



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 5450.357  
N13  
12 Dec 2023

OPNAV INSTRUCTION 5450.357

From: Chief of Naval Operations

Subj: NAVY MISSION, FUNCTIONS AND TASKS STATEMENT DEVELOPMENT AND  
POLICY MODERNIZATION IN SUPPORT OF SHORE MANPOWER  
REQUIREMENTS DETERMINATION

Ref: (a) 10 U.S.C.  
(b) OPNAVINST 5400.44B  
(c) SECNAVINST 5450.4G  
(d) U.S. Navy Regulations, 1990  
(e) SECNAVINST 5700.9F  
(f) SECNAVINST 12351.5G  
(g) SECNAVINST 5000.30D  
(h) OPNAV M-5090.1 of 23 August 2021  
(i) CJCSI 2300.02K  
(j) SECNAVINST 12250.6B  
(k) OPNAVINST 1000.16L  
(l) DoD Instruction 4165.69 of 20 December 2021  
(m) OPNAVINST 3111.17B

Encl: (1) Format for Mission, Functions and Tasks Statements  
(2) Mission, Functions and Tasks Structural Framework Requirements  
(3) Resource Sponsor Mission, Functions and Tasks Review and Approval  
Memorandum

1. Purpose. To establish guidance and provide clarification and amplifying data to Navy commands when creating and maintaining Mission, Function and Task (MFT) statements for shore activities. References (a), section 8013, through (m) provide guidance that pertain to MFT requirements. Enclosures (1) through (3) are provided to assist commands in developing MFTs. Not all references or enclosure information will apply to all commands.
2. Scope and Applicability. This directive applies to all Navy commands that fall under a MFT statement per reference (b).
3. Organization MFT. Director, Navy Staff (DNS-12) receives OPNAV 5400/1, Organizational Change Request, to update commands mission statement formally. Department of the Navy (DON) forms are located at <https://forms.documentservices.dla.mil/order/>. Enclosure (1) stresses the importance of providing a precise definition of the unit's or activity's mission statement and

capabilities and functions of a unit to inform Navy leadership decisions on any requested organizational change. MFT instructions and documents that review in depth manpower requirements and business plans fall under the purview of the Navy Manpower Analysis Center (NAVMAC) to enable workforce structure and position demand to sustain combat ready forces. Enclosure (1) with specific guidance from enclosure (2) will be a starting point for any MFT documentation and organization establishment. Activities and Budget Submitting Office (BSO) will use a memorandum discussed in enclosure (3) to route formal approval by Resource Sponsor (RS) up to DNS.

4. MFT Instructions. All shore activities must have a MFT instruction. Directed and approved MFT instructions serve as the basis for workforce requirements and provide leadership with decision-supporting tools that provide justifications regarding approved work, products (also known as goods), services and capabilities, as well as production expectations or plans as described in the associated MFT instruction. A detailed mission statement along with supporting information is vital to the establishment of new shore commands, as well as, implementing modifications to improve an existing command's MFT instruction. The MFT instruction must contain clearly defined command functions and measurable tasks. These tasks are critical for work measurement and require alignment to the associated functions. The alignment of functions, tasks and products support analysis of product value and priority at the command level and at the service level, underwrite the identification of work commonalities and redundancies across the Navy, identification and implementation of benchmarks and achievement of process efficiencies.

5. Concept. Guidance provided by higher authority is the basis for the activities' mission statements. Mission statements are concise, unclassified general statements of what Navy expects the activity to accomplish and do not include functions or tasks. This document delineates functions and tasks separately. Navy MFTs are the baseline for validation of workforce requirements, management advisory studies, work location decisions, work retention and consolidation decisions, benchmarking and implementation of best practices.

