence from the Mine Field Planning Department (N5).

4001.12. Correspondence Supervisor (N12). Shall be directly responsible to the Division Officer for all clerical matters. He/she shall:

- a. Prepare and ensure timely submission of all required reports and correspondence, including personnel evaluations.
- b. Maintain close liaison with the Command Career Counselor and provide technical assistance on matters of career retention, advancement in rate and reenlistment/extensions.
- c. Assist the Legal Officer in all matters pertaining to non-judicial punishment, administrative separations and command JAG Manual investigations.
- d. Be responsible for professional training of all division personnel and ensure that individual's training records are current.
- e. Assist in the preparation and tracking of all personal award recommendations either originated or endorsed by COMOMAG.
- f. Assume the duties of the Admin Division Officer in his/her absence.

4001.13. Correspondence Clerk (N13). Responsible to the Admin Division Officer in the performance of duties. He/she shall:

- a. Maintain correspondence files, both unclassified and classified.
- b. Route all incoming correspondence and directives and track all route sheets.
- c. Serialize and date all outgoing correspondence.

COMOMAGINST 5400.1J  
21 Jul 02

d. Maintain a weekly action tickler on action slips and route the Weekly Read File.

e. Maintain command case files of directives and ensure that cognizant departments complete required reviews/updates.

f. Be responsible for directives and publications, ensuring that proper custody is maintained, changes entered and page checks conducted, verification of quarterly checklists accomplished, and missing or outdated directives and publications ordered.

g. Assist with word processing as required.

h. Prepare the morning muster report.

i. Be responsible for the correct operation of all assigned word processing equipment.

j. Type all correspondence and directives.

k. Be designated as Command Postal Clerk, responsible for the receipt and delivery of all official and non-official mail.

l. Ensure the timely processing of receipt/transfers, check-in/check-out, advancement, leave, etc.

m. Assist the Correspondence Supervisor in all areas.

n. Liaison with the Supply Department TAD Clerk to ensure timely preparation of travel orders and claims.

4001.14. Career Counselor/Manpower Specialist (N14) (Collateral Duty). The Command Career Counselor (CCC) is a technical assistant who reports to the Chief Staff Officer on all enlisted retention matters. In general administrative matters, he/she reports to the Administrative Officer. In addition, the career counselor is to keep the Commander and Command Master Chief informed of all retention matters. He/she shall:

a. Interview individuals and screen service records to determine eligibility for various programs and duty assignments.

b. Ensure that all hands receive information on programs of interest.

c. Draft all correspondence for personnel requesting GUARD III, GUARD 2000, STAR, or SCORE programs.

- d. Coordinate reenlistment ceremonies, working closely with Command Master Chief and Administrative Division Officer to ensure cake is obtained, photographer is provided, and necessary certificates and letters of appreciation are prepared.
- e. Sponsor Coordinator.
- f. Update information in database using the CIPM Program.
- g. Provide monthly retention status reports to the Commander and Chief Staff Officer.
- h. Liaison with COMINEWARCOM Force Career Counselor and Subordinate Unit Career Counselor to consolidate and submit periodic retention data as required.
- i. Monitor staff and subordinate units' manning. Liaise with Enlisted Personnel Management Analysis Center (EPMAC), COMINEWARCOM, and the Naval Personnel Command (NPC).
- j. Draft all manpower change requests, coordinating with the COMINEWARCOM Manpower Coordinator.
- k. Review and consistently monitor the staff and subordinate units Enlisted Distribution and Verification Report (EDVR) and Officer Distribution and Control Report (OCDR).
- l. Monitor the personnel manning of MOMAG units and detachment.

CHAPTER V

OPERATIONS DEPARTMENT

5001.3. Operations Officer (N3). The Operations Officer is responsible for the collection, evaluation, and dissemination of combat and operational information/correspondence required for the assigned missions and tasks of COMOMAG. Provides routine interface with MOMAG on all operational issues to accomplish mission tasking. The Operations Officer will keep the Commander informed as to the general condition of the Operations Department and unit operations, and especially of any circumstance or condition which may adversely affect the safety or operation of the command and subordinate commands. He/she shall:

a. Monitor, advise, and provide assistance on operational plans, fleet operations, operational training, readiness, and research and development.

b. Monitor deployment of mine final preparation teams and augmentation of MOMAG activities.

c. Monitor and evaluate the effectiveness of the MOMAG quality assurance and safety programs.

d. Monitor material readiness of pre-positioned war reserve mine stocks.

e. Monitor asset readiness, battery inventory, ammunition transaction, and SORTS reports for areas and trends that do/may impact on readiness.

f. Monitor action required as a result of deficiencies discovered during Mine Readiness Certification Inspection (MRCI) and ISIC oversight within MOMAG.

g. Monitor the ET program for MOMAG and provide advice on allowance changes and material shortages that may affect services to the fleet.

h. Monitor and provide guidance on maintenance of underwater mines.

i. Provide advice on new facility requirements or alterations to existing facilities generated by the introduction of new mine systems and/or increased mission requirements.

COMOMAGINST 5400.1J  
12 Jul 02

j. Advise and coordinate with the Commander and the Training Reserve Affairs Officer on the most effective use of Naval Reserve personnel in the event of mobilization.

k. Provide services to COASTSYSTA and other field activities of NAVSEASYSCOM as required.

l. Draft memoranda and brief sheets for COMINEWARCOM.

m. Provide for the overall security, accountability, and authorized access of classified material held by the Operations Department.

5001.31. Service Mines Program Officer (N31). The Service Mines Program Officer is responsible to the Operations Officer for the management, monitoring, maintenance, and readiness of the world-wide service mine stockpile. He/she shall:

a. Manage the service mine stockpile for all fleet CINCs.

b. Primary advisor to the Operations Officer and Commander on readiness status of service mine stockpile. Also provide trend analysis on software and hardware issues effecting service mine stocks.

c. Determine feasibility of supporting mining operational plans relative to the operational characteristics of the mines involved, storage configuration, production rates, material, and manpower availability.

d. Act as liaison between NAVSURFWARCEN COASTSYSTA Panama City and MOMAG on the maintenance requirements for all service mine material.

e. Consolidate, verify and provide mine assembly and readiness status/capability reports to CINCLANFLT, CINCPACFLT, and CINCUSNAVEUR.

f. Act as liaison between CINCLANFLT, CINCPACFLT, CINCUSNAVEUR, COMINEWARCOM, and MOMAG on the management of all service mine material.

g. Act as liaison between NAVAMMOLOGCEN and MOMAG on the management and logistics of all service mine material.

h. Provide coordination and act as liaison between tasking activities and MOMAG for implementation of In-water Reliability Evaluation (IRE). Monitor progress and resulting action items.

i. Direct the distribution of service mines for the CNO and CINCs in support of POM, NNOR and PWRMR documents.

j. Intermediary between NAVSURFWARCEN, NAVSEASYSKOM and fleet CINCs in resolving problems involved with interface material and procedures relative to aircraft, submarine, and surface delivery of mines.

k. Monitor MOMAG mine assembly capabilities and initiate action as required to assist units/detachment with any problem areas. Maintain a working file on each MOMAG activity.

l. Assist the Administrative Officer with determining manpower requirements necessary to maintain mine readiness at existing or proposed mine assembly activities for each mine type.

m. Provide MOMAG general policy, guidance, and support in all matters pertaining to services mines.

n. Draft and update OPNAVINST 8550.5 (series) and COMINWARCOMINST C8550.5 (series).

o. Maintain Operations Department presentation/briefing materials that are related to the Service Mine Program.

p. Assist the Mine Requirements Officer with statistical and subject matter expertise for service sea mine munitions, for POM, PR and NNOR submissions.

