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SUBJ/IMPLEMENTATION OF SECRETARY OF WAR MEMORANDUM ON DEPARTMENT OF WAR
PERSONNEL PARTICIPATION IN EXTERNAL ENGAGEMENTS DATED 15 SEP 25//

REF/A/DOC/SECWAR MEMO, 15SEP25//
REF/B/DOC/DEPSECDEF MEMO, 31JAN18//
REF/C/DOC/DJS MEMO, 6FEB18//
REF/D/DOC/OCMO MEMO, 7FEB18//
REF/E/DODI 5410.19 VOL 1-4//
REF/F/JER//
REF/G/5 C.F.R. Part 2635//
REF/H/DOC/UNSECNAV MEMO, 17SEP25//
REF/I/DOC/DONCOS MEMO, 03SEP25//

NARR/REF A ESTABLISHES DEPARTMENT OF WAR (DOW) POLICY FOR PARTICIPATION IN
EXTERNAL ENGAGEMENTS AND GRANTS HEADS OF DOD COMPONENTS AUTHORITY TO DELEGATE
APPROVAL AUTHORITY.

REF B IS THE DOD POLICY FOR DOD SENIOR LEADER ATTENDANCE AT OUTSIDE EVENTS.
REF C IS IMPLEMENTATION GUIDANCE FOR DOD POLICY ON SENIOR MILITARY LEADER
ATTENDANCE AT OUTSIDE EVENTS.

REF D IS THE IMPLEMENTATION GUIDANCE FOR DOD POLICY ON SENIOR CIVILIAN LEADER
ATTENDANCE AT OUTSIDE EVENTS.

REF E IS THE DOD INSTRUCTION ON COMMUNITY OUTREACH ACTIVITIES.

REF F IS THE JOINT ETHICS REGULATION.

REF G IS THE STANDARD OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE
BRANCH.

REF H IS THE UPDATED GUIDANCE FOR USE OF GOVERNMENT TRAVEL CHARGE CARDS BY
DEPARTMENT OF NAVY CIVILIAN EMPLOYEES AND EXCEPTION EVALUATION PROCESS.

REF I OUTLINES DON EXPECTATIONS AND REQUIREMENTS FOR ALL ITEMS REQUIRING
SECRETARY OF THE NAVY REVIEW AND/OR SIGNATURE.//

RMKS/1. The below constitutes implementation guidance for the routing,
processing and approval of external engagement requests in accordance with
references (a) through (d). The Department of the Navy must be deliberate
and purposeful about the external engagements that we attend. Attendance at
external engagements must support Department of the Navy priorities.
Approval authorities should ensure that they are receiving a thorough
analysis under the enhanced framework in reference (a) and they should be
extremely selective in the external engagements that they approve.

2. Events which are clearly excluded from the enhanced framework of
reference (a) do not require approval under the process below.

3. Approval Authority: Pursuant to references (a) through (d), authority to review and approve requests from personnel not assigned to joint commands is delegated as follows:

a. O-6/GS-15 and Below: Authority to approve requests to participate in external engagements from Navy and Marine Corps personnel in the grade of O-6/GS-15 and below is delegated to the first GO/FO or SES in the requestor's chain of command.

b. O-7 to O-8/Civilian Equivalent: Authority to approve requests for military personnel in the grade of O-7 to O-8, and their civilian equivalents, is delegated to the first senior GO/FO or SES in the requestor's chain of command.

c. O-9 to O-10/Civilian Equivalent: Authority to approve requests for military personnel in the grade of O-9 and above, and their civilian equivalents, is delegated to Director, Navy Staff (DNS) and to Director, Marine Corps Staff (DMCS) for their respective services. DNS and DMCS shall ensure compliance with references (b) through (d) for all approved requests, as applicable.

d. General and Flag Officers/Senior Civilian Leaders Assigned to the Navy Secretariat: Authority to approve requests to participate in external engagements remains with the Secretary of the Navy. Requestors in this category include Principal Staff Assistants for the Secretary of the Navy, Assistant Secretaries of the Navy, the Director of the Office of Administration, the Chief of Naval Policy, the Chief of Naval Intelligence and senior civilian and military personnel assigned to those organizations. In addition to the requirements outlined in reference (i), all requests shall be submitted to the Office of the Secretary of the Navy Admin team via ETMS2.

e. If, after reviewing the written request, an approval authority determines the request merits additional review, that official will forward the request to Secretary of the Navy Public Affairs at secnavexternalengagements@us.navy.mil.

4. Submission Form and Assessment Criteria: Reference (a), paragraph 2 provides the DOW's principles for external engagements and supplements the outreach policy found at reference (e). Submission forms and up-to-date resources and assessment criteria for leaders with delegated approval authority may be found here:

a. Navy: https://flankspeed.sharepoint-mil.us/sites/SECNAV_CHINFO/SitePages/ChinfoHome.aspx

b. USMC: https://usmc.sharepoint-mil.us/sites/DMCS_Home/

5. This ALNAV hereby supersedes any concurrent internal, Department of the Navy executive engagement reporting requirements for SES/O-7 and above engagements. The intent of this issuance is to establish a streamlined process for Navy and USMC GO/FO/Senior Civilians to request approval for external engagements, and to allow tailored implementation of request processing for O-6/GS-15 and below across the fleet. Nothing in this ALNAV or subsequent publications exempts personnel from complying with references (e)- (i), nor does it change the requirement to comply with the Deputy Secretary of War's and my guidance on activities and operations during a lapse in appropriation.

6. Released by the Honorable John C. Phelan, Secretary of the Navy.//

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