6. Functions, Tasks, Mandating Policy, Peacetime and Mobilization Requirements. Activities will organize functions, tasks and mandating policies into purposeful and practical groupings as delineated in subparagraphs 6a through 6c.

a. Functions. Functions logically group individual services within the activity. Functional areas differentiate and compartmentalize an activity's workload and reflect alignment with the activity's mission. When successfully completed, functions integrate to deliver products, services and capabilities to ensure successful mission accomplishment. Descriptions of functions must provide total cost estimates for all manpower appropriation categories (e.g., Military Personnel, Navy (MPN); Reserve Personnel, Navy (RPN); Operation and Maintenance, Navy (OMN)) associated with the functions to facilitate a comprehensive roll-up of manpower costs for mission accomplishment.

b. Tasks. Tasks are descriptions of structured, independent actions that activities follow to deliver approved products, services and capabilities. Tasks add detail to actions needed to complete defined functions as aligned to specific mission elements. Task accomplishment occurs in conjunction with approved program directives or approved written tasking agreements. Chain of Command (CoC) and MFT instruction approval entities must concur in writing with all special tasking agreements (e.g., Memorandum of Agreements (MOA), Memorandum of Understandings (MOU), executive agent, etc.). Descriptions of tasks must provide total costs for all manpower appropriation categories (e.g., MPN, RPN, OMN) associated with the tasks to facilitate a comprehensive accounting of manpower costs for the associated functions.

Note: Special tasking is unexpected tasks of temporary duration and represents additional work levied on an activity that is separate from enduring and approved MFT functions and tasks. These tasks represent work not derived directly from the activity's core mission, but accomplished in connection with existing programs, policies, directives or task agreements. Operational or administrative superiors delegate these tasks through various documents (e.g., operational orders, task orders, concept of operations, directed tasking via message, memorandum or letter). Activities do not have to list the tasking documents in the MFTs, however, activities will provide documentation as requested to support assessment of approved workload and facilitate shore manpower requirements studies. Special tasking examples include providing personnel and resources to support external initiatives, coordination services needed to integrate diverse commands during working groups and subject matter expertise for specific focus areas for command inspections.

c. Mobilization Requirements. MFTs must contain a list of concept of operations or operational plans directing any wartime mission or, if classified, via appropriately classified separate correspondence.

## 7. MFT instruction development and roles.

### a. Activities will:

(1) Review the MFT annually to ensure applicability, currency and consistency and make necessary updates when there is a change in the assigned mission, functions or tasks. The MFT will be in effect for 10 years, unless BSOs revise or cancel the MFT in the interim. At minimum, the BSO will:

(2) Update the MFT cover letter to reflect review upon the 10 year anniversary.

(3) Use the format outlined in enclosure (1) of this instruction to submit new or revised MFTs. Submit new or revised MFT instruction through the approved CoC for review and approval per this instruction.

(4) List mandating policies from all higher authority instructions that specifically drive an activity's additional workload. Mandating policies do not include non-work directives (e.g., personnel program instructions).

(5) The Shore Manpower Requirements Determination (SMRD) program and study protocols assess undocumented or non-directed work as assumed tasking. Therefore, SMRD studies will not incorporate assumed tasking into manpower requirements determination and validation.

(6) Maintain a list of MOUs or MOAs and associated tasks.

(7) Publish detailed production plans listing approved external and internal products, services and capabilities. To further define, products are tangible, physical and consistent items delivered through functions and tasks (e.g., personnel transfer orders, students trained reports, maintenance events completed, equipment repaired, patients treated). Services are intangible activities and actions that support stakeholder and customer performance of their missions expectations (e.g., analysis and consulting, information technology, financial management, travel and transportation administration, teaching, environmental management, health-related and social services). Capabilities represent the collection of skills, expertise and alignment of personnel that identify an activity's capacity to efficiently complete mission work and deliver effective products and services (e.g., organizational culture, leadership experience, strategic vision, agility, workforce credentials).

(a) Production plans must prioritize all internal and external products, services and capabilities to associated functions and tasks and reflect importance to activity operations, as well as importance to overarching Navy readiness and operations.