5001.311. Service Mines Readiness (N311). Assists the Service Mines Program Officer in the performance of his/her duties and assumes responsibility for those duties in the absence of that officer. He/she shall:

a. Act as point of contact and provide immediate technical assistance to MOMAG units on all matters pertaining to mine readiness.

b. Research readiness problems identified by MOMAG units and track conclusion.

c. Provide distribution instructions to NAVAMMOLOGCEN on the management of supply stocks shortages affecting service mines while ensuring that issued guidance is followed.

d. Review and monitor the units' Status of Resources and Training System (SORTS). Advise the Service Mine Program Officer of degradations in reported readiness posture and provide support to correct deficiencies and discrepancies.

COMOMAGINST 5400.1J  
12 Jul 02

e. Provide research material in response to requests from Fleet CINCs, COMINEXWARCOM, naval activities, and other outside agencies.

f. Monitor the following reports for accuracy, format, and impact on readiness.

(1) SW550-FO-PMS-010 message Supplement "E" reports.

(2) Supplement "E" sheet answers.

g. Provide technical assistance on all matters pertaining to service mine readiness.

h. Maintain a SORTS file for each MOMAG activity.

i. Be proficient in the use of Conventional Ammunition Inventory Management System (CAIMS) and conduct CAIMS queries when necessary to monitor the receipt and shipment of service mine material.

j. Monitor the proper filing of incoming and outgoing service mine correspondence.

k. Provide assistance as liaison for service mine stockpile readiness issues between MOMAG and outside agencies.

l. Provide assistance and guidance in the distribution of service mine material.

m. Prepare briefs on service mine stockpile readiness.

n. Monitor the status of service mine stockpile readiness and MOMAG capabilities.

o. Monitor maintenance, test policies, and techniques relative to production efficiency, production quality, and material management.

p. Provide coordination with sites and advise NAVSURFWARCEN COASTYSTA, Panama City of additional maintenance workload scheduling required by overhaul, rework or mine engineering field changes. Analyze availability, cost, urgency, current workload, and manpower capabilities.

q. Responsible for matters relating to management and support of test equipment, to include maintaining up-to-date files on equipment in use and support-related items.

r. Provide assistance in matters relating to management and use of tools, and use of calibration standards and other test equipment.

s. Monitor inventory control of pre-positioned service mine stocks, mine support, and test equipment in the designated configuration of readiness and operational configuration.

t. Assist in the management of the Operations Department's directives and publications inventory, ensuring it is complete and current.

u. Perform other such duties as assigned.

5001.312. Service Mines Logistics (Stockpile Management) (N312). Assist the Service Mines Program Officer in the performance of his/her duties. The Service Mines Logistics (Stockpile Management) Officer shall:

a. Monitor service mine material stocks and allowances. Coordinate material movement between MOMAG units and NAVUNSEAWARCENDIV Hawthorne, NAVSURFWARCEN COASTSYSTA Panama City, and NAVAMMOLOGCEN.

b. Provide administrative responses to MOMAG service mine MBOM, COSBAL, and MAD allowance changes via the COMOMAG Logistics Officer.

c. Monitor the distribution of service mine material.

d. Be proficient in the use of CAIMS and conduct CAIMS queries when necessary to monitor the receipt and shipment of service mine material.

e. Monitor distribution/disposition of Testing, Measuring and Diagnostic Equipment (TMDE).

f. Provide advice on refrigeration requirements related to battery or component storage. Monitor Battery Inventory Reports.

g. Research problem areas concerning mine maintenance or component test criteria problems.

h. Review and recommend changes/revisions to service/ET maintenance/assembly and related publications

i. Perform other such duties as assigned.

5001.313. Service Mines Maintenance (Logistics) (N313). Assist the Service Mines Program Officer in the performance of his/her duties. N313 shall:

COMOMAGINST 5400.1J  
12 Jul 02

- a. Maintain an up-to-date list of service mine material shortages with procurement or requisition status. Monitor for negative trends on fleet-wide hardware, i.e., components, etc.
- b. Assist MOMAG units with non-stock material requisitions when appropriate and upon request.
- c. Be proficient in the use of CAIMS and conduct CAIMS queries when necessary to monitor the receipt and shipment of service mine material.
- d. File incoming and outgoing service mine correspondence.
- e. Provide research data on packaging and transportation requirements for mines and mine material.
- f. Maintain liaison with the Packaging, Handling, Stowage and Transportation (PHS&T) Center, Earle, New Jersey and NAVAMMOLOGCEN in areas pertaining to packaging and transportation of mines and mine material.
- g. Monitor requirement for vehicles, material handling equipment and any other equipment required to support, lift, or transport mines.
- h. Perform other such duties as assigned.

5001.32 Exercise and Training (ET) Mines Program Officer (N32).  
Responsible to the Operations Officer for the management of the ET mine and Mine Countermeasures Target Program. He/she shall:

- a. Manage the ET program for the MOMAGs and provide advice on allowance changes and material shortages that may affect services to the fleet.
- b. Monitor ET mine and Mine Countermeasures Target requests, post analysis reports, and final operational reports.
- c. Draft memorandum and brief sheets to the Commander, Chief Staff Officer, and COMINEWARCOM (N3/N8) concerning ET and Mine Countermeasures Target Program problem areas and proposed solutions.
- d. Review all ET mine and Mine Countermeasures Target correspondence to ensure compatibility with program objectives.
- e. Monitor ET mine and Mine Countermeasures Target Program stocking levels to ensure adequacy to support fleet exercises.

f. Maintain, monitor, review and analyze world-wide statistical data for all current and projected exercise and target munitions program use which effect fleet ordnance training, testing, and current operational requirements (TTCOR) and the Non-Combat Expenditure Allocation (NCEA). Advise inconsistencies in programs to the Operations Officer.

g. Assist the Mine Requirements Officer in the capabilities-based munitions requirements submission process and report inconsistencies that effect TTCOR.

h. Coordinate the distribution of ET assets.

i. Recommend ET mine and mine countermeasures target stock changes as appropriate.

j. Maintain a continual surveillance program of procurement and availability of ET mine assets as compared to ET mine usage and loss rates in the Exercise and Training Mine Database.

k. Provide advice and direction in all matters pertaining to ET mines.

l. Maintain a file for each site's ET mining operations.

m. Monitor each site's quarterly ET mine usage report, annual inventory report, and projected use and loss rates to ensure accuracy with the fleet CINC reports.

n. Coordinating with Service Mines Program Officer, maintain a file of operational malfunctions of ET material directly related to service mine material. Ensure required reports of such incidents are submitted.

o. Provide liaison between tasking and using activities for IREs, monitoring progress and resulting action items.

p. Review quarterly ET mine usage, projected and lost mine reports for submission to fleet CINCs.

5001.321. Exercise and Training (ET) Mines Readiness (N321). Assist the ET Mine Officer in the performance of his/her duties and assumes responsibility for those duties in the absence of that officer. He/she shall:

a. Act as a primary point of contact for sites and NAVSURFWARCEN COASTSYSTA for all technical matters related to ET mines.

COMOMAGINST 5400.1J  
12 Jul 02

b. Conduct technical reviews of proposed ET mine publications and instructions.

c. Address exercise and training mine inquiries concerning request procedures, maintenance, capability, reliability, and in-water performance.

d. Recommend/assist fleet users in planning proper ET mine types to meet training goals. Recommend alternate mine types to be used when requested mine types are not available.

e. Assist in the coordination of all in-water reliability planning, testing of ET mines that support mine countermeasure development, and all tasking which require the services of two or more sites.

f. Maintain Operations Department presentation/briefing materials that are related to the exercise and training mine program.

g. Ensure sites comply with the reporting procedures for correcting ET mine hardware problems.

h. Monitor a continual surveillance program of procurement and availability of ET mine assets as compared to ET mine usage and loss rates in the exercise and training mine database. Train ET mine staff personnel in the operation and use of this database.

i. Monitor statistical data for all current and projected ET mining operations that effect the Ordnance for Training, Testing, and Current Operational Requirements (TTCOR) and Non-Combat Expenditure Allocation (NCEA). Report inconsistencies to the ET Mine Officer.

j. Be proficient in the use of CAIMS and conduct CAIMS queries when necessary and upon request from Units.

k. Ensure compliance with governing instructions concerning the use and reporting of TTCOR and NCEA.

l. Maintain an up-to-date database of all ongoing and projected mine exercises.

m. Maintain a database of all requested, planted, lost, and failed mines.

n. Review exercise requests to ensure the user has requested the appropriate mine types. Initiate, maintain, and track exercise folders for each ET mine request.

