[COMMAND] INSTRUCTION 5420.194A

From: Captain, [Command]

Subj: COMMAND INNOVATION COMMITTEE (CIC)

Ref: (a) A Design for Maintaining Maritime Superiority 2.0 DTG DEC 2018
      (b) Navy Leader Development Framework Version 2.0 DTG 06 APR 2018
      (c) Strategic Readiness Review 2017 DTG 03 DEC 2017
      (d) Comprehensive Review of Recent Surface Force Incidents DTG 26 OCT 2017
      (e) Naval Innovation Network Charter DTG 12 DEC 2016 DTG JAN 2016
      (f) SECNAVINST 5420.194A DTG 16 MAY 2018

Encl: (1) Command Innovation Committee (CIC) Plan of Action and Milestones (POA&M)
           Planning Factors Template

1. Purpose. To provide policy and procedures for the [Command] Command Innovation
    Committee (CIC) and provide guidance to the CIC members. The goal of the CIC is to
    cultivate organizational learning by enabling members to create, acquire, and transfer
    knowledge. Committee members will propose and implement solutions to identified areas of
    deficiency within the command by coordinating with senior leaders, subject matter experts,
    program managers, and junior sailors.

    a. The [COMMAND] CIC will facilitate DON strategies and visions outlined in reference (a),
        reference (b), reference (c), and reference (d). The committee's objectives are in
        concurrence with those of reference (e), and its guidelines are subject to the governance of
        reference (f).

2. Scope. Provisions of this instruction apply to all CIC members assigned.

3. Policy.

    a. Membership.

        (1) The CIC Executive Committee will be an all-volunteer board consisting of:

            (a) Committee Chair: One officer of any rank.

            (b) Committee Co-chair: One representative of the Chief's Mess (E-7 to E-9).

            (c) Committee Members: [#] junior enlisted sailors (E-6 or below).

(2) The Executive Committee shall be designated on the [COMMAND PLAN OF THE DAY].

(3) Any other [command] assigned sailor may voluntarily participate in committee functions without formal designation.

b. Objective:

(1) Cultivate a list of mission hurdles from:

(a) Command Triad priorities.

(b) [Command] Sailors via crowd sourcing.

1. The CIC will use e-mail and meetings to gather (crowd source) proposed mission hurdles from [command] Sailors.

2. The CIC will crowd source potential mission hurdles from [command] Sailors no less than twice a year.

(2) Develop a priority listing for all established mission hurdles.

(a) Command Triad may supersede or specify priority.

(3) Develop and execute a Plan of Action and Milestones (POA&M) for each mission hurdle.

(a) Appropriate stakeholders (program managers/members, department heads, subject matter experts, etc.) will assist the CIC Executive Committee to identify the following:

1. The mission hurdle (as specifically as possible).

2. The scope of the mission hurdle.

3. Feasibility of proposed mission hurdle solutions.

4. Implementation strategies for approved mission hurdle solutions.

5. Objective metrics to determine if implemented changes are successful.

6. A timetable for implementing proposed changes, measuring success, and debriefing command leadership.

(b) POA&M should include: timeline for completion, metrics for success, and

ownership of actionable items.

(c) Execution of the POA&M will be subject to approval by the Commanding Officer following review by the chain of command.

c. Agenda:

(1) The Command Innovation Committee will nominally schedule meetings as necessary, utilizing the Command Calendar to de-conflict scheduling.

(2) Meetings will cover:

(a) Re-cap of previous meeting's minutes.

(b) Progress on outstanding action items.

1. Review POA&M progress.

2. Add new milestones if necessary.

3. Adjust or remove old milestones if necessary.

(c) New Business.

(d) Open forum.

(3) An Executive Committee Chair, Co-Chair, or Member will keep a record of meeting minutes.

(4) Meeting records and completed POA&Ms will be retained in a NIPR repository.

d. Review:

(1) The CIC program will be included in the Command Assessment program. This will allow periodic visibility of past accomplishments and shortcomings of the CIC.

X. X. [LAST NAME]
Deputy Commander

Releasability and Distribution:
This information is cleared for public release and is available electronically only via: [file directory name of where the instruction can be located on the command share drive]

COMMAND INNOVATION COMMITTEE (CIC) PLAN OF ACTION AND MILESTONES
(POA&M) PLANNING FACTORS TEMPLATE

1. Describe the problem to solve:
    a. Target a specific area for improvement.
    b. Goal must be realistic.
2. Assign a priority level to this problem.
3. Describe the actions to take to implement the solution.
4. Assign a due date for every action:
    a. An actual date must be assigned. "TBD" is not allowed.
5. What resources will be required:
    a. Will monetary costs be imposed?
    b. Will materials or equipment be used?
    c. Will outside manpower be needed?
6. How will you measure success of your action:
    a. What quantities suggest progress?
    b. What determines failure?
7. Who is the point of contact for the action:
    a. One specific owner must be assigned.
    b. Include contact information (e-mail address and phone number).