(b) Production plans must contain a list that documents detailed delivery expectations for all approved products, services and capabilities. Production planning establishes frameworks to estimate current and future operational needs and resourcing requirements to meet production expectations (e.g., products, services and capabilities produced) and the associated quality metrics used for performance management. At a minimum, the production plan report should document the elements reflected in the production plan template described in the production plan template at the end of the section.

(c) Production plans must establish clear performance metrics (for each internal and external product) to ensure outcomes meet intended expectation and usability. Performance metrics provide insight into inputs needed to ensure delivery of high quality, high-performing outputs and provide means to identify and control issues effecting process, product quality and delivery timelines. All production plans must include or address the elements in subparagraphs 7a(7)(c)1 through 7a(7)(c)9:

1. Responsible Organizational Component (value based on command's organizational structure nomenclature).
2. Product and Service (name of product or service).
3. Production Metric (description of the product or service).
4. Beginning of the Year goal (reflects number of products to be completed and value set prior to start of current Fiscal Year).
5. Adjusted Goal (accounts for in year adjustments that better reflect actual year-end accomplishments).
6. Monthly Completion Rates.
7. Year End Total(s).
8. Performance Metric (defines how activity knows products are meeting expectations and activity defined or may reflect input from customers).
9. Performance Standard (metric used as defined by the command).

(8) Use current activity manpower document and provide manpower estimates for each function (Officer, Enlisted and Federal Civil Service), to include estimated costs for all manpower appropriation categories associated with all functions, products, services and capabilities.

b. CoC Role: CoC includes Immediate Superior in Command (ISIC) and Type Commanders where applicable.

(1) Review comprehensive revisions and incremental changes.

(2) Where applicable ensure task uniformity and commonality by building task statements that relate to common and approved Department of Defense (DoD) and Navy tasks lists (e.g., Navy mission essential task lists).

c. BSOs will:

(1) Review, update and, where applicable, approve MFT instructions for all shore activities under their administrative CoC every 10 years or earlier using SMRD-approved memorandum. Commanders may delegate this responsibility in writing to a subordinate Commander or equivalent approval authority within the CoC.

(2) Ensure BSO submitted or approved MFTs include formal endorsement of MFTs by BSO comptroller to ensure clarity of the relationships among functions, products, services, capabilities and command resources.

(3) Release MFTs for submission into the approval process. BSOs may delegate development of instruction narratives to action officers and subject matter experts across their respective organizations to ensure MFT development reflects proper descriptions of the approved work across the organization.

(4) Ensure MFT instruction uniformity and commonality across the BSO for like activities. Periodically review for compliance and proper organizational alignment of work.

(5) Forward proposed and endorsed Echelon 3 shore activity MFT instruction to applicable RS for independent review and approval.

(6) Submit proposed and endorsed Echelon 1 and 2 shore activity MFT instructions to DNS, or as delegated, for approval.

(7) Forward a copy of approved MFTs to NAVMAC for archival.

(8) Add MFT instruction review to Navy Inspector General inspections, ISIC inspections and command assessments to ensure independent review of MFT instructions for policy, content and format compliance.

d. RS will:

(1) Review and approve MFT instructions for Echelon 1 and 2 shore activities as directed by DNS using SMRD-approved memorandum.

(2) Review and approve MFT Instructions for Echelon 3 shore activities submitted by BSOs using SMRD-approved memorandum.

e. NAVMAC will:

(1) Maintain a repository of MFTs and relevant completed study materials for use in making future workforce recommendations.

(2) Conduct specific reviews of MFTs for units and activities scheduled for study in the NAVMAC two-year SMRD production start plan, ensuring up-to-date MFT availability prior to the commencement of the shore manpower study.

(3) Provide training, guidance and instruction on MFT development.

(4) Create and maintain a database of functions and tasks. This database will serve as a reference and service-wide repository that activities can use in the development of MFTs, assist in the identification of organizational efficiencies and inform resourcing decisions.

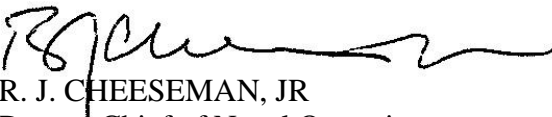
(5) Develop support analyses, tools and models to support near-term and enduring work and resourcing administration decisions.