- o. Prepare briefs on ET mine usage and loss rates.
- p. Advise subordinate units on all NCEA matters.
- q. Provide liaison on NCEA matters for all mine warfare agencies.
- r. Monitor inventory control of pre-positioned exercise/training mines and mine support equipment, and that all exercise/training mines are issued in the designated configuration of readiness and operational configuration.
- s. Review site Quarterly Usage Reports and compare/update data as required in the Exercise Mine Usage Database (EMUD).

5001.322. Exercise and Training Mine Logistics (Administrative) (N322). Assist the ET Mines Officer and Logistics Officer in the performance of his/her duties. He/she shall:

- a. Monitor ET mine stocks and allowances. Coordinate material movement between activities as appropriate.
- b. Respond to all requests for ET mine stock allowance changes.
- c. Recommend ET mine stock allowance changes as appropriate.
- d. Prepare administrative responses to MOMAG ET Mine MBOM and COSBAL allowance changes via Logistics Officer and ET Mine Coordinator.
- e. Monitor frustrated shipments of ET mine materials of a time sensitive nature, such as exercise mines destined for fleet operations.
- f. Be proficient in the use of CAIMS and conduct CAIMS queries when necessary and upon request from units.
- g. Upon request, assist units in correcting Ammunition Transaction Reports (ATR).
- h. Act as primary liaison for all ET mine logistics matters with outside agencies.
- i. Maintain site quarterly ET usage reports file.
- j. Review and recommend changes/revisions to service/ET maintenance/assembly and related publications.
- k. Perform other such duties as assigned.

COMOMAGINST 5400.1J  
12 Jul 02

5001.323. Exercise and Training Mine Logistics (Stockpile/Allowance) (N323). Assist the ET Mines Officer and Logistics Officer in the performance of his/her duties. The Exercise and Training Mine Logistics (Stockpile/Allowance) Officer shall:

a. Maintain a running list of material shortages and initiate corrective action with the appropriate agencies.

b. Provide statistical comparisons of stock allowances, RFI/NRFI all-up-rounds and over/under stocking trends. Recommend corrective actions for adverse trends.

c. Assist units with non-stock material requisitions, when appropriate and upon request.

d. Be proficient in the use of CAIMS and conduct CAIMS queries when necessary and upon request from units.

e. Upon request, assist units in correcting Ammunition Transaction Reports (ATRs).

f. Be thoroughly familiar with the Operations Department filing system and the location of pertinent directives and publications.

g. Assist in the management of the Operations Department's directives and publications inventory, ensuring it is complete and current.

h. Maintain a tickler system to track all required actions by the ET Mines Officer.

i. Gather site Quarterly Condition Reports, prepare routing binder and cover sheet for staff review and comment. Maintain report file.

j. Review and recommend changes/revisions to service/ET maintenance/assembly and related publications.

k. Perform other such duties as assigned.

5001.33. Ordnance Safety & Readiness Evaluation Officer (N33). Responsible to the Operations Officer for general and explosive safety program requirements, mine readiness assessments, and readiness reporting of all MOMAUs/MOMAD. Provide reasoned, informed advice to the Commander regarding compliance with occupational and explosive safety standards. Monitor all aspects of internal/external ordnance

related inspections, reviews, assessments, facility modifications and trends, and tracking all deficiencies through to resolution. He/she shall:

a. Provide MOMAG-wide safety oversight following guidelines as identified in OPNAVINST 5100.23 (series), Navy Occupational Safety and Health Program Manual and OP-5, Navy Safety Regulations for Ammunition and Explosives Ashore.

b. Administer the Mine Readiness Certification Inspection (MRCI) Program as identified in COMOMAGINST 5040.15 (series) and monitor the effectiveness of each MOMAU's Explosives Safety Self-Audit (ESSA) Program required by NAVSEAINST 8020.14 (series).

c. Monitor the timely and accurate Status Of Resources and Training System (SORTS) reporting by each MOMAU. Ensure COMOMAGINST 5450.1 (series) addresses Required Operational Capabilities (ROC) and Projected Operational Environments (POE) assigned by OPNAVINST 3501.102 (series). Prepare and submit COMOMAG SORTS reports.

d. Review facility site approval documents, facility modification drawings, and MILCON projects that involve facilities encumbered by or generating ESQD arcs. Review all requests for deviations from established explosives safety standards.

e. Monitor all safety-related Operational Reports (OPREPs), accident/mishap reports, and personnel injury reports submitted by MOMAUs. When directed, conduct accident/mishap investigations in accordance with OPNAVINST 5102.1 (series) and 5100.23 (series).

f. Monitor capability of all MOMAUs to assemble, test and perform final preparations of service and exercise/training mines and conversion kits for mission/functions assigned.

g. Assist MOMAUs with issues pertaining to the effectiveness of the Explosive Safety Program, explosive storage requirements, handling policies and procedures, personnel training and qualification/certification program, explosives safety awareness program, and the development and validation of standard operating procedures (SOPs).

h. Continuously evaluate processes and inspection results to identify readiness shortfalls and determine whether shortfalls are due to resource deficiencies or deficiencies in doctrine.

i. Review and recommend changes/revisions to service/ET maintenance/assembly and related publications.

COMOMAGINST 5400.1J  
12 Jul 02

j. Maintain Operations Department presentation/briefing materials that are related to ordnance safety and readiness evaluation.

5001.331. Mine Readiness Certification Inspection (MRCI) Senior Inspector (N331). The MRCI Senior Inspector is responsible to the Ordnance Safety and Readiness Evaluation Officer. He/she shall:

a. Coordinate and participate in the conduct of MRCIs as described in COMOMAGINST 5040.15 (series).

b. Provide sound technical expertise assisting the Ordnance Safety and Readiness Evaluation Officer in all facets of his/her assigned duties.

c. Perform other such duties as assigned.

5001.332. Mine Readiness Certification Inspection (MRCI) Inspector (N332). The MRCI Inspector is responsible to the Ordnance Safety and Readiness Evaluation Officer. He/she shall:

a. Coordinate and participate in the conduct of MRCIs as described in COMOMAGINST 5040.15 (series).

b. Provide sound technical expertise assisting the Ordnance Safety and Readiness Evaluation Officer in all facets of his/her assigned duties.

c. Perform other such duties as assigned.

CHAPTER VI

SUPPLY DEPARTMENT

6001.4. Supply Officer (N4). The Supply Officer is responsible for command budget, accounting and financial matters. The Supply Officer shall keep the Commander informed as to the general condition of the Supply Department and especially of any circumstances or condition that may adversely affect the safety or operation of the command. He/she shall:

a. Develop supply and financial concepts, techniques and procedures to improve the supply readiness and financial stability of COMOMAG and MOMAG units and detachment.

b. Draft official correspondence relating to supply, logistics, and financial responsibilities in accordance with directives, instructions, and naval messages.

c. Maintain liaison on supply/logistics/financial matters with MOMAG units/detachment and other activities to include NAVSURFWARCEN COASTSYSTA Panama City, CINCLANTFLT, and inventory control points.

d. Review, correct, and consolidate staff, unit, and detachment budget inputs for submission to COMINEWARCOM.

e. Maintain proper liaison with COMINEWARCOM (N4/N42) concerning all budget matters, including unfunded requirements, mid-year review, and augments.

f. Provide supply support and guidance to COMOMAG staff and subordinate units and detachment.

g. Advise and assist COMOMAG and subordinate units and detachment in all matters pertaining to financial management directives and instructions.

h. Provide COMOMAG representation as applicable in conferences relating to supply system logistics and financial matters.

i. Provide a program for briefing Prospective Commanding Officers (PCO) and Prospective Officers in Charge (POIC) in logistics and financial matters.

j. Coordinate the submission of such reports as may be required by current directives, instructions, and official tasking.

COMOMAGINST 5400.1J  
12 Jul 02

k. Conduct the supply/financial management portion of COMOMAG inspections ISIC oversight functions of MOMAG units and detachment.

l. Review intra-service support agreements (ISSA) between MOMAG Units/Detachments and host activities and recommend changes with regards to financial impact. Sign ISSAs as COMOMAG Staff Comptroller.

m. Liaison with Automated Information System (AIS) Program Coordinator to ensure all MOMAG AIS equipment is procured and maintained as needed.

n. Review and approve all staff travel budgets and travel as required.

o. Brief Commander and Chief Staff Officer as required on all budget, logistic, and financial matters.

p. Act as Building Manager. Routinely inspect and coordinate routine custodial and maintenance of COMOMAG building, utilities, and grounds. Advise Executive Officer of discrepancies that may impair quality of life and daily routine.

q. Maintain close liaison with the Operations Department regarding supply, logistic, and financial requirements in support of exercises and service mine support.

r. Assist the Commanding Officer as required.

6001.41. Supply Department Supervisor (N41). The Supply Department Supervisor serves as the Assistant Supply Officer, responsible to the Supply Officer for establishing the daily routine for enlisted personnel assigned to the Supply Department. He/she shall:

a. Maintain liaison with other agencies to provide necessary data concerning supply and logistics support.

b. Provide supply support in procuring materials and services for COMOMAG staff and MOMAG units/detachment.

c. Ensure required records are maintained and required reports are prepared.

d. Maintain records of accountability for plant property, minor property, and other high value equipment procured for staff use.

e. Initiate professional training within the Supply Department.

f. Inspect all supply department spaces for cleanliness and safety and take corrective action as appropriate.

g. Perform such other duties as directed by the COMOMAG Supply Officer.

h. Assist with the formulation of the OPN and O&MN budget, mid-year review, and fund apportionment.

i. Responsible for maintenance and control of government vehicles.

6001.411. Purchase Procurement Clerk (N411). The Purchase Clerk is responsible to the Assistant Supply Officer for all transactions regarding open purchase or any non-NSN material procurement. He/she shall:

a. Prepare appropriate documentation for approved procurement of material/services.

b. Maintain required records and files.

c. Process vendor's bills for payments.

d. Initiate required reports.

e. Be thoroughly familiar with provisions of NAVSUP P-485 and NAVSUP 4200.85C (series) regarding open purchase transactions.

f. Prepare appropriate work requests, project orders, and other appropriate documents related to OPTAR funding.

6001.412. Procurement Clerk (N412). Responsible to the Assistant Supply Officer. He/she shall:

a. Operate and maintain the Supply Department Issue Room for expended office and administrative supplies.

b. Maintain appropriate stock records.

c. Prepare shipping documents for all outgoing material and delivery to shipping activity.

d. Maintain the Supply Technical Library.

e. Execute pick-up of material from U.S. Navy and civilian services.

COMOMAGINST 5400.1J  
12 Jul 02

f. Prepare MILSTRIP and GSA requisitions for all NSN items. Maintain associated files.

g. Maintain incoming and outgoing messages and other correspondence files.

h. Update all publications and instructions in Supply Department.

i. Assist the Purchase Procurement Clerk with all supply functions.

j. Prepare documents for damaged or short shipment.

k. Liaison with all staff departments to improve customer service and integrate logistics with other functions.

6001.42. Budget Analyst (N42). Responsible to the Supply Officer for oversight of the fiscal matters. The Budget Analyst shall:

a. Request, review, and consolidate staff, units, and detachment budget inputs for submission and review by COMINEWARCOM (N4) for the upcoming fiscal year.

b. Establish and maintain budget controls and safeguards to prevent over obligation of funds.

c. Prepare initial financial plans showing funds distribution to support MOMAU/MOMAD.

d. Request, review, and consolidate staff, units, and detachment mid-year budget inputs for submission and review by COMINEWARCOM (N4) unfunded requirements.

e. Provide status of funds report to higher commands.

f. Ensure that accounting data is properly applied to fiscal documents.

g. Oversee the maintenance of memorandum ledgers, journal vouchers, and document control files, and all equivalent automated records.

h. Screen all TAD travel requests and claims to ensure completeness and accuracy of documented travel expenses.

i. Provide input on enlisted performance evaluations for personnel in the division. Act as rater on enlisted evaluations in the absence of E-7 or above personnel.

j. Maintain a manual memorandum accounting record from prior years in support of the COMOMAG staff and the MOMAG units/detachment.

6001.421. Financial Supervisor (N421). Responsible to the Supply Department Supervisor (N41) in the performance of duties. He/she shall:

- a. Assist with the formulation of the mine maintenance (reimbursable) budget, mid-year review, and funds apportionment.
- b. Establish and maintain all automated memorandum records in support of units/detachment.
- c. Maintain the outstanding and completed requisition files for the units/detachment.
- d. Prepare and submit document transmittals to the authorized accounting activity.
- e. Prepare financial status of funds reports for OPTAR funds.
- f. Post journal vouchers to the appropriate ledgers.
- g. Prepare and submit document transmittals to the authorized accounting activity.

6001.422. Financial Records Clerk (N422). Responsible to the Financial Supervisor (N421) in the performance of duties. He/she shall:

- a. Monitor the status of all outstanding OPTAR requisitions.
- b. Interface with the Supply Department Head to ensure timely fiscal execution.
- c. Generate miscellaneous obligation documents as required.
- d. Maintain manual and automated files and financial memorandum records.
- e. Prepare financial status of funds reports for all reimbursables.

6001.423. TAD Clerk (N423). Responsible to the Supply Department Supervisor (N41) in the performance of duties. He/she shall:

- a. Assist with formulation of the travel budget (both OPTAR and reimbursable), mid-year review, and fund apportionment.

COMOMAGINST 5400.1J  
12 Jul 02

b. Maintain all manual and automated memorandum records for travel in support of COMOMAG staff and MOMAG units.

c. Process all TEMADD requests from staff and sites, preparing orders, assigning proper accounting data, and making all required reservations.

d. Maintain accurate up-to-date TAD plan for staff and sites.

CHAPTER VII

MINEFIELD PLANS AND REQUIREMENTS DEPARTMENT

7001. General. The Minefield Plans and Requirements Department Head is responsible for development of Minefield Planning Folders (MFPPF) at the request of theater fleet CINCs and war fighting numbered fleets. The department submits MIW OPLAN and CONPLAN mining annexes and updates to appropriate CINC and numbered fleet staffs. In coordination with COMINELWARCOM (N8), the Minefield Plans and Requirements Department collects and refines fleet requirements for future mines, mining systems, and capabilities. The department subjugates fleet mining requirements via the Non-Nuclear Ordnance Requirements (NNOR) process. Specific duties include deploying mining staff members of combined task force (battle staff for MIW); subject matter expert support of fleet staffs, Navy forces afloat and deployed joint forces, OPNAV staffs, TYCOM staffs, Mine Warfare Training Center (MWTC), naval laboratories and battle Labs; support and assist U.S. Navy and U.S. Air Force special mine operations; provide direct liaison support for mine delivery platforms including Navy Strike, MPA, SSN, and US Air Force bomber units. In addition, the department supports and prepares basic staff estimates, studies, policies, directives, and mining plans for CNO, PEO Mine and Undersea Warfare (PEO MUW) and others upon request. The department also coordinates and supports exercise mining activities for mine warfare; provides Exercise Minefield Planning Folders (EX-MFPPF) upon request; supports JTFEX, TACTRAGRULANT, and PAC and MIW IDTC events as required. Additional duties include planning, coordinating, and supervising activities relating to research, development, test and evaluation which directly affect the mine improvements process, including development and evaluation of tactics and doctrine (NWP).