8. Records Management.

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, Director, Military Plans and Policy (OPNAV N13) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, DoD, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 review of instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
R. J. CHEESEMAN, JR  
Deputy Chief of Naval Operations  
for Personnel, Manpower and Training

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances website, <https://www.secnav.navy.mil/doni/default.aspx>.

FORMAT FOR MISSION, FUNCTIONS AND TASKS STATEMENTS

(Command Letterhead)

(COMMAND) INSTRUCTION 5450.XX

From: (Commander or Immediate Superior in Command (ISIC) in Chain of Command)

Subj: MISSION, FUNCTIONS AND TASKS OF (full name of activity and short title)

Ref: (a) OPNAVNOTE 5450/5400 (Serial Number) and (Date) (this will be the authority for the activity's current mission statement or OPNAV issued notice to establish the activity)

Encl: (1) Functions and Tasks of (Activity Short Title)

1. Purpose. To define the mission, functions and tasks (MFT) of (Activity Short Title) as prescribed by mission defined in reference (a), section 8013.
2. Cancellation. (If applicable, cancel prior MFT here).
3. Mission.
  - a. Peacetime.
    - (1)
    - (2)
  - b. Mobilization.
    - (1)
    - (2)
4. Command Hierarchy. (Activity Short Title) is a shore activity in an active (fully operational) status under a Commander; Commanding Officer; or Officer in Charge.
  - a. Command. (From Standard Navy Distribution List ); Unit Identification Code (UIC); XXXXX Echelon:
    - (1) Echelon 1: Chief of Naval Operations.
    - (2) Echelon 2: (Activity Title).



(3) Echelon 3: (Activity Title).

(4) Echelon 4: (Activity Title).

b. ISIC of:

(1) List Activity Title (UIC).

(2) List Activity Title (UIC).

c. Area Coordination.

(1) Area coordinator, regional coordinator and local coordinator, if designated.

(2) Area coordinator, regional coordinator and local coordinator, if designated.

d. OPNAV Resource Sponsor (RS).

(1) Identify activity's primary RS, as well as other RS that provide funding for specific manpower positions.

(2) Provide activity-level aggregation of estimated manpower cost for all manpower appropriation categories (e.g., military personnel Navy (MPN), reserve personnel Navy (RPN)).

5. Supporting relationships. Relationships of a special, continuing nature including administrative control (ADCON), operational control (OPCON) and official additional duty (ADDU) assignments).

a. ADCON relationship supporting (name of activity).

(1) List additional relationships.

(2) List additional relationships.

b. OPCON relationship supporting (name of activity).

(1) List additional relationships.

(2) List additional relationships.

c. ADDU (To) relationship with (name of activity).

(1) List additional relationships.

- (2) Supports the activities listed in subparagraphs 5c(2)(a) and 5c(2)(b):
  - (a)
  - (b)
- d. ADDU (From) relationship with (name of activity).
  - (1) List additional relationships.
  - (2) Receives support from:
    - (a)
    - (b)
- e. Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).
  - (1) List MOA or MOU that pertains.
    - (a) Provides support to (name of activity).
      - 1. Task 1.
      - 2. Task 2 etc.
    - (b) Provides support to (name of activity).
      - 1. Task 1.
      - 2. Task 2 etc.
- 6. Obligations to external entities:
  - a. Overseas or Host Nation Agreements: (list of agreements that pertain).
  - b. Inter-Service Support Agreements: (list of agreements that pertain).
  - c. List functions currently contracted:

d. Hosts the following tenant activities: Include shore, operating forces, other DoD, joint DoD, non-federal and international organizations. For each activity, provide a clear and concise statement of major support services provided or received.

7. Action. (Command name) will execute the assigned MFT. (Command name) will update this directive every 10 years.

8. Records Management.

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, (Command name) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense (DoD), Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 review of instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

SIGNATURE BLOCK

Title of the Signature Authority if not the  
Commanding Officer, Commander or ISIC

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via (Command) website.