7001.5. Minefield Plans and Requirements Department Head (N5). The Minefield Planning Officer is responsible to:

- a. Support and assist the Commander as directed.
- b. Serve as the Staff Mining and Requirements Officer.
- c. Represent the Commander at conferences and meetings on mine systems, delivery, training, readiness, and planning matters.
- d. At the request of fleet CINCs and war fighting numbered fleets, prepare mining and operation plans, orders estimates, studies, and war and emergency plans; review supporting plans and orders issued by subordinate and other commands.

COMOMAGINST 5400.1J  
12 Jul 02

e. When directed, support COMINELWARCOM with Battle Staff Mining Officer(s).

f. Prepare maritime mining annexes for joint and Navy OPLANS/CONPLANS for world-wide aerial, surface, and submarine mining operations.

g. Advise and assist task force commanders (except NATO), joint, specified commanders, naval component commanders, and unified commands on technical and tactical matters concerning mining.

h. Evaluate the current estimate of the military threat to U.S. and allied forces and make necessary adjustments to the appropriate war plans.

i. Be knowledgeable of those aspects of command and control as they may effect the department.

j. Recommend mission requirements for mine-laying vehicles in concert with equipment, systems, and base support sponsors to assist in determining those requirements necessary to maintain an effective force.

k. Coordinate mining policy and planning matters with subordinates and other commands.

l. Coordinate all Oceanographic and Digital Mapping, Charting, and Geodesy (MC&G) requirements for Minefield Planning Folders (MFPF).

m. Provide analysis to form the basis for the world-wide distribution of U.S. Navy mine stockpile.

n. Provide analysis to determine if readiness shortfalls exist. Present alternative solutions to readiness problems and make recommendations on selected courses of action.

o. Review MFPF for correctness of technical mine data and ensure correct interface is maintained with MOMAUs.

p. With the Operations Department, review and advise the CINCs, numbered fleet, and CNO warfare directors on the adequacy and levels of logistic support plans for mine weapons systems.

q. Coordinate with the Operations Department to determine support requirements for pre-positioned mine stockpiles, including equipment and facilities in support of planned mining operations. Coordinate with appropriate commanders for the requirements for pre-positioning mine loading and delivery vehicle support equipment.

r. Assist Operations Department to keep the fleet CINCs advised on the status of current mine inventory as requirements change. Evaluate levels of CONUS mine stocks to ensure support of the joint commands mining plans.

s. Assist Operations Department with maintaining the ROC and POE for staff, subordinate MOMAU, and fleet units having mining mission areas.

t. Coordinate with the Operations and Supply Department in matters concerning logistic planning and wartime logistic support.

u. Assist the Operations Department in the development and recommended peacetime and mobilization requirements, including mine war reserve stockpiles, force levels, bases, test facilities, manpower, and equipment for ships and aircraft to support mine warfare plans.

v. Recommend improvements and provide assistance to appropriate division directors in OPNAV for operating force safety as it pertains to mine delivery.

w. Represent the CNO in matters concerning mining at combined, joint, fleet, type commander, inter-service, and international conferences as directed.

x. Assist with TAC D&E matters pertaining to mining and mine delivery.

y. Provide appropriate technical expertise to the designated chief inspector of appropriate type and operational commanders for the purpose of conducting readiness inspections of all mining forces, platforms, and support forces throughout the U.S. Navy to ensure operational readiness in support of mine warfare tasking and mission areas.

z. Provide assistance in the development of individual command training programs in areas of mining.

aa. Analyze and evaluate mine exercises and operations.

bb. Maintain liaison with Mine Warfare Training Center (MWTC), Ingleside on mining matters. Provide technical and subject matter expertise to MWTC as necessary.

cc. Recommend operational readiness standards in mine warfare areas and assist in the monitoring and attainment of those standards.

COMOMAGINST 5400.1J  
12 Jul 02

dd. Advise and assist other staff departments regarding mining and planning requirements.

ee. Serve as an active participant on COMINEWARCOM mine warfare committees as appropriate.

ff. Provide technical mine systems support to contractor personnel for the development of MFPP, NWP and other MIW products.

Mines and Mining Requirements:

a. Provide input to, monitor, and report on new development programs for mining.

b. Provide input to, monitor, and report on research and development (6.2 and 6.3) programs in mining.

c. Identify requirements for and draft Mission Need Statements (MNS) and operational requirements (OR) for fleet mines and mining capabilities.

d. Be knowledgeable of the following documents as they affect MIW objectives, operational concepts, force levels, and force composition:

- (1) Joint Strategic Objectives Plan(s)
- (2) Navy Mine Warfare Plan(s)
- (3) Navy Capabilities Plan(s)
- (4) Naval Warfare Publications and mining doctrine

e. Be knowledgeable of documents relating to the Navy MIW Acquisition Programs, specifically:

- (1) Mission Needs Statements (MNS)
- (2) Operational Requirements (OR)
- (3) Program Objectives Memorandum (POM) process
- (4) Advanced Development Objectives
- (5) Component Command Issue Papers (CCIP)
- (6) Index of COMOPTEVFOR Projects

f. Assist CNO warfare directors, Navy program offices and laboratories, and the Office of Naval Research in preparation of the operational requirements and scientific and technical objectives of mining.

g. Monitor research and development (R&D) and test and evaluation (T&E) programs to assist in the introduction of new mine developments in a timely, effective, and feasible manner based on required operational capabilities in support of mission requirements.

h. Initiate and assist in monitoring studies that may be required for the development of operational requirements, justification, mission need statements, military characteristics, force levels, and requirements for mine delivery ships, aircraft, and submarines.

i. Establish and maintain direct liaison with CNO program sponsors, Naval Material and Systems Commands, Navy and joint laboratories, and battle labs to provide the necessary priorities for mine RDT&E programs.

j. Maintain a methodology for determining annual mine assets for the non-nuclear ordnance submission requirements to CNO. Provide presentations and briefings on the methodology used and the final results of the Non-Nuclear Ordnance Requirements (NNOR) to the Commander in his capacity as the COMINWARCOM ACOS for Mining (N9), COMINWARCOM ACOS for Readiness and Requirements (N8), program management offices, CNO directorates, numbered fleets, fleet CINCs, and the Office of the Secretary of Defense.

k. Review and coordinate staff action on matters pertaining to MIW requirements, capabilities, and objectives as related to the Joint Strategic Objective Plans, the U.S. Navy Mine Warfare Plan, Navy research and development programs, fleet improvement programs, fleet mine readiness and training programs, and other associated programs and documents.

l. As appropriate, prepare briefs on the Navy's mines and mining programs.

m. Initiate timely action to develop tactics and doctrine necessary to employ new and future developments and weapon systems. Review and recommend revision of tactical doctrine publications as necessary.

7001.51. Minefield Planning Officer (USAF Liaison) (N51). The U.S. Air Force Liaison Officer is responsible to the Mining Plans and Requirements Officer (N5) and serves as a source of U.S. Air Force

COMOMAGINST 5400.1J  
12 Jul 02

mining and tactics expertise for the Commander and COMINEWARCOM.  
He/she shall:

a. Support and assist the Minefield Plans and Requirements Program Manager (N5) and the Mine Requirements Officer (N52) as directed.

b. Provide liaison services between the U.S. Air Force and the U.S. Navy for all matters concerning war plans, mining exercises, mining certification, minefield planning, new mining capabilities, stockpile positioning, logistics, and other MIW-related matters of mutual interest or concern. Liaise with CNO (N75) and Air Combat Command for Memorandum of Agreement.

c. Serve as the primary computer-based Tactical Decision Aid (TDA) Officer. Recommend system improvements and monitor software and hardware development.

d. Maintain overall cognizance concerning all Tactical Decision Aids for maritime mining, including Uncountered Minefield Planning Model (UMPM), the Mine Warfare Environmental Decision Aid Library (MEDAL), Global Command and Control System [Maritime] (GCCS-M) and future Joint Mission Planning System (JMPS) software and hardware under development.

e. Assist the Operations Officer (N3) and the Minefield Plans and Requirements Officer (N5) in reviewing and advising the warfare directors on the adequacy and level of logistic support plans for mining weapons systems.

f. Prepare and maintain fleet mining plans. Conduct minefield planning as requested by appropriate commanders. Review, revise, print, and distribute mining plans for operational commanders and make recommendations for the best overall utilization of mining resources.

g. Coordinate mine planning matters with other commands. Coordinate and recommend action on all mining plans affecting U.S. and allied forces.

h. Maintain liaison with fleet CINCs and numbered fleet commander's mining officers. Advise and assist other commands regarding mine planning requirements.

i. Review and maintain all studies and publications involving theoretical aspects of mining.

j. Act as Quality Control Inspector of mining plans and ensure all mining plans are reviewed periodically.

k. Serve as the command's technical advisor in minefield planning methodology. Test minefield planning methodology. Liaison with engineering support at Coastal Systems Station, other laboratories, battle labs, and activities as required.

l. Assist in the development and apply automated minefield planning procedures for COMOMAG and the fleet.

m. Evaluate minefield planning methodologies and theories. Ensure the correctness and applicability of the mathematics used to define the minefield planning methodology and theory. Verify the appropriateness of the measures of effectiveness and justify the rationale for assumptions made during the minefield planning process. Ensure that relevant parts of each minefield planning methodology or theory are saved and applied when applicable.

n. Provide analyses to show the advantages and disadvantages of alternative mixes of mine types to make-up the mine inventory and make recommendations on the most appropriate mine mix to be selected.

o. Maintain a ready knowledge of the fleet CINC's strategy with special attention to the time-phased implementation of mining.

p. Evaluate on a continuing basis the ability of the current mining architecture to meet the long-range national strategy needs as defined by the defense planning guidance, national intelligence estimate, and CINC war plans.

q. Work within the constructs of war games to represent MIW strategies and evaluate alternate employment and associated payoffs.

r. Support the Commander, the Minefield Plans and Requirements Program Officer, and COMINWARCOM concerning all matters involving mine delivery in all CINC theaters, especially for support of major theater war and small scale contingencies).

s. Assist in the preparation and review of staff studies, estimates, operations plans, and orders dealing with mining. Conduct the technical review of fleet originated mining plans.

t. Assist Minefield Plans and Requirements Program Officer (N5) and the Mine Requirements Officer (N52) with determining fleet requirements for mining tactical decision aids, equipment, capabilities, and mine delivery methodologies.

u. Maintain cognizance of MFPPF 00 and keep AIG 136 up-to-date.

COMOMAGINST 5400.1J  
12 Jul 02

v. Maintain cognizance of NWP 3-15.42, Minefield Planning, and NWP 3-15.3, Mining Operations.

w. Maintain current and accurate information and plans on the COMOMAG and COMINEWARCOM SIPRNET web pages.

7001.511. Minefield Plans and Tactics Officer (Surface) (N511). The Minefield Planning and Tactics Officer is responsible to the Minefield Planning Officer (N51) and serves as a mining and tactics expertise. He/she shall:

a. Support and assist the Minefield Plans and Requirements Program Manager (N5) and the Minefield Planning Officer (N51) as directed.

b. Serve as the primary Maritime Mining Tactics Officer for the department, ensuring that current war tactics are considered and included as appropriate into MFPPs and joint fleet OPLAN and CONPLAN. Provide technical assistance to other staff members concerning mine delivery tactics.

c. Maintain a working knowledge of maritime mining Rules of Engagement (ROE) and ensure that it is included when developing minefield plans, mining annexes, and fleet planning directives.

d. Operate all mining Tactical Decision Aids to plan minefields in support of fleet operational war plans, including Uncountered Minefield Planning Model (UMPM), Mine Warfare Environmental Decision Aid Library (MEDAL), Global Command and Control System [Maritime] (GCCS-M) and future Joint Mission Planning System (JMPS) software and hardware.

e. Prepare and maintain fleet mining plans. Conduct minefield planning as requested by fleet commanders. Review, revise, print, and distribute mining plans for operational commanders and make recommendations for the best overall utilization of mining resources. Additionally,

f. In addition, other responsibility include assisting the Minefield Planning Officer to:

(1) Coordinate mine planning matters with other commands.

(2) Coordinate and recommend action on all mining plans affecting U.S. and allied forces.

(3) Advise and assist other commands regarding mine planning requirements.

(4) Review and maintain all studies and publications involving theoretical aspects of mining.

(5) Ensure all mining plans are reviewed periodically.

(6) Review and advise the warfare directors on the adequacy and level of logistic support plans for mining weapons systems.

(7) Providing technical advise on minefield planning methodology and liaison with engineering support at Coastal Systems Station and other laboratories and activities as required.

(8) Develop and apply automated minefield planning procedures for COMOMAG and the fleet.

(9) Evaluate minefield planning methodologies and theories.

(10) Provide analyses to show the advantages and disadvantages of alternative mixes of mine types to make up the mine inventory and make recommendations on the most appropriate mine mix to be selected.

(11) Maintain a ready knowledge of the CINC strategy with special attention to the time-phased implementation of mining.

(12) Evaluate on a continuing basis the ability of the current mining architecture to meet the long-range national strategy needs as defined by the defense planning guidance, national intelligence estimate, and CINC war plans.

(13) Work within the constructs of war games to represent MIW strategies and evaluate alternate employment and associated payoffs.

(14) Assist in the preparation and review of staff studies, estimates, operations plans, and orders dealing with mining.

(15) Maintain liaison with fleet CINCs and numbered fleet commanders, and mining officers responsible for plans and mine delivery.

(16) Conduct the technical review of all fleet originated mining plans.

(17) Maintenance of NWP 3-15.42, Minefield Planning and NWP 3-15.3, Mining Operations.

(18) Maintain COMOMAG information and plans on SIPRNET web pages.

COMOMAGINST 5400.1J  
12 Jul 02

7001.512. Minefield Plans and Tactics Officer (Submarine) (N512).  
The Minefield Planner is responsible to the Minefield Planning Officer (N51) and serves as a submarine mining and tactics expertise. He/she shall:

a. Support and assist the Minefield Plans and Requirements Program Officer (N5) and the Minefield Planning Officer (N51) as directed.

b. Serve as the primary submarine Maritime Mining Tactics Officer for the department, ensuring that current war tactics are considered and included as appropriate into MFPPs and joint fleet OPLAN and CONPLAN. Provide technical assistance to other staff members concerning submarine mine delivery tactics.

c. Maintain a working knowledge of maritime mining Rules of Engagement (ROE) and ensure that it is included when developing minefield plans, mining annexes and fleet planning directives.

d. Operate all mining tactical decision aids to plan minefields in support of fleet operational war plans, including Uncountered Minefield Planning Model (UMPM), Mine Warfare Environmental Decision Aid Library (MEDAL), Global Command and Control System (Maritime) (GCCS-M) and future Joint Mission Planning System (JMPS) software and hardware.

e. Prepare and maintain fleet mining plans. Conduct minefield planning as requested by fleet commanders. Review, revise, print, and distribute mining plans for operational commanders and make recommendations for the best overall utilization of mining resources. Additionally, assist the Minefield Planning Officer (N51) to:

(1) Coordinate mine planning matters with other commands.

(2) Coordinate and recommend action on all mining plans affecting U.S. and allied forces.

(3) Advise and assist other commands regarding mine planning requirements.

(4) Review and maintain all studies and publications involving theoretical aspects of mining.

(5) Ensure all mining plans are reviewed periodically.

(6) Review and advise the warfare directors on the adequacy and level of logistic support plans for mining weapons systems.

(7) Providing technical advise on minefield planning methodology and liaison with engineering support at Coastal Systems Station and other laboratories and activities as required.

(8) Develop and apply automated minefield planning procedures for COMOMAG and the fleet.

(9) Evaluate minefield planning methodologies and theories.