FUNCTIONS AND TASKS OF (COMMAND NAME)

(This template provides an example of a function and task layout. Activities should build this enclosure based on their own functions and tasks.)

1. Provide Command Operations Support (Overarching Function).

a. Provide command/executive services (Sub-function – if required).

(1) Task 1.

(2) Task 2 etc.

(3) Policy mandating function (e.g., OPNAVINST, National Defense Authorization Act, etc.).

(4) Aggregation of estimated manpower costs for all appropriation categories (e.g., MPN, RPN, OMN) associated with the function.

b. Provide special assistant services (medical, legal, safety, anti-terrorism and force protection, etc.).

(1) Policy mandating function (e.g., OPNAVINST, Public Law, etc.).

(2) Aggregation of estimated manpower costs for all appropriation categories (e.g., MPN, RPN, Operation and Maintenance Navy (OMN)) associated with the function.

(3) Task 1.

(4) Task 2 etc.

c. Provide manpower, personnel and administration services.

(1) Policy mandating function (e.g., OPNAVINST, Public Law, etc.).

(2) Aggregation of estimated manpower costs for all appropriation categories (e.g., MPN, RPN, OMN) associated with the function.

(3) Task 1.

(4) Task 2 etc.

MISSION, FUNCTIONS AND TASKS STRUCTURAL FRAMEWORK REQUIREMENTS

1. This appendix provides a technical framework on how commands and BSOs will construct MFTs to:

- a. Clearly create connections of branches from mission, function, sub-function, task and sub-task.
- b. Allow for easy storage of all shore MFTs.
- c. Ensure that shore manpower workforce planning experts are informed on all aspects of activity functions.
- d. Enhance the auditability to conform to audit best practices.
- e. Enable technical professionals to easily scrape, engineer, store and analyze contents into long-term solutions.

2. Tree Order Structure. All components of MFTs should exhibit a tree branch structure. Meaning, that at any point of the document, if any function or task is selected, a non-technical expert can connect the parent structures all the way to the mission with no difficulty.

3. Ordinal Important Structure. The order of functions and tasks must express a level of importance relative to its category. For example, if two functions are presented (1.0: To provide council to Agency A; 2.0: To provide council to Agency B), then it is assumed that “1.0” is the most important function and that “2.0” is the second most important function. This serves multiple purposes; activities and BSOs should judge both “impact” to the mission and to “full time employment (FTE)”. Activities should organize manpower work to ensure review and study of the highest priority functions to the appropriate level of importance. Activities may have functional tasks, which are high in priority but do not require extensive man-hours and actions to complete. These high priority to low man hour functional tasks may be important to the organizational structure and play an integral role in the deployment of the activity’s overall hierarchy and structure.

4. Numbering Taxonomy. When presenting any function or task, the number associated with the item must express whether it is a function, sub-function, task or sub-task. MFTs should use an X.X.X.X numbering taxonomy (e.g., 4.1.1.1 would be the sub-task of the fourth most important function, most import sub-function and most important task). This also means that in order to have a task, there must always be a corresponding sub-function and function. However, a sub-task is not required.

5. Formatting.

a. Sub-header in the section will be “FUNCTIONS AND TASKS”.

b. After two carriage returns, a non-indented line will start the listing from the most important function to the least important sub-task.

c. Each function (including all sub-functions) and task (including all sub-tasks), must reflect a MFT number pattern (as described in section “3”).

6. Mission. The connection between mission and functions must be clear and logical. A mission statement should be no more than three sentences. If more sentences are required, activities and BSOs must provide increased content and detail in another subsection (e.g., vision statement, etc.). No structure currently exists to support identification of sub-missions. Consequently, this policy strictly forbids insertion of sub-missions into MFTs. However, if a change in policy results in multiple missions, inside the section “Function and Tasks”, each function must be prefaced with the sub-mission that it corresponds to (a five tier number would be assumed such as 1.1.1.1.1). Activities and BSOs must establish and infer a logical connection from the submissions to the total mission of the organization.