(10) Provide analyses to show the advantages and disadvantages of alternative mixes of mine types to make up the mine inventory and make recommendations on the most appropriate mine mix to be selected.

(11) Maintain a ready knowledge of the CINC strategy with special attention to the time-phased implementation of mining.

(12) Evaluate on a continuing basis the ability of the current mining architecture to meet the long-range national strategy needs as defined by the defense planning guidance, national intelligence estimate, and CINC war plans.

(13) Work within the constructs of war games to represent MIW strategies and evaluate alternate employment and associated pay-offs.

(14) Assist in the preparation and review of staff studies, estimates, operations plans, and orders dealing with mining.

(15) Maintain liaison with fleet CINCs and numbered fleet commanders, and mining officers responsible for plans and mine delivery.

(16) Conduct the technical review of all fleet originated mining plans.

(17) Maintenance of NWP 3-15.42, Minefield Planning and NWP 3-15.3, Mining Operations.

(18) Maintain COMOMAG information and plans on SIPRNET web pages.

7001.52. Mine Requirements Officer (N52). The Mine Requirements Officer is responsible to the Mining Plans and Requirements Officer (N5) and the Commander for the development of key requirement documents, presentations, assessments, and papers stating fleet requirements for sea mines, maritime mining systems and capabilities. He/she shall:

COMOMAGINST 5400.1J  
12 Jul 02

a. Support and assist the Minefield Plans and Requirements Program Officer (N5) and the Minefield Planning Officer (N51) as directed.

b. Provide supervision for all assigned subordinates ensuring their efforts support the overall objectives of the Minefield Plans and Requirements Program Department Head and the Commander.

c. Provide input to, monitor, and report on new development programs for maritime mining.

d. Provide input to monitor and report on research and development (6.2 and 6.3) programs in mining. Review Operational Requirements (OR) and Test and Evaluation Master Plan (TEMP) documents to ensure that mine and mining RDT&E programs and initiatives meet the original fleet need or requirement.

e. Identify requirements for and draft Mission Need Statements (MNS), Component Commander Issue Papers (CCIP), Program Objective Memorandum (POM), and Program Review (PR) issues for sea mine and mining capabilities and requirements.

f. Maintain a working knowledge of the following documents as they effect MIW objectives, operational concepts, force levels, and force composition and apply them to future requirements as required:

- (1) Joint Strategic Objectives Plan(s)
- (2) Navy Mine Warfare Plan(s)
- (3) Navy Capabilities Plan(s)
- (4) Naval Warfare Publications and mining doctrine

g. Serve as the command subject matter expert on documents relating to the Navy MIW acquisition programs, specifically:

- (1) Mission Needs Statements (MNS)
- (2) Operational Requirements (OR)
- (3) Program Objectives Memorandum (POM) process
- (4) Advanced Development Objectives
- (5) Component Command Issue Papers (CCIP)
- (6) Index of COMOPTEVFOR Projects

h. Act as the commands primary point of contact to assist COMINELWARCOM N8 and the warfare directors in OPNAV, Program Management Offices, Naval Laboratories, Battle Labs, Office of Naval Research (ONR) in preparation of the operational requirements and scientific and technical objectives of mining, including mine RDT&E programs.

i. Monitor research and development (R&D) and test and evaluation (T&E) programs to assist in the introduction of new mine developments in a timely, effective, and feasible manner based on required operational capabilities in support of mission requirements.

j. Initiate and assist the department head in studies that may be required for the development of operational requirements, justification, mission need statements, military characteristics, force levels, and requirements for mine delivery ships, aircraft, and submarines.

k. Maintain a methodology for determining mine asset requirements and develop the Non-Nuclear Ordnance Requirements (NNOR) for sea mines on behalf of the fleet CINC staffs for submission to CNO warfare sponsors for every Program Objective Memorandum (POM) cycle. Provide presentations and briefings on the methodology used and the final results of the NNOR for mines to the Commander in his capacity as the COMINELWARCOM ACOS for Mining (N9), COMINELWARCOM ACOS for Readiness and Requirements (N8), naval laboratories, battle labs, program management offices, CNO warfare sponsors and directorates, numbered fleets, fleet CINCs, and the Office of the Secretary of Defense.

NNOR

(1) Release message requesting inputs for POM or PR Sea Mine NNOR review by 1 June of each year.

(2) Gather NNOR inputs and put together an NNOR brief for submission to OPNAV N752 by 15 September of each year.

TTCOR

(1) Receive inputs from the Exercise and Minefield Plans and Requirements Program Officer (N32) on statistical data for all current and projected ET Mining operations which may effect the current or future inventory.

(2) With assistance from the Minefield Plans and Requirements Program Officer (N32), release message requesting fleet inputs by 1 June of each year.

COMOMAGINST 5400.1J  
12 Jul 02

(3) Gather TTCOR inputs and put together an excel spreadsheet for submission to COMNAVSURFLANT (N65) by 1 August of each year.

l. Review and coordinate staff action on matters pertaining to MIW requirements, capabilities, and objectives as related to the joint strategic objective plans, the U.S. Navy Mine Warfare Plan, Navy research and development programs, fleet improvement programs, fleet mine readiness and training programs, and other associated programs and documents.

m. As appropriate, prepare briefs on mine and mining requirements and significant events in the Navy's mines and mining programs.

n. Assist the Minefield Plans and Requirements Program Officer (N5) and the Minefield Planning Officer (N51) to initiate timely action to develop tactics and doctrine necessary to employ new and future developments and weapon systems. Review and recommend revision of tactical doctrine publications as necessary.

7001.521. Intelligence Analyst (N521). The Intelligence Analyst is responsible to support the Minefield Planning Officer (N51) and Mine Requirements Officer (N52) and serves as a source of Special Intelligence (SI) expertise for minefield planning. He/she shall:

a. Support and assist department personnel as directed.

b. Provide supervision for all assigned subordinates, ensuring that their efforts support the overall objectives of the department and the Commander.

c. Represent COMOMAG in developing and submitting intelligence collection and production requirements to the national intelligence community.

d. Maintain the COMOMAG intelligence library.

e. Ensure appropriate distribution for intelligence related publications/instructions, and validate requests for additional intelligence publications.

f. Review all classified daily intelligence correspondence for items that impact on command mission. Ensure timely routing of significant intelligence correspondence to appropriate staff officers.

g. Coordinate requests for release of foreign intelligence information with the Office of Naval Intelligence.

- h. Ensure all intelligence support provided is per DOD intelligence oversight regulations.
- i. Assist Exercise Division (N32) in creating a realistic exercise threat, prepare intelligence injects, and coordinate with outside exercise intelligence support.
- j. Assist minefield planners in acquiring order of battle information.
- k. Provide country information, as needed, to include geographic, political, limited biographic, sociologic, economic, and hydrographic information.
- l. Assist the ACOS for Mining as required.
- m. Coordinate and provide intelligence briefings and presentations as needed.
- n. Perform such other duties as may be directed.

7001.5211. Exercise Minefield Planning Folders (MFPP) and Publications (N5211). The Exercise Minefield Planning Folder and Publications Petty Officer is responsible to support the Minefield Planning Officer (N51) and Mine Requirements Officer (N52) and shall report directly to the Intelligence/IDB and BE Chief Petty Officer (N521) for daily tasking and supervision. He/she shall:

- a. Assist department personnel as required.
- b. Perform general office typing, filing, and other clerical duties as may be required.
- c. Maintain Geo-Operational Planning Assessment System (GOPAS) Database, Minefield Planning Folders (MFPP), Program Objective Memorandum (POM) input, Mission Needs Statements (MNS), operational requirements documents, the Non-nuclear Ordnance Requirements (NNOR) documentation, and other material relevant to minefield plans and requirements.
- d. Maintain department classified and unclassified inventories. Keep security container checklists current and inventoried.
- e. Perform duties as Exercise Minefield Planning Folder (EXMFPP) Petty Officer to include the following duties:

COMOMAGINST 5400.1J  
12 Jul 02

(1) Prepare EXMFPPFs to support mine readiness inspections (MRCIs) and fleet, U.S. Air Force, and NATO exercises.

(2) Maintain fleet liaison with other commands concerning mining exercises.

(3) Review EXMFPPFs for correctness of technical mine data and ensure correct interface is maintained with MOMAG units and detachment.

(4) Maintain EXMFPPFs for review.

(5) Maintain the AMISS scoring software and provide scoring services MRCIs and mine exercises. Keep data generated for future requirements.

f. Assist in reviewing and preparing instructions, publications, and other documentation dealing with the technical aspects of mines and mining systems.

g. Maintain and provide information relating to mine weapon systems.

h. Prepare correspondence on matters relating to mining requirements, capabilities, and objectives.

i. Maintain the technical correspondence files for the department.

j. Maintain proficiency in office software applications including but not limited to MS Office 2000 applications (including Microsoft (MS) Access, MS Word, MS Power Point, and MS Excel), GOPAS, AIMS, CD production software, scanning software, Adobe Acrobat, and a working knowledge of UMPM and future tactical decision aids used for maritime mining. Additionally, request training as necessary.

7001.5212. Navigation and MEDAL/GCCS-M Operator (N5212). The MEDAL/GCCS-M Operator is responsible to support the Minefield Planning Officer (N51) and Mine Requirements Officer (N52) and report directly to the Intelligence/IDB and BE Chief Petty Officer (N521) for daily tasking and supervision. He/she shall:

a. Assist department personnel as required.

b. Maintain current nautical chart inventory on paper and electronically when required. Liaise with NIMA and COMINELWARCOM (N3) for chart requirements and inventory.

c. Maintain proficiency in MEDAL and GCCS-Maritime. Liaison with COMINEWARCOM (N6) and METOC staff to ensure accurate information.

d. Assist minefield planners to deconflict any MFPF's seniors with real-world operations.

e. Assist minefield planners in preparing for exercise and real-world minefield plans as appropriate.

f. Assist in maintaining department classified and unclassified inventories.

g. Assist minefield planners by drafting all Basic Encyclopedia Nominations (BE - NOMS) and Data Change Request (DCR) worksheets for all new and updated minefield segments for submission to the Modernized Integrated Database (MIDB).

h. Maintain the department history.

i. Maintain proficiency in office software applications including but not limited to MS Office 2000 applications (including MS Access, MS Word, and MS Power Point, and MS Excel), GOPAS, AIMS, CD production software, scanning software, Adobe Acrobat, a working knowledge of UMPM, and future tactical decision aids used for maritime mining. Additionally, request training as necessary.

CHAPTER VIII

AUTOMATED INFORMATION SYSTEMS (AIS)/COMMUNICATIONS

2601.6. Automated Information Systems (AIS) Administrator/Communications Officer (N6). Serves as principal advisor and technical assistant to the Commander and Chief Staff Officer on all matters pertaining to AIS systems management, acquisition, and utilization. He/she shall:

a. Determine all AIS hardware and software requirements for MOMAG. He/she shall serve as senior member of any team organized for that purpose and shall serve as principal approval authority for AIS requests submitted by staff departments and/or MOMAUs/MOMAD.

b. Conduct those technical and economic studies required to justify and document MOMAG AIS requirements.

c. Determine those policies that apply to the utilization of automated systems within the community. Such policy shall be developed within the guidelines provided by higher authority and with due considerations submitted by staff departments and/or the MOMAUs. Such policy shall be drafted and published in the form of command instructions.

d. Serve as primary liaison with COMINELWARCOM, other DOD, DON activities, and commercial analysts on matters concerning the capability, design, development, distribution, and modification of automated applications utilized within MOMAG. When applicable, serve as principal contact with vendor and contractor personnel with regard to the selection and implementation of microcomputer operating systems, network operating systems, and/or other applications software.

e. Serve as primary contact and approval authority for those vendors and/or contractors who provide AIS services for the MOMAG community.

f. Prepare all life cycle management and other support documentation required for MOMAG automation projects including all specification and statements of work associated with contracted hardware/software design, development, and implementation.

g. Develop all resource estimates and schedules and coordinate all tasks associated with the implementation of automated systems within MOMAG.

COMOMAGINST 5400.1J  
12 Jul 02

h. Determine requirements for and ensure all required user training for newly implemented systems within the community is provided for.

i. Serve as the AIS Security Officer for the COMOMAG staff. In addition, the department head will monitor AIS security status within MOMAG, and will serve as principal AIS security advisor.

j. Serve as the COMOMAG Staff Network Administrator and Network Security Officer and as primary technical consultant for community network installations.

k. Serve as administrator of all locally managed and/or locally developed databases. He/she shall be proficient in the use of Microsoft access, Microsoft Visual Basis, Oracle SQL80, Oracle Server and such other database tools required to support command data structures.

l. Complete acceptance testing for newly acquired automated systems within the community. In addition, he/she will ensure all instructions, manuals, and training materials are provided.

m. Interface directly with the MOMAU sites to ensure compliance with all AIS directives.

n. Serve as staff communications officer responsible for all telecommunications matters including STU-III secure transmissions, telephone services, and the transmission and receipt of naval message traffic. Serve as primary contact and approval authority for contracted telecommunications services.

2601.61. Communications Leading Petty Officer (N61). The Communications Petty Officer shall serve as Leading Petty Officer for the N6 department. He/she shall assist the department head in the oversight of all departmental tasks including naval message processing and receipt, AIS management, AIS security matters, custody and control of CMS devices, and management of command telephone communications. He/she shall:

a. Be fully cognizant of all applicable communications directives.

b. Oversee the preparation, transmission, receipt, and dissemination of naval message traffic.

c. Maintain liaison with COMINELCOM and Naval Telecommunications and Computer Center (NTCC) communications staffs.

- d. Become familiar with current AIS directives including those pertaining to AIS security and life cycle management.
- e. Conduct AIS technical and economic studies as directed by the department head.
- f. Assist in the preparation of life cycle management and other support documentation required for MOMAG automation projects.
- g. Serve as Assistant Network Administrator.
- h. Perform AIS hardware/software installations and/or upgrades.
- i. Troubleshoot and correct AIS hardware/software problems.
- j. Conduct acceptance testing for newly acquired automated systems.
- k. Conduct staff database and file conversion studies.
- l. Develop limited database applications for staff personnel.
- m. Assist in the development of command instructions, manuals, and training materials for automated systems.
- n. Provide hardware/software user training for MOMAG unique hardware/software systems.
- o. Maintain the command's telephone system.

2601.611. Assistant AIS Security Petty Officer (N611). The Assistant AIS Security Petty Officer shall assist the department head in all AIS security matters. Additionally, he/she shall:

- a. Serve as Assistant AIS and Network Security Officer for the staff.
- b. Be fully cognizant of all applicable communications directives.
- c. Assist in the preparation, transmission, receipt, and dissemination of naval message traffic.
- d. Maintain inventories of all AIS hardware and software for MOMAG.
- e. Maintain an inventory of all classified hard drives, floppy diskettes and zip disks within the command.

COMOMAGINST 5400.1J  
12 Jul 02

f. Assist with AIS hardware/software installations and/or upgrades.

g. Assist with troubleshooting and correcting AIS hardware/software problems.

h. Serve as the Naval Warfare Publications Library (NWPL) Clerk.

i. Assist the Communications Petty Officer (N61) in maintaining the command's telephone system.

2601.612. Assistant Communications Petty Officer (N612). The Assistant Communications Petty Officer shall perform all naval message preparation, transmission, receipt, and dissemination tasks. In addition, he/she 612 shall perform other tasks as directed by the Department Head. He/she shall:

a. Be fully cognizant of all applicable communications directives.

b. Assist COMOMAG staff in the preparation of message traffic.

c. Review all outgoing message traffic to ensure compliance with proper format, correct address, precedence, and date time group requirements.