7. Functions and Tasks. Similar to paragraph 6, each task must directly relate to the parent function and each function must have at least one corresponding task. Sub-tasks are not required. Exhibit 1 illustrates an example structure.

- |   |
|---|
| <p>1.0 To provide counsel and advisement to Agency A.</p> <p>1.1 Provide written reports to Agency A.</p> <p>1.1.1 Provide a formal audit report of the agencies assets.</p> <p>1.1.1.1 Provide contents of the agencies long-term capital assets.</p> <p>1.1.1.2 Provide contents of the agencies short-term assets.</p> |
|---|

Exhibit 1

8. Support SMRD Studies. To support continuing evolution of SMRD study protocols to a functional-area studies approach, strongly recommend MFTs aggregate or roll-up sub-tasks into higher-level tasks as much as possible. This ensures greater readability and supports functional-area study methodology, which will reduce completion time for shore manpower studies.

RESOURCE SPONSOR MISSION, FUNCTIONS AND TASKS REVIEW AND APPROVAL  
MEMORANDUM

1. RS will review and approve MFT instructions for Echelon 1 and 2 shore activities as directed by Director, Navy Staff (DNS) using Memorandum format provided in enclosure (2). RSs must include completed memorandums as attachments in formal correspondence routing MFTs to DNS for final approval.
2. RS will review and approve MFT instructions for Echelon 3 shore activities submitted by Budget Submitting Office (BSO). RSs may delegate approval authority to BSOs. Delegated BSOs will utilize this enclosure to guide MFT reviews and approval. BSOs must include completed memorandums as attachments via MFT approval correspondence.
3. Memorandums will include information identified in subparagraphs 3a through 3c.
  - a. Activity MFT Information including: UIC, Echelon, Name of Command, Predominate RS and BSO.
  - b. RS Information including: RS or RS(s), who it was reviewed by and the date reviewed.
  - c. Delegated BSO Approval Information (if applicable): BSO, who was it reviewed by and the date reviewed.
4. The MFT review portion will list whether or not there is Concurrence or Non-Concurrence from the RS and BSO(s) involved. Memorandums will include the following areas for review: MFT Mission Review, MFT Function Review, MFT Task Review and MFT General Review. In Microsoft Excel table format, include headers for a Memorandum Element, Concur, Non-Concur and RS and BSO Comments.
  - a. For MFT Mission Review, include the elements listed in subparagraphs 4a(1) through 4a(3).
    - (1) Mission is accurate and appropriate.
    - (2) Mission is redundant with mission of other commands across the Navy.
    - (3) Mission is properly framed and articulates RS vision for command's primary operational role.
  - b. For MFT Function Review, include the elements listed in subparagraphs 4b(1) through 4b(4).

(1) Function(s) reflect proper and clear articulation of how function(s) deliver command's mission.

(2) Functions are direct derivative of key elements of mission statement.

(3) Functions describe roles within the organization.

(4) Functions are current and relative to mission execution (i.e., not obsolete or phasing out).

c. For MFT Tasks Review, include the elements listed in subparagraphs 4c(1) through 4c(5).

(1) Tasks are current and relative to accomplishing the function (i.e., not obsolete or phasing out).

(2) Tasks adequately describe the type of work associated with delivery of function outcomes.

(3) Tasks reflect level of detail that describe measurable actions needed to deliver function outcomes.

(4) Command requires all tasks documented to deliver function outcomes (should any tasks be removed or added).

(5) Tasks demonstrate clear relationships among expected accomplishments and existing programs, policy or written tasking agreement.

d. For MFT General Review, include the elements listed in subparagraphs 4d(1) through 4d(3).

(1) MFT appropriately describes the organization's structure, hierarchy and internal or external relationships.

(2) MFT is consistent with work expected at the command's echelon classification.

(3) Should functions and tasks move to commands with more appropriate echelon classification? If yes, identify appropriate command and provide